



**Langfaulds  
Primary  
School Handbook  
2018 - 2019**

## List of contents

	Page
Welcome from the Head Teacher	3
Our School Vision & Values	4
Getting it Right for Every Child (GIRFEC)	5
School Information	5
Staffing/School Hours	6
Communication with Parents	9
Language and Communication Resource	10
School Holidays	11
School Holidays/Catchment	11
Enrolment/ Curriculum Areas	12
Curriculum Areas	12
School Improvement Plan/Assessment /Reporting	15
Pupil Profiles/Support for Pupils	15
Religious Observance/Home and School Links/	15
Progress Reports to Parents	16
Homework/After school activities/	17
Playground Supervision	18
Promoting Positive Behaviour	19
Attendance	20
Uniform/PE Kit/Lost Property	21
Wet Weather/Medical and Health Care/	22
Emergencies	
Transport/Placing requests/Transfer from	23
Primary to Secondary	23
Parent Council/Data Protection	24
Important Addresses	25
Anti-bullying Policy / Dealing with Racial Harassment	26
Child Protection	27
Comments and Complaints / Useful Contact Addresses	28
Information aboutb our LCR	29-

# WELCOME

## To Langfaulds Primary & LCR

Dear Parent/Carer,

We are delighted to welcome you and your child to our school. We hope you will find Langfaulds Primary & LCR a warm, caring and safe place where your child is happy and feels part of our 'family'. This handbook is your first introduction to our school. It provides general information about school life, which we hope will be helpful to you.

You are **always** welcome to discuss any aspect of school life and how you can become further involved.

To ensure the safety of all pupils and staff, parents and visitors **must** enter through the main door and report to the school office where all requests will be dealt with.

We look forward to your support and working together in partnership.

Yours sincerely

Vhairi Cochrane  
Head Teacher

## **Vision, Values and Aims**

**"Aim High and Reach for the Sky" is our new Vision slogan for the school.**

**Every day we aim:**

**To provide excellent opportunities for teaching and learning across the curriculum, through -**

- Careful planning of learning activities
- Clear assessment of pupil progress throughout the term
- Focusing on 'next steps'
- Making use of visitors and outings to bring life into the curriculum

**To work in partnership with parents and other agencies within the community to support children's learning, by -**

- Having an 'Open Door' policy - parents can contact staff easily
- Working with parents across the curriculum
- Informing families of school news and events
- Having a series of parent consultation meetings throughout the session

**To promote well-being and respect, and to develop understanding of social justice and equal opportunities for all, by -**

- Promoting clear policies on behaviour and discipline, equal opportunities and anti-bullying, child protection and promoting healthy choices
- Highlighting positive choices for all through class work and our Assemblies

**To celebrate pupil attainment and achievement in all areas of life, by -**

- Setting individual learning targets for pupils, and highlighting when the targets are met
- By recognising children's attainments (how well they progress through the curriculum) and achievements. (How successfully individuals meet a personal goal, for example, as a member of a sports club.)

## **Our School Values**

We have been focussing on our school values at assemblies and our children are demonstrating them every day. Our values are:

- Polite (PETER)
- Respectful (RORY)
- Honest (DYLAN)
- Achieving (ANNIE)

**Last session we created characters to go with each Value:**



### **Getting It Right for Every Child**

**Our shared approach to supporting all  
of our children and young people**

#### **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 INFORMATION

### School address:

Langfaulds Primary School  
56 Ledmore Drive  
Drumchapel  
Glasgow  
G15 7AQ

Telephone Number: 0141 944 0340  
Fax Number: 0141 944 9982  
E-mail Address: [headteacher@langfaulds-pri.glasgow.sch.uk](mailto:headteacher@langfaulds-pri.glasgow.sch.uk)  
School Website: <http://www.langfaulds-pri.glasgow.sch.uk>  
Twitter: @LangfauldsPS @langfauldsLCR  
Glasgow City Council Going to School web-site:  
[www.glasgow.gov.uk/en/residents/goingtoschool](http://www.glasgow.gov.uk/en/residents/goingtoschool)

Present Roll: 118    Maximum Roll - 396

Langfaulds Primary School is an active member of the Drumchapel Learning Community. The school is co-educational and non-denominational. The school has a new Parent Council.

The school is situated in Ledmore Drive, in central Drumchapel. The building is about forty years old, and is semi-open plan. The building is getting refurbished this session. The school is divided into two wings by the central Hall, which is used for gym, assemblies and for school lunches.

