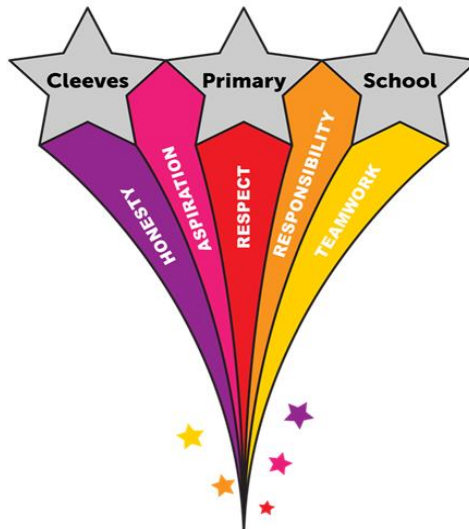




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CLEEVES PRIMARY SCHOOL



HANDBOOK

Last updated October 2023

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Cleeves Primary School
271 Househillmuir Road
Glasgow, G53 6NL



Headteacher: Ms Hazel Sim

Telephone: 0141 880 5305

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

Website: www.cleeves-pri.glasgow.sch.uk

Twitter: @CleevesPS

Welcome to Cleeves Primary School!

This handbook is designed to give parents and carers an insight into our school and how it works. I hope you find it interesting, informative and useful. Please do not hesitate to contact me if there is any matter which causes concern, or is of particular interest to you.

Hazel Sim
Head Teacher

School Capacity: 396

Present Roll: 188

Classification 2023 – 2024:

P1	P2	P3/2	P4/3	P4	P5	P6/5	P7/6	P7
23	20	23	19	21	23	21	18	20

Stages P1 – P7 are catered for and Cleeves is a non-denominational establishment teaching both boys and girls.

Classes are organised following guidelines set by the Scottish Government:

- P1 maximum nos. 25
- P2 & P3 maximum nos. 30
- P4 - P7 maximum nos. 33
- Composite classes maximum nos. 25 (pupils from more than one stage)

The school was officially opened on 7th December 2009. We are housed in a newer two storey building which has a well-developed outdoor play area and houses 3 Hills Community Garden of which we are a member.

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School Staff

Head Teacher – Hazel Sim

Depute Head Teachers – Alison Burnet, Elaine McCallum (Thurs & Fri)

Principal Teachers – Faz Ali, Ashley Bissett, Karen Roseweir

Primary 1 – Alison Byrne (Mon - Wed) / Jennifer Hope (Thurs & Fri)

Primary 2 – Kirsty Stewart

Primary 3/2 – Adele Carmody

Primary 4/3 – Jillianne Rennie

Primary 4 – Brett Heaney (Mon & Tues) / Stacey Rendall (Wed-Fri)

Primary 5 – Kayleigh Southerton

Primary 6/5 – Arthur Murray

Primary 7/6 – Carly Docherty

Primary 7 – Glenda Kirwan

Additional Support Teachers – Diane Campbell (Mon-Thurs), Eilidh Drummond (Mon-Wed), Elizabeth MacLaren (Wed)

Nurture Teacher – Jeanette MacLean

Support for Learning Workers – Thomas Anderson, Laura Gray, Nicoleta Krauss, Jennifer MacLaren, Ashley McCusker, Linda McDougall, Deborah McQueen, Claire Moore, Mary-Ann Shankland, Rhonda Simpson, Margaret Tervit, Vicky Weir

First Aider – Deborah McQueen, Claire Moore

Admin Support – Cassie MacFadyen, Sharon Walsh

Janitor – Kath Fulton

Catering Manager – Alison Humes

School Hours

Breakfast Club	8.00am – 8.45am
Start	9am
Interval	10.30am – 10.45am
Lunch	12.15pm – 1.00pm
Dismiss	3.00pm



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School Holidays

Details of holiday dates are available on the Glasgow City Council website or, on enquiry, at the school office: 0141 880 5305.

School Ethos

Our school vision, values and aims were drawn up in consultation with pupils, parents and staff.

Vision:

Cleeves Primary School provides a welcoming, nurturing and safe learning environment, giving pupils the opportunity to achieve their full potential. This will be achieved through working together with children, their families and the community, based on a shared sense of direction.

