



Hillington Primary School Handbook



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Hillington Primary School

Welcome to our school.

At Hillington Primary School our Vision is to provide a safe, happy environment in which everyone feels included, respected and motivated. We encourage positive working attitudes in all of our pupils while promoting respect and tolerance for the beliefs and opinions of others.

We nurture our young people to become Confident Individuals, Effective Contributors, Independent Learners and Responsible Citizens. Our children are valued and their diversity, strengths and achievements celebrated.

We are proud of the ethos of respect and care we have developed in partnership with children and their families and promote positive behaviour through shared values. Our four values which we promote are Achieving, Nurturing, Healthy and Kind.

Our aims are to promote positive attitudes towards learning and behaviour. We want to further develop partnerships with parents and others. We encourage everyone to be the best that they can be.

At Hillington Primary our whole staff team are dedicated to supporting the needs of our children and ensuring that high quality learning and teaching supports the children in achieving their highest potential.

Children are consulted and are given opportunities to have a 'pupil voice'. We have active pupil committees who ensure that their opinions are considered and acted upon. We have a committed and conscientious Parent Council who work together successfully to support the work of the school and we always welcome your involvement in their activities.

This handbook contains a range of information that I hope you find informative and helpful. Please do not hesitate to contact me if you need to discuss any matters which may be of concern or interest to you. Parents are always welcome as we value your interest and support. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Kind regards,

Jacqueline Gillies
Head Teacher

ACHIEVING

NURTURING

HEALTHY

KIND

Last updated June 2023

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School Vision & Values

In Hillington Primary School we 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: To create a safe, happy environment in which everyone feels included, respected and motivated.

Our Values: There are four values, which we promote in Hillington Primary. We would like everyone to be:

Achieving, Nurturing, Healthy, Kind



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School Information

You can cut out the following information and have it on your fridge, for ease of finding the numbers required.

Contact Details:

Hillington Primary School
227 Hartlaw Crescent
Hillington
Glasgow G52 2JL

Phone: 0141 882 2144

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

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

Twitter: [@HillingtonPS](https://twitter.com/HillingtonPS)

YouTube: <https://www.youtube.com/channel/UCNagTj8HXc7dGbXviGPh36Q>

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 249
- Capacity: 454

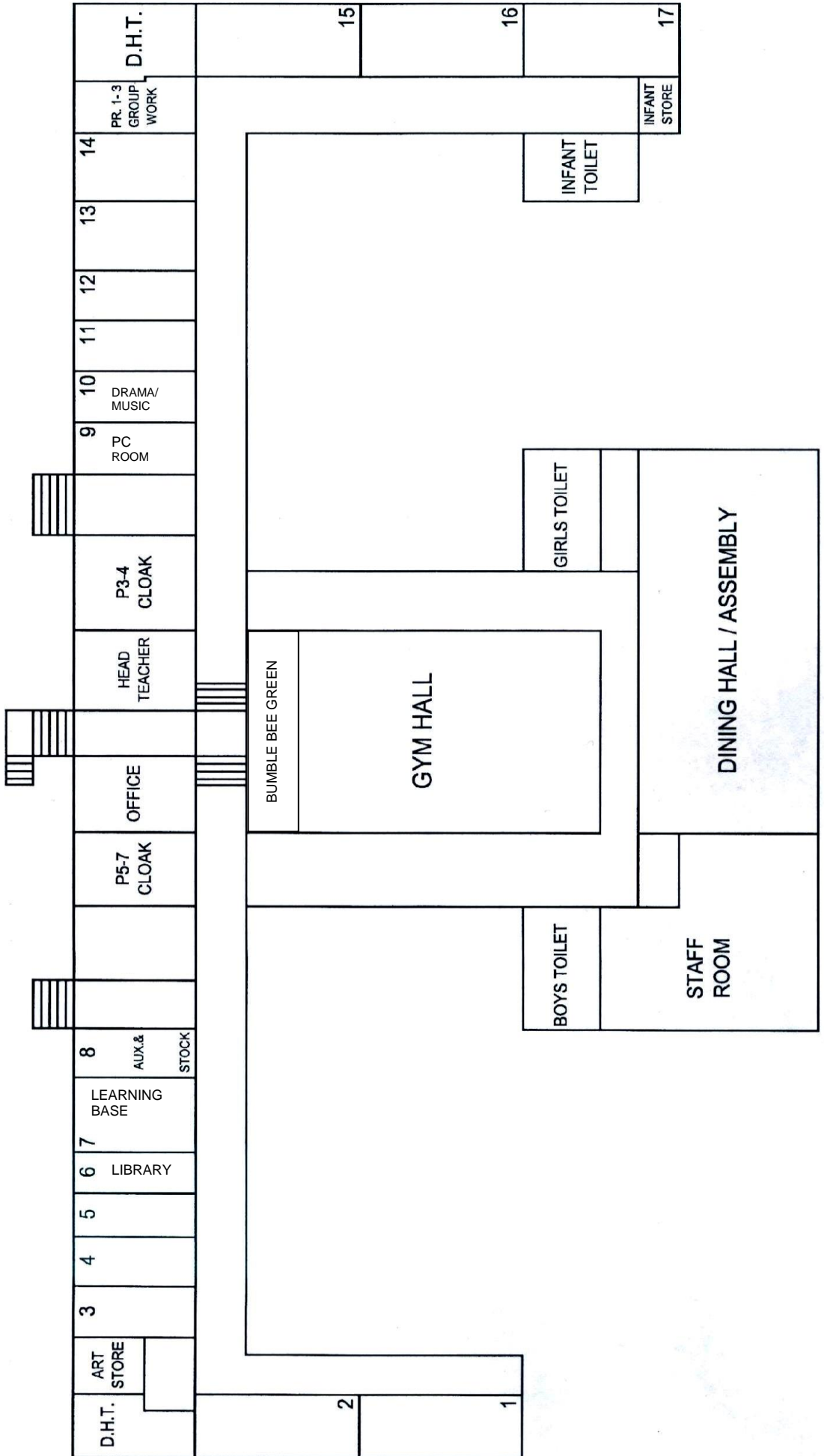
We are part of the Rosshall Learning Community.



