

Our Lady of Peace Primary school

School Handbook



Updated November 2022



Safe  Respectful  Ready



Our Lady of Peace Primary School Handbook

Welcome to Our Lady of Peace Primary School

I would like to welcome you and your child to Our Lady of Peace Primary school. This handbook contains a range of information that you may find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope our handbook gives you a glimpse of life at Our Lady of Peace. Our work with you to fully support your child in his/her learning and reaching important milestones is highly valued.

Please be assured that your child's wellbeing is of the utmost importance to the staff here, in our wonderful school. Thank you for entrusting us as partners in your child's education and development.

Mrs Anne Marie McDonald
Headteacher



School Vision & Values

In Our Lady of Peace Primary School, we will provide a welcoming environment that fully recognises the diversity of our community.

We are a nurturing school where everyone feels safe 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.

We promote Gospel values which we learn about at assemblies and in class. We support children to show them in their actions and words. Our children and staff aim to live by our guidance to be *Safe, Ready and Respectful* (under review)

Contact Details:

Our Lady of Peace Primary School
 343 Hallhill Road
 Glasgow
 G33 4RY
 Phone: 0141 773 0550
headteacher@ourladyofpeace-pri.glasgow.sch.uk
www.ourladyofpeace-pri.glasgow.sch.uk
gw17olopoffice@glow.ea.glasgow.sch.uk

• Co-educational school

- Roman Catholic
- Stages taught: P1-P7
- Current Roll: 298
- Capacity: 330

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:

Headteacher	Mrs A M McDonald
Depute head teacher	Miss A Black
Principal Teacher	Miss L Degnan
Principal teacher	Mrs C Hughes
Principal teacher PEF	Mrs C McPhee
Acting Principal Teacher	Miss R Linning

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press. 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 out with the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online, in the local school, 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 class	maximum 25

Composite classes have pupils from more than one stage.

<i>Present Classes</i>	P.1a	P.1b	P.2	P.3/2	P3	P4a	P4b	P5	P6/5	P.6	P7a	P7b
------------------------	------	------	-----	-------	----	-----	-----	----	------	-----	-----	-----

<i>Roie</i>	22	22	30	25	28	22	18	29	23	31	23	26
-------------	----	----	----	----	----	----	----	----	----	----	----	----

The School Day (Breaks are subject to change, e.g. Covid-19 mitigations)

Morning	P1-7 09.00 -10.30
Interval	P1-7 10.30 - 10.45
Morning	P1-7 10.45 - 12.15
Lunch	P1-7 12.15 - 13.00
Afternoon	P1-7 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

Good attendance is encouraged at all times. Parents are asked to advise if their child is going to be absent. This should be done as early as possible on the first day of absence. 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 & Healthcare

The school nursing team visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter/text.

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, **including email.**

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, etc.

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, social media and local media, etc.

School Uniform

- White shirt
- School tie
- Black trousers

- Black skirt

Sweatshirts, jumpers, cardigans, polo shirts and ties with the school logo are available for purchase at School Wear Made Easy, 28 Wallneuk Road, Paisley, PA3 4BTc

PE Kit

We want all our children to participate in PE as we place a high priority on the improvement of children's health and wellbeing.

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. False and fashion nails are not permitted. Pupils who are not participating in PE must have a note or a medical reason. Pupils who are unable to participate in practical PE should still bring a kit to allow them to assist in the lesson by refereeing, keeping scores, writing a report 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, hair adornments, false/very long natural nails.)
- 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, Housing Benefit, Council Tax Benefit or Universal Credit 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. Further information can be found here: http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf. Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area, usually the Dining Hall. All children in P1-5 are entitled to a nationally entitled, school meal.

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, Child Tax Credit only, Universal Credit and income-related Employment and Support Allowance, may be entitled to a free midday meal. Information 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:

St Andrew's Secondary School
47 Torphin Crescent
Glasgow
G32 6QE
Phone: 0141 582 0240
Email: headteacher@st-andrews-sec.glasgow.sch.uk
<http://www.st-andrews-sec.glasgow.sch.uk/>

Communication with Parents

At Our Lady of Peace 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 providing they are not teaching, engaged in school business from which he/she is unable to cease or in another meeting. Please contact the school office or phone for an appointment. We aim to get back to you within 48 hours unless it is an emergency.

Showbie is our online learning platform – it will let parents know what homework has been set.

Parent update – will outline briefly, the work planned for the term.

Newsletters – will be emailed on a monthly basis, on average, to keep parents informed about the work of the school. Paper copies are available upon request.

Letters – further information which requires a response may be sent out in letter form/text.

School website/Twitter– will contain information about the school. It is a good idea to check this regularly.