Values:

Honesty Aspiration Respect Responsibility Teamwork



Aims:

In Cleeves Primary School, we aim to:

- Provide a high-quality learning experience for all which supports all children in achieving their potential and celebrates success within school and in the wider community,
- Build positive partnerships with families and the community to involve them in the children's learning,
- Encourage pupils to maintain high standards of behaviour at all times, following the schools Promoting Positive Behaviour policy,
- Enable pupils to become responsible and environmentally aware global citizens who are able to make informed choices for their future,
- Ensure everyone feels valued and respected by embracing social and cultural diversity.

At Cleeves, we strive to enable every child to fulfil their potential and to 'be all they can be'. Achievements in school are recognised, awards and certificates are celebrated at assemblies and we celebrate the wider achievements both in and out of school.

The pupil voice is further enhanced by active participation of children from all stages on a variety of pupil bodies, such as:

Pupil Council / Eco-Committee / Junior Road Safety Officers / PATHS Pals / Health Committee / House Captains

As part of the Hillpark Learning Community, we also work closely in partnership with Hillpark Secondary School / Ashpark, Darnley, Gowanbank, Merrylee and Tinto Primaries / Burnbrae Children's Centre and other Early Years Establishments, in taking forward developments in learning across the Learning Community.

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Curriculum for Excellence 3-18

Curriculum for Excellence was 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 with children fully involved in target setting and planning next steps in learning.

Through the experiences we provide at Clevees 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, as detailed below:

Expressive Arts (Art, Dance, Drama & Music)	Health & Wellbeing (Including PE)	Literacy & English	Numeracy & Mathematics
Religious & Moral Education	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

Literacy and English: Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. Our teachers make every effort to promote language and literacy development, including finding opportunities in every area of the curriculum to encourage young people to explain their thinking, talk about their ideas and read and write at a level which will help them develop their language skills further.

Numeracy & Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. The ability to work with numbers is an equally important life skill.

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. This includes PE and the Relationships, Sexual Health and Parenthood programme (please see <https://rshp.scot/> for more information on this programme).

Sciences: 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.

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Expressive Arts (Art, Dance, Drama & Music): 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. All aspects of learning in expressive arts include opportunities to present and perform. On several occasions throughout the year, children will present their learning to their parents, carers and peers.

Technologies: Learning in technologies will allow your child to develop skills, knowledge, understanding and attributes through creative, practical and work-related activities across a range of areas. They will be able to use these skills in business, computing science, digital literacy, food, textiles, craft, design, engineering, and graphics.

Social Studies: Through social studies, children develop their understanding of the world by learning about people and societies past and present, including 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.

There are opportunities throughout the year for parents and carers to learn more about the curriculum, to engage with their child's learning, e.g. on educational outings and to be consulted about significant changes as appropriate.

Reflection Time

Our school is fortunate to have a close link with the local church. The minister, Rev Douglas Nicol and members of St Christopher's Priesthill and Nitshill church assist with the Christianity element of Religious and Moral Education and provide opportunities for reflection. Parents have the right to withdraw their child from religious observance and should inform the school in writing should they wish to do so.

Home Learning

Continuing to learn at home helps children achieve more and is a vital part of our partnership with parents. Some class teachers will use the online platform Seesaw to put a number of weekly tasks to complete which will support children's class learning. Parents / carers should be aware that specific home learning tasks may also be provided in school bags. P7 parents / carers should be aware that specific home learning tasks will be provided to help prepare the children for secondary school.

We ask all parents and carers to support their children away from school with a variety of activities proven to have a positive impact on learning. Things such as:

- Reading together,
- Setting the table and eating as a family,
- Participating in clubs outside of school,
- Good bedtime routines.

School Improvement

On an annual basis, we evaluate our progress in key areas and our priorities for improvement are detailed in our School Improvement Plan. Copies are available on request.