In the P1 and P2 wing, there are six rooms - three classrooms, a room for meetings, and two rooms used for our Language and Communication Room. The shared Open Area is set up for a variety of learning activities, such as a shop, a library and writing area and a construction area. Each classroom has two computers and an interactive smart board.

In October 2005, a Nurture Class, the Sunshine Room, was established to provide extra support to individual children who were finding settling into school routine difficult. One teacher and a support for learning assistant work in this class.

In the P4 - P7 wing, there are eight rooms, three of which are used as class bases this session. Each classroom has two computers and a smart board.

At present 117 children attend the school. There are five classes, from P1-P7. In 2019-2020 the roll is expected to increase.

We have 8.7 mainstream teaching staff this year. The number of staff may alter depending upon the number of pupils attending the school.



There are several promoted members of staff who have responsibility for the smooth running of the school, and who work closely together, and with the remaining staff to ensure that children's learning is proceeding at the correct level and pace for each child.

The school is supported by an Active Schools co-ordinator, Fiona Kirk- Friel, who liaises with the school to provide coaches for sport activities both during the school day and at after-school clubs. After school clubs are open to pupils in all stages, from P1 - P7.

## **SCHOOL STAFF**

### **Teaching Staff**

Head Teacher	Ms Vhairi Cochrane
Depute Head Teacher	Ms Hazel Sim
Principal Teacher	Mr Mark Dobson

Class Teachers	P1/2	Mrs McGrath
	P2	Miss Glen
	P3/4	Miss Wilson
	P5/6	Mr Petty
	P6/7	Mr Clark
	LCR 1	Ms Croll
	LCR 2	Mrs Nathani
	LCR 3	Mr Steele
	LCR	Miss Smith

Non Class Contact	Miss Newbigging
Learning Support Teacher	Ms Higgins
Nurture Base	Mrs J Canavan
Challenge Leader of Learning (Literacy)	Mrs MacLeod

### **Non-Teaching Staff**

Clerical Assistant	Mrs Crawford
Support for Learning Workers	Mrs Robertson
	Mr McGeachan
	Mrs Tees
	Mrs Bald (Nurture Class)
	Mrs Harris
	Ms Moore (LCR)
	Mrs Towart (LCR)
	Miss Dick (LCR)
	Mrs Campbell (LCR)

Janitor	Mrs Ann Black
School Meals	Mrs Martin Mrs McFadyen Ms Donald
Cleaners	Mrs McFadyen Mrs Downie Miss Fielding Miss White
Active Schools Co-ordinator	Fiona Kirk

## SCHOOL HOURS



The school is open each working day for pupils from 9.00am - 3.00pm  
 There is a 15 minutes break every morning, and 45 minutes for lunch.  
 Children in Primary 1 only attend in the morning until early September.

Breakfast Service	8.15am - 8.45am
School opens	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm
School closes	3.00pm



## **Communication with Parents**

At Glasgow 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** - will contain a great deal of information about the school. It is a good idea to check this regularly. Follow us on Twitter @LangfauldsPS

**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 Security**

A video security system has been fitted to the front entrance. Visitors press a buzzer, which allows staff to view the entrance, and speak to the visitor, before allowing admission to the school. All visitors must report to the school office for help - no-one should go directly to a class.

The external classroom doors are kept locked, and visitors should not try to come into the building through them.

All visitors should sign the Visitors Book.

Parents collecting children from school during the school day are asked to 'sign out' the child at the school office.

Pupils leaving the school at lunchtime exit by the front door and the main gate.

## Language and Communication Resource

Our Language and Communication Resource is a specialist provision catering for P1-7 children from areas all over the city although predominantly in the North West. The resource has a present roll of 16 pupils and is both co-educated and non-denominational. We currently have 4 teaching staff and 4 pupil support assistants.

There is a set admissions criteria and children are referred through Psychological Services for admission to the LCR. Each pupil has an annual review at which time the appropriateness of the child's placement is reviewed formally.

Children are brought to the LCR in taxis from their homes. In addition to trained staff, we access support from services such as speech and language therapy, occupational therapy, psychological services and a range of other professionals who are able to offer us advice in working with individual children.

A close working relationship with the mainstream school enables us to integrate learners with their peers where appropriate, to access a range of social and academic learning opportunities.

