



# Balornock Primary

## School Handbook 2023-2024



Nurture **Respect** Achieve

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Welcome to Balornock Primary School  
422 Broomfield Road  
Glasgow  
G21 3UT  
Phone 0141 558 5224

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Fax 0141 558 2599

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

**Nurture Respect Achieve**



Dear Parent/Carer

I would like to extend a warm welcome to you and your child. I hope this will be the start of a partnership which will develop throughout your child's school career.

The staff at Balornock appreciate and value the support we get from parents as we work together to ensure that your child becomes an enthusiastic and successful learner.

Through our shared values of Nurture, Respect, Achieve, we work hard to create a happy, safe, inclusive environment where your child will be encouraged to achieve his/her best and play a full part in the life of our school.

I hope that this handbook gives you a glimpse of life at Balornock Primary School, it 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.

Lynn McSorley  
Head Teacher

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### School Vision & Values

#### Visions

In Balornock 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 and inspired to achieve their full potential, encouraging everyone to become successful learners, confident individuals, effective contributors and responsible citizens. This is achieved working together with children, their families and the community, based on a shared sense of direction.

#### Values

Our Core Values are

**Nurture Respect Achieve**

### School Information

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

#### **Contact Details:**

Lynn McSorley  
Head Teacher  
422 Broomfield Road  
Balornock  
Glasgow  
G21 3UT

Phone: 0141 558 5224

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

Website : <https://blogs.glowscotland.org.uk/gc/balornockprimary>

Balornock Primary is a non-denominational, co-educational school that provides education for children from P1-7.

Balornock Primary is part of the Springburn Learning Community. Springburn Learning Community consists of Springburn Academy, associated Primary Schools and Pre-five establishments.

At present, the school role is 323 with a planning capacity of 417

*Please note that the working capacity of the school may vary dependant upon the number of pupils at each stage and the way in which classes require to be organised.*

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### **Balornock Staff 2020-2021**

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:

Headteacher:	Mrs Lynn McSorley
Depute P1-P7:	Mrs Loretta MacNeil
Principal Teachers:	Miss Caryn Smith Mrs Jemma McMillan Mrs Fiona Harris

### **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Families who require assistance to complete the online registration should contact school office. 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 Balornock 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>

### **Organisation of Classes**

Each year classes are organised depending on the number of pupils starting in August and the number of pupils at each stage throughout the school.

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

### **The School Day**

Soft Start P1 – P7	8.45am
School Starts	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm

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School Finishes 3.00pm  
P1 children will remain in school until 3.00pm from the first day of term

### **School Term Dates**

Details of school term dates are available on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

### **Pupil Absence**

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained 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. Alternatively you can use the online form on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

### **Medical & Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

### **Information in 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, Glasgow City Council Twitter and announcements in the local media etc

### **Balornock Primary Dress Code**

Our school uniform is something that we are very proud of. It gives everyone the sense of being part of our school community. In addition it helps young people

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develop a pride in their appearance and helps them to recognise the importance of coming to school ready to work and learn. It also enables staff to easily identify our pupils when we are in the playground or out on activities. This helps us to keep everyone safe.

Here the uniform which has been agreed by our Pupil Council, Parent Council and Staff.

The school uniform is:

- White shirt
- School tie
- Navy/black trousers
- Navy/black skirt
- Yellow Polo Shirt – NOT RED
- Blue sweatshirt/cardigan/jumper – NOT RED
- Indoor shoes

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from BE Schoolwear, 35B Argyle Street Station, Glasgow G2 8AH.

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

### **PE Kit**

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

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

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

### **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled



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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 meals**

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here: [http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf). Please inform the Headteacher.

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

All children in P1-5 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

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

### **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>

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

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

Springburn Academy  
151 Edgefauld Road  
Springburn  
Glasgow  
G21 4JL  
Tel : 0141 582 0230  
Email: [headteacher@springburnac-sec.glasgow.sch.uk](mailto:headteacher@springburnac-sec.glasgow.sch.uk)

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Pupils have the opportunity to visit Springburn Academy and work with staff from Primary 6 onwards to prepare them for the transfer to secondary school.

### **Communication with Parents**

At Balornock Primary School we use a variety of ways to keep in touch.

The senior leadership team are keen to be available for all parents and carers at any time providing they are not teaching or in another meeting. Please either email or phone for an appointment.

*Newsletters* – will be sent out on a regular basis to keep parents informed about the work of the school.

Seesaw – Homlearning App

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

*School website*– will contain a great deal of information about the school. It is a good idea to check this regularly. Our classes share their learning through regular blogs.

Website : <https://blogs.glowscotland.org.uk/gc/balornockprimary>

Twitter : Twitter@balornockPrimarySchool

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

*Meetings* - Parents and carers can make an appointment to discuss any aspect of their child's development and progress with a member of our Leadership Team or Class Teacher by contacting our school office. Throughout the year we invite parents to attend a variety of meetings where they will have the opportunity to discuss their child's progress with the class teacher and view the child's work.

Parents and carers are invited to attend other events throughout the school year e.g. workshops, information evenings, class performances. 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), email addresses 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

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agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

### **Appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher or telephone our school office and then collect them from the school office at the specified time.

### **Comments & Complaints**

In Balornock 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) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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

### **Curriculum**

#### **Curriculum for Excellence 3-18**

Curriculum for Excellence aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of the 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.

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

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

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

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

**Health and wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

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

**Mathematics:** Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

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### **Useful websites**

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)  
National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)  
Parentzone <https://education.gov.scot/parentzone/>  
Connect <https://connect.scot/>

### **Religious Observance**

Our school is fortunate to have a close link with the local church Tron St Mary's. The Rev Rhona McDonald is our school chaplain, she 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.

In addition, parents and carers from religions other than Christianity may request that their children may 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.

### **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' Meetings in November and May. 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.

### **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.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

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

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Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

### **Nurturing City**

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

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

### **School Improvement**

A copy of our Standards and Quality report is available on an annual basis. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer can view our School Improvement Plan on our school website or obtain a copy from our school office.

### **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 Glasgow 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 treats and awards at assemblies and certificates sent home to parents etc.

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

### **Home Learning**

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Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check Seesaw account and your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

### **Useful Contacts**

**Parentzone Scotland** is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

### **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

### **Enquire Scotland**

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

### **Glasgow City Council**

Education Services  
City Chambers  
40 John Street  
Glasgow G1 1JL

### **Parent Council**

We have a very 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 June. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

### **Pupil Voice**

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Our Junior Leadership Team is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard. Our school Houses Clyde, Kelvin, Tay & Forth are led by P7 House Captains and P6 Vice Captains.

### **Extra Curricular Activities**

Throughout the year we have a wide range of activities beyond the bell for children and families that run between Monday – Thursday. These currently include dance, cooking, games, choir and football. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

## CHILD WELFARE AND SAFETY

### Insert for Establishment Handbooks and Public Display

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

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

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

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any

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child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.



### **Useful addresses:**

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

Tel: 0141 287 2000

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

### **Disclaimer**

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.

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