



**Glasgow City Council**

# **Drummore Primary**



**School Handbook  
2019– 2020**

<b><u>Contents</u></b>	<b><u>Page</u></b>
Welcome to Drummore Primary	2
School Vision and Values	3
School Information	3
Curriculum	9
Religious Observance	10
Assessment and Reporting	10
Support for Pupils	10
School Improvement	11
Useful Addresses/website links	12

## School Handbook



# Welcome to Drummore Primary

I would like to welcome you and your child to Drummore Primary. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

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

Best wishes

Fiona McLean  
Head Teacher

## **School Vision & Values**

In Drummore Primary School we provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction. We believe Glasgow's children deserve the best.

Values:

- Openness with children and parents
- Respect for oneself and others
- Sustaining a safe environment
- Engaging with the wider world
- Embracing innovative teaching practices
- Encouraging excellence

## **School Information**

You can cut out the following information and place it on your fridge, in your purse or on your work desk etc. for ease of finding the numbers required.

### **Contact Details:**

129 Drummore Road

Glasgow G15 7NH

Phone: 0141 944 – 1323

Headteacher Email: [headteacher@drummore-pri.glasgow.sch.uk](mailto:headteacher@drummore-pri.glasgow.sch.uk)

School Website: [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk)

### **Background information:**

- Additional Learning Needs (ALN)
- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 66

Drummore Primary is part of Drumchapel Learning Community. A full list of the educational establishments within this community can be found on our website. Drummore staff have worked with colleagues from other schools to develop priorities for our Learning Community and participated in a range of professional development activities to meet these priorities.

The school has many positive links within the local community. These links are used to enhance the children's overall learning experience and also to contribute to the local community. A variety of shared activities among neighbouring schools are helping children to communicate and learn alongside other children from out with their own school. Our infant classes have experienced outdoor natural play sessions such as 'Mud-pie Kitchen' with our neighbouring nursery. Children and staff from Drummore and the community have been involved in creating Local Community Gardens and Drummore children have engaged in Forest School learning with our neighbouring school. These learning experiences are helping to break down barriers of exclusion while promoting inclusion and fostering shared values towards sustainable practices.

Drummore Primary School also works closely with the Active Schools Co-ordinator to develop a range of sporting activities during and outside the school such as the Drumchapel Football Festival, Gymnastics, Dance, Tae Kwon Do and our multi-sport After School Club. Our pupils work with children from Drumchapel High School who are undertaking their Sport and Dance Leader Awards.

Our school has acquired charitable status – ‘Friends of Drummore’. More information can be found on their website at [www.friendsofdrummore.btck.co.uk](http://www.friendsofdrummore.btck.co.uk) and on the school website at [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk).

### **School staff**

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

The leadership team is as follows:

Head Teacher: Fiona McLean  
Depute Head: Peter Calderwood

### **Enrolment**

Children are normally referred to Drummore Primary School by the Psychological Services. Prospective parents are welcome to visit the school and should contact the school office. Please see our website ([www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk)) for more details on our enrolment process.

### **Organisation of Classes**

Classes within Drummore Primary are set at a maximum of 10 children.

### **The School Day**

Morning	09.15 – 10.45
Interval	10.45 – 11.00
Lunch	12.30 – 13.15
Afternoon	13.15 – 15.15

P1 children will remain in school until 15.15 hours from the August starting date.

You will be able to read our School Handbook, our Staff Handbook and a Pupil Handbook by visiting our website on [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk).

Also available on our website is a record of our School Calendar where you can view a list of events planned for the current year. If any parents would like to get involved in any of these events we would like to hear from you!

## **Pupil Absence**

Within Drummore Primary good attendance is encouraged at all times. Parents are asked to inform the school if their child is going to be absent. This should be done before 9.30 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school will phone parents to gain information on their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action is taken.

## **Medical & Healthcare**

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.

We have a school doctor and a school nurse who visit the school to carry out standard medical tests and immunisation programmes with parental consent. You will be informed of these at the appropriate times. Dental inspections are also carried out and once again you will be informed of this.

We have two First Aiders in the school who are always on hand to treat minor bumps and bruises etc. If a child has had a minor accident, a letter detailing the injury will be sent home with the child.

## **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 and the local media etc.

## **School Uniform**

The school uniform is:

- Black sweatshirt
- Yellow polo shirt
- Black trousers/skirt
- Black fleece
- P.E. kit – yellow t-shirt, black shorts, black sandshoes

Sweatshirts, polo shirts, fleece and t-shirts with the school logo are available for purchase at the school office. It is expected that all children attending Drummore Primary will adhere to this dress code.

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the lessons.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

## **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), 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 the school office and at <https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals>

## **School meals**

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

Children who prefer to bring packed lunches are accommodated in the dining hall.

All children in Primary one to four are entitled to a free school meal. Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,010\*) 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 from the school office and at <https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals>

## **Transport**

All children attending Drummore Primary and resident within the City of Glasgow are brought to school on free transport and will be accompanied by an escort on the bus or taxi. The bus will only wait for a **maximum** of three minutes at each pick-up/drop-off point. It is expected that all children must wear their seat belts at all times and behave in a safe and acceptable manner. More information can be found at <https://www.glasgow.gov.uk/schooltransport>

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

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Various options will be explored to ensure that children attend an establishment that best meets their educational needs. Options may include a placement at a Secondary School for children with Additional Learning Needs, a mainstream Secondary School or a supported provision within a mainstream school. Parents and carers will meet with school staff and professionals from relevant agencies in Primary 6 to discuss the best possible placement for each individual pupil.

