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St Philomena's Primary School

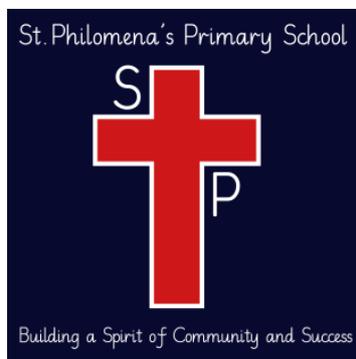


Last Updated
September 2020

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INFORMATION ABOUT
ST PHILOMENA'S PRIMARY SCHOOL



35 Robroyston Road

Glasgow G33 1EA

Tel 0141 770 4134

e-mail: headteacher@st-philomenas-pri.glasgow.sch.uk

website address: <http://www.st-philomenas-pri.glasgow.sch.uk/>

Twitter @StPhilomenasRC

Head Teacher: Mrs Heather king

Roman Catholic Primary School

Co-educational

Stages Taught: P1 - P7

Present Roll: 259

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St. Philomena's Staff 2020 – 2021

Head Teacher: Mrs Heather King

Depute Head Teachers: Mrs L McLeod & Miss A Flynn (ENP)

Principal Teacher: Mrs E McShane

P1 Miss R Heggarty

P1/2b Miss A Bowman

P2/3 Miss A Moffat

P3 Miss C Moran

P4 Mrs T McLaughlin

P4/5 Miss E Biggar

P5 Mrs M Moreland

P6 Mr J M Lubanski

P7/6 Mr M Delury

P7 Mrs C Sharkey

Nurture: Mrs T Money

Mrs C Brodie ENP

Mrs L Bell ENP

Miss M Quinn ENP



Clerical Assistants

Mrs J Woods

Miss E Buller

Janitor

Mr A Convery

Support for Learning Workers

Mrs J Allan

Mrs Y Martin

Miss L Tahaney

Mrs A Gemmell

Mrs L McKenna

Mrs P Tracey

Mrs J Livingston

Mr I McKinnon

Mr D Pham

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St. Philomena's Primary School Vision and Values

In St Philomena's our vision, values and aims clearly reflect a commitment to upholding the rights of the child. We are an inclusive establishment who promote equality, respect and tolerance for all irrespective of gender, race or religion.

In St. Philomena's Primary we provide our children with a happy, caring and safe learning environment. Through all we do we aim to prepare our children for the future by equipping them with a high standard of education, a global perspective and a deep awareness of our core values of **honesty, positivity, kindness and respect.**

Developing these skills within a Catholic ethos is the cornerstone of the education we offer. We strive to ensure every child will experience success and achievement.

Our school motto is:

**“Building a spirit of
community and
success.”**



St Philomena's Primary School Aims

- Create a welcoming ethos based on gospel values where children feel safe, happy and included.
- Work together to build a whole school community committed to improving outcomes for our children and families and ensure success and achievement is celebrated.
- Provide high quality teaching and learning experiences which are engaging, enjoyable and matched to children's individual needs.
- Promote health and wellbeing for the whole school community by providing a healthy environment where all are valued and respected.
- Create partnerships with parents, carers and other organisations to improve skills for life, learning and work in an ever-changing digital world.



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Child Welfare & Safety and Child Protection

All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children/young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

At St Philomena's Primary we maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to.
- Ensuring that programmes of health and personal safety are central to the curriculum.
- Ensuring that staff and visitors are aware of child welfare and safety and protection issues and procedures.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people.

Should our visitors have any concerns regarding the welfare or safety of any child they **must report these concerns the Headteacher or the person deputising for the Headteacher**, after judging that there may be grounds for concern regarding the welfare or safety of any child in St Philomena's Primary.

*****Please note that Mrs King, Headteacher, is the Child Protection Coordinator.**

If Mrs King is out of school, please report to our Depute Head teachers, Mrs McLeod or Miss Flynn.

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Enhanced Nurture Provision Within St. Philomena's Primary School

Glasgow City Council is committed to becoming a "Nurturing City" where increased educational engagement and positive learning outcomes are evident. It has recently expanded its provision of nurture classes and nurture corners across the city.