Text and email (Groupcall) – You may also receive text/email reminders about events/school closures, etc.

Questionnaires- seeking feedback on the life and work of 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.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, Christmas show and Nativity, religious and other assemblies. The school newsletter/Twitter and website will keep you informed.

Emergency Contact Information

At the start of each school session, parents will be required to update their information via Parent Portal on the annual data check form. **Please ensure that this is completed.** 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 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> .

Appointments during school hours

If your child has an unavoidable appointment, please provide a letter for the class teacher and then collect them from the school office at the specified time. Appointments during the school day should be avoided in order to support learning and teaching.

Comments & Complaints

In Our Lady of Peace Primary School, we aim to have positive relationships across our school community. However, if you have a comment, concern or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available at : <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.

Curriculum

Curriculum for Excellence 3-18

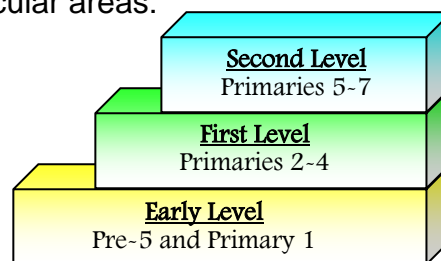
Curriculum for Excellence has been introduced across Scotland for all 3-18-year olds. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow, in a fast-changing world.

Every child is entitled to a broad, general education, whatever his/her level and ability.

Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Within Curriculum for Excellence there are 8 curricular areas:

- 📖 **Literacy and English**
- 📖 **Numeracy and Mathematics**
- 📖 **Health and Wellbeing**
- 📖 **Social Studies**
- 📖 **Sciences**
- 📖 **Technologies**
- 📖 **Expressive Arts**
- 📖 **Religious and Moral Education**



You can also visit www.educationscotland.gov.uk/parentzone for more information.

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.

[The Curriculum: Literacy and English](#)

Reading

Reading is a critical tool for lifelong learning and our main aims are to encourage and teach children to read fluently and to develop a love for books.

Teaching staff use a variety of texts to ensure reading mileage. This includes novel studies, newspapers, leaflets, catalogues, and websites. Big Cats and Read & Respond are key resources in use at Our Lady of Peace Primary.

Phonics and Spelling

The earliest stages of reading focus on learning rhyme, syllables, the letter sounds and names. The children learn to word build and blend sounds. We use Jolly Phonics, Jolly Grammar and Nelson resources to support children in this area of learning.

A spelling programme continues throughout the upper stages of the school using Jolly Grammar and Nelson.

Staff use active spelling approaches and make use of the common words lists to support children in transferring their skills in spelling to their writing. Lists of common words are available, upon request.

Writing

Writing skills include handwriting and creative writing.

In handwriting we use the Nelson scheme.

In creative writing there are two areas: fiction and non-fiction. This table shows some types of writing in each area:

<i>Non-Fiction</i>	<i>Fiction</i>
---------------------------	-----------------------

Persuasive Report Procedural Explanation Discursive	Imaginative Personal Poetry Play scripts
---	---

We use the Glasgow Improvement Challenge (GIC) Literacy for all (LfA) writing methodology to support the children's skills.

Talking and Listening

We encourage children to express themselves confidently using the spoken word by creating opportunities in drama, discussion, storytelling, games, poetry, speech making, debates and listening skills. We use a variety of resources and real-life contexts to support development in talking and listening skills.

Modern Languages

We teach Spanish as a foreign language. We aim to offer lessons to our children from P5-7, full staffing levels permitting. We aim to introduce Spanish from Primary 1.

Maths and Numeracy

We follow the Glasgow Counts framework. From P.1-7 we use the Heinemann Active Mathematics scheme and a Concrete, Pictorial, Abstract approach to support the children's learning. The school is well resourced to teach numeracy and math.

In a daily Numeracy and Mathematics lesson children will be involved in:

- *Oral mental games*
- *Written mental numeracy and mathematics questions*
- *Key teaching session with opportunities for challenge and additional support*
- *Plenary sessions to recap and reinforce key teaching points*
- *Whole class teaching*
- *Group work*
- *One to one support*
- *Differentiated programmes of work*
- *Digital experiences to support and enhance learning*

Linking learning in numeracy and mathematics to life experiences is essential to demonstrate the purpose of mathematical learning. This is emphasised in all lessons: children will be encouraged to make links in their learning and relate their learning to real life situations.

Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Our Pupil Equity

Funded, Principal Teacher, has a key remit on leading and developing the school's health curriculum, and beyond.