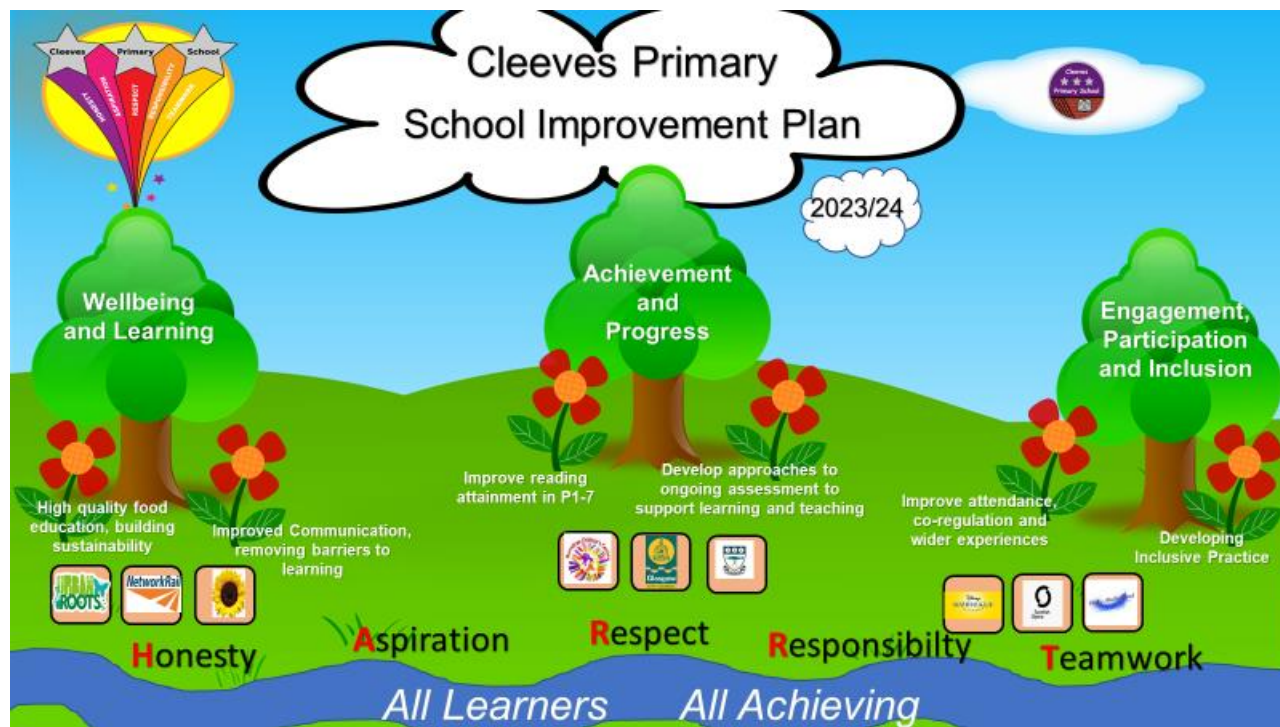
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Teaching for effective learning, formative assessment, self-evaluation and strategies for tracking children's progress continue to impact positively on children's attainment in Literacy, Numeracy and Health and Wellbeing.

Our planning cycle includes regular audits of all stakeholders and these inform our next steps in improvement.

In session 2023 – 2024, our main priorities for improvement are:



Assessment and 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, including Scottish National Standardised Assessments (SNSA), is used to enable staff to plan teaching and learning to support all needs and 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 in November and March. An interim report is sent to parents before the parents' evening in November and an annual report is sent to parents towards the end of each school year.

Support for Pupils

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children with additional support needs, where possible, in their mainstream schools. This is in accordance with the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe, low incidence disabilities. The authority recognises that there are a wide range of factors which may act as a barrier to your child's learning.

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The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs as required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There is a wide range of factors which may act as barriers 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. We also continue to engage with Glasgow's Improvement Challenge (GIC) and make use of the Government's Pupil Equity Funding (PEF) to support our most vulnerable youngsters.

We have a robust referral process in place and any concerns (behaviour / learning / social / emotional) would, initially be investigated by the school's additional support needs (ASN) coordinators – Ms A. Burnet / Mrs E. McCallum (Depute head teachers).

The school also has a Glasgow nurture base, our 'Busy Bee Base', which supports children in P1-P3 with social and emotional needs every day, their families on a weekly basis and children in the upper school two afternoons a week. This is staffed by Mrs MacLean and Mrs Gray.

Any parent or carer seeking further advice regarding this policy should contact the head teacher in the first instance. Further information relating to additional support needs is available on the Glasgow City Council website.

Child Protection and Safeguarding

At Cleeves Primary we prioritise and aim to 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 all 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.

If any parent/carer has any concerns about child welfare or safety or would like further information, they should speak to the Child Protection Co-ordinator, Ms Hazel Sim (HT) or Depute Child Protection Coordinators Ms Alison Burnet (DHT) and Mrs Elaine McCallum (DHT).

GIRFEC (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

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in a child's life, and what might need attention or support. It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting It Right for Every Child means:

For children, young people and their families:

- 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.

