

# St Francis of Assisi RC Primary School Handbook



**Last updated: August 2019**



## Message from the Head Teacher

Dear Parent/Carer,

May I take this opportunity to welcome you and your child to St Francis of Assisi Primary School. I hope your association with our school will be a long and happy one.

At St Francis of Assisi Primary, we aim to provide a friendly, safe place where each child can grow in confidence and understanding, developing skills for life through a stimulating learning environment.

We want you to become part of our school family, working in partnership with staff to provide a happy learning environment. We want you to encourage your child to work hard and behave well. If at any time you are concerned about your child, please come and tell us.

We hope you will see our school as an integral part of the community and that you will become involved in activities and events within the school if you are able.

As teachers, we aim to offer the highest standards of teaching and learning by providing planned learning experiences matched to the needs of our pupils. We hope to encourage all pupils to do their best in everything they do.

This handbook will hopefully give you a glimpse of life at St Francis of Assisi Primary School. However, since it might not answer all of your questions, please feel free at any time to contact the school for an appointment to discuss matters with myself or any other member of staff.

Yours sincerely

***Mrs Isobel Padden***  
***Head Teacher***



## Our School Vision

*Our vision is to provide a happy, caring and stimulating environment. Guided by Gospel values, we support our children to recognise and achieve their fullest potential, enabling them to make their best contribution to society.*

## Our Values

- + Recognising that every person is created in the image of God.*
- + Respectful words and actions for all*
- + Open, honest and effective communication*
- + Celebrating personal achievements and those of others*
- + Welcoming, nurturing & Supportive*

## Our Aims

*In our school we aim to offer a high quality service. We seek to:*

- + Provide a safe, stimulating environment in which our children learn positive attitudes towards themselves and others while develop good self-esteem and become **confident individuals**.*
- + Ensure our children develop an understanding of their own and others feeling, cultures and beliefs and become **responsible citizens**.*
- + Create and provide a variety of opportunities for learning which will engage, stimulate and challenge all pupils to enable them to become **successful learners**.*
- + Enable all children to access an inclusive curriculum that provides appropriate support and challenge which will allow them to fully develop their skills and abilities.*
- + Develop our children's abilities to communicate their ideas and feelings, becoming **effective contributors** in all areas of school life.*
- + Work collaboratively with our colleagues within the LIG 3, St Andrew's & St Ambrose Learning Communities, partnership agencies, parents and carers to ensure smooth transitions for all children.*



## **School Information**

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

### **Contact Details:**

St Francis of Assisi Primary  
Crown Street  
Baillieston  
Glasgow  
G69 7XB

Phone: 0141 773 2052

Fax: 0141 771 3028

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

**Website:** Please access our school website through our App

**Twitter:** @stfrancisoa and @sfoasport

**App:** Please search for **Primary School App** in the app store on your smart phone and add **St Francis of Assisi Primary School**

### **Background information:**

- Co-educational school
- Denominational - Christian RC
- Stages taught: P1-P7
- Current Roll: 222
- Capacity: 312



### **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:

Head Teacher:	Mrs Isobel Padden
Depute	Mr Fergus Donnelly
Principal Teacher	Mrs Judy Harley
Principal Teacher	Miss Linda Weir



## **Enrolment**

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

Families living outwith the catchment area are welcome to make a placing request to attend St Francis of Assisi Primary School but must enrol their child at their local school as a first step. Further information is available using the following [www.glasgow.gov.uk/index.aspx?articleid=8629](http://www.glasgow.gov.uk/index.aspx?articleid=8629)

## **Organisation of Classes**

The following guidelines set by Scottish Government apply.

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

*Composite classes have pupils from more than one stage.*

## **The School Day**

Morning	09.00 -10.30
Interval	10.30 - 10.45
	10.45- 12.15
Lunch	12.15- 13.00
Afternoon	13.00 - 15.00



**P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 15.00.**

## **School Holidays**

Details of holiday dates are available on the Glasgow City Council Website: [www.glasgow.gov.uk/index.aspx?articleid=9418](http://www.glasgow.gov.uk/index.aspx?articleid=9418)

## **Pupil Absence**

Within Glasgow Primary School good attendance is encouraged at all times and children 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 between 08.00-15.30 Monday to Friday.



