

"The school at the heart of the community"



Cadder Primary School

60 Herma Street

Glasgow

G23 5AR

Tel: 0141 946 3063

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

**School Handbook 2022-23**

*Dear Parents and Carers*

I would like to welcome you and your child to Cadder Primary School. At Cadder we will work together to promote positive behaviour and the highest levels of attainment and achievement within a caring, nurturing and stimulating environment.

All aspects of life depend on fluency in the written and spoken word, competence in mathematics skills and a healthy attitude to leisure activities. The former is all the more important now in this technological age, when a far greater understanding of the written word is so essential and children must learn how to apply the knowledge they have gained, so that they can face their future with confidence.

By the time our Primary 7 pupils leave to begin their Secondary Education, we would envisage that they would have the confidence to build on the skills learned in this school and through the example of their teachers, to be ever caring and conscientious in their attitude to their peers and to those less fortunate than themselves.

In partnership with the local community groups, we always encourage our children to participate in extra-curricular activities. The school actively promotes a healthy attitude to life, widening children's horizons and equipping them to enjoy leisure activities in their later years.

Should you require any further information, please do not hesitate to contact the school office; we'll be happy to help in whatever way we can. On behalf of our whole school community, a very warm welcome to Cadder Primary School.

Thank you for choosing our school.

Yours sincerely,

Mr D. Nicholas

(Acting) Head Teacher



## SCHOOL INFORMATION

*Name and Address:* Cadder Primary School  
60 Herma Street  
Glasgow  
G23 5AR

*Telephone Number:* 0141 946 3063

*Email Address:* [headteacher@cadder-pri.glasgow.sch.uk](mailto:headteacher@cadder-pri.glasgow.sch.uk)

*Social Media:* Follow us for updates and celebration of children's successes on Facebook and Twitter @CadderPrimary and school website:  
<https://blogs.glowscotland.org.uk/gc/cadderprimaryschool/welcome/>

Present Roll: 202

Working Capacity:

The following guidelines, set by the Scottish Government, apply to our classes:

P1	maximum 25
P2 & 3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25 (Composite classes are comprised of children from more than one stage)

Parents/Carers should note that the working capacity of the school may vary, dependent upon the number of children and young people at each stage and the way in which classes are organised.

## SCHOOL HOURS

School opens	9.00am
Morning break	10.30 – 10.45am
Lunch	12.15 – 1.00pm
School closes	3.00pm



## SCHOOL LETS

Anyone wishing to use the school building in the evening should apply to:

Glasgow Life  
Community Letting  
Emirates Arena  
1000 London Road  
Glasgow, G40 3HG  
Tel: 0141 287 5921

## ENROLMENT

Registration of new Primary 1 children takes place in November and January and will be advertised widely in the local press, feeder nursery schools, etc. **Enrolment is completed online.** Further information and online forms are available via the following link: <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

We have a detailed programme of events for our Primary 1 entrants and parents/carers. All will be invited to come to school for a variety of activities from January. Out-with this time, please contact the office if you would like to arrange a visit to view the school.

Families living out-with the catchment area are welcome to make a placing request to Cadder Primary School but they must enrol their child at their local school as a first step. Any Placing Request Form should also be completed online.

A parent/carer who moves into the area may enrol their child at any time. It is advisable to telephone the Head Teacher and arrange a time to visit the school.

## VISION, VALUES & AIMS

### Mission statement – Vision – Values – Aims

#### Mission Statement:

In Cadder Primary School, we provide a nurturing, inclusive place where learners are encouraged to be the best they can be.

This is achieved by working together with our children, families and our community based on a shared sense of values.