In addition to being part of the Langfaulds Family Group Parent Council, we have a strong parent forum who work collaboratively with our primary school partners and parent support groups. Parents and carers are very much an integral part of the success of the child and we work alongside our parent to ensure that all children in the LCR receive the highest standard of education - both academic and social, in order that they grow into confident, happy and successful members of the community, working to the best of their capacity and achieving their full potential.

Follow us on twitter- @langfauldsLCR



## **SCHOOL HOLIDAYS 2018-2019**

### **Return date for pupils**

Wednesday 15 August 2018

### **September weekend**

- Friday 21 September 2018
- Monday 24 September 2018

### **First mid-term**

- Friday 12 October 2018 (In-service day)
- Monday 15 October to Friday 19 October 2018 (October Week)

### **Christmas/New Year**

Thursday 20 December 2018 to Friday 4 January 2019 (inclusive)

\* Please note that schools will close at 2.30pm on the last school day before the holiday

School term dates 2019

---

### **Return to school**

- Monday 7<sup>th</sup> January 2019

### **Second mid-term**

- Monday 11 February 2019
- Tuesday 12 February 2019

- Wednesday 13 February 2019 (In-Service day)

### **Spring Holiday (Easter)**

- Schools close at 2.30pm on Friday 29 March 2019
- Schools return on Monday 15 April 2019
- Friday 19 April 2019 (Good Friday)
- Monday 22 April 2019 (Easter Monday)

### **May Day**

- Monday 6 May 2019 (May Day)
- Tuesday 7 May 2019 (In-Service day)

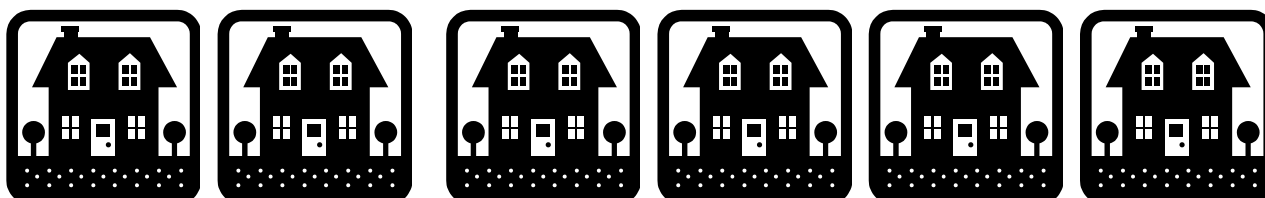
### **May Weekend**

- Friday 24 May 2019
- Monday 27 May 2019

### **School close**

- Friday 28 June 2019

\* Please note that schools will close at 1pm on the last school day before the holidays



### **School Catchment Area**

The school catchment area consists of the following streets:

Airgold Drive  
Harrow Place  
Airgold Place  
Jedworth Avenue  
Southdeen Avenue  
Dewar Drive  
Kinclaven Avenue  
Boon Drive

Ledmore Drive  
Invercanny Drive  
Kinfauns Drive  
Carolside Drive  
Southdeen Road  
Dewar Gate  
Glenkirk Drive

Linkwood Drive  
Linkwood Crescent  
Linkwood Place  
Rozelle Avenue  
Tallant Road  
Merryton Avenue  
Dipple Place

## **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.

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child at their local school as a first step. Further information is available using the following

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

**Parents/Guardians should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.**

# curriculum for excellence



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

Through the experiences we provide at Glasgow Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

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

Level	Stage
Early	The pre-school years and P1 or later

First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

### **Music**

Children also have many opportunities to enjoy musical activities where they will develop skills in singing, learn about rhythm and music making using percussion instruments, and experience music appreciation. P1-3 pupils are taught singing from a visiting tutor through the Youth Music Initiative.

### **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.

### **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.

### **Modern Languages**

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

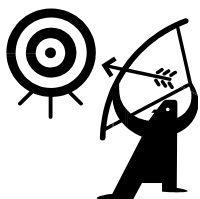
At Langfaulds we teach French and aim this session to teach Makaton Sign Language to all children from Primary 1-7.

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)



## **The School Improvement Plan**

All staff members are continuously involved in auditing how well the school is meeting our targets, and in deciding which areas need to be developed. These plans are written and adapted into our School Development Plan, which reflects national, city and local priorities in education.

## **Our Improvement Plan Priorities for 2018 - 2019 are:**

- 1: Curriculum for Excellence - Improving our literacy curriculum through further development of Listening and Talking including play
- 2: Curriculum for Excellence - Developing our Numeracy through Glasgow Counts Framework.
- 3: Health and Wellbeing: Mental, emotional and social.

