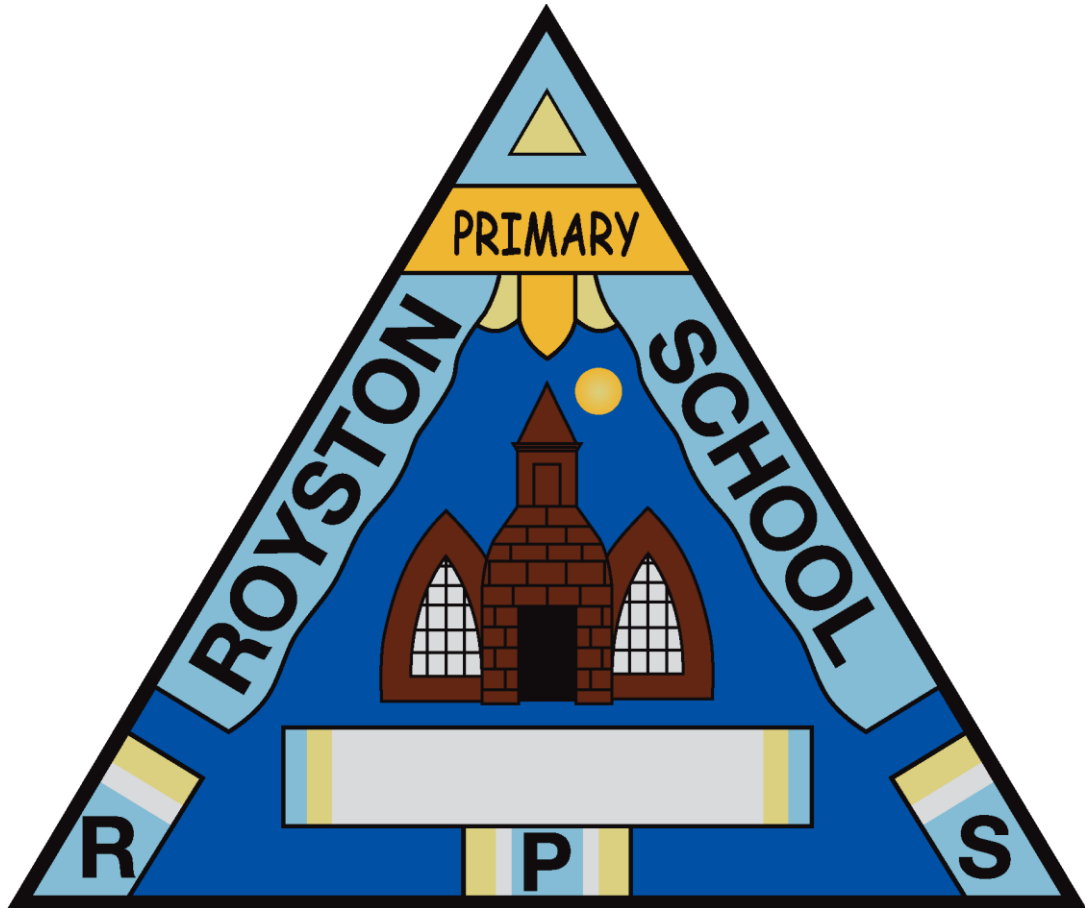


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Royston Primary School



Handbook

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Updated October 2023

Dear Parents & Carers

Here at Royston Primary we extend a warm welcome to you, whether you come as a pupil, a parent, a member of staff or a visitor to the school.



We hope you will find Royston Primary a warm and caring place where your child is made to feel safe and secure.

We are a small friendly school and pride ourselves on providing the highest quality of learning and teaching experience which will allow all our children to develop as confident individuals. All our staff endeavour to build strong relationships with all pupils and parents.

In Royston Primary we wish to promote in children a positive attitude to work, self, others and the environment. We will provide a quality service for you and your child and, through close partnership with you, strive to make your child a successful learner, confident individual, responsible citizen and effective contributor.

