

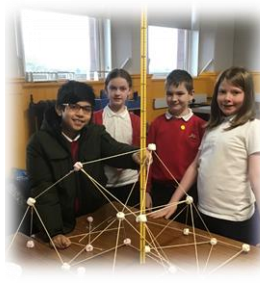
Craigton Primary School and Nursery Class



Our School Handbook Session 2023 - 2024



Craigton Primary School



Welcome from our Head Teacher



Dear Parents/Carers,

As Headteacher of Craigton Primary School & Nursery Class, I am delighted to welcome you and your family to our school. Our school is a nurturing, welcoming and supportive place for children to play and learn, where everyone is supported to be their very best. We have high expectations of every child in our school and our staff team are dedicated to ensuring every child receives a challenging and exciting school experience.

Our school building has stood at the heart of Craigton since 1910 and we are proud of our long standing history of high quality education. We are always looking for new and exciting ways to continually improve our school and we work with our whole school community regularly to evaluate and develop our approaches.

This handbook sets out our aims and priorities for the session 2023 - 2024, which I hope you find helpful. The monthly Headteacher Newsletter and daily updates on Twitter will keep you up to date with the life of the school and the community. Family Learning is a key strength of our school and there are a wide variety of opportunities for parents to play an active role in school activities and we hope you will join us at as many events as you can. Our values are central to everything we say and do in our school and these are values we are very proud of.

We look forward to working with you and your child during this exciting stage in their lives. Please do not hesitate to get in touch if you would like more information or to arrange a tour of our wonderful school.

Yours sincerely,

A Thom

Alexander Thom
Head Teacher

Our Vision, Values and Aims are being reviewed by our whole school community and will be launched in October 2023.

Our Vision



Our Aims

The Aims of Craigton Primary are:

- To educate each child through a broad and balanced curriculum in line with the principles of Curriculum for Excellence.
- To engage each child in a supportive and safe learning environment and set high expectations of pupil achievement and celebrate success.
- To engage children and parents in the learning journeys of the children.
- To enrich the lives of our school community through our shared values ensuring equality and diversity.
- To aspire to excellence in all aspects of school life.

Our Craigton Values

Honesty

Responsibility

Love

Co-operation

Respect

School Information

Contact Details:

Craigton Primary School & NC

9 Morven Street

Glasgow

G52 1AL

Phone: 0141 882 2856

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

www.glasgow-pri.glasgow.sch.uk

Twitter: @CraigtonPrimary

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7 / Nursery Class: 3-5 year olds.
- Current Roll: 274
- Working Capacity: 329

Craigton Primary School

Our Staff Team 2023 - 2024



Our Senior Leadership Team

Head Teacher

Mr Alexander Thom

Depute Head Teacher

Mrs Laura Kennedy

Principal Teacher

Miss Lynsey Anderson, Miss Stephanie Caldwell & Mrs Lynsey Kawmi

Our Teaching Staff Team

P1: Miss Mailley & Miss Rundell

P2: Mr McGrath

P3/2: Miss Walters

P3: Mrs Naheem & Mrs Donovan

P4: Mrs Millar

P5/4: Ms Cobbin & Mrs Kawmi

P5: Mrs McCaig

P6: Miss Jee

P7/6: Mr McMaster

P7: Miss Fitzpatrick

Nurture: Miss Vance

Expressive Arts: Mrs Burns

CLOL: Miss Anderson & Mrs McNab

Our Support Staff Team

Family Learning Worker:

Miss McIntosh

Support for Learning Workers:

Ms McKissock

Miss Gibson

Mrs Whyte

Mr Moses

Mrs Martin

Clerical:

Mrs Milne

Ms Gilmour

Miss Hanley

Janitor:

Mr Petrie

Our Nursery Team

Principal Teacher:

Miss Anderson

Team Leader:

Mrs Mullen

Child Development Officers:

Mrs Traynor

Miss Shields



Our School Improvement 23 - 24



Craigton Primary School and Nursery Class Family Friendly School Improvement Plan 23-24



What will we improve?
Our Improvement Aims

How will we improve our approaches?

What will the impact be?

Achievement and Progress

To improve attainment in writing and improve learners' experiences in reading.

- Introduce PM writing to develop our teaching and learning approaches.
- Children who require intervention in writing will be supported in small groups.
- Introduce new phonics and spelling approaches to ensure consistency.
- Introduce 'Reflective Reading' approaches to develop comprehension skills.