#### School Motto:

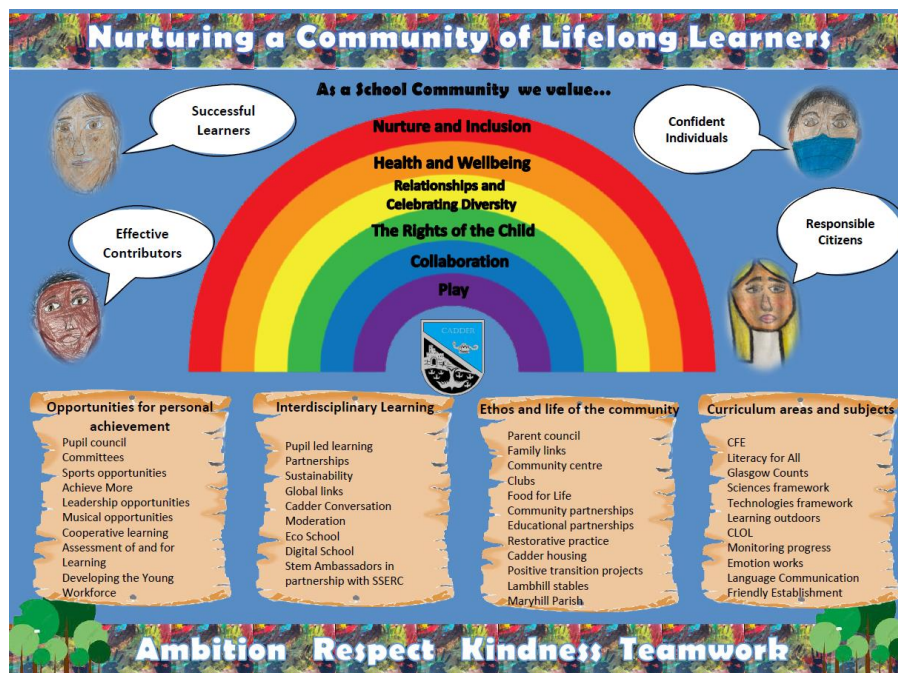
“The school at the heart of the community”

#### Values:

- ❖ Teamwork
- ❖ Respect
- ❖ Ambition
- ❖ Kindness

#### **In Cadder Primary School we aim to:**

1. Provide a safe, inclusive and nurturing place.
2. Engage learners with stimulating opportunities to reach their full potential.
3. Allow all learners to develop as kind individuals with a sense of purpose, respect and responsibility for themselves, others and the community.
4. Enable learners to succeed in a rapidly changing world by promoting skills for learning life and work.



## MEET THE TEAM – 2022/23

Staff member	Class / responsibility	Staff member	Class / responsibility
<b>Senior Leadership Team</b>		<b>Support for Learning</b>	
Mr D. Nicholas	(Acting) HT	Ms V. Sutherland	SfLW (nurture)
Mrs E. McDonald	PT (P1, P2)	Ms K. Laurie	SfLW
Mrs M. Watt	PT (P3/2, P4/3, P4)	Miss S. Stevenson	SfLW
Mrs J. Rutherford	PT (P5, P6, P7)	Ms C. Mearns	SfLW
		Mrs M. McKenzie	SfLW
		Miss K. Forbes	SfLW
		Mrs T. Ahmad (mat leave)	SfLW
		Ms D. Kemp	SfLW
		Ms C. Colgan	Child Development Officer
		Mrs M. Taylor	Family Support worker
		Mrs C. Burns	Clerical
		Ms M. Martin	Clerical
		Mr E. Wright	Janitor
<b>Class Teachers</b>			
Miss L. Beeton	P1		
Miss A. Mortimer	P2		
Mrs H. Skilling	P3/2		
Miss K. O'Brien	P4/3		
Ms C. Crawford / Mrs M. Watt	P4		
Miss A. Casci	P5		
Mr W. Hamilton	P6		
Miss M. Doull	P7		
Miss A. Wilson	Rainbow Room		
Mrs J. Clinton	NCCT and EAL		
Miss S. Szula	CLOL Numeracy		
Mrs J. Rutherford	CLOL Literacy		
Miss A. Mortimer	DLOL		

## 2022-23 CALENDAR

### August

- Monday, 15 August 2022 (Return date for Teachers & In-Service Day)
- Tuesday, 16 August 2022 (In-Service Day)
- Wednesday, 17 August 2022 (Return date for Pupils)

### September

- Friday, 23 September and Monday, 26 September 2022 (September weekend holiday)

### October

- Friday, 14 October 2022 (In-Service Day)
- Monday, 17 to Friday, 21 October 2022 (October Week)

### December - Christmas and New Year

- Schools close at 2.30 pm on Thursday, 22 December 2022
- Friday, 23 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

### January

- Schools return on Wednesday 4 January 2023

### February mid term break

- Monday, 13 February 2023

- Tuesday, 14 February 2023
- Wednesday, 15 February 2023 (In-service day)