Learning through health and wellbeing enables children and young people to:

- *make informed decisions in order to improve their mental, emotional, social and physical wellbeing*
- *experience challenge and enjoyment*
- *experience positive aspects of healthy living and activity for themselves*
- *apply their mental, emotional, social and physical skills to pursue a healthy lifestyle*
- *make a successful move to the next stage of education or work*
- *establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children*

The areas of study within this aspect of the curriculum are:

- *Mental, emotional, social and physical wellbeing*
- *Planning for choices and changes*
- *Physical education, physical activity and sport*
- *Food and health*
- *Substance misuse*
- *Relationships, sexual health and*



God's Loving Plan

'God's Loving Plan' is the programme delivered in Catholic schools to help children develop healthy and respectful attitudes to their bodies including sexual health, and also relationships with families and friends. 'God's Loving Plan' connects the R.E.R.C. curriculum and the Health and Wellbeing Curriculum. Primary 6 and 7 parents are offered an information session prior to the teaching, at these stages. You will be able to hear about the programme, and view the lessons and resources used to teach your child.

RERC

Catholic schools are encouraged to show excellence in their work in ways which demonstrate a distinctive Gospel understanding of "excellence". This is based on a Christian anthropology which regards each person as being uniquely gifted with talents and capacities which should be developed to full potential. Success is not measured merely in terms of academic attainment but in signs of personal development and actions which show a commitment to upholding the Gospel values and meeting the needs of others. The Religious Education programme used in all Scottish Catholic schools is called 'This is Our Faith'. Teachers plan using eight strands of faith;

- ☑ *Mystery of God*
- ☑ *In the image of God*
- ☑ *Revealed truth of God*
- ☑ *Son of God*



- 👉 *Signs of God*
- 👉 *Word of God*
- 👉 *Hours of God*
- 👉 *Reign of God*

Sacraments

In accordance with Diocesan Guidance, pupils who are presented for the Sacraments by their parents or carers are prepared at the following stages:

- 👉 Reconciliation - P.3
- 👉 Eucharist (Holy Communion) - P.4
- 👉 Confirmation - P7

A Charter for Catholic Schools

The Charter for Catholic Schools has been developed to define the key characteristics of excellence which should be found in every Catholic school in Scotland. Each of these is more fully developed in the resource 'Shining the Light of Christ in the Catholic School'. A copy of the Charter is available upon request and to be found on our school website.

Religious Observance

Our school is fortunate to work in partnership with the local church. The priest assists with the Catholic Christianity element of Religious and Moral Education and provides opportunities for 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 on up to three occasions in any one school session.

We work with the Parish of St Jude's, to guide the children on their faith journey and, where applicable, their sacramental preparation and celebrations. Contact details are as follows:

Address: *St Jude and St John Ogilvie, 159 Pendeen Road, G33 4SH* Phone: *0141 771 5004*
 stjudeandstjohnogilvie@rcga.org.uk

Other curricular areas taught in the school are:-

- Science
- Technologies
- Social subjects
- Expressive arts

Increasingly, the children's learning encompasses, STEM, Sustainability, Outdoor Learning and Developing the Young workforce (DYW). Learning through play based approaches and inter disciplinary learning and teaching, facilitates this

As children engage in their topics, visits are made to places of interest. Libraries, local health centre, police station, fire station, local parks, museums and galleries are all important locations.

We have Smart Boards in use in every class as well as operating with a range of iPads for teaching and learning. Portable devices such as digital cameras, Technology resources are also in use and we have iPads deployed throughout the school. Our staff use iPads as part of daily teaching and learning. P7 children each have an iPad for home use which they must bring to school daily. Some other children benefit from government funded, Digital Inclusion iPads too. We succeeded in securing 30 Community Trust iPads to issue to families.

We have a variety of visitors, throughout the session, to enhance the children's learning experiences. These can include music specialists, Credit Union, GEAP, World Book Day guests, sports coaches, dance teachers, Theatre groups, The Dog's Trust, Bridges & Barriers and therapy/counselling services.

More information about the provision of a Broad General Education can be found at: <http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/broadeducation.asp>

Assessment

Assessment is a way of collecting information, allowing teachers, pupils and staff to measure pupil progress.

Assessment is integrated into the planning process and in daily teaching and learning. It is of a holistic nature and summarises success and progress. It provides useful feedback. At key points (P1, P4 and P7), and in line with Scottish Government directives, children receive Scottish National Standardised Assessments.

If we feel a child has a particular difficulty, we may use an objective or diagnostic test to help us plan a suitable programme of work. The progress of each child will be carefully tracked.

We use PM Benchmarking, GDSS (Glasgow Dyslexia) and NGRT to assess skills in reading and comprehension. NGST for spelling. Malt maths assessments are used to assess progress in numeracy as well as identify next steps.

Assessment is formative and teachers use day to day observations and assessment to help plan next steps.