Staff may be asked to become the co-ordinator of a particular area of development, or to be part of a working group looking at ways to improve the quality of teaching and learning in the school. The progress of the plan is monitored closely during the school session to ensure that the targets will be achieved.

## **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.

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools.

This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

Any parent/carers 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>

### **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.

**A letter regarding this should be sent to the Head Teacher.**

### **Home and School Links**

We feel that it is very important to develop good links with parents and with the local community. We try to do this in several ways:

- Parents/guardians are always welcome in the school - whether for discussion with staff about a child's progress or to visit a class, or by coming in to help in the classroom with learning activities. Parents/guardians wishing to see the class teacher should contact the school office to arrange a suitable time for a visit.
- Formal Parents' Evenings are held twice a year in November and March, but parents/guardians can make an arrangement at any time to talk to staff about their child's progress with work.

We try to participate in local events and to enjoy the special things, which are available to us locally.

### **Progress Reports to Parents**

We have two consultation evenings during the session, when parents/guardians are invited to the school to meet with staff to discuss their child's progress and work in class.

Parents/guardians may also be invited to school if, staff feel there is a special concern that needs to be discussed.

The Standards and Quality Report is available families in November, and a formal written progress report on each pupil is given to parents in June.

### **Homework**

**Our current homework policy is under review.**

Homework is set regularly for all pupils from Primary 1 and 2. At the early stages, children will be asked to practise their reading, and to begin to learn sounds and letter names.

From Primary 1 - Primary 7 children have regular spelling homework. Children are taught the look - cover - write - check method of learning their spelling words. A set number of words will be learned each week, and tested on Fridays.

Parents/guardians are asked to contact the school at any time if they are concerned about any aspect of their child's work or behaviour. Every effort will be made to deal with concerns promptly. If you wish to speak to a member of staff, please contact the Head Teacher to arrange a time.

### **After School Activities**

The school is allocated a budget each session, which pays for after school sports activities. The classes usually run between 3.00pm and 4.00pm, and are taken by sports coaches.

After school activities are targeted at classes, and run for various weeks. This session, clubs have included cycling, fitness, football and tennis.

The children in P6 and P7 also have the opportunity to visit Drumchapel High School for Supported Study sessions, to sample life at Secondary School.



### **Playground Supervision**

**An adult presence is provided in the playground in accordance with the terms of the Schools (Safety and Supervision of Pupils) Scotland Regulations 1990.**

Mrs Black, the school janitor, patrols the playground at interval and at lunchtimes. Staff are available in school to administer First Aid in case of accidents. Mrs Towart is the school's trained First Aider. All accidents to pupils are recorded in the accident book, which is kept in the school office.

### **Langfaulds Mini Bus**

We are fortunate to have our own school mini bus. This enables us to get out and about in the community.





### **School Policy on Promoting Positive Behaviour**

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 Langfaulds 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 and certificates sent home to parents etc. Class/House Dojo point system is used throughout the school.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used including time out. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

### **School House System**

The House system provides:

- A way of grouping children for events and activities which ensures a spread across ages and genders, which will give continuity from session to session.
- A means of highlighting and rewarding personal achievement, good attendance and behaviour which includes the whole school.

Structure:

- 4 houses - Burrell (yellow), Kelvingrove (red), Peoples' Palace (green), Riverside (blue).
- Family members (siblings and cousins) members of the same houses
- House names, staff members, colours
- Display in the Hall - House names and members
- House Dojo points awarded throughout the week are counted on Fridays.
- Winning house announced on Fridays at Assembly and treat in Family Den
- Totals kept for the term and a special treat organised for the House with most points.
- Houses become the structure for Sports Days (P1 - P3 and P4 - P7)

## **Attendance at School**

**Section 30 of the 1980 Education Act lays a duty on every parent/guardian of a child of school age, to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.**

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 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.

If the school does not receive an explanation for an absence - either by letter or by telephone - the absence will be recorded as unauthorised and referred to the Education Liaison Officer (Attendance Office).

Parents will be given printouts of their child's attendance details each term to allow them to keep a check on attendance and absence from school.

Parents/guardians do not have an automatic right to take their child out of school without permission during term-time. The Head of Establishment can only authorise time off during term-time in exceptional circumstances.