#### **April - Spring Holiday (Easter)**

- Schools close at 2.30 pm on Friday, 31 March 2023
- Monday, 3 April - Friday, 14 April 2023 (Spring Break)
- Schools return on Monday, 17 April 2023

#### **May**

- Monday, 1 May 2023 (May Holiday)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

#### **June**

- Schools Close at 1.00 pm on Friday 23 June 2023

## **SCHOOL IMPROVEMENT (2022-23)**

### **1: To further improve teaching and learning to promote progress and raised attainment in literacy.**

- Introduce North Lanarkshire Spelling Programme
- Enhance existing phonics and spelling strategies
- Further develop teaching and learning of Talk for Writing in P1-P7
- Further develop Teaching and learning of Talking and Listening in P1-P7
- Introduce comprehension resource to P4-P7
- Embed and further improve outdoor learning in regular delivery of lessons

### **2: To further improve teaching and learning to promote progress and raised attainment in numeracy and mathematics.**

- Further embed and improve Glasgow Counts strategies to raise attainment in numeracy and mathematics
- Further improve subject knowledge and pedagogy to ensure consistency of practice when teaching numeracy & maths using the G.C Framework, CPA approach and incorporating 'The Good Lesson' cycle
- Glasgow Counts Together Pilot of parent and carer mentoring to support numeracy support for targeted individuals
- Improved support from SFLW in numeracy and maths
- Embed and enhance STEM learning opportunities P1-P7

### **3: To further enhance and embed inclusive practices.**

- School community to work towards Silver RRS award
- Further improve support and learning for EAL pupils and their families and celebration of diversity across the school
- Embed and further develop themes from Inclusion and Equality policy
- Improve quality of feedback to learners in learner conversations
- Ensure voices of school community are recorded, valued and influence change. To Include: staff, pupils, parents/carers and partners
- Use Circles Framework to improve adapting our school and class environment to support learners

## **CHILD PROTECTION AND SAFEGUARDING**

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the school's actions in response to Child Protection concerns.

Cadder Primary is committed to creating and maintaining 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 and visitors to the school are aware of Child Protection procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting our pupils.

Child Protection Co-ordinator: **Mr Damian Nicholas** (Acting Head Teacher)  
Telephone Number: **0141 946 3063**

If there are any Child Protection concerns, the Senior Leadership Team will follow Glasgow City Council's Child Protection Procedures and Guidelines as outlined in Management Circular 57 and the school's Child Protection Policy.

## BULLYING

All children are entitled to learn and play in an environment in which they feel safe, respected and valued and are free from all forms of abuse, bullying or discrimination. These rights extend to the adult members of our school community.

**Bullying behaviour is never acceptable and will never be tolerated in Cadder Primary School.**

When bullying behaviour occurs in Cadder Primary, respecting the rights of all children involved is of paramount importance. Our school aims to establish a culture of mutual respect and understanding and will promptly address the needs of those bullied, as well as the bully, within a framework of respect, responsibility, support and resolution:

- a) Cadder Primary School will take all bullying behaviour seriously
- b) A member of the Senior Leadership Team will carry out a full investigation
- c) Cadder will work with the young person who is being bullied to help them feel safe and find solutions to the bullying behaviour
- d) A 'first offence' of a minor nature (for example, name-calling) will be challenged and the child will be made aware that this behaviour is unacceptable. It will be made clear to the child that any further incidents will be formally recorded
- e) A member of the Senior Leadership Team will inform the parents/carers of any child who is being bullied
- f) A member of the Senior Leadership Team will inform the parents/carers of any young person who is displaying bullying behaviour to support and encourage the pupil to modify their behaviour
- g) Cadder will record all incidents of bullying behaviour in line with local authority and national guidelines
- h) Cadder will work with those displaying bullying behaviour to help them change their behaviour
- i) Where appropriate, Cadder will work with both parties to help reconcile relationships through restorative conversations
- j) A member of the Senior Leadership Team will monitor recorded incidents to ensure patterns of behaviour are promptly recognised and appropriate measures put in place to address these

## PROMOTING POSITIVE BEHAVIOUR

Children learn best in a safe, secure and positive environment and staff, parents and children all have a role to play in creating and supporting such settings. Engaging learning activities, appropriately differentiated work, good classroom organisation and effective teaching methods are key to keeping pupils engaged and motivated and to maintaining good behaviour. Classrooms within Cadder are organised to promote order and minimise disruption and uncertainty. They also aim to be stimulating environments which develop independence and initiative.

