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SARACEN



SCHOOL HANDBOOK

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Dear Parent/Carer

I would like to welcome you and your child to Saracen Primary School. We are a school at the heart of an active and supportive community and I hope that you will want to be part of that too.

You may have attended this school as a child yourself, and maybe your own children attend here now. We know that by working together with us, your child will be the best they can be, which is why we value the role you play.

I hope that you will find our handbook useful and informative and that it answers any questions you may have, but if not, you can email me at amcgill@saracen-pri.glasgow.sch.uk

We look forward to having you and your child work with us and hope that this will be the start of a strong and lasting partnership.

Alison McGill
Head Teacher

Last updated – October 2023

We were inspected in March 2023 and received a very positive report. Strengths highlighted include:

- The headteacher provides very strong leadership.
- * The school culture is positive and calm and the core values of 'ready, respectful, team' are evident in all classes.
- The quality of teaching and engagement in learning is of a high quality in almost all classes.
- * Children enjoy the variety of well-planned, structured learning they experience each day.
- Senior leaders and teachers monitor children's progress in learning very effectively. They demonstrate clearly the positive difference their support makes to children and their families.

You can read this summarised report here:

<file:///C:/Users/am7234070/Downloads/saracen-ps-sif-230523.pdf>

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Digital technology remains very important to all pupils so if you have no internet access or suitable device at home please contact the school.

It is crucial that you download the Seesaw App so that your child may engage in homework and home learning. If you are having any difficulties with the App please contact the school.

All Saracen pupils should enter the campus by walking up the stairs, across the zebra crossing and in through the infant gate, where they will be met by their teachers.

Parents should not drive into the staff carpark, enter the playground or school building.

Children should continue to wear school uniform and bring a pair of indoor shoes for PE. Children can bring school bags. They may also bring a their filled water bottle (plain water only, please), a packed lunch if they choose, a morning snack, their school i-pad (P6 and P7 pupils) and their mobile phone if this is essential. Mobile phones should be switched off and kept in schoolbags, if use travelling to and from school is necessary.

Children have access to a broad curriculum and the play based approach in the infant classes continues.

Children can be given jotters to keep at home for homework tasks. Homework tasks can be photographed and posted on Seesaw for their teachers to see.

Every class will have opportunities to engage in outdoor learning and outdoor PE in addition to regular breaks. Each class also has its own box of outdoor equipment to use during these times.

School Vision & Values

In Saracen Primary School we will provide a warm, caring and friendly learning environment, which celebrates the diversity of our community.

In partnership with parents/carers and the wider community, we aim to provide a broad and balanced education for all learners, where everyone is included.

Our Vision is: Empowering our pupils to positively influence the future.

We worked last year as a community to decide on 3 things that are the most important to us. These form our “expectations” and all children and adults do their best to live and breathe them!

We are Ready; We are Respectful; We are a Team.

We also highly value the following:

- Honesty
- Friendship
- Commitment
- Achievement

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If you have any concerns regarding any aspect of school life, please do not hesitate to contact the school office on 0141 336 8428 or by email headteacher@saracen-pri.glasgow.sch.uk so that the appropriate arrangements can be made to address your concern.

SARACEN PRIMARY SCHOOL INFORMATION

Saracen Primary is a non-denominational school for boys and girls, covering stages P1 to P7, occupying a shared campus and is part of Springburn Learning Community.

The current roll is 204

The agreed capacity of the school is 330

SCHOOL NAME: **SARACEN PRIMARY SCHOOL**

ADDRESS: Keppoch Campus
65 Stonyhurst Street
Possilpark
GLASGOW G22 5AX

TELEPHONE: 0141 336 8428

E-mail address: headteacher@saracen-pri.glasgow.sch.uk

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School Staff

A full list of staff is available on request and parents/ carers will be updated on any changes as necessary.

The leadership team is as follows:

Head Teacher: Mrs Alison McGill
Depute Head Teacher: Mrs Kirsten Jarvis
Principal Teachers: Mrs Allison Shanahan (Challenge Leader of Learning, P1-4)
Mrs Kirsten Apartopolous (Upper school)
Ms Shirley English (PEF funded, Attainment)

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press and the nurseries. Prospective parents are welcome to contact the school office for further information.

Families living outwith the catchment area are welcome to make a placing request to attend Saracen Primary but must enrol their child at their local school as a first step. Further information is available using [https:// www.glasgow.gov.uk/index.asp?articleid=18426](https://www.glasgow.gov.uk/index.asp?articleid=18426)

Organisation of Classes

The following guidelines set by Scottish Government apply:

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

The School Day

We have two gates off the carpark, marked with the class names.