Many activities are organised throughout the school year, giving parents the opportunity to meet and work with the staff of the school. We look forward to seeing you at various occasions during the session, and if you can lend a hand in more practical ways, please contact us. By working in close partnership with our parents, we aspire to provide opportunities which will encourage the children to achieve their full potential.

We work hard to make Royston Primary a welcoming, caring school. If you have any concerns about your child's schooling, please feel free to contact the school for an appointment, either with myself or one of the Principal Teachers in the school.

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



Jane McShane

Head Teacher

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School Information



School Address		Royston Primary School 102 Royston Road GLASGOW G21 2NU
Telephone Number		0141 552 2872
Head Teacher		Mrs Jane McShane
Email		headteacher@royston-pri.glasgow.sch.uk
Website Address		https://blogs.glowscotland.org.uk/gc/roystonprimary/
Twitter		@RoystonPrimary
Present Roll		114

Parents should note that the working capacity of the school may vary depending on the number of pupils at each stage and the way in which classes are organised.

The school covers the stages from P1 to P7, is co-educational and non-denominational.

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Teaching Staff

The Head Teacher is: Mrs Jane McShane

Principal Teachers: Mrs Young
Mrs Steer
Mr Steer

Staff 2022-2023

Miss Bonner	Primary 2/1
Miss Gilyeat	Primary 3/2
Mrs Young & Mr Steer	Primary 4/3
Miss Johnstone	Primary 6/5
Mr Doherty & Mrs Mair	Primary 7/6
Ms Monaghan	EAL Support Teacher
Mr Thomson	Orchard
Mr Steer & Mrs Steer	Challenge LOL

Support Staff

Mrs Spence	Clerkess
Mrs Morrison	Clerkess
Mrs McDougall	SfLW
Mrs Atala	SfLW
Mrs Cullen	SfLW
Mrs McIntyre	SfLW
Mr Douglas	Janitor
Mrs Taylor	Dining Auxiliary

Our dinner ladies are Marie Bower & Sharon Bruce. Sharon is also responsible for the breakfast club from 8.00-8.45 each school morning.

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Introduction

Royston Primary School is an early twentieth century building which opened in 1906. The school building was fully refurbished in 2018 to provide a welcoming, bright and spacious learning establishment. Following this refurbishment, the Glasgow Improvement Challenge Base was moved to reside on the top floor.



Entry to the primary school is by way of a door entry system on the main front door. To gain entry, press the buzzer for the Office. If no one replies, please try the Janitor.

On the lower ground floor there is a large dining/assembly room with a small room for parents to meet.

The first floor has two entrances, one from the front playground and another from Gadshill Street. Situated on this floor are two classrooms and the Nurture Room, The School Office is also on this floor.

The second floor houses our gymnasium, three classrooms and community kitchen managed by North Glasgow Community Food Initiative.



The top floor of the school is occupied by Glasgow Improvement Challenge (GIC). Entry and exit for the GIC is the door on Gadshill Street.

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Our outdoor facilities consist of two playgrounds. The yard at Rhymer Street is used by senior pupils and football is permitted as there is sufficient room. The playground beside the main door is used by the infants.

School Vision, Values & Aims

Our Vision – In Royston Primary we ASPIRE to be better.

Our Values

Altogether
Sharing Ideas
Promoting Success
Independence
Responsibility
Equality

**Our Aims – We aspire to be a better school.
We aspire to be a better community.
We aspire to be a better world.**

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In Royston Primary, we ASPIRE to be better

All Together

❖ All staff and children work together as a team and should always show kindness.

Sharing Ideas

❖ Everyone in our school has a voice that is valued.

Promoting Success

❖ We celebrate success of all kinds and highly value effort.

Independence

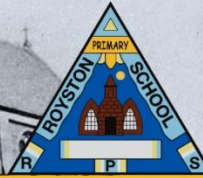
❖ We value knowledge & skills for learning, life and work.

Responsibility

❖ We model being responsible citizens in school, our community and our world.

Equality

❖ Everyone is treated with respect.



We ASPIRE to be a better school.
We ASPIRE to be a better community.
We ASPIRE to be a better world.

