



Golfhill Primary School

Handbook

Last updated: 18/8/23



280 Onslow Drive
Glasgow
G31 2QF



@Golfhill1



Welcome

Dear parent / carer,

I am delighted to welcome you and your child to Golfhill Primary. Thank you for trusting us with your child's education. The seven years at primary school are a very important time in your child's life and we look forward to sharing it with you.

The team in Golfhill are hard-working, enthusiastic professionals who put the education, care and welfare of children first. We provide a positive, nurturing environment which helps children thrive.

Golfhill Primary School is situated in the Whitehill Campus which caters for children and young people from the age of 3 – 18.

Children can begin in Westercraigs Nursery, move to Golfhill Primary at the age of 4 or 5 and to Whitehill Secondary at the age of 11 or 12. This is a unique position within Glasgow and offers opportunities for our children to work with younger and older pupils across the campus.

These opportunities help build positive relationships and support the transition between nursery and secondary school.

Please do not hesitate to contact the school or check the school website if you need more information: www.blogs.glowscotland.org.uk/gc/golfhill/

More information can also be found on X (*formerly known as Twitter*): @1Golfhill

If you have any concerns or worries about your child, or if there is anything you would like to discuss or that I can help with, please do not hesitate to contact me.

Yours,



A handwritten signature in blue ink that reads 'Iain Morrow'.

Iain Morrow
Head Teacher



School information

Head Teacher	Iain Morrow						
School details	Golfhill Primary School 280 Onslow Drive Glasgow G31 2QF						
Telephone	0141 554 7723						
Pupil absence line	0141 287 0039						
Email	headteacher@golfhill-pri.glasgow.sch.uk						
Website	www.blogs.glowscotland.org.uk/gc/golfhill/						
Twitter	@1Golfhill						
Present roll <i>per stage</i>	P1	P2	P3	P4	P5	P6	P7
	16	23	27	21	22	24	20
Total roll	153						
Capacity	255						

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.

The school is non-denominational and co-educational.

The following class size guidelines set by Scottish Government apply:

P1	maximum 25
P2 and P3	maximum 30
P4 - P7	maximum 33
Composite classes	maximum 25

Our school day runs from **08:45 – 14:45**.

Playtime (morning interval) is 10:15 – 10:30 for everyone.

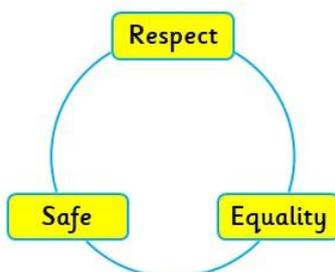
Lunches are staggered to make service easier and to support behaviour.

P1, P4, P5 and P7	P2, P3 and P6
12:00 – 12:45	12:15 – 13:00

Vision, values and aims

In June 2019, we revised our vision, values and aims, following a survey of families, colleagues and pupils. Further surveys were carried out in June 2021, May 2022 and June 2023, and the responses confirmed that our vision, values and aims are still appropriate for our school. They will remain in place for at least one more year.

Values



Respect We respect ourselves and each other. We respect school property. We respect the environment. We respect the personal space of others and seek consent before touching.

Safe We keep ourselves and others safe by thinking about our behaviour (what we say and what we do). We know that school is a safe space to make mistakes, and we can learn from them. School is a safe space to be ourselves without worrying what others think.

Equality We celebrate the things that make us different and unique, as well as what we have in common. Everyone has the same opportunities, and equal access to learning. Everyone should be treated with kindness.

Vision and aims

Golfhill Primary School cherishes its place at the heart of the Dennistoun community.

We celebrate our diversity and tolerance, and provide a welcoming and nurturing environment where everyone is accepted and supported.

Our aim is to develop resilient, responsible and creative citizens, who enjoy learning and embrace all the opportunities we provide.

LGBT Schools Charter

In June 2021, we were awarded LGBT Charter School status by LGBT Youth Scotland for our work in promoting equality. Six other primaries in Glasgow have also achieved this.

We were given great feedback on our welcoming environment, where diversity and tolerance are celebrated throughout the school.

Our *Equality* policy is available to view on the website:
<https://blogs.glowscotland.org.uk/gc/golfhill/useful-documents/>



Staff

This list is for session 2023-24. Staffing may vary from session to session, and can sometimes even change within a session.