All pupils should enter the school via the car park steps and the infant gates. Pupils can now come in to the playground from 8.45, where there will be an adult presence. There are clearly marked zones for the children to line up in, where they will be met by their teacher/ Support for Learning Worker. Members of the Senior Leadership Team are always on hand during drop off and pick up times – please feel free to ask us questions or pass on information about you child/ children.

The school day is from 9.am – 3pm.

Breaktime is 10.30-10.45 for all classes. Lunch is 12.15 – 1pm for P4-7 and 12.30-1.15 for the P1-3.

P1 will remain in school for full days from the first day of term.

School Term Dates

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

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

Pupil Absence

Within Saracen Primary School, good attendance and punctuality are 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. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

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

Medical and Healthcare

The school nurse and other health professionals visit the school at various times during the year for routine health checks, vaccinations and medical examinations. Parents will be 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. It is vital that we are able to contact you or another designated adult at all times.

Parents should inform the school of any medical requirements relating your child. If a child requires medication during the school day, you must complete a medical form which is available from the school office.

If your child has a minor accident in school a note will be sent home detailing the incident and treatment. Mrs Tennant is our first aider.

School Uniform

The school uniform is:

- black trousers or skirt
- white polo shirt or white shirt and school tie
- royal blue sweatshirt or cardigan
- black shoes or trainers

School Uniforms are available from:

BE Schoolwear, 35B Argyle Street Station, Glasgow, G2 8AH

Tel: 0141 221 4472

Or online at border-embroideries.co.uk

Tel: 01361 810304

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Our uniform was agreed in consultation with the parent council, staff and pupils and it is expected that all pupils attending Saracen Primary will adhere to this dress code. In line with Glasgow City Council guidelines, the only items of jewellery allowed in school are: stud earrings and a watch.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. Jewellery should be removed. Pupils not taking part in PE must have a note or medical certificate.

There are forms of dress, which are unacceptable in school, such as items of clothing which:

- potentially encourage faction (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 such as dangling earrings etc (only stud earrings and a watch are permissible)
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children

Financial Support

We have a Financial Inclusion Support Officer (FISO) who can help with checking you are receiving the correct benefits/ on the best gas and electricity tariffs. She can also help if you are worried about money or debt. Contact Eddie at:

Tel: 0141 948 0204

Email: schools@gnwcab.org.uk

Clothing and Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here: http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf.

Children who prefer to bring packed lunches are accommodated in the dining hall.

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

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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 www.glasgow.gov.uk/index.aspx?articleid=17885

Parentpay:

ParentPay is the online payment solution used in all mainstream primary and secondary schools in Glasgow. You can now pre-order your child's lunches in advance whether you pay for meals or are have FSM entitlement (primary schools only).

Breakfast Club

Breakfast Club is open to pupils daily and is free of charge for those in receipt of free meals and currently includes fruit, a choice of cereals, a cereal bar and a drink. Children can now attend breakfast club from 8am..

Glasgow City Council primary school pupils can attend the breakfast service available every school day. Big Breakfast operates in each of Glasgow's primary schools and offers every primary school pupil a nutritional and healthy breakfast prior to the start of the school day. For those not currently entitled to a free school meal, a charge of £2 per day is made. For siblings, the oldest child pays £2 and subsequent children pay £1.

Water Policy

Children may bring a filled water bottles from home. Only plain water is allowed in class and children are able to refill their bottles from the well. Water and milk are available at lunchtime.

Fizzy drinks, cans and glass bottles are not permitted in school.

Transport

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/carers who consider they are eligible can apply online at 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 transfer arrangements no later than December of Primary 7. Children from our school will usually be offered a place at either Springburn Academy or Cleveden Secondary School.

Springburn Academy,
50 Mansel Street,
Glasgow G21 4JL
Tel: 0141 583 0230

Cleveden Secondary School,
42-68 Cleveden Road,
Glasgow G120JW
Tel: 0141 582 0060

Email: headteacher@springburn-sec.glasgow.sch.uk
www.springburn-sec.glasgow.sch.uk

Email: headteacher@cleveden-sec.glasgow.sch.uk
www.clevedensecondary.com

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Springburn Academy staff work with all of our pupils in P7 to prepare them for the transition to secondary school.

Communication with Parents

At Saracen Primary School we use a variety of ways to keep in touch with parents.