Community Facilities

The school plays an important part in the local area and we try to take part in as many community events as possible.

Organisations or groups in the community considering using the school can obtain a let by contacting: -

Tel: 0141- 302 2814/5/6/7 or 302 2879

Royston Youth Action

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We are delighted that RYA has a large presence in the school as many pupils attend the youth club there and are involved in plays, excursions and general initiatives in the area. We often have one of their workers volunteering in the school.

Royston Library



This is situated across the road from the school and pupils attend regularly. Often there are storytelling sessions, particularly for the infant children. Many of our pupils make use of the Library facilities to do homework research and to access the internet for projects and activities.

Rosemount Flexi-Centre

This provides much needed adult education and is situated in our school playground. The centre is keen to involve the children in many of their activities. They have further working facilities with child care, at the Millburn Centre, (pictured right) situated in Rosemount Street.



Housing Associations

We have good links with Spire View and Blochairn Housing Associations who are very keen to be involved with the school. Spire View involves the school and, particularly the ECO committee, in helping the local community gardens and liaising with the community, other local schools and projects.



School Hours

Entry for Pupils

8.45 am – 9.15 am

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Morning session	9.15 am - 12.15 pm
Morning interval	10.30 am – 10.45 am
Lunch	12.15 pm -1.00pm
Afternoon session	1.00 pm - 3.00 pm

P1 children will remain in school until 3pm from the first day of term.

We often have clubs, such as dance groups, football training, and basketball during lunch times or after school.

Children are supervised at playtimes by several members of staff and the older children receive buddy training to help play games and supervise the infants.

Pupil Absence

Within Royston Primary School good attendance is encouraged at all times and children are rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open from 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>

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>

Medical & Healthcare

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

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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 with 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:

- Blue or white shirt
- School tie
- Grey/black trousers
- Grey/black skirt

Sweatshirts, cardigans, polo shirts with the school logo are available for purchase from My Clothing <https://myclothing.com/> or

BE Schoolwear online <https://www.border-embroideries.co.uk/store-glasgow> and in-store 35 Argyle St Glasgow G2 8AH. Ties are available to buy from the school office.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Royston Primary School will adhere to this dress code.



Pictures from BE Schoolwear

PE Kit

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It is important that pupils come prepared to learn and for PE this requires appropriate clothing. **All jewellery should be removed.** Children need to remove earrings themselves. 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 (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

Breakfast

The school runs a breakfast club from 8.00 am each morning, staffed by Sharon Bruce. Ask at the school office for more details. See also the fuelzone website, link below. If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Lunch

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/>

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Please inform the Headteacher if your child has specific dietary requirements. 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.

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 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 P7. Children from our school will normally transfer to:

Springburn Academy

151 Edgefauld Road

Glasgow

G21 4JL

Phone: 0141 582 0230

Email: headteacher@springburnacademy.glasgow.sch.uk

Website: www.springburnacademy.glasgow.sch.uk

Twitter: @ht_springburn

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

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Entry to Primary 1

At Royston Primary we welcome visits from prospective parents and pupils. Contact the school office to arrange a suitable time for your visit. We will be pleased to show you round the school and hopefully answer any questions you may have.



P1 registration for children starting school in August 2024 will take place during the second week of November. Enrolment for children is completed online on Glasgow City Council's website:

<https://www.glasgow.gov.uk/article/18007/Starting-Primary-School>

To register your child you will need:

- A digital copy of the child's birth certificate (Only if the child did not attend a nursery or pre-school operated by Glasgow City Council)
- The name of the local school you wish to register the child. If you are unfamiliar with schools within your catchment area, please use our School catchment lookup before completing the form.

It is usual practice for children to attend their local catchment primary school.

Check the local catchment primary school and Gaelic medium school for your address.

Parents/Carers will have the opportunity to visit their local catchment school and should check the day(s), time(s) for visits with the school concerned.

If you wish to enrol your child for the start of the new school session in August 2024, they must have attained the age of 5 years between 1 March 2024 and the 28 February 2025.