Senior Leadership Team

Head Teacher	Iain Morrow
Depute Head Teacher	Julie Kirkland
Principal Teacher	Samantha Munro
Principal Teacher (0.33FTE)	Scott Hay
Principal Teacher (0.33FTE)	Nicole Jamieson
Principal Teacher (0.33FTE)	Fiona Macleod

Teachers

P1	Mrs Macleod	<i>Miss Munro on Thursday</i>
P2	Mrs Smith	
P3	Ms Bradbury	
P4	Ms Buchanan and Mrs Duff	
P5	Miss Iglinsky	<i>Miss Allan on Thursday</i>
P6	Miss Munro and Mr Hay	
P7 ^{GOLF}	Miss Jamieson	<i>Mrs Little on Tuesday</i>
Nurture	Mrs Blyth	
NCCT / Learning Support	Mr Hay and Miss Munro	

Support for Learning Workers

Miss Casey (Nurture)
Ms Davidson
Mrs Jamieson
Mrs More (First Aid)
Mrs Paterson
Miss Smith

Clerical Support

Ms Trotman
Mrs McCrimmon

Specialists

Active Schools	Gerry Best
YMI Music	Lesley Wilkinson

Janitor

Ann

Pupil absence

Glasgow's primary schools encourage good attendance at all times. Parents/carers are asked to inform the school if their child is going to be absent. This should be done before 08:45 on the first day of absence through the pupil absence line on 0141 287 0039. The line is open from 08.00 - 15.30, Monday to Friday.

If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school may send text messages or make phone calls to find out why pupils are not at school, if no contact is made.

Attendance figures are closely monitored, and when they fall below certain levels (see below), further action may be taken.

98% attendance or more	<i>above national average</i>
95% - 97% attendance	<i>in line with national average</i>
90% - 94% attendance	<i>may begin to impact attainment</i>
80% - 89% attendance	<i>letter sent home</i>
Less than 80%	<i>may lead to visit from Home School Support Worker</i>

Please support your child to be on time as late-coming disrupts teaching and learning, and changes to routine can cause upset or distress.

We also ask that you are on time to collect your child(ren) at the end of the day.

Reminder: our school hours are **08:45 – 14:45**.

School holidays 2023-2024

Details of holiday dates are available on the Glasgow City Council website:
[School Term Dates - Glasgow City Council](#)

They will also be issued by the school in newsletters.

Enrolment for Primary 1

Registration for Primary 1 takes place online in November and is advertised in nursery schools and the local press. Families are welcome to visit the school, and should contact the school office to arrange this.

Families living outside our catchment area are welcome to make a placing request to attend Golfhill Primary School but must first enrol their child at their local school. We would love to welcome you!

Further information is available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/education>

Medical and healthcare



We have visits from a school nurse, dentists, opticians and other health professionals at various times during the year.

If children become ill during the course of the school day, they may require to be sent home. Please ensure all contact details are kept up-to-date.

Families should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, the appropriate medical form must be completed at the school office.

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.

Emergency contact information

At the start of each school session, an annual data check will be carried out. Please ensure that we have all up-to-date and relevant information.

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.

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances may arise which lead to disruption.

Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures, difficulties of fuel supply or industrial action.

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, email or social media.

Clothing and footwear grants

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>

School uniform

The school uniform is:

- sky blue shirt or polo shirt
- school tie
- navy trousers
- navy skirt



Sweatshirts, cardigans, polo shirts with the school badge, and ties, are available for purchase at the school office, or online at <https://www.schoolwearmadeeasy.com/>.

Please note, there is no obligation to buy these. Plain clothes without the badge, but in the school colours as noted above, are perfectly acceptable.

A pre-loved uniform bank is available in our foyer. You can take whatever you need, and donations are always welcome!

It is expected that all children attending Golfhill Primary School will adhere to this dress code.

PE kit

Children have two hours of PE each week. One session takes place indoors and the other outdoors. It is important that pupils come prepared to learn, and for PE this requires appropriate clothing whether this be indoors or outside.

As per Health and Safety guidelines, all jewellery must be removed.

Pupils who are not to participate in PE must have a note or 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 clothing which:

- May 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 jewellery)
- Could cause damage to flooring
- Carries advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Dress for the weather

Please send your child to school with appropriate clothing for the weather in Scotland: rain, sun, hail, wind, cold and snow. The children will be outside before school, at break time and at lunch time, in addition to taking their learning outside.

Please note we do not keep the children inside, except in extreme circumstances.

Thank you for your cooperation with this.



School meals

Lunch service is provided by the dining staff within Whitehill Secondary, who offer a variety of meals and snacks. There are always vegetarian and halal options, and medical diets for children can be provided.



All children in P1-P5 are entitled to a free school meal. Children who prefer to bring packed lunches can join their friends in the dining area.

Lunch options are available to view in advance on the *ParentPay* website, and choices should be made in advance. All families are required to create a ParentPay account. Unique activation codes can be obtained from the school office.

If you plan to send your child/children to breakfast club (£2 per child, no more than £3 per family) you should inform the staff of any medical or dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit, Child Tax Credit only, Universal Credit and income-related Employment and Support Allowance are entitled to a free meal. Information about thresholds and application forms for free school meals may be obtained at: <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transport

The education authority has a policy of providing free transport to all pupils who live 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. Families who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>



Transfer from primary to secondary school

Children and young people normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Families will be informed of the school arrangements no later than December of P7.

Secondary staff work with pupils from P6 onward to prepare them for this transition.