- Increase in attainment in writing.
- Increase in children's enjoyment of reading.
- Increase in children's comprehension skills.
- Reading fluency improved in P1-3.

Teaching and Learning

To increase engagement and participation in learning.
To further develop learning through play in P1-3 and develop enquiry based learning in P4-7.

- Develop our effective feedback approaches.
- Develop our effective questioning techniques.
- Staff trained as leaders in learning and teaching.
- Implement target setting across Nursery – P7
- Develop our understanding of Realising the Ambition and Building the Curriculum 3 to develop our approaches to learning through play.
- Use our learning spaces more creatively

- Children will know their next steps in learning.
- Children will receive high quality feedback to support their progress.
- Our children will learn through play in P1-3 and have opportunities for enquiry based learning in P4-7.

Wellbeing, Participation and Inclusion

To meet the needs of all children and develop our range of targeted interventions to support progress.

- Work towards becoming a Language and Communication Friendly School.
- Ensure a consistency of approach across the school with language and visuals.
- Support families who have low school attendance and a high late coming record.
- Support staff to be trained in Glasgow's Dyslexia Support Service interventions.

- Increased attendance at school for targeted families and an increase for all arriving at school for 9am.
- Children with Dyslexia will have regular small group time to develop their skills.



Our School Day

Breakfast Club entrance is from 8-8.20 am daily. After 8.20 there are no staff at the main entrance for entry.

Wake and Shake (P1 & P2)	8:45 – 9:00 am
School opens:	9.00 a.m.
Interval:	10:30 – 10:45 a.m.
Lunch:	12.15 - 1.00 p.m.
School closes	3.00 p.m.

Nursery class session times are:

8.50am – 12pm for morning children

12.45 – 3.55pm for afternoon.

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. Therefore it is important that the school is kept informed of any changes to your address, telephone number, email address or emergency contact details to ensure that our records remain as accurate as possible. We shall keep you informed by using letters, text/email and our Twitter page.

Enrolment

We are delighted that you are considering enrolling your child at Craigton Primary School. If you wish to have a tour of the school, please contact Mr Thom, the Head Teacher, to arrange this. If your child is due to start school in Primary 1 in August, you can enroll them via the Glasgow City Council website from the November before their start date: <https://www.glasgow.gov.uk/index.aspx?articleid=18007>

If you wish to enrol your child in any year group during the school year, you can do so online: <https://www.glasgow.gov.uk/index.aspx?articleid=24569>

More information is available via the Glasgow City Council website about enrolling your child at school, however you can also call our school office for more information.



School Attendance

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised: e.g. unexplained by the parent (truancy) or temporarily excluded from school.

Class registers are taken each morning and afternoon. Please inform us by telephone or letter if your child is likely to be absent from school. Please do not communicate this with the school through email. Please give your child a note on his/her return to school confirming the reason for absence. Parents/Carers do not have an automatic right to take their child out of school without permission during term time. The Head of Establishment can only authorise time off during term time in **exceptional circumstances**.

Exceptional circumstances include:

- Short term parent/carer placement abroad
- Family returning to country of origin for family reasons
- The period after an illness or accident
- 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.

Within Craigton Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Any child's attendance which falls under 90% is a concern and we will contact parents/carers to arrange supports to be put in place that will improve this missed learning.



Our School Uniform

Our agreed school uniform consists of:

White shirt / Polo shirt
Red school sweatshirt
School tie
Navy trousers
Navy skirt
Red jumper / cardigan
Dark shoes

The Parent Council reviewed the school uniform in February 2023. Our uniform supplier is <https://myclothing.com/>

Our school badge is proudly displayed on our school uniform and PE kits.



Our uniform bank is up and running and can be accessed via the school's back entrances at the end of the day. We have LOTS of fresh, clean clothes that are ready to be used. Please come along at the end of the school day if you are able to and have a look at the uniform options. There is no cost for our uniform bank.

Craigton Primary School

Our PE Kit

Children should come to school on their PE day in their PE kit. Our gym kit approaches were discussed and agreed in partnership with our Parent Council in February 2023.

The Craigton PE kit is:

- Red hoody
- Red sport t-shirt
- Navy jogging bottoms / navy leggings
- Navy shorts

If your child would like to wear a different PE kit to this, they must bring their school uniform in their bag and can get



changed in and out of their PE kit at before/after their slot. No football strips/badges should be worn at any time in school.

Our school PE kit can be purchased directly from the school via the Parent Council. Order forms are available in the school office.

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.