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies,
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners.

Pupil Absence

Good attendance gives your child a better opportunity to be successful. It is important that the school and parents/carers work together to ensure the best possible attendance by our children. Parents/carers are asked to inform the **Absence Reporting Line – 0141 287 0039** if their child is going to be absent for the following reasons:

- **Sickness absence:** If the absence lasts more than one day, parents are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- **Medical or dental appointments:** Parents and carers should call the team to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

Please phone the school directly to report the following absences to ensure the right supports are in place:

- Bereavements,
- Serious illness, e.g. an absence which will last more than one week,
- Injury, e.g. a broken limb,
- Contagious diseases or illness.

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The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained and high levels of absence are investigated by the head teacher and appropriate action taken.

If your child has an unavoidable appointment during the school day, please inform the school office in person or in writing and collect your child from the school office at the specified time.

Parent Council

Our parent council represents the views of all parents and carers. All members of our parent body are welcome to attend meetings and can become members at the annual general meeting which is usually held in September. Minutes of meetings are available on request. More information about the parent council can be given from the school directly.

After School Activities

A variety of active after school clubs are offered to pupils, including such things as football, dance, basketball, table tennis and gardening.

Educational visits are arranged throughout the session related to topic work and we have close working relations with community partners – Silverburn, 3 Hills Community Garden, Burnbrae Children's Centre, St Christopher's Priesthill and Nitshill Church, Glasgow Life and our Active School Coordinator, to name but a few. Parents are encouraged to co-operate, join with partners and take part in the above whenever possible.

Promoting Positive Relationships

In Cleeves Primary School, the main emphasis is on the promotion of positive relationships and on the developing and sustaining of positive relationships between staff and pupils. Children's Rights, as outlined in the United Nations Convention on the Rights of the Child (UNCRC), are fundamental to a positive school ethos and all adults in school work with children to ensure that they are aware of their rights and the responsibilities which come with them. We work, therefore to make sure that everyone fully respects the rights of others and use nurturing, solution oriented and restorative approaches to help children modify unacceptable behaviour choices. Our Promoting Positive Behaviour policy was written with a view to creating a stable, orderly and safe environment to the benefit of all.

Parents are asked to support and cooperate with the school in encouraging a sense of responsibility and good behaviour in their children.

School Dress Code

Our school uniform was agreed in consultation with pupils and parents. It is expected that all children attending Cleeves Primary School will adhere to this dress code:

- White shirt and school tie with grey or black trousers / skirt,
- Red sweatshirts, cardigans and white polo shirts with the school logo,
- White shirt & tie,
- Shoes appropriate for indoors.

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The logoed items are available for purchase at the Trutex shop in Glasgow, beside Argyle Street railway station. More information on these is available at the school office. We also have a school tie available to buy from the school office priced at £4.

Parents are asked to ensure all items of clothing are clearly identifiable with their child's name on a label.

PE Kit

All children receive at least two hours physical education every week and it is important that they come properly prepared. No jewellery is permitted and children should bring shorts or jogging trousers / leggings and a t-shirt. Any child who is unfit to participate must bring a note from home. In school, including P.E, there are forms of dress which are unacceptable. 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 (jewellery).

Clothing & Footwear Grants

Parents / carers receiving Income Support, Job Seekers' Allowance (income based), Working Tax Credit (with a total annual income of less than £15,050*) Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and on the Glasgow City Council website.

School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Lunches are provided in the school dining room each day on a cash cafeteria basis. Pupils who pay for lunch do so on a daily basis. Money should be kept in a safe pocket / purse. Children who bring packed lunches have them in the school dining hall. We encourage our children to bring a healthy snack for morning break (NO chocolate, chewing gum, sugary sweets or fizzy drinks).

Cleeves Breakfast Club operates daily 8.00am – 8.45am. It provides a healthy breakfast and an opportunity for positive social interaction at the start of the day.

Any queries to do with Breakfast Club or lunchtime meals (range & quality of food / special diets) or any question on catering, please contact: Alison Humes (Catering Manager) – 0141 881 9531, in Cleeves.

Children and young people of parents / carers receiving Income Support, Income-Based Job Seekers' Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,105*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools, and on the Glasgow City Council website.

Currently, free school meals at lunch time are offered to all children P1 – P5, however, to qualify for a 'free' breakfast, **an application must be submitted and approved, including for children in P1-P5.**

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All parents / carers eligible for free school meals for their children are encouraged to register their entitlement.

