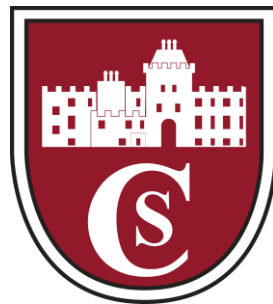


Castleton Primary School

"Treat others the way you want to be treated"



School Handbook



Glasgow Primary School Handbook

Welcome to Castleton Primary School



I would like to offer a very warm welcome to you and your family to Castleton Primary School, on behalf of all staff, parents and pupils. During your child's stay with us, it is our wish that your child is happy and successful. We commit to work in partnership with you and your family to develop your child not only academically but to also focus on their personal and social development to fully prepare them for the next stage of learning and life.

Through strong partnership with you we can ensure your child is safe, happy and reaches their full potential.

This handbook contains a range of information that you might find helpful and gives you a glimpse of life at Castleton Primary School. You will find out even more about us by following us on X. We are in the process of developing a new website and hope to have that available in the coming months.

We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Jackie McIver

Headteacher

Last updated on October 2023

School Vision & Values

In Castleton Primary School we will 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.



Our Vision, Values and Aims were agreed after a whole school community consultation. The outcome of this consultation was:

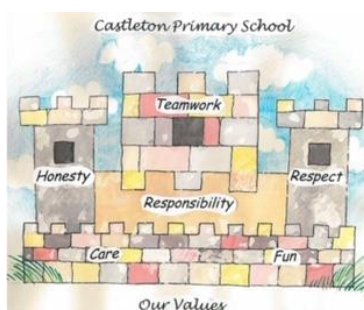
Our Vision

All members of our school community know –

You are an important part of our happy, healthy school, where we are the best we can be.

Our Values

- Respect
- Care
- Honesty
- Responsibility
- Teamwork
- Fun



Our Aims

We all live the School Values to make sure that:-

- Everyone is included and nurtured.
- Learning & Teaching is valuable and fun.
- We don't give up, we try our best.



We review our Vision, Values and Aims every session. We are working to ensure our vision, values and aims become embedded into the life and work of the school. The whole school community are committed to ensuring we do this and that our vision, values and aims shape and direct our strategic planning and priorities for improvement.

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:

Castleton Primary School

70 Dougrie Road

Glasgow

G45 9NW

Phone: 0141 634 6913

Email: headteacher@castleton-pri.glasgow.sch.uk

X @Castleton_Pri

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 397
- Capacity: 440

School staff

A full list is available on request and parents will be updated on any changes as required through Seesaw & by email.

The leadership team is as follows:

Headteacher: Mrs Jackie McIver
Depute P1-P4: Mrs Jan Nicol
Depute P5-P7: Mrs Laura Butler
Principal Teacher: Mrs Kirsty Wilkie

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. We would also encourage you to follow us on X. Enrolment is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Castleton Primary School but must enrol their child online as a first step.

Further information is available using the following

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

Organisation of Classes

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

<i>Morning</i>	09.00 -10.30
<i>Interval</i>	10.30 - 10.45
	10.45 - 12.15
<i>Lunch</i>	12.15 - 13.00
<i>Afternoon</i>	13.00 - 15.00

P1 children will remain in school until 15.00 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 Castleton Primary School good attendance is encouraged at all times. Parents are asked to advise if their child 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 email 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.

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 emails, texts, Seesaw and the local media etc.

School Uniform

At Castleton we strongly promote the wearing of school uniform. Wearing school uniform promotes belonging to our Castleton team. We previously consulted the whole school community and agreed that our school uniform is;

- White shirt
- School tie
- Grey trousers
- Grey/maroon skirt Grey/maroon cardigans or jumpers



School ties can be purchased from the School Office.
Sweatshirts, cardigans, white polo shirts, school bags with the school logo are available for purchase at;

Trutex
35B Argyle Street Station
Glasgow G2 9AH
0141 221 4472
Or online at <https://www.trutex.com/>



We also work with ApparelXChange, a Glasgow based social enterprise dedicated to recycle and reuse school uniform. School uniforms are a costly part of school life, financially and environmentally. ApparelXChange help reduce the cost both to your pocket and the environment. Find out more - <https://www.apparelxchange.co.uk/>

As our uniform was agreed in consultation with pupils and parents it is expected that all children attending Castleton Primary School will adhere to this dress code. Thanks for your support with this.

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 (*false nails have become a particular problem and we would ask that this is kept to holiday times only*)

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 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. Menus are posted on X weekly.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-5 are entitled to a free school meal. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly.

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 can apply online at

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

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 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:

Castlemilk High School

223 Castlemilk

Glasgow

G45 9NY

Phone: 0141 582 0050

Email: headteacher@castlemilkhigh.glasgow.sch.uk

www.castlemilkhigh.glasgow.sch.uk



Castlemilk High School staff often work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

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

Seesaw/Showbie – these are digital platforms which allow children to post work, teachers to post activities & parents/carers to communicate with class teacher.