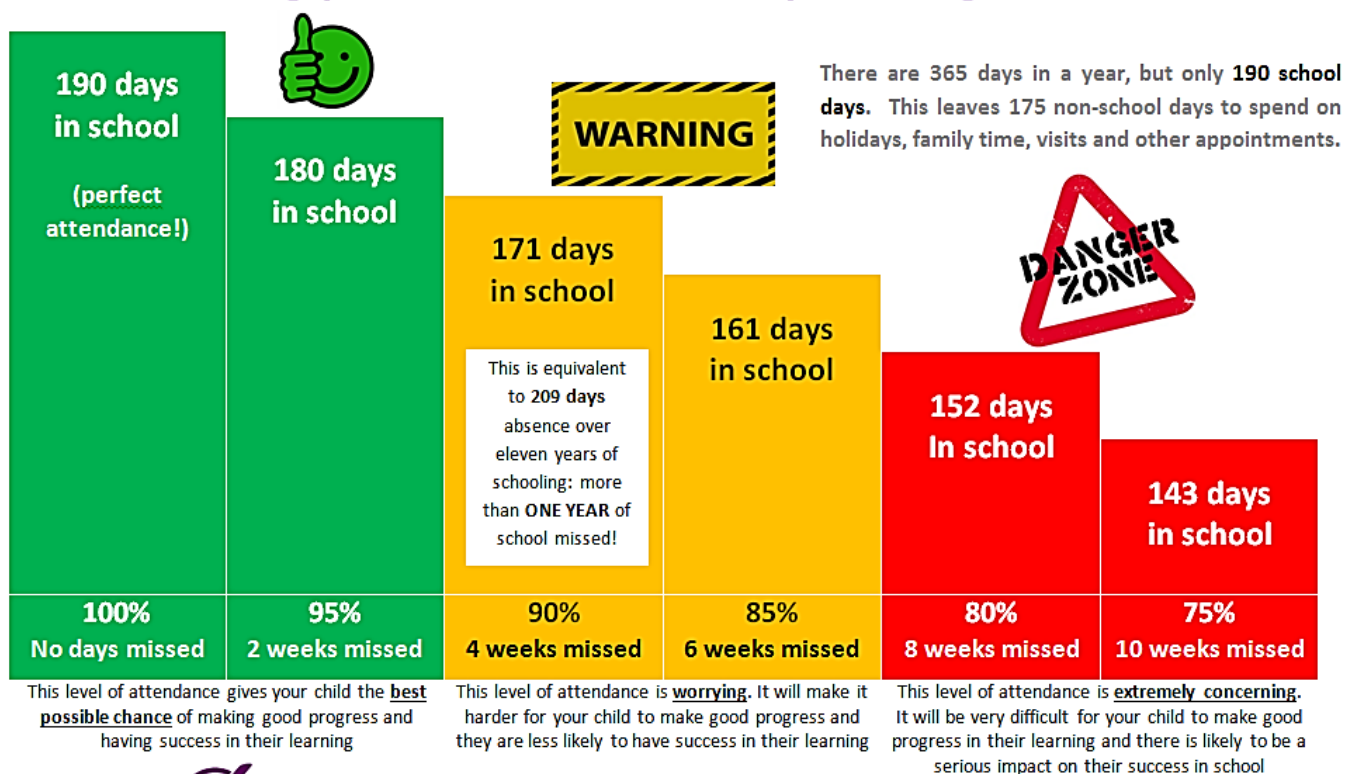


Our school operates a range of initiatives/strategies, which allow the school to promote positive relationships both at classroom and whole school level. A range of approaches exists to promote positive behaviour based on improved relationships, engagement, motivation and emotional wellbeing

Parents/carers will be contacted promptly if their child continually fails to abide by our school values or if they are involved in an incident of a serious nature. When inappropriate behaviour occurs, Cadder will always seek to respond with consequences which are reasonable and proportionate. Parents are encouraged to support the decisions and actions of the school to ensure that any sanction has maximum impact. Should parents/carers have a concern about the way their child has been dealt with, they should contact the school to discuss the matter with the Head Teacher.