Children from our school normally transfer to:

Whitehill Secondary School
280 Onslow Drive
Glasgow
G31 2QF

0141 582 0290



Head Teacher: Ruth McConachie

Communication with parents/carers

At Golfhill Primary School we use a variety of methods to keep in touch:

- *Open Door Policy:* the Senior Leadership Team are available to speak to families if they are not teaching or in another meeting. Please pop in to the school office or phone for an appointment. They are also in the playground at the start and end of each day.
- *Newsletters:* these will be issued, on the school website, on a regular basis to keep families informed about the work of the school.
- *Class Newsletters:* termly newsletters will keep you updated about the learning and teaching taking place in classes.
- *Letters:* further information which requires a response may be sent out in letter form.
- *Text messaging:* you may also receive text reminders about events.
- *Meetings:* Parents/carers are welcome in the school to discuss any aspect of their child's development and progress, but it is advisable to make an appointment. There are various planned opportunities throughout the year when parents/carers can discuss progress with the class teacher.
- *Showcase events:* There are other events throughout the school year such as workshops, class performances and open afternoons.
- *Website:* <https://blogs.glowscotland.org.uk/gc/golfhill/>
- *X (Twitter):* Follow us for news and updates: [@1Golfhill](https://twitter.com/1Golfhill)

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

We collect information about children attending school (and also about families, 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, or with health professionals. 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>

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 families to ensure that they are fully involved in any decisions about support for their children's needs.

Information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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 Protection

If you have concerns about a child's welfare please intimate your concern to the Head Teacher (Child Protection Co-ordinator) or, in their absence, the Depute Head Teacher (Depute Child Protection Co-ordinator).



Curriculum for Excellence 3-18

Curriculum for Excellence aims 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 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.

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

Through the experiences we provide at Golfhill Primary School, we want our children to become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Contributors

We are committed to providing children with a broad general education, focussing on eight curriculum areas:

Expressive arts: The inspirational power of the arts plays a vital role in enabling children and young people to enhance and develop their creative talent and 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 across different workplace settings is central to our economic future, for our own health and wellbeing, and that of 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, and their societies, beliefs and values.

Religious and moral education: Religious and moral education includes learning about all major 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. In Golfhill, children are taught French.

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 ICT, craft, design, engineering and graphics.

More information about Curriculum for Excellence can be found at:

<https://education.gov.scot/>

Assessment and reporting

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/carers about the progress of their child.

Assessment records are kept by the class teacher and form the basis of discussion at Parent Consultations in October and March. An annual report is sent home towards the end of each school year.

If you have any concerns about your child's progress at any point, please do not hesitate to contact the school.

School improvement

Our annual Standards and Quality Report is available to view on our website. This highlights progress in key areas such as literacy and numeracy, and celebrates other successes we have had. It also contains highlights of our School Improvement Plan.

We always welcome your thoughts, opinions and feedback on how we are doing, so please do not hesitate to contact us at any time. However, we do undertake a big family survey at the end of each school year, and we encourage participation in this.

Findings from the latest survey can be found:

<https://blogs.glowscotland.org.uk/gc/golfhill/family-survey-may-2022/>

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 work with the children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Golfhill Primary School is to build a positive ethos and develop positive relationships that demonstrate care and respect for all.

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

Our *Relationships*, *Anti-bullying* and *Equality* policies are available to view at:

<https://blogs.glowscotland.org.uk/gc/golfhill/useful-documents/>

Partnerships with parents/carers

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents/carers. Please check your child's schoolbag for communication about home learning and specific tasks.

Here are some of the ways we are keen to involve families in their child's learning at Golfhill Primary:

- Listen to your child read
- Offer support and guidance in completing homework
- Assist at school: share your skill or time with us
- Accompany school trips
- Support fundraising events
- Join us for Open Afternoons and Parents' Evenings

Parent council

We have an active Parent Council which represents the views of all families. All parents/carers are welcome to attend Parent Council meetings and can become members at any time throughout the year. New members are always welcomed and encouraged!

Please contact the Parent Council at golfhillpc@gmail.com if you would like to be involved.

Search for *Golfhill Primary Parents Council* on Facebook for more information.

Pupil voice

Our pupils are involved in different groups within the school setting. Our main committees are the Pupil Council and Eco Committee, but we also have Junior Road Safety Officers and Playground Leaders.

These groups encourage and lead the pupils' voice for change and improvement within the school.

Religious Observance

Pupils learn about a range of religions, and their associated beliefs, festivals, traditions and symbols etc. We celebrate the diversity of our school community.

Families from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events.

Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

Extra-curricular activities

A wide range of activities run between Monday – Thursday. These extend the learning experience after school and at lunchtimes. Please check your child's schoolbag for information as places are popular and usually limited.

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

Useful information

Parentzone

Parentzone Scotland provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home. <https://education.gov.scot/parentzone>.

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

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

Head of Service: Douglas Hutchison

0141 287 2000

www.glasgow.gov.uk

Comments and complaints

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 Head Teacher in the first instance.

Glasgow City Council complaints procedures are available:

www.glasgow.gov.uk/index.aspx?articleid=16133

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

0141 287 0900

customercare@glasgow.gov.uk

or

education.customercare@glasgow.gov.uk

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