Transport

The education authority has a policy of providing free transport to all pupils and young people who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or online on the Glasgow City Council website.

Medical and Health Care

The school nurse, nurse assistants and dental health professionals visit the school at various times during the year. Parents are requested to give their consent to medical and dental examinations and it is also important that the school is made aware of any medical condition affecting a child. If a child requires medication during the school day, this must be prescribed by a doctor and parents / carers must complete the appropriate form at the school office. If a child has an accident in school or falls ill during school hours, he/she may need to be sent home. ***It is essential, therefore, that telephone contact numbers are given to the school office and that these numbers are kept updated.***

Minor cuts and scrapes which occur in the playground will be dealt with by school staff, however, if any child is suffering serious effects of an accident or illness, medical help will be obtained immediately and the parent informed of the action taken.

Parents are requested to ensure that the school is notified immediately of any change which occurs in the information supplied in the "Emergency Contact" or "Medical Information" forms as the session progresses.

Please examine your child's hair on a regular basis. School staff / nurse can offer advice on the treatment of head lice should that be necessary.

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 closure or re-opening by using letters, texts, Twitter, the School app and the local media, including Glasgow City Council's website.

Emergency Contact Information

At the start of every school session, a data check will be issued to all parents / carers. Please ensure that this is completed / updated and returned. It is also vital that you let us know of any changes to your telephone number(s) or those of your emergency contacts.

Enrolment

Parents and carers of children due to start school in August 2023 (5th birthday between 1st March 2024 and 28th February 2025) should register their child to the appropriate local primary school during the first week in November. To register an enrolment application

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should be completed online. Arrangements will be made by the head teacher who will host open visiting times when prospective parents are welcome to visit the school. (0141 880 5305).

Parents / carers who may wish to enrol their child in Gaelic Medium Education can do so at two schools:

- Glasgow Gaelic School, 147 Berkeley Street, Glasgow G3 7HP 0141 276 8500
- Glendale Gaelic Primary School, 2 Kenmure Street, Glasgow G41 1PH 0141 429 3183

Please check the local catchment primary school and Gaelic Medium School for your address.

Please note, as parent, carer, you have the right to apply to place your child in a school other than your local school, but you **must** complete an enrolment application **before** you submit a placing request.

It is usual practice for children to attend their local catchment primary school.

All information regarding the registration process can be found on the Glasgow City Council website.

Transfer from Primary to Secondary School

Children normally transfer to high school between the ages of 11½ and 12½ so that they will have the opportunity to complete at least four years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Hillpark Secondary is Cleeves' associated Secondary School to which our pupils normally transfer. Ms Collins, Head Teacher at Hillpark, gives information to P7 parents each year and school staff meet to share information on all pupils transferring, particularly those with additional needs.

Transition visits start in P6 and continue through P7 with every effort made to make the transition as smooth as possible and to prepare the pupils for the transfer to:

Hillpark Secondary School
36 Cairngorm Road
Glasgow, G43 2XA Tel: 0141 582 0110

Transition information is also made available to secondary schools other than Hillpark to support pupils' transfer there, but placing request forms may need completed.

Communication with Parents / Carers

At Cleeves Primary School, we use a variety of ways to keep in touch. Your child's schoolbag is vital, so please ensure that you check it every night for newsletters, letters and notes from teachers.

The head teacher and depute head teacher are available at any time for all parents and carers, to discuss any aspect of school life, provided that they are not teaching or in another meeting. Please telephone the school office to arrange a phone call or an appointment.

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Text messaging will also be used to remind our school community about events, attendance, etc. and the school website, Twitter account and School app also carry current information. As we look to cut costs for everyone, we are using 'Groupcall' for various means of communication. To take full advantage of this, please download the APP to your device(s).

In addition, there are various opportunities throughout the school year when parents can discuss their child's progress with the class teacher and view children's work.

Policies

All school policies are in line with those of Glasgow City Council and are available from the head teacher: headteacher@cleeves-pri.glasgow.sch.uk

More information is also available on Glasgow City Council's website: www.glasgow.gov.uk

Comments and Complaints

In Cleeves 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 head teacher in the first instance.

Glasgow City Council complaints procedures are available:

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

Telephone: 0141 287 0900

Email: customercare@glasgow.gov.uk

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

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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