## ATTENDANCE

### Understanding your child's attendance percentage



**ATTENDANCE MATTERS... every school day counts!**

It is vital that parents contact the school promptly if their child is going to be absent. This can be done by telephoning the absence reporting line on **0141 287 0039**. Alternatively, parents can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>.

If the school is not contacted, office staff will send a text to parents and, if necessary, follow this up with a telephone call to confirm the whereabouts of the child and ensure that they are safe. The Education Liaison Officer will be asked to investigate an unexplained absence, and the authority has the power to write to, interview or prosecute parents/carers. In the interests of child safety, the police will be contacted if all attempts to locate a child have been exhausted.

#### Family holidays during term time

Every effort should be made to avoid family holidays during term time as this reduces learning time and disrupts a child's education. Parents/carers should inform the school by letter before going on holiday. Absences will only be classified as 'authorised' in exceptional circumstances such as a family holiday being crucial to the wellbeing and cohesion of the family or following a serious or terminal illness, bereavement or other traumatic event.



### **Extended leave with parental consent**

Whereas most family holidays will be recorded as 'unauthorised absence', extended leave with parental consent will be authorised under circumstances such as:

- short-term parental placement abroad
- family returning to its country of origin (to care for a relative or for cultural reasons)

### **Exceptional domestic circumstances**

Parents may request permission for such leave in writing and the school may authorise such requests under the following circumstances:

- the period immediately after an accident or illness
- a period of serious or critical illness of a close relative
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

## **SCHOOL UNIFORM**

At Cadder we strongly promote the wearing of school uniform. Wearing school uniform promotes belonging to the Cadder team. Our uniform was agreed in consultation with pupils and parents and it is expected that all children attending Cadder Primary School adhere to our dress code:

- White shirt/ polo shirt
- School tie
- Grey trousers
- Grey skirt
- Grey pinafore
- Royal blue school sweatshirt, pullover, cardigan
- Black shoes or trainers

Parents can choose to purchase their child's school uniform from any retailer. However, sweatshirts, cardigans, polo shirts, blazers, jackets and school bags with the school logo are available for purchase at;

Schoolwear Scotland (aka Set Schoolwear)

10 Broomland Street

Paisley PA1 2LR

0141 889 0467

Or online at <https://www.schoolwearsotland.com>

### **Clothing & footwear grants**

Families on low incomes may be eligible to receive a School Clothing Grant award of £120 for a Primary aged child or £150 for a Secondary aged child. The award is given annually to assist with the cost of purchasing essential school clothing for families who are on a qualifying benefit.

You may be eligible for a school clothing grant if you have a child that attends a Glasgow school, and you receive any of the following benefits:

- Housing Benefit / Council Tax Reduction (this is not Council Tax single person's discount or student discount)
- Universal Credit (UC), and your monthly take home pay is £660 or less.
- Income Support/Income based Job Seeker's Allowance (JSA) or any income related element of Employment and Support Allowance (ESA)
- Child Tax Credits only (CTC) with an annual income of less than £17,005
- Working Tax Credit and Child Tax Credit with an annual income of less than £17,005
- Support under Part VI of the Immigration and Asylum Act 1999

Info and applications 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. Children who prefer to bring packed lunches are welcome to bring healthy food, i.e. no chocolate and sweets.

All P1 to P5 children are entitled to a Free School Meal, however, if you are in receipt of eligible benefits please submit a free school meal which should be completed through your Glasgow City Council My Account. For pupils in primary six and seven, lunch costs just £1.90, unless children are entitled to receive a free school lunch.

Parents and pupils are asked to select their lunches through ParentPay account before coming to school or the night before. Lunches can be booked weeks in advance, meaning parents can rest assured their children are eating nutritious and filling meals each day.

New Applicants - please complete an [application form online](#) through your Glasgow City Council My Account and submit along with proof of eligible benefits. There is a tick box whereby you agree to the Council checking benefits received.

More information for free school meals may be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

## BREAKFAST SERVICE

Our Breakfast Service runs daily in the dining hall from 8.00-8.45am. Breakfast is free for pupils eligible for free school meals. For other children the cost is £2.00 for the first child in a family and £1.00 for all other siblings attending on the same day.

Children should enter by the side gate and access the breakfast club via the dining hall door which will be manned by the catering staff.