## **Communication with Parents**

At Drummore Primary we use a variety of ways to keep in touch:

*Open Door Policy* – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

*Class Diaries* – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

*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.

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

*School website* – will contain a great deal of information about the school. It is a good idea to check this regularly.

*Meetings* - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

### **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

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

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 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 [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### **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 Drummole 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. If you are not satisfied with the Headteacher's handling of a complaint you should contact the Customer Liaison Unit at:

Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL  
Tel: 0141 287 5384 or e-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Glasgow City Council complaints procedures are available on their website at [www.glasgow.gov.uk/index.aspx?articleid=5686](http://www.glasgow.gov.uk/index.aspx?articleid=5686). Information on data protection can be viewed at [www.glasgow.gov.uk/index.aspx?articleid=2940](http://www.glasgow.gov.uk/index.aspx?articleid=2940) and information on freedom of information can be found at [www.glasgow.gov.uk/index.aspx?articleid=2999](http://www.glasgow.gov.uk/index.aspx?articleid=2999).

## Curriculum

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it. Further information on the curriculum within Drummore Primary including Outdoor Learning can be viewed on our website at [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk).

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

Expressive Arts	Health & Wellbeing	Literacy and English	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. All of our teachers are trained in how to teach our Sexual Health and Relationship Education Programme (SHRE). Parents wishing further information on this should contact Peter Calderwood (Depute Head) at the school.

**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. Our school garden provides a meaningful context for many aspects of the science curriculum. There are always lots to do in our school garden so if any parents are willing to lend a 'green fingered' hand we would love to hear from you!

**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.

**Literacy and English Language:** Language is at the core of thinking. We reflect, communicate and develop ideas through language. Literacy offers an essential passport to learning, helping children and young people to achieve to the full and be ready for active involvement in society and work.

**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.

Each child will also have a Wellbeing Assessment Plan, which focuses on meeting the children's needs in relation to the wellbeing indicators: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included. The Wellbeing Assessment Plan includes the Additional Support Plan (ASP) where specific targets are set mainly in the areas of Health and Wellbeing and Literacy. These targets are decided each year in consultation with parents, staff and relevant agencies during a Target Setting meeting.

School policy which encourages the use of local as well as the wider community facilities means that there are weekly class visits to places of interest and educational significance e.g. swimming at Drumchapel Pool, visits to Linn Park Adventure Ground and visits to the local woods. Pupils also go to the local shops and community centre to increase their knowledge, develop their self-confidence, independence and communication skills.

Our pupils also have the opportunity to participate in a range of sporting and outdoor activities. Drumchapel Table Tennis Club provides coaching in the school and several of our pupils have joined the club and had the opportunity to compete in local and national tournaments.

The primary 7 pupils participate in an annual residential trip to an outdoor centre. This year the children went to Blairvadach Outdoor Centre ([www.blairvadach.org.uk](http://www.blairvadach.org.uk)) over a weekend where they participated in activities such as hill walking, mountain biking, rock climbing, assault course and orienteering.

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. The following two websites will give you more information on the Curriculum for Excellence and education in Scotland:

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

### **Religious Observance**

Our school is fortunate to have 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.

### **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 of which there are three a year. An annual report is sent to parents towards the end of each school year. Parents will be contacted if school staff have concerns that need to be discussed and likewise 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 (where appropriate). The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

## **Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs put in place if and when required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/article/18941/Meeting-Additional-Support-Needs>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/17870/Parental-Involvement>

Enquire are the Scottish Advice Service for Additional Support for Learning. For further information visit their website at [www.enquire.org.uk](http://www.enquire.org.uk).

The Scottish Child Law Centre is the only law centre in Scotland working exclusively for children and young people, providing free expert legal advice. If you would like more information on this you can find their website at [www.sclc.org.uk](http://www.sclc.org.uk).

The Scottish Independent Advocacy Alliance promotes, supports and defends the principles and practice of Independent Advocacy across Scotland. If you require support to gather information in order to make choices or require someone to speak on your behalf then visit their website on [www.siaa.org.uk](http://www.siaa.org.uk) for information on how they may be able to help.

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

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential. More detailed information on this can be found at <https://www.glasgow.gov.uk/girfec>

## **School Improvement**

Our Standards and Quality report is available on an annual basis and 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 this plan or a copy of our Standards and Quality report can contact the school office or check out our website on [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk).

The school was inspected by Her Majesty's Inspectors of Education in June 2012. A copy of the report can be viewed on their website at [www.hmie.gov.uk](http://www.hmie.gov.uk).

## **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 Drummore Primary is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc. Children earn points in class for good work, for trying hard, for behaving well and for being considerate to others.

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

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. You can find Drummore's Anti-Bullying Policy on our website at [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk).

More information on Children's Rights can be found at <https://www.glasgow.gov.uk/article/17854/Childrens-Rights>

## **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. Homework is normally given four nights a week – Monday to Thursday. The type and amount of homework given will be matched to the abilities and needs of each child. Check out our website ([www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk)) for further ways in which you can help your child at school.

## **Parent Council**

We have a Parent Council at Drummore Primary. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council meetings take place in Drummore Primary once each term (dates available from the school). Parent Council minutes are available on request from the school office. A list of current members is available on the website ([www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk)).

## **Pupil Council**

Our Pupil Council is made up of two representatives from each class (P4 – P7). This is an important group which ensures the views of the pupils are heard. The Council also contributes to many of the events in school such as organising sponsored walks, daffodil tea and presenting to parents.

## **Useful Addresses/Website Links:**

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

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

A list of helpful website links can be found on our website at [www.drummore-pri.glasgow.sch.uk](http://www.drummore-pri.glasgow.sch.uk).

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

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