As a result, Education Services, developed the ENP , which offers an inclusive and flexible model of service delivery to children and young people with a profile of emotional and behavioural needs. The overall aim of the provision is to ensure that all children are educated in a nurturing environment that prepares them for successful reintegration into a mainstream school.

This inclusive model of service delivery allows pupils to be part of a mainstream school community, whilst receiving additional support from the ENP base. The Base also ensures multi agency planning, collaboration and service delivery is in place as appropriate.

The Base has 2 classrooms which support children from across the city in the context of a split placement with their mainstream school. The Base comprises:

- 1 Depute Head Teacher
- 2 Class Teachers
- 4 Support for Learning Workers
- 1 Family Support Worker

The following over-arching principles are crucial to the integrity of a truly nurturing provision:

Glasgow City Council's 6 Core Nurturing Principles
De- escalation and Crisis Prevention
Restorative Approaches

The Base is centrally based on attachment theory, thereby, the purpose is to allow the pupil to develop positive relationships and attachments with peers and adults in a therapeutic setting.

St. Philomena's Primary and ENP has had great success reintegrating children into mainstream school since opening in 2013.



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THE SCHOOL DAY



Morning: 09.00am - 10.30am

Interval 10.30am - 10.45am

Lunch: 12.15pm -1.00pm

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.

Enrolment

Registration of Primary 1 children 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. Enrolment is now conducted online – see the link below.

Families living out with the catchment area are welcome to make a placing request to attend any 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>

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 Glasgow Primary School good attendance is always encouraged 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.

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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 St Philomena's 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.

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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

Family Learning and Homework

Family learning helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about homework and family learning. Consultation with parents, staff and children have led us to a new homework policy. For more information about what your child's class is learning in school, please check the school app. This is available for download via our school App **St Philomena's RC Primary** via App Store and Google Play.

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.

We are committed to raising attainment for all children in St Philomena's Primary. We have literacy and numeracy support groups throughout the week as well as numeracy and literacy supported study after school clubs.

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>

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RELIGIOUS EDUCATION



St Philomena's Primary is a Roman Catholic School which endeavours to develop the children socially, morally, spiritually, and educationally within a community of Faith and Learning. Not only is this done through the Religious Education Programme 'This is Our Faith' but throughout the curriculum, and by the example of the staff within the school community.

Staff also follow Sacramental programmes for First Reconciliation, First Communion & Confirmation.

Talks to parents on the Sacraments and other aspects of the R.E. Programme are arranged as required, to allow parents to fulfil their role as the first and most important educators of their children. In terms of pupil participation in Scottish Government guidance makes it clear that it makes an important contribution to pupil's development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community. However, it also makes clear that parents have the right to withdraw children from participation in religious observance and that this right should always be made known to parents and their wishes respected. The Scottish Government also recognises that: Where a parent chooses a denominational school for their child's education, they choose to opt into the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

The school is supported in its work by Fr John Gannon the Parish Priest of St. Philomena's Parish.



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ASSESSMENT & REPORTING

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October and March. An annual report is sent to parents towards the end of each school year. If you have any concerns about your child's progress do not hesitate to contact the school.

Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and highlights 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.



PROMOTING POSITIVE RELATIONSHIPS



In St Philomena's we are committed to providing children with the best possible learning and teaching experiences. We believe that this can be best achieved through building positive relationships across the school community, embedding nurture principles in our daily practice and ensuring a focus on social and emotional wellbeing and an ethos of mutual respect and trust.

“Developing good relationships and positive behaviour in the classroom, playground and wider community is essential for creating the right environment for effective learning and teaching. Where children and young people feel included, respected, safe and secure and when their achievements and contributions are valued and celebrated, they are more likely to develop self-confidence, resilience and positive views about themselves.”

Better relationships, better learning, better behaviour Scottish Government 2012

In creating this policy we have consulted with staff, children and parent focus groups to identify key policy aims and to develop a pro-active approach to developing positive relationships and behaviours between all members of our school community.

Aims of Policy:

- ✚ To develop a whole school positive relationships and behaviour policy supported by parents, staff and pupils and underpinned by the school's core values.
- ✚ To support staff by providing a clear and consistent framework for promoting positive behaviour and by communicating expectations in a clear way.
- ✚ To create a safe and positive environment which promotes enjoyment in learning and raises attainment.
- ✚ To develop a shared vision and understanding of restorative practices, approaches and methodologies.
- ✚ To support pupils in dealing with difficulties and resolving conflict in a positive manner.
- ✚ To support children in understanding the impact of their behaviours through restorative conversations.
- ✚ To ensure that we always work closely with parents to support their child's personal development.