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HILLINGTON PRIMARY SCHOOL

MAIN ENTRANCE



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School staff

Senior Leadership Team

Head Teacher	Ms Jacqueline Gillies
Depute Head	Mrs Louise Weir (responsible for P1-4)
Depute Head	Mr David Ramsay (responsible for P5-7)

Teaching Staff

Mrs Karen Gibson
Mrs Elaine Thirlwall
Mrs Amy Fergie
Ms Tracy Cameron
Mrs Merrban Kaur (0.6)
Miss Angela Turner
Mrs Karin Nixon (0.4)
Mrs Jane Lawson
Mrs Ashleigh Mitchell (0.6)
Miss Kimberley Murphy
Mrs Stephenie MacKenzie (0.5)
Mrs Wendy Paterson (0.5)
Mrs Julie Dickinson (0.6)

Clerical Staff

Mrs Jane Fraser
Miss Sharon Gibson

Pupil Support Assistants

Miss Alison Adams (0.8)	Miss Lynne Cunningham (0.6)
Mrs Angela Doak	Mrs Linda MacLeod
Mrs Helen Anil	Mrs Gillian Campbell
Mrs Nadia Hassan (15hrs)	

School Catering Manager

Mrs Audrey Hillis

Janitor

Mr Desmond Donnelly

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Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Parents are asked to register their child for education on-line using www.glasgow.gov.uk from November 2023. Any parent who does not have access to the internet can request a paper copy by calling 0141 287 8000. Prospective parents are very welcome to visit the school on either of our open day sessions for parents before November registration. In addition, we also have a new entrant Teddy Bear's Picnic event in November / December. Families living outwith the catchment area are welcome to make a placing request to attend Hillington Primary School but must enrol their child at their local school as a first step using the on-line form. Further information is available using the following link.

www.glasgow.gov.uk/index.aspx?articleid=18426

Organisation of Classes

The following guidelines set by Scottish Government apply in Hillington Primary School.

Primary 1	maximum 25
Primary 2 and 3	maximum 30
Primary 4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

School Hours



School Opens	8.55 am
Interval	10.25 am -10.40 am
Lunch	12.10 pm -1.00 pm
Afternoon	1.00 pm – 3.00 pm

Please note that Primary 1 pupils are full time from August 2023.