Clothing & Footwear Grants

Parents/Carers may be entitled to apply for a clothing grant. Information and application forms may be found at <https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals>

It would greatly assist the school if parents could **NAME** their child's belongings, as all school uniform items look the same and children might also be wearing similar jackets. Clothing mix ups can very easily happen, particularly after the pupils have changed for gym. Named items helps us to trace lost items more easily.

Promoting Positive Relationships

At Craigton Primary School we have high expectations of behaviour and learning. We understand that 'all behavior is communication' and ensure that we are supporting children to be the best they can be. Our whole school relationship policy was reviewed in session 2022-2023.

Through our relationships policy we aim to:

- encourage self-discipline and develop a sense of responsibility in each child.
- ensure the safety and welfare of all pupils and adults in the school.
- encourage the parents to co-operate with the school in terms of discipline.
- promote a positive image of a caring and sharing school in the community.

We are aware that the majority of children make a positive contribution to the atmosphere of the school, and school staff try to build on this positive side and would rather reward good behaviour than implement consequences for poor behaviour. To encourage this behaviour the following reward systems are in place.

School Award System

Each week at assembly, one member of each class is presented with a certificate for demonstrating our values consistently in our school. We also have other weekly awards given for Playground Superstars and monthly certificates presented to children for achieving meta skills badges.

Each Friday, we have FUN 31, celebrating the Right to Play. This is where children sign up for a skills based activity for four weeks and develop a new or existing skill.

We also have 'Class of the Week' who are awarded the title for working towards our whole school improvement target. The winning class receives an extra playtime!

Our House System also rewards our children for following the school values and showing positive behaviour. Children are rewarded with leaves for showing our values and these are collected weekly by House Captains & Vice Captains and added to their house. Our Tree Houses are Ash, Elm, Fir & Oak. The winning house is rewarded termly with a special treat.

SCHOOL CURRICULUM

Curriculum for Excellence

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.

Through the experiences we provide at Craigton 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. We follow the PATHS programme, promoting alternative thinking strategies as a basis for our H&WB curriculum throughout our NC and school. Our RSHP curriculum allows for exploration of inclusion and a variety of family make ups, ensuring all our children are LGBT aware.

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.

Religious Observance

Our school is fortunate to have a close link with the local church, Hillington Park Church. The minister at times, assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

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 our DHT Mrs Kennedy.

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>

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 in November and March. An annual report is sent to parents towards the end of each school year.

If you have any concerns about your child's progress do not hesitate to contact the school.

School Improvement

On an annual basis, a copy of our Standards and Quality reports is uploaded to our school website. Copies from previous years are available in our school office. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our school app.

Attainment at Craigton

Children in P1, P4 & P7 are assessed as to whether they have achieved the expected level at the end of early level (P1), first level (P4) and second level (P7).

	2016/17	2017/18	2018/19	2020/21	2021/22	2022/23
Listening & Talking	70.7%	84.7%	88%	82%	86.9%	85%
Reading	72.4%	80.2%	81%	80%	77%	81%
Writing	71.1%	71.8%	79%	74%	71.2%	76%
Numeracy	83.5%	86.3%	83%	82%	73.7%	82%

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. The chair of our Parent Council is Gillian Drummond.

Committees

Children are voted in to committees at the beginning of each to represent the views of their peers. Committees meet regularly throughout the year and give the children experience in representing the school for a real purpose. We regularly use How Good is OUR School 4 (pupil version) to support self-evaluation led by our pupils.

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include reading, homework, Lego, Fun & Fitness, dance, football and badminton. Please check 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>.

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 November of P7. Children from our school normally transfer to:

Rosshall Academy

Crookston Road

Glasgow, G52 3QF
Tel: 0141-582-0200
Fax: 0141-582-0201

Craigton Primary is a member of Rosshall Learning Community and both ourselves and Rosshall Academy staff aim to make the transition from primary to secondary a simple process for our pupils.

Comments & Complaints

In Craigton 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.

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>

ADDRESSES AND CONTACTS

EXECUTIVE DIRECTOR OF EDUCATION
Douglas Hutchison

EDUCATION AND SOCIAL WORK SERVICES
Glasgow City Council
City Chambers East
40 John Street
Glasgow, G1 1JL

GLASGOW LIFE Letting Section
Telephone: 0141 302 2814

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.

We use Twitter to communicate good news and keep you up to date with our latest developments. Follow us @CraigtonPrimary

We look forward to seeing you soon!