### **Exceptional circumstances include:**

- short-term parental placement abroad;
- family returning to its country of origin for family reasons;
- the period immediately after an illness or accident;
- a period of serious or critical illness of a close relative;
- a domestic crisis, which causes serious disruption to the family home, causes temporary relocation.

**Clearly with no explanation from the parent or carer, the absence is unauthorised.**

If the school has concerns about a child's attendance, contact will be made with parents/guardians. If the concerns are not resolved and the attendance or timekeeping continues to cause concern, the Attendance Officer will be asked to look at the details and contact the parents directly. The authority has the power to write to, interview, prosecute parents/guardians, or to refer pupils to the Reporter of the Children's Hearing.



### **School Uniform**

All children are expected to wear the school uniform every day. This can either be: traditional -white shirt and tie with black or dark blue school trousers or skirt and a dark blue school cardigan or jumper - or modern - pale blue or white polo shirt and dark sweatshirt with dark blue or black trousers or skirt.



Some items can only be brought through the school:

- School blazers with embroidered badge
- school polo shirt with embroidered badge
- school sweatshirt or cardigan with embroidered badge
- PE Kit- Shorts, T-shirt and bag
- school reversible jacket with embroidered badge
- school ties

Order forms are issued during the term, and samples of the school sweatshirts and polo shirts can be seen at the office.

### **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 football strips.

### **Clothing and School Uniform**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

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



### **Lost Property**

Parents/guardians are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/guardians 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 when the authority can be shown to be negligent.

Children should wear the school uniform to school and always have a waterproof coat or jacket. There is a very great awareness of fashion trends among young people, and this can be very upsetting for those who do not possess the 'trendy' shoes or clothes.

Please do not allow your children to bring toys to school.

### **Wet Weather Arrangements**

On wet days, children are kept in school at interval and lunchtime unless they go home for lunch.

### **Medical and Health Care**

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.

All accidents, which result in injury, are noted in the school accident book.

Parents who are collecting a child from school for appointments or as a result of illness are asked to 'sign out' the child so that a record is kept for attendance purposes.

### **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, twitter and the local media etc.

## 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 should obtain an application form from the school or at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

## Placing Requests:

The Education Authority does not provide transport for those pupils in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.



## 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:

Drumchapel High School  
45 Cally Ave.  
Drumchapel  
Glasgow G15

0141 582 0070

Head Teacher      Ms Joanne Sturgeon

Depute HT      Mrs Alison Robertson



Information meetings are held in Langfaulds Primary and in Drumchapel High where parents/guardians may meet staff and discuss their child's future. Langfaulds has excellent links with Drumchapel High School, with a well-established programme of Supported Studies visits for P6 and P7 pupils.



## **The Parent Forum and the Parent Council**

### **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 request from the school office. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. Parent Council could get involved in:

- Supporting the work of the school
- Gathering and representing parent's views to the Head Teacher, education authority and HMIE
- Promoting contact between the school, parents, young people and the local community
- Fundraising
- Involvement in the appointment of senior school staff



## **Data Protection Act 1984**

### **Data Protection - use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council.

The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information 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>



## IMPORTANT ADDRESSES

Education Services:

The City Chambers  
George Square  
Glasgow  
G1  
0141 287 3655

Local Councillor:

Mr Paul Carey

Head of Education

Maureen McKenna

Drumchapel Health Centre  
80 Kinfauns Drive  
Drumchapel  
0141 211 6070

Drumchapel Library  
Helca Avenue  
Drumchapel  
0141 276 1545

Drumchapel Community Centre  
Kinfauns Drive  
0141 944

Donald Dewar Sport Centre  
Drumchapel Road  
0141 276 0774

Cultural and Sport Glasgow: Letting Section, phone 0141 302 2814/2815

### **Anti-Bullying Policy**

The school appreciates and shares the concerns of parents/carers regarding preventing bullying. Pupils, staff and parents work together to implement our Anti-Bullying policy that ensures that Langfaulds Primary strives to be a bully free zone.

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement *"to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination"*. (A Standard for Pastoral Care in Glasgow Schools).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

### **Dealing with Racial Harassment**

The Race Relation Act of 1976 makes it unlawful to discriminate against someone because of her/his colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination. In 1999 the guidelines "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child or young person in Glasgow has the right to be happy and secure at school.

We implement a RACE EQUALITY POLICY in Langfaulds Primary School.



### **Comments and Complaints**

In Glasgow 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](mailto:customercare@glasgow.gov.uk)