## **Medical & Healthcare**

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

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.



## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

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

## **School Uniform**

The school uniform is:

- Blue shirt/Blue polo Shirt
- Brown Jumper/cardigan
- School tie
- Brown trousers
- Brown skirt



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at the school office. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St Francis of Assisi primary School will adhere to this dress code.



## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.



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

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Please note that children unable to take earrings out cannot take part in practical PE sessions. If you plan to have your child's ears pierced please think about doing this in the summer holidays so that this does not impact on participation in PE lessons.

## **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <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. Special diets for children with medical requirements can be provided. Please inform the Head Teacher.

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

All children in P1-3 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 (where income is less than £6,420), Child Tax Credit only (where income is less



than £16,105\*) 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 from schools and at

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

### **Transport**

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at [www.glasgow.gov.uk/index.aspx?articleid=17882](http://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 Ambrose Secondary  
65 Townhead Rd, Coatbridge,  
North Lanarkshire  
ML5 2HT  
Phone: [01236794896](tel:01236794896)  
Email: [ht@st-ambrose.n-lanark.sch.uk](mailto:ht@st-ambrose.n-lanark.sch.uk)

Secondary School staff work with our pupils from Primary 7 onward to prepare them for the transfer to secondary school.



### **Communication with Parents**

At St Francis of Assisi Primary School we use a variety of ways to keep in touch.

*Open Door Policy* – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

*Class Diaries* – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

*Newsletters* – will be sent out on a regular basis to keep parents informed about the work of the school.

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

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

Website: Please access our school website through our school app



Twitter: @stfrancisoa & @sfoasport  
App: download **Primary School App** and add our school.

*Text messaging* – You may also receive text reminders about events/school closures etc.

*Meetings* - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter 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.

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

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

### **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 St Francis of Assisi 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:

<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](mailto:customercare@glasgow.gov.uk)



## 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 St Francis of Assisi 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 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 otherworld 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, through newsletters and meetings, for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes and sensitive aspects of learning, if appropriate.

Throughout the curriculum, we build opportunities for the children be involved in the things they learn about. We do this through questionnaires, feedback, assessment and teaching strategies uncovering prior and desired learning.

#### **Useful websites**

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

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

## Religious Observance



Our school is fortunate to have a close link with the St Ambrose parish. Our Parish Priest, **Father Devlin**, assists with the element of Religious and Moral Education and provides opportunities for religious observance. We visit St Francis of Assisi Church for monthly Mass as well as Holy Days of Obligation, Christmas, Easter and Sacramental Preparation.

We have a Mini Vinnie's group within the school who support us in our charity work across the school year. We have a very active Mary's Meals group within our Parish and we support the work of the group through the Backpack appeal, fundraising and a range of Lenten activities.

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

## Assessment & Reporting

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

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

## Pupil Profiles

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



## Support for Pupils

Our 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 Mrs Padden (HT) Further information relating to additional support needs is available on the Glasgow City Council website –

<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>



## **The Named Person**

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. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person for your child within St Francis of Assisi Primary is **Mrs Padden (HT)**.

Please do not hesitate to contact the school if you want to speak with Mrs Padden with regard to any aspect of your child’s wellbeing.

## **School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Areas for Improvement 2018-19

- Raising Attainment in Literacy (focus on writing)
- Raising Attainment in Numeracy (Glasgow Counts)
- Raising Attainment in Physical Education & building resilience within our pupils.

## **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 St Francis of Assisi Primary School is to build a positive ethos, which demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a ‘House’ system which allows us to foster a sense of community amongst our children. Together, the members of each house, discuss school improvements, plan charity events and contribute to life and work of the school. We also



have ‘Golden Rules’ to set out expected behaviour. The rules reflect our expectation of kindness, respect, gentleness, good effort and caring for our school property. Monthly awards assemblies are an opportunity to share in the success and achievements of our pupils both in and out with school.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Children are encouraged to ‘Stop & Think’ about their actions while using a restorative approach to resolve issues.

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. We are aware that many of our children attend clubs in the evening and for that reason homework for the week is issued on a Monday to allow your child to complete it at the most suitable time. Homework can take the form of maths activities, spelling, topic related tasks including research or model building.

