

# Crookston Castle Primary



## School Handbook

Last updated 26<sup>th</sup> October 2023



# WELCOME TO CROOKSTON CASTLE PRIMARY SCHOOL

Dear Parents and Carers,

We extend a very warm welcome from Crookston Castle Primary School.

At Crookston Primary we share our campus with Langlands Primary School, a school for children with complex learning difficulties. We also share the campus with Crookston Early Years Centre for children from 0 years to 4 years.

During their time at Crookston Castle Primary we prepare our children for their life ahead. In terms of their education we provide a broad and general curriculum for each child to enable him/her to succeed at their own level. We have high expectations of all of our children both in terms of their attainment and behaviour.

We expect that children will treat each other, as well as adults, with respect and tolerance.

By the end of their time at Crookston Castle Primary, we would expect all of our children to develop into competent, confident and caring young people with a sense of responsibility and self-value.

We value partnership working at Crookston and recognise the importance of working closely with parents and the wider Crookston community.

As teachers we aim to offer the highest standard of teaching and learning by providing planned learning experiences matched to the needs of pupils. We hope to encourage all pupils to do their best in everything they do.

This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope that this handbook gives you a glimpse of life at Crookston Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Yours faithfully

*Simon Tundy*

Head Teacher

Last updated 26<sup>th</sup> October 2023



## **OUR VISION**

Our vision is to create a community of happy and confident lifelong learners who display respect, resilience and perseverance as responsible local and global citizens. We will do this by providing a nurturing, safe and welcoming learning environment where everyone is equal, success is celebrated and kindness is at the core.

## **OUR AIMS**

In Crookston Castle Primary School, we aim to achieve our vision statement by:

- Upholding 'The Crookston Standard' and aiming for all pupils to achieve and be supported to attain their best possible potential equipping them for the world of work.
- Working closely in partnership with parents as part of the local community.
- Having a strong Nurturing, Inclusive and Rights Respecting ethos where we prioritise developing a sense of health and wellbeing for all.
- Providing a safe learning environment where all learners feel nurtured.
- Providing the best possible standard of teaching and learning experiences.

## **OUR SCHOOL VALUES - KINDNESS**

**K**- Knowledgeable

**I**- Included

**N**-Nurtured

**D**-Determined

**N**-Negotiating

**E**- Equal

**S**- Safe

**S**-Successful!

## **OUR SCHOOL MOTTO**

*"In a world where you can be anything, be kind!"*

## **SCHOOL INFORMATION**

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

Crookston Castle Primary School  
Glenside Avenue  
Glasgow  
G53 5SD

Telephone: 0141 892 0593

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

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

Twitter: @crookstoncastle

## **BACKGROUND INFORMATION**

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 489
- Capacity: 618

## **SCHOOL STAFF**

A full list is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

Head Teacher:	Mr Simon Cundy
Infant Depute Head:	Ms. Leanne Boyle
Seniors Depute:	Ms. Sharon McHarg
Infant Principal Teacher:	Mrs. Jade Foster
Seniors Principal Teacher:	Ms. Laura Johnston
Acting principal Teacher:	Ms. Kimberley Christie

Challenge Leader of Learning (Literacy) = Mrs. Fhionna Dinnen

Challenge Leader of Learning (Numeracy) = Mrs. Yvonne Costello



## ENROLEMENT

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

Families living outwith the catchment area are welcome to make a placing request to attend Crookston 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

Primary 1-4		Primary 5-7	
Morning	09.00 -10.30	Morning	09.00 -10.45
Interval	10.30 - 10.45	Interval	10.45 – 11.00
Morning	10.45 - 12.30	Morning	11.00 - 12.15
Lunch	12.30 - 13.15	Lunch	12.15 - 13.00
Afternoon	13.15- 15.00	Afternoon	13.00 - 15.00

Primary 1 -4 children should be dropped off at the **Brockburn Road Gate** between 8.45 am and 9.00 am. No parents to come into playground.

Primary 5-7 children should be dropped off at the **Glenside Avenue Gate** between 8.45 am and 9.00 am. No parents to come into playground.

P1-4 Parents may come into the playground to pick up their children at 3.00 pm.  
P5-7 Parents should wait in the street at the Glenside Avenue Gate at 3.00 pm.