## 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 think they might be eligible should obtain an application form from the school or at: <https://www.glasgow.gov.uk/index.aspx?articleid=17882> This does not apply if you have chosen to place your child in Cadder PS through a Placing Request and did not attend your local school.

## 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 usually transfer to:

Cleveden Secondary School

42 Cleveden Road

Glasgow

G12 0JW

Phone: 0141 582 0060

Email: [headteacher@cleveden-sec.glasgow.sch.uk](mailto:headteacher@cleveden-sec.glasgow.sch.uk)

## NURSERY TRANSITION

A pre-entrant programme is in place for children beginning Primary 1 each August. More information will be given during enrolment in November and January.

The current programme runs as follows:

Enrolment	November and January
Primary 1 school visit(s)	April –June

## MEDICAL AND HEALTHCARE

If a child becomes ill during the course of the school day, they may require to be sent home. Please ensure that you keep the school informed of all current contact details. If your child is unwell before coming to school it is important that you keep him/her at home. This will prevent other child and staff from becoming ill.

Minor accidents will be dealt with in school by staff and/or our trained First Aider. Accidents are recorded in our accident book. You will receive a text if your child has a minor bump to the head but if the accident requires further treatment, we will inform you or an emergency contact immediately.

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.

The school nurse visits the school at various times during the year. Parents will be informed by letter.

### Allergies

The school should be kept informed of any allergies and reactions. A profile from hospital should be provided by the parent/carer and the prescribed medication supplied to the school. Following the completion of medical forms, this medication will be stored in the designated safe area, to be administered if and when required. Currently, some children have nut allergies and parents/carers are requested to ensure that all snacks and lunch boxes are nut free.

### Other Prescribed Medications

Only prescribed medication from your doctor, in its original packaging and with pharmacist instructions, will be administered. Written parental/carer consent, on official school medical forms, is required.

## INCLEMENT WEATHER AND EMERGENCY CLOSURES

During periods of inclement weather, the children will be allowed to enter the school building from 8.50am. Children will be supervised by school staff until their teacher collects them at 9.00am. All classes are supervised indoors during wet intervals.

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## DATA PROTECTION

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 2018 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> .

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

## EMERGENCY CONTACT DETAILS

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. Alternatively, these can be completed via the new ParentPortal.

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. You can contact the school office or update your contact details through the Parent Portal.

## EQUAL OPPORTUNITIES

Cadder Primary honours the dignity and voice of each person and is committed to being an inclusive community where all pupils and adults feel welcome, valued, included and have the best opportunities to reach their full potential.

In accordance with the Equality Act 2010 and Glasgow City Council policy, Cadder promotes equal opportunities for all. We challenge discrimination and actively ensure that age, disability, gender, race, religion, sexual orientation and all other protected characteristics defined in legislation are never barriers to pupils or adults playing a full and active role in the life and work of our school community.

## GETTING IT RIGHT FOR EVERY CHILD

GIRFEC stands for '*Getting it Right for Every Child*'. GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people. GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

## For children, young people and their families, GIRFEC means:

- they understand what is happening and why
- they have been listened to carefully and their wishes have been heard and understood
- they will feel confident about the help they are getting
- they are appropriately involved in discussions and decisions that affect them
- they can rely on appropriate help being available as soon as possible
- they will have experienced a more streamlined and co-ordinated response from practitioners

## CURRICULUM FOR EXCELLENCE

*Curriculum for Excellence* aims to achieve a transformation in education in Scotland by providing a flexible and enriched curriculum for all children and young people from 3-18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. *Curriculum for Excellence* is underpinned by the values inscribed on the mace of the Scottish Parliament: Wisdom, Justice, Compassion and Integrity.

The purpose of *Curriculum for Excellence* is encapsulated in the four capacities: to enable each young person to be a **successful learner**, a **confident individual**, a **responsible citizen** and an **effective contributor**.