X – follow us on @Castleton_Pri as we post many examples of the brilliant learning opportunities that go on in our school. There are posts almost daily.

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. A member of the senior leadership team will usually be available in the playground from 8.50am and 3pm.

Weekly Bulletin– will be available on Seesaw to keep parents informed about the work of the school. Please contact the school office if you have difficulty accessing Seesaw and we can email you the weekly updates.

Emails / Letters – further information which requires a response may be sent out in letter form. We do tend to use email and/or text as our preferred form of communication.

Parent Board – Outside School Office.

Text messaging – You may very occasionally receive a text message. This is a very costly way for us to communicate, it will be in emergency situations only.

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. Stay and Learn, family learning events, class performances and other assemblies. Seesaw, email and X 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 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 and then collect them from the school office at the specified time.



Comments & Complaints

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

Through the experiences we provide at Castleton 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.

Useful websites

Education Scotland www.education.gov.scot

National Parent Forum of Scotland 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. In the past the Minister and Deacon assist 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' Evenings. At Castleton, this year these will be in November and May. A written report will be sent to parents in March.

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>

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

On an annual basis, we will post a copy of our Standards and Quality report on Seesaw and by email. Copies from previous years are also available on request. 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 were discussed with our Parent Council. We hope very much to re-establish a Parent Council during session 23/24. Any parent or carer seeking a copy of the plan can contact the school office the 2022/2023 plan is available on request.

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 Castleton Primary School is to build a

positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.

Our school's work on values and Promoting Positive Behaviour policy serves to promote pupils' personal and social development and help them to develop positive attitudes. This forms the whole school's approach to promoting positive behaviour. It is important that pupils learn in a calm, well-ordered and stimulating environment. At Castleton we aim to focus on the positive with encouragement and praise where pupils, teachers and other members of staff have mutual respect and consideration for one another.

At Castleton Primary School, our Promoting Positive Behaviour aims are;

- To encourage pupils to live the School Values
- To allow pupils to take accountability for their behaviour choices.
- To ensure workable relationships between teachers and pupils



Our Promoting Positive Behaviour language depends on:

- Positive, nurturing relationships
- Shared rights and responsibilities, running of the classroom
- The positive and supportive tone and manner of staff
- Follow-up for pupils beyond the more public setting
- Relationships



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.

Child Protection

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 wellbeing 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 wellbeing 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.

The name of the Child Protection Coordinator and depute Child Protection Coordinator is on display throughout Castleton Primary.

Home Learning

We consulted the whole school community on home learning in October 2017. We consulted parents via survey and face to face meetings. We consulted staff and pupils via a survey. We had a working party of staff and parents who agreed a draft Home Learning Policy. The final policy, after evaluation with the whole school community is available on request.

We are currently making use of Seesaw & Showbie for Homelearning and this review may well lead to changes in our policy & practice during session 23/24

Parent Council

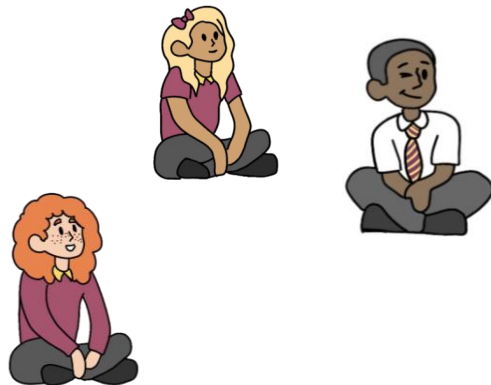
We had a very active Parent Council that represented the views of all parents. Unfortunately, all office bearers were parents of P7 pupils. At the moment we don't have a Parent Council but we are very keen to get this valuable group re-established.

Pupil Council (Junior Leadership Teams)

Our Pupil Council is made up of 1 representative from each P4-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 app.

In addition to the Pupil Council we also have a variety of Junior Leadership Teams-

- Digital Leaders
- Rights Respecting School Leaders
- Equalities Committee
- Numeracy Leaders
- Health & Wellbeing Leaders
- Literacy Leaders
- Playground Leaders
- Dyslexia Ambassadors
- Reading Ambassadors
- Into Film Ambassadors



All Junior Leadership Teams work with members of staff to make improvements for us all. Pupil Voice is key to improvements in our school

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include Dance, Multisports, Anti Racism Club, Reading, Garageband, Glee, Choir, Lego, British Sign Language, Numeracy Club, to name but a few. Please



check Seesaw and your child's schoolbag for information as places are popular and usually limited.

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

Useful 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

Enquire Scotland

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

Glasgow City Council

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 2000
www.glasgow.gov.uk

Indigo Out of School Care
70 Dougrie Road
Castlemilk
Glasgow
G45 9NW
Tel: 0141 634 6161
www.indigogrp.com