## **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>

### **Example for 2023/24:**

#### **August**

- Monday, 14 August 2023 (Return date for Teachers & In-Service Day)
- Tuesday, 15 August 2023 (In-Service Day)
- Wednesday, 16 August 2023 (Return date for Pupils)

#### **September**

- Friday, 22 September and Monday, 25 September 2023 (September weekend holiday)

#### **October**

- Friday, 13 October 2023 (In-Service Day)
- Monday, 16 to Friday, 20 October 2023 (October Week)

#### **December - Christmas and New Year**

- Schools close at 2.30 pm on Friday, 22 December 2023
- Monday, 25 December 2023 - Friday, 5 January 2024 (Christmas holidays)

#### **January**

- Schools return on Monday, 8 January 2024

#### **February mid term break**

- Monday, 12 February 2024
- Tuesday, 13 February 2024
- Wednesday, 14 February 2024 (In-service day)

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

- Schools close at 2.30 pm on Thursday, 28 March 2024
- Good Friday 29 March 2024
- Easter Monday 1 April 2024
- Monday, 1 April - Friday, 12 April 2024 (Spring Break)
- Schools return on Monday, 15 April 2024

#### **May**

- Thursday, 2 May 2024 (In-service day to coincide with UK Parliamentary elections, but may be subject to change)
- Monday, 6 May 2024 (May Holiday)
- Friday, 24 May 2024 and Monday, 27 May 2024 (May Weekend)

#### **June**

- Schools Close at 1.00 pm on Wednesday 26 June 2024

## **PUPIL ABSENCE**

Within Crookston 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 absences are 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 AND HEALTH CARE**

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- the school app, letters, texts and the local media etc.

## **SCHOOL UNIFORM**

The school uniform is:

- White shirt/ white polo shirt
- School tie ( optional)
- Grey/Black trousers
- Grey/black skirt
- Red school cardigan, jumper, fleece.
- Gym shoes



Sweatshirts, cardigans, polo shirts and school ties can be purchased online (My clothing).

We encourage all children attending Crookston Castle Primary School will wear school uniform.

We encourage children to have a change of shoes for the classroom. This can be their gym shoes.

Please label all clothing so that we can return lost items promptly to their owner.

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
- Could be used to inflict damage on other pupils.

## **PE KIT**

It is important that pupils come prepared for P.E . **All jewellery should be removed.** We are not permitted to tape over ear-rings. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to take part in practical PE should still bring their kit to allow them to assist in the lesson by, for example, keeping scores. 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 learning.

Pupils should not wear football colours or any clothing which displays slogans which may cause offence.

## **CLOTHING AND 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.

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:

Rosshall Academy  
131 Crookston Road  
Glasgow G52 3PD

Phone : 0141 582 0200

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

## **COMMUNICATION WITH PARENTS**

At Crookston Castle Primary we use a variety of ways to keep in touch.

### **Open Door Policy-**

The Senior Leadership team are available for all parents and carers providing they are not teaching or in another meeting. Please contact the office to book an appointment.

### **Homework Grids/Jotters-**

Will let parents know what homework has been set and is also used to communicate between the class teacher and parents. (However, these have mostly been replaced by Seesaw)

### **Seesaw –**

This is an app that is used at all stages in the school to facilitate communication with the class teacher. Teachers use SeeSaw to set homework and Homelearning tasks for children. Children can upload their work to the class teacher who is able to feedback. Some stages in the school also use the Showbie app.

### **School App for Parents –**

This is our main form of communication to parents. Download the **School App for Parents** on your android or iPhone store and select **Crookston Castle Primary**. You will then get regular updates. The school app can be used to see what children are having for their lunch. The school app also has an information section with useful documents including the school handbook and positive relations and behaviour policy.



### **Newsletters-**

Will be sent out on a termly basis to keep parents informed about the work of the school.

### **Letters-**

Further information which requires a response may be sent out in letter form

### **School website/Twitter –**

Will contain a great deal of information about the school. It is a good idea to check this regularly.

**Groupcall-** this has been introduced as another way of communicating with you. You can find out more information on the Groupcall messenger website:

[http://www.groupcall.com/pro\\_messenger.html](http://www.groupcall.com/pro_messenger.html)

### **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, religious and other assemblies. The school newsletter, app and website will keep you informed.

### **EMERGENCY CONTACT INFORMATION**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to 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 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 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 Private 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 AND COMPLAINTS**

In Crookston Castle Primary we aim to have positive relationships across our school community. However, if you have a 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 Chambers  
Glasgow G2 1DU  
Tel: 0141 287 0900  
e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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

# CURRICULUM

## CURRICULUM FOR EXCELLENCE 3-18

Curriculum for Excellence 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 Glasgow 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](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

Parentzone <https://education.gov.scot/parentzone/>

Connect <https://connect.scot/>

### **RELIGIOUS OBSERVANCE**

Parents and carers from religions other than Christianity may request that their children 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 up to 3 occasions in any 1 school session.

### **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 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. An annual report is sent to parents towards the end of each school year.

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

### **SUPPORT FOR PUPILS**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment.

There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

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

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

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.

## **PROMOTING POSITIVE BEHAVIOUR**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

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

## **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 should be on display in the establishment.

### **HOME LEARNING**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag and / or the Seesaw App for communication about home learning and specific tasks.

### **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.

### **PUPIL COUNCIL**

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

### **EXTRA CURRICULAR ACTIVITIES**

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. Please check your child's schoolbag or School App 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](http://www.connect.scot)

## **Enquire Scotland**

Enquire is a national advice service for families with additional support needs.

[www.enquire.org.uk](http://www.enquire.org.uk)

## **Glasgow City Council**

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

Tel: 0141 287 2000

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