There are eight curriculum areas:

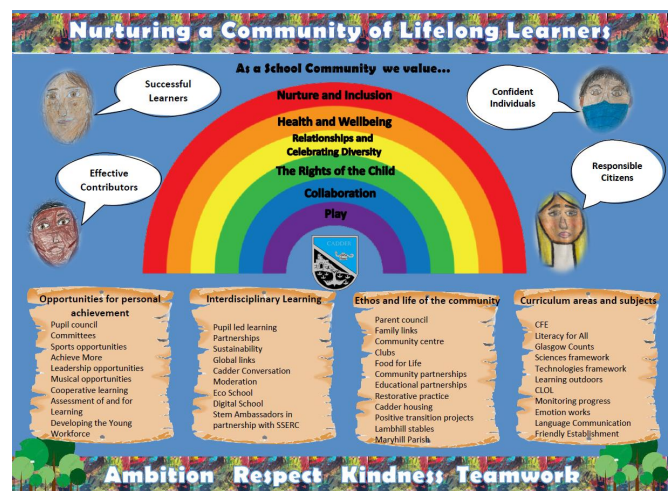
Languages (including English and modern languages; Numeracy & Mathematics; Health & wellbeing; Religious and moral education; Expressive Arts; Sciences; Social Studies; Technologies)

Literacy, Numeracy and Health & Wellbeing are given particular importance as knowledge and skills in these areas are so vital to everyday life.

In *Curriculum for Excellence*, learning is divided into two phases: the Broad Education (BGE) and the Senior Phase. Learning is also divided into levels as follows:

<u>LEVEL</u>	<u>STAGE</u>
Early	the pre-school years and P1 or later for some
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 and fourth	S1-S3, but earlier for some
Senior Phase	S4-S6 and college or other means of study

The following diagram illustrates our school curriculum:



## ASSESSMENT

Assessment is an integral part of learning and teaching. Cadder Primary School endeavours to ensure assessment always supports pupils' learning by focusing not only on outcomes achieved, but on the process of each child moving from where they are in their learning towards new, more advanced goals. A variety of assessment approaches are used and teachers gather a range of evidence to help identify strengths and plan the next steps in a pupil's learning.

High-quality interactions between Cadder children and staff lie at the heart of effective assessment. Teachers endeavour to interact with pupils in ways which encourage them to *think* and to talk about and demonstrate their learning. These interactions are based on thoughtful questions, careful listening, reflective responses and effective feedback strategies. Focused dialogue about learning takes place on a regular basis between teachers and pupils. The Senior Leadership Team meet with each class teacher on a termly basis to discuss the progress of pupils and identify the most effective ways of helping every child meet their full potential.

Occasionally, more formal assessments are used to help the school gain a fuller picture of a child's ability in particular areas of the curriculum. National standardised assessments in numeracy and literacy are administered in Primary 1, Primary 4 and Primary 7.

## REPORTING TO PARENTS

Formal opportunities to meet and discuss things with your child's class teacher take place in October and March. A report summary will be issued in December and a full written report will also be sent to parents in June. This final report covers all eight curricular areas, indicates the Level within *Curriculum for Excellence* a child is working at, and highlights the child's strengths and next steps in learning. Parents/carers and children have the opportunity to respond to the content of the reports through a written response.

If we have concerns, we will contact you rather than waiting until a report evening. If you feel that your child is experiencing any difficulty, please come and discuss the particular problem with us. If your child is worrying about school, please let us know.

## HOMEWORK

Parents, carers and other family members can and do make a real difference to children's education. Children learn a great deal at school and parents can add to this learning by supporting them at home.

Homework tasks provide valuable opportunities for parents and carers to work alongside their child on tasks and activities which reinforce the learning they do in school; this provides parents with a valuable insight into their child's on-going progress.

### **Supporting your child with their homework**

- If possible, provide your child with a quiet place to work.
- Treat your child's homework as his or her responsibility.
- Take an interest; help your child but do not do the work for them.
- Help your child to find solutions to any problem, but only to get your child back on track again. If your child is really struggling, it is better to refer the problem back to the teacher the following day.
- Go over work when it is completed, showing interest and support.
- Get used to the local resources you and your child can use such as joining the local library.

## HEALTH AND WELLBEING

Cadder Primary is a Health Improving School. Health and education go hand in hand and children who are fit and healthy are more likely to achieve their full potential at school. Cadder has a comprehensive Health & Wellbeing programme of study and also works in partnership with various health professionals and partner agencies, including the school nurse, Achieve More and Residential Centres. We ask parents and carers to help support our commitment to health and wellbeing by encouraging their son/daughter to bring healthy snacks and drinks to school. Only water is permitted in classrooms.

### Physical Education

All children engage in daily physical exercise, including Marathon Kids and two hours of high quality taught Physical Education per week.