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School Holidays 2023-2024

Return date for teachers -In-service days

Monday 14 August 2023

Tuesday 15 August 2023

Return date for pupils

Wednesday 16 August 2023

September weekend

Friday 22 and Monday 25 September 2023

In-service day

Friday 13 October 2023

First mid-term holiday

Monday 16 to Friday 20 October 2023 (inclusive)

Christmas/New Year holiday

Schools close at 2.30pm on Friday 22 December 2023

Monday 25 December 2023-Friday 5 January 2024 (inclusive)

Return to school

Monday 8th January 2024

Second mid-term

Monday 12 February 2024

Tuesday 13 February 2024

In-service day

Wednesday 14 February 2024

Spring holiday

Schools close at 2.30pm on Thursday 28th March 2024

Good Friday 29th March 2024 - Easter Monday 1 April 2024

Monday 1 April 2024-Friday 12th April 2024 (Spring Break)

Schools return on Monday 14 April 2024

May Day holiday

Thursday 2nd 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 and Monday 27 May 2024 (May weekend)

School closes

1pm on Wednesday 26th June 2024. Please note that schools will close at 1.00 pm on the last school day before the summer holiday

Details of holiday dates are available on the Glasgow City Council website:

www.glasgow.gov.uk/index.aspx?articleid=17024

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After School Care

After School Care SkoolzOut, is held in Hillington Primary every day, after school, from 3.00 pm– 5.55 pm, and also provide school holiday care. Parents who are interested in using this service should contact the service on 07456919643.

Pupil Absence



Within Hillington Primary School good attendance is encouraged at all times. Parents are asked to inform the **Pupil Absence and Appointment Reporting team (Tel: 0141 287 0039)** if their child is going to be absent. This should be done before 9.30 am on each day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily Groupcall e-mail to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

Appointments

If your child has an unavoidable appointment (i.e. doctors/dental/hospital), please contact **Pupil Absence and Appointment Reporting PAAR team (Tel: 0141 287 0039)** and then collect them from the school office at the specified time. Appointments can be reported in advance.

The PAAR team email the school office with the details of the absence/appointment and this is then passed to the class teacher.



Medical & Healthcare

The school nurse visits the school at various times during the year for routine health checks, vaccinations and medical examination Parents are kept informed by letter. Dental inspections are carried out in P1 and P7.

Parents are requested to inform the school if their child has any medical condition of which the staff should be aware. If a child becomes ill during the course of the school day, she/he

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may require to be sent home. **Please ensure that you keep the school informed of all contact details as soon as possible.**

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. Please feel free to pop into the office and we will be happy to help.

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, Covid-19, severe weather; temporary interruption of transport; power failures or difficulties of fuel supply.

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

School Uniform

The school uniform is:

- White shirt
- School tie
- Light blue polo shirt
- Grey or navy trousers
- Grey or navy skirt
- Royal blue blazer
- Grey jersey/cardigan



Sweatshirts, polo shirts and ties with the school logo are available for purchase in school. Baru our uniform supplier provides an on-line ordering option (www.kitmykid.co.uk) or if you have any questions then please call the store on 0141 777 8528 . The school has a second-hand clothes bank is available to all, free of charge.

All clothing and footwear, especially jackets, coats, jumpers/cardigans and blazers, should be clearly labelled with the child's name.

Our uniform was agreed in consultation with pupils and parents. We would appreciate it if all children attending Hillington Primary School would adhere to this dress code.

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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

Clothing & Footwear Grants

If you are currently in receipt of Housing Benefit or Council Tax discount there is no need to complete and application. If you are not in receipt of Housing Benefit or Council Tax discount but are in receipt of another qualifying benefit **and you received a clothing grant last year**, please complete the <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Please note you still require to complete an  [Application \[934kb\]](#) in the following circumstances:-

- If you are not in receipt of Housing Benefit or Council Tax discount but are in receipt of another qualifying benefit and **did not** receive an award last year
- If you live out with Glasgow and attend a school in Glasgow
- Have a child who is entering P1

School Meals



Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher. Children who prefer to bring packed lunches are accommodated in the dining hall. Currently all children in **P1-5** are entitled to a **free midday meal**. Application forms should still be

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completed for free school breakfast provision and other entitlements. Breakfast club is available from 8-8.45am each day. Information and application forms for free school meals may be obtained from schools and at www.glasgow.gov.uk/index.aspx?articleid=17519

Transport



The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision for of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at www.glasgow.gov.uk/index.aspx?articleid=17519



Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11½ and 12½, 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 Primary 7.