Parents who may wish to enrol their child in Gaelic Medium Education can do so at two schools, one situated in Berkeley Street and the other on a shared campus with Glendale Primary School, Kenmure Street.

- Glasgow Gaelic School, 147 Berkeley Street, Glasgow, G3 7HP. Phone: 0141 276 8500
- Glendale Gaelic Primary School, 2 Kenmure Street, Glasgow, G41 1PH. Phone: 0141 429 3183

Enquiries or requests for paper applications can be made by contacting the CBS Hub on 0141 287 8000

Please note, as the parent/ carer you have the right to apply to place your child in a school other than your local school. **You must complete an enrolment application**

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before you submit a placing request. Once you submit your enrolment application, you can find information on how to apply for a placing request here.

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Communication with Parents

At Royston 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.

Homework Grids – will let parents know what additional work children can participate in at home.

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

Text messages and Emails via Groupcall – You will also receive text or email 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 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 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.

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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 give them a letter for their class teacher and then collect them from the school office at the specified time.

Comments & Complaints

In Royston 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 at:

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team
Customer & Business Services

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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 is in place to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help provide 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 Royston 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

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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: In Royston, French is taught from P1 and Spanish is introduced from P5 as part of the Scottish Government 1+2 Language Policy.

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.

Curriculum Rationale

In the school session 2022/2023, the school developed a Curriculum Rationale. The curriculum rationale is a infographic of why our school curriculum is unique to our school.

Our curriculum rationale was launched in January 2023 and contains our 'ASPIRE' Vision, Values & Aims, community partners we work closely with, accreditations and our priorities as a school.

It means everyone involved with our school knows what we want for our children and how we work together to achieve this.

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Our Vision, Values and Aims

Community Partners

In Royston Primary, we ASPIRE to be better:

All Together ❖ All staff and children work together as a team and should always show kindness.

Sharing Ideas ❖ Everyone in our school has a voice that is valued.

Promoting Success ❖ We celebrate success of all kinds and highly value effort.

Independence ❖ We value knowledge & skills for learning, life and work.

Responsibility ❖ We model being responsible citizens in school, our community and our world.

Equality ❖ Everyone is treated with respect.

We ASPIRE to be a better school.
We ASPIRE to be a better community.
We ASPIRE to be a better world.

We are a small, nurturing school in Glasgow with a rich history and a diverse variety of cultures & languages. We strive to meet the needs of everyone in our community. We work hard to build and maintain positive relationships with everyone in our community to improve our school, our community and our world.

We Value Skills for Learning, Life & Work

- ❖ We teach our children important life knowledge, skills and attitudes. These include collaboration skills, cooking, digital literacy and the importance of living sustainably. We aim that our children know their career and further education options for life.
- ❖ We value providing high quality experiences for our children locally in Glasgow and further afield. These include theatres, safaris, cinemas, outdoor education residentials, parks, farms and adult workplaces.
- ❖ Teachers are encouraged to take teaching & learning out of the classroom when appropriate. We also work to improve our local environment such as our playgrounds, Garden of Eden and the community garden.

Our Accreditations

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/>

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>

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Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

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

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 if they wish to do this.

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

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and March. An annual report is sent to parents towards the end of each school year.

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

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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>

School Improvement

On an annual basis, we write a Standards and Quality report. Copies from previous years are available on 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 the Head Teacher.

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.

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. Many classes across the school use SeeSaw or Microsoft Teams to communicate resources for home learning, especially during unexpected school closures.

Extra-Curricular Activities

Throughout the year we take part in a variety of activities such as sporting events, museum visits and trips to cinemas and the local library. We also have visits from sports coaches, dance, drama or art specialists and visiting theatre groups.

Throughout the year we organise a wide range of After School clubs for all our pupils. These range from sports clubs such as football and dance to other pursuits such as reading and drama.

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.

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 request from the school office.

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.

Although this information is correct at the time of printing, there could be change affecting any of the matters dealt with in the document.

- a) Before the commencement or during the course of the school year in question;*
- b) In relation to subsequent school year.*