

# Mount Florida Primary School and Nursery Class

## School Handbook

Last updated: October 2019



## **Welcome to Mount Florida Primary School and Nursery Class**

On behalf of all our staff, I would like to warmly welcome you to our school. My name is Caroline Gibson and I am privileged to be the Head Teacher of Mount Florida Primary School and Nursery class.

The staff in Mount Florida work closely together to nurture every child to enable him/her to reach their full potential and we take every opportunity to celebrate the children's achievements during this journey. We encourage all our pupils to develop a love of learning and we nurture opportunities to develop a strong sense of responsibility and citizenship within the school and in our local community.

At Mount Florida we aim to support all our pupils to become:

Successful learners  
Confident individuals  
Responsible citizens  
Effective contributors

We want to work in partnership with you to help us provide a happy learning environment. We want you to encourage your child to work hard and behave well.

We see the school as an integral part of the community and that you will happily become involved in activities and events within the school.

The consequent pages of this handbook provide information across many areas of school life. You will also find information about our school on our school website [www.mountflorida-pri.glasgow.sch.uk](http://www.mountflorida-pri.glasgow.sch.uk)

We look forward to getting to know your child and working in partnership with you, to ensure we get it right for every child.

Caroline Gibson  
Head Teacher

## **School Vision & Values**

### **Our vision is “ Be Your Best, Aim High”**

In Mount Florida Primary School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

Values:

- Happiness
- Respect
- Fairness
- Kindness
- Hardworking

We base our assemblies around our values and children are awarded certificates accordingly

## **School Information**

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

### **Contact Details:**

1127 Cathcart Road  
Glasgow  
G42 9HF  
Phone: 0141 632 4455

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

## **Background information**

- Non-denominational
- Stages taught: P1-P7
- Current Roll: 238
- Capacity: 250
- Nursery Class 20- AM 20 PM

## **School staff**

A full list is available in our first newsletter each session and parents will be updated on any changes as required.

The leadership team is as follows:

Headteacher: Mrs Caroline Gibson

Deputes: Miss Jem Anderson (Monday, Tuesday and Wednesday am)

Mrs Lynn Annandale (Wednesday afternoon, Thursday and Friday)

Principal Teacher: Miss Anna Moore

## **Enrolment**

Registration of Primary 1 children takes place in November. This is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office.

Families living outwith the catchment area are welcome to make a placing request to attend Mount Florida Primary School but must enrol their child in the first instance online using the link <https://www.glasgow.gov.uk/> and creating an account as a first step and going to the **Schools & Learning Section**. Placing Requests can also be made on line using the above link. If you require a paper copy then this must be obtained by contacting **NE Area Hub on 0141 287 8000**.

## **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**

Morning 09.00 -10.30

Interval 10.30 –10.45

Lunch 12.15 - 13.00

Afternoon 13.00 - 15.00

## **School Holidays**

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

## **Pupil Absence**

Within Mount Florida Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to inform the pupil absence reporting line on 0141 267 0039 if their child is going to be absent. This should be done before 9.30 on the first 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 text messaging 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.

## **Medical & Healthcare**

The school nurse visits the school at various times during the year. 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 letters, texts and the local media etc.

## **School Uniform**

The school uniform is:

- Sky blue shirt or polo shirt
- School tie
- Grey trousers or shorts
- Grey skirt
- Navy jumper, cardigan or sweatshirt

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from Trutex Schoolwear 35B Argyle Street Glasgow G2 8AH. It is expected that all children attending Glasgow primary School will adhere to this dress code.

## **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**

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 at <mailto:CBSgrantservices@glasgow.gov.uk>

## **School meals**

Breakfasts are available for all pupils from 8.00am during term time. Children must arrive by 8.20am and breakfast is provided in the school dining hall.

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.

*All children in P1-P4 are entitled to a free school meal.* Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £16,105\*), Housing Benefit, or Council Tax Benefit will normally be entitled to free school meals for their children. Information and application forms may be obtained from school and emailed to: [CBSgrantservices@glasgow.gov.uk](mailto:CBSgrantservices@glasgow.gov.uk)

## **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 policy is more generous than the law requires. 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 at <https://www.glasgow.gov.uk/CHttpHandler.ashx?id=34897&p=0>

## **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:  
King's Park Secondary School  
14 Fetlar Drive  
Glasgow  
G44 5BL  
Phone: 0141 582 0150  
Email: [headteacher@kingspark-sec.glasgow.sch.uk](mailto:headteacher@kingspark-sec.glasgow.sch.uk)

King's Park Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

## **Communication with Parents**

At Mount Florida Primary School we use a variety of ways to keep in touch.  
Open Door Policy – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.  
Class Diaries/Homework Sheets – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.  
Newsletters – will be sent out on a regular 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 – contains information about the school.  
School app – Class pages are updated with news about what is happening in classes and school news is also put on here. It is called PIOTA and the app can be downloaded on any iphone or android device.  
Text messaging/email – You may also receive text reminders about events/school closures etc.  
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 will keep you informed.

## **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

## **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 <http://www.glasgow.gov.uk/index.aspx?articleid=2908>

## **Appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

## **Comments & Complaints**

In Mount Florida 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:  
<http://glasgow.gov.uk/index.aspx?articleid=2896>

Customer Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 5384  
e-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

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



## Curriculum

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. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Mount Florida Primary School and Nursery Class 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

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

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

## **Religious Observance**

Our school is fortunate to have a close link with the local 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 Parents' Evenings in November and May. 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.

## **Pupil Profiles**

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasises their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

## **School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website and the school app. 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 Partnership. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

## **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 for communication about home learning and specific tasks.

## **Parent Partnership**

We have a very active Parent Council (Mount Florida Primary Parent Partnership MFPPP) 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. The Parent Partnership also organise various events throughout the year eg. Christmas Fayre, etc

## **Pupil Council**

Our Pupil Council is made up of 2 representatives from Primary 1 to Primary 7. This is an important group which ensures that the views of pupils are heard.

## **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 Mount Florida 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 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.

## **Extra Curricular Activities**

We have a wide range of activities that run between Monday to Thursday to extend the learning experiences of pupils. 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.

## **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, or wishes to advise the school of concerns that they have should contact the relevant Deputy Head in the first instance:

Miss Jem Anderson – nursery and primary 1 to primary 4/3

Mrs Lynn Annandale – primary 4 to primary 7

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 and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in 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. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

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

[www.glasgow.gov.uk/index.aspx?articleid=8627](http://www.glasgow.gov.uk/index.aspx?articleid=8627)

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at [www.glasgow.gov.uk/index.aspx?articleid=8642](http://www.glasgow.gov.uk/index.aspx?articleid=8642)

Further advice, information and support to parents of children and young people with ASN can be found here:

(a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741."

### **Getting it Right for Every Child (GIRFEC)**

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### **Useful addresses:**

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

Tel: 0141 287 2000

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

Whilst all of the information provided above is considered to be correct at the time of publishing, it is possible that there may be some inaccuracy by the time it is accessed.