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EXTRA CURRICULAR ACTIVITIES

Throughout the year the children enjoy educational excursions and visits to a variety of museums and places of interest. These are an important part of the curriculum at St Philomena's. Each year P7 attend a residential Outdoor Centre. Children also can attend a variety of breakfast, lunch time and after school sports clubs.

Communication with Parents

At St Philomena's 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 by email 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.

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

Text messaging – You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are 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. family learning sessions, workshops, information evenings, class performances, religious and other assemblies. The school newsletter, website, Twitter and App 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.

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Data Protection – use of information about children and parents/carers

We collect information about children attending school (and 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 St. Philomena's 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.

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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.

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

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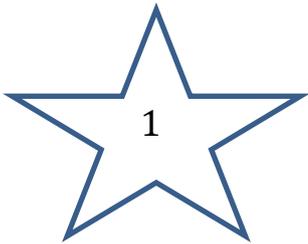
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School Improvement

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.

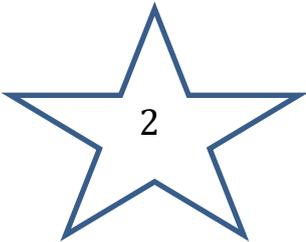
This year our school improvement priorities are:

Priority 1: Literacy and Numeracy – To Raise Attainment in literacy and Numeracy.



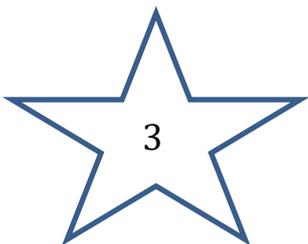
1. Improve mental agility and understanding of numeracy.
2. Improve talking and listening skills and widen vocabulary.
3. Improve children's confidence and enjoyment of writing.

Priority 2: Health and wellbeing – To Promote improved Health and wellbeing



1. Developing greater opportunities for physical activity and sport.
2. Continue to embed nurturing approaches at whole school level with a specific focus on Compassionate and Connected Classroom.
3. Developing a whole school approach to loss and bereavement to support all children and provide therapeutic interventions for targeted children.

Priority 3: Family Learning and Community Links– To improve parental engagement, family learning and links with the community



1. Using digital technology to improve family engagement.
2. Improve opportunities to engage with Parent Council, Parent Focus Groups and engage in Family Learning.
3. Improve links with local community organisations- St Paul's Forum and On Bikes.

Our Standards and Quality report on last session's performance along with the School Improvement Plan is available on the school website and App.

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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>

The school uniform for St. Philomena's Primary includes

Navy jumper or cardigan
Blue shirts
Tie – navy with red stripe

Navy skirt/trousers
Plain black outdoor shoes

The above was agreed in consultation with parents and it is expected that all children attending St Philomena's adhere to the dress code.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's' 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.

St Philomena's have a uniform bank rail of freshly laundered school uniform in the school foyer. Items on this rail are free for parents to take for their children. Our school office will be happy to assist you with sizes.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. Our PE kit consists of:

Light blue polo shirt
Navy or black shorts
Appropriate and safe footwear

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)

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- 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

Children are not permitted to participate in PE lessons wearing ear-rings.

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.

Children who prefer to bring packed lunches will be accommodated in the dinner hall.

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/allergies.

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>

If you pay for school meals, you should request a BACS number to allow to pay in advance for your child's lunches or breakfasts. You can email or call the school office for your individual payment code.

Transport

The education authority has a policy of providing free transport to all pupils who live out with 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>

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.

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If a child becomes ill during 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.

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 September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office.

Pupil Council

Our Pupil Council is made up of 2 representatives from P.4- P.7. This is an important group which ensures that the views of pupils are heard.

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 and 12, 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:

All Saints Secondary School Phone: 0141 582 0010
299 Ryehill Rd, Glasgow G21 3EN
Email: headteacher@allsaints-sec.glasgow.sch.uk

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

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. 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>.

Glasgow City Council

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

Tel: 0141 287 2000



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