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 wear 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.

### P.E kit

There are forms of dress that are unacceptable in school, such as the items of clothing listed below:

- 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

On P.E. days pupils are asked to attend school wearing joggers, leggings or shorts with a polo shirt and school jumper/cardigan. This maximises the quality time of our PE sessions. **Full School Uniform should be worn on non-P.E. days.**

## ADDITIONAL SUPPORT NEEDS

Cadder Primary complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009. Cadder 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 cause a barrier to learning and Cadder is committed to working closely with parents and carers to ensure they are fully involved in any decisions about supporting their child's needs.

### Wellbeing Assessment Plan

Some children attending school require an individual plan called a "Wellbeing Assessment Plan". These are often referred to as "WAP's". A WAP is a record of your child's specific additional support needs and records their individual targets to help meet these needs. Parents and carers are made aware of the content of this Plan and have a valued input to its content. These Plans are reviewed within the school year and next steps are agreed. The length of time a child may require a WAP can vary depending on their additional support need.



Any parent or carer seeking further information and advice should contact the Head Teacher in the first instance. Further information relating to Additional Support Needs is available on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

## PUPIL COUNCIL

Our Pupil Council is made up of representative from P1 through to P7. This is an important group which ensures that the views of pupils are heard, and provides a valuable way of assisting the Head teacher with school improvement. You can find out more about the Pupil Council on our school app.

In addition to the Pupil Council we also have other Pupil Voice groups such as Eco Committee, Sports Leaders and Digital Leaders who work with members of staff to make improvements for us all.

## COMMUNICATION WITH PARENTS

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

**School website** – <https://blogs.glowscotland.org.uk/gc/cadderprimaryschool/>

**Twitter** – follow us on @CadderPrimary as we post many examples of the brilliant learning opportunities that go on in our school.

**Facebook** – CadderPrimaryPage

**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 phone the school office for an appointment.

**Newsletters** – will be available on a regular basis to keep parents informed about the work of the school. These are sent out via Groupcall e-mail and uploaded to our Website. Please contact the school office if you would like a paper copy.

**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. via Groupcall.

**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, assemblies, etc.

## PARENT COUNCIL

In line with the Scottish Schools (Parental Involvement) Act 2006, all parents/carers are automatically members of the Cadder Parent Forum and have the right to establish a Parent Council to represent them.

### Parent Forum

The Parent Forum is made up of all parents/carers who have a child in Cadder Primary. Membership of the Parent Forum allows all parents/carers to have a say and for their collective views to be represented on the quality and

standard of education in the school and any other relevant matters. One of the ways parents/carers in the Parent Forum are able to express their views is through an elected Parent Council.

### **Parent Council**

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children at the school. Parent Councils are very flexible group. A Parent Council could get involved in:

- Supporting the work of the school;
- Gathering and representing parents/carers views to the Headteacher, education, authority and HMIE;
- Promoting contact between the school, parents'/carers', children and the local community;
- Fundraising
- Involvement in the appointment of senior school staff.

If you are interested in becoming a member of the Parent Council, please email the Head Teacher or contact the school office.

## **CADDER OUT OF SCHOOL SERVICE**

The Cadder Out of School Service, an independent body within Cadder Primary School, is an essential provision for parents/carers and operates from 3:00 – 6:00 p.m. daily during school time and during the holidays (different times). For working parents/carers or parents/carers attending college this service provides a welcome innovation in the Cadder area.

For information regarding after school care, please contact the group at Cadder Primary between 3:00 – 6:00pm. The group is open to children from Cadder and other schools in local area:-

**CADDER OUT OF SCHOOL SERVICE, TEL. NO. 0141 946 6569.**

## **COMMENTS AND COMPLAINTS**

Cadder Primary School endeavours to maintain positive, open relationships with parents, carers and the wider community. However, if you have a comment or complaint about any aspect of the school, please contact the Head Teacher in the first instance.

Glasgow City Council complaints procedures are available at:

<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)



It is extremely important that all issues are dealt with within an atmosphere of mutual trust and respect. Cadder Primary expects parents and carers to behave in a reasonable and civilised manner towards all school staff. Incidents of verbal or physical aggression towards staff by parents/carers will be reported immediately to the Head Teacher who will take appropriate action in line with Glasgow City Council policy.