Assessment is on-going throughout the year in all areas of the curriculum. Every pupil is actively involved in his/her learning and should self-assess work on a regular basis. Children will also take part in peer assessments where they offer feedback to others. Our children are encouraged to talk readily about what they have achieved, what they are good at and what they are working towards.

The level your child is working at will be reported to you in his/her school report by the teacher. Your child should be aware of the level they are working at and his/her next steps in learning.

Reporting to parents and carers

You can make an appointment to view your child's work, meet the teacher or meet the Head teacher and Depute Headteacher at any point throughout the year. This practice has been disrupted this session due to Covid-19. There are also several formal opportunities planned when you may speak to your child's teacher:

Subject to change due to Covid-19 restrictions:

- September Meet your child's teacher- Open class session
- October Interview by appointment
- December Interim Report
- March/April Interview by appointment
- June Annual Progress Report

Wellbeing and assessment plans (WaAP), are a key aspect to the reporting process. Parents of children who have a WaAP are invited to meet and agree set targets for his/her child.

Useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

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 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 a child/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>

Girfec

GIRFEC stands for 'Getting It Right for Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

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. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents), to get help or support when they need it.



Every child in school has a key adult who has the overall picture of the child's progress. In almost all cases this will be the **class teacher**.



Miss Black DHT has overall responsibility for coordinating Additional Support Needs within Our Lady of Peace.



Mrs McDonald HT has overall strategic responsibility for Additional Support Needs within Our Lady of Peace.

On an annual basis the school website. 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. Any parent or carer seeking a copy of the plan can contact the school office or consult our website.

Pupil Equity Funding

The school is in receipt of approx. £139,650 PEF annually, from the Scottish Government to address poverty related attainment gaps. The plan for this spend may change year on year. To date, the funding has allowed for additional teaching and support staff, the provision of counselling and support services and a range of resources to enhance the children's learning experiences, e.g. an outdoor sensory garden, wildlife garden and outdoor play café.

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. The approach within Our Lady of Peace 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 promoting positive behaviour to set out expectations. This is celebrated through Fun 31 treats, awards at assemblies and certificates sent home to parents, sticker times/merit badges, roles allocated to children, etc.

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

We have an Inclusion and Equalities policy, incorporating anti bullying and the promotion of positive behaviour, under review.

- 10 stickers- yellow badge
- 20- red
- 30- blue
- 50- green



Home Learning

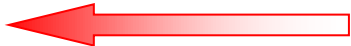
Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. We use Showbie and Sumdog for online home learning

Tasks set will be in line with the ability of the child. Homework will not be set for school holidays or weekends, nor will it be set if a pupil is taken out of school during term time, for a holiday.

Time taken for homework:

- In P.1-3 homework should not exceed 20 minutes per night
- In P.4-5 homework should not exceed 30 minutes per night
- In P.6-7 homework should not exceed 40 minutes per night

It should be noted that these are maximum times



Parent Council

We have a Parent Council which represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM, usually in September. Parent Council minutes are available on the Parent Council Facebook page and on request from the school office.

Parent Forum

The membership of the Parent Forum is made up of all parents/carers who have a child or young person at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents/carers. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

Parent Council

A Parent Council could get involved in:

- *Supporting the work of the school;*
- *Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;*
- *Fundraising;*
- *Involvement in the appointment of senior school staff.*

Membership of the Parent Council

Generally, members of the Parent Council must be parents/carers of children and young people who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from school staff and the community who will have knowledge and skills to help them. The Parent Council should meet, on average, once a month. [The Parent Council:](#)

- Will have a minimum membership of four parents/carers of children attending the school. The maximum membership is eight
- In the event of the number of volunteers exceeding the number of places set out in the constitution there will be a ballot of the Parent Forum
- Has a membership period of two years
- May co-opt up to four members
- Will meet at least once a term as a Council

The Headteacher has a right and a duty to attend the Parent Council meetings but does not have the right to vote. Should you wish to contact the Parent Council please do so through the school office.

Pupil Voice

This is currently an area for further development in the school. Most recently we have started a Head Boy and Head Girl system.

Extra Curricular Activities

We have a wide range of activities that run between Mondays – Thursdays to extend the learning experience. These include basketball, dance, football and many more. Please check your child's schoolbag for information and / look out for text messages 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.

Child Protection and safeguarding

Mrs A M McDonald is the school's Child Protection Coordinator.

If you have a concern about a child's welfare or direct evidence or suspicion of a child being at risk then the only way you can protect the child or children is to report the matter. Whether you are a parent, permanent member of staff, a supply teacher or a visiting specialist you should intimate your concerns immediately to the Head of Establishment or, in her absence, a senior member of staff.

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. It has school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Glasgow City Council www.glasgow.gov.uk

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