- **Open Door Policy** – Mrs McGill, Head Teacher, and Mrs Jarvis, Depute Head, are available for parents/carers at any time provided they are not teaching or in another meeting, however, any parents wishing to communicate with the school must do so by telephone or email in the meantime. We are also both regularly at the gate before or after school and are happy to answer any questions then.
- **Newsletters** – will be emailed to parents each month.
- **Letters** – further information which requires a response may be sent out in letter form.
- **Family Learning Events** - specific to aspects of the children's learning also run throughout the session, including Soft Finish.
- **Text Messaging/Groupcall** – you may also receive text reminders about events/school closures etc.
- **Meetings** –Nights typically take place in November and March. You will receive an appointment. We can arrange an interpreter, if needed.

Information in 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 closure or re-opening. We shall keep you informed by using letters, texts and the local media.

At the start of each school session, you will be asked to complete and return the annual data check form. We would ask you to inform us of any changes of address, telephone numbers, emergency contact numbers etc, as it is vital that this information is kept up to date.

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> .

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Comments and Complaints

In Saracen 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 :

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 to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education(BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Glasgow Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below:

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4 but earlier or later for some.
Second	To the end of P7 but earlier or later for some
Third & Fourth	S1 – S3 but earlier for some

Expressive Arts: The inspiration and power of the arts play a vital role in enabling our pupils to enhance their creative talent and develop their artistic skills.

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Health and Wellbeing: Learning in health and well being ensures that the children develop the knowledge, understanding and skill which they need now and in the future to help them with their physical, emotional and social wellbeing.

Sciences: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, the children 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: RME includes learning about Christianity and other world religions and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society .

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful websites:

Education Scotland www.education.gov.scot
National Parent Forum of Scotland www.npfs.org.uk

Religious Observance

Parents have the right to withdraw their child from religious observance and should inform the school in writing.

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 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 would normally form the basis of discussion at Parents' Evenings in November and March. An annual report is usually sent to parents towards the end of each school year.

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

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum with appropriate support for their needs if required. This applies to the content of the lessons, teaching strategies and minor adaptations to the school environment. There is a wide range of factors which may act as barriers to learning. We are committed to working closely with

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parents and carers to ensure that they are fully involved in any decisions about support for their child's needs.

Any parent or carer seeking further advice in 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:

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

Information on Glasgow City Council's Parental Involvement Strategy can also be found at

www.glasgow.gov.uk/index.aspx?articleid=17870

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments.

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.

We respond to the needs of all children and young people in a consistent and caring way and by promoting positive mental health and wellbeing.

We are retaining the services of a counsellor, providing play therapy sessions for pupils who may need that support.

All staff are trained in All Behaviour is Communication.

We have staff trained in Nurture and Seasons for Growth and all staff will be engaging in the Emotionworks approach.

School Improvement

On an annual basis, you will receive our Standards and Quality report which 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 Group. Any parent or carer seeking a copy of the plan can contact the school office. A summary is included in our September Newsletter.

Promoting Positive Behaviour

Children's Rights as outlined in the United Nations Convention on the Rights of the Child (UNCRC) 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.

In Saracen Primary School our aim is to ensure that all children reach their full potential in a positive, well-ordered learning environment, which values all children as individuals and where success and positive behaviour is celebrated.

We celebrate success at or through:

- assemblies
- displaying children's work/achievements
- the regular use of stickers, certificates etc.
- Friday Fun
- Hot Chocolate with the HT
- class rewards

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

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All staff consistently promote our school values.

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 Seesaw profile for communication about home learning and specific tasks.

Through 'Home learning' we hope to enable children to see the value of learning not only within, but beyond, the classroom. As such, learning activities and experiences requiring the transfer of skills, knowledge and understanding taught discretely in school can be applied in meaningful and relevant real life situations.

Parental Involvement

At Saracen Primary, we value highly parental contributions to school life and there are many ways you can become involved. We are keen to hear from you if you have a particular skill or talent to share or can give your time to support some of the many trips and experiences we will offer.

We would encourage more parents to join our Parent Council. If you would like to be more involved in the life of the school please contact Mrs McGill for a chat about how to go about this.

Pupil Council

Our Pupil Council is made up of 2 representatives from each class in P3 - P7 who are voted on to the council each year by their classmates.

This is a very active and important group which normally meets once a month, arranges many school events and fundraisers, and ensures that the views of pupils are heard. We also have an Equalities Group, a Reading Squad, a Digital Leadership Team an Eco Committee and a Rights Respecting Squad.



Extra Curricular Activities

Our after school clubs are always very popular and we review these every term. We will inform you about any other clubs available for your child's class as opportunities arise.

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

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

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

Enquire Scotland 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