Pupils from Hillington normally transfer to Rosshall Academy, 131 Crookston Road, Glasgow, G52 3QF. Telephone: 0141 582 0200. Email: headteacher@rosshallacademy.glasgow.sch.uk
www.rosshallacademy.glasgow.sch.uk

Rosshall Academy staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents



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

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Open Door Policy –the senior leadership team are available for all parents and carers providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment. We will do our best to accommodate you.

Newsletters – the ‘Hillington Highlights’ will be sent out regularly 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 – will contain a great deal of information about the school. It is a good idea to check this regularly.

Groupcall Text messaging – Text messages are used in emergencies.

Groupcall E-mails – Our main communication is through email with important school information. Downloading the Groupcall App. Is recommended.

Twitter – We use Twitter to highlight events which have taken place at the school.

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 their 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 and website will keep you informed.

Emergency Contact Information

At the start of each school session, parents are reminded to log-in and check Parent Portal and update the annual data check form. 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).

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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> .

Comments & Complaints

In Hillington 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: www.glasgow.gov.uk/index.aspx?articleid=16133 (This website also includes information on data protection and freedom of information.)

Tel: 0141 287 0900

e-mail: education@glasgow.gov.uk

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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 Hillington 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 Pr.4, but earlier or later for some
Second	To the end of Pr.7, 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.

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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.

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 www.curriculumforexcellencescotland.gov.uk
www.education.gov.scot/parentzone

Religious Observance

Our school is fortunate to have a close link with the local church, St Andrew and St Nicholas Church. The minister 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.

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 our Parents' Evenings. An annual report is sent to parents towards the end of each school year.

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

Pupil Profiles



Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P.7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements with an emphasis on their strengths. The profile provides an effective way for learners to share valuable information about their achievements with their parents and their teachers in secondary school. We receive nursery transition reports for pupil's starting our school in Primary 1.

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 Head Teacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website –

www.glasgow.gov.uk/index.aspx?articleid=18941

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=17870

The Named Person

GIRFEC stands for 'Getting It Right for Every Child'. Part of The Children and Young People Act (Scotland) 2014, is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

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The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

- The Named Person in Hillington Primary School is Miss Gillies (HT)
- Vacant - Additional Support Needs Co-ordinator for children in P1-4
- Mr Ramsay (DHT) is the Additional Support Needs Co-ordinator for children in P5-7
- Child Protection Coordinator – Miss Gillies (HT)
- Depute Child Protection Coordinator – Mr David Ramsay (DHT)

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report via the school website. Copies from previous years are available on the school website too. 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 website.

A copy of our school handbook can be found on our school website too.

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 work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Hillington Primary School is to build a positive ethos that demonstrates care and respect for all.

Positive behaviour is recognised and celebrated. Our school and class charters and house points system, incorporate the 4 school rules setting out expected behaviour. This is celebrated through Golden Time and House points treats, awards at assemblies and certificates sent home to parents.

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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.

Home Learning



Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. It encourages children to take responsibility for their own independent learning. Please check your child's GLOW Microsoft Teams post or schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

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 noticeboard. The Parent Council are always happy to recruit new members and can be contacted on HillingtonParentCouncil@glow.sch.uk and @HPParentCouncil

Pupil Council

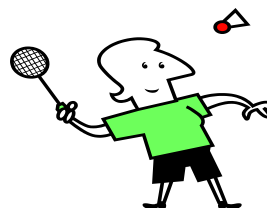


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All pupils in Primaries 5-7 vote for a representative from their class to be a member of the Pupil Council. The aim of the Council is to involve pupils in making decisions which affect them. This is an important group which ensures that the views of the pupils are heard. The Council meets every four/five weeks with a promoted member of staff to discuss various issues. Pupils can ask their representative to put forward ideas or raise any matters of concern.

Extra-Curricular Activities



We have a wide range of activities that run between Monday to Thursday to extend the learning experience. These currently include badminton, fun and fitness, hockey, athletics and cookery classes. 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 Addresses

Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 2000

Local Councillors

Elaine McSporran
Matt Kerr
Alex Wilson
Jim Kavanagh

Glasgow Life:

Letting Section
0141 302 2814/2815

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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/>
Groupcall <https://expressions.groupcall.com>
ParentPay www.parentpay.com
Parent Portal <https://parentsportal.scot>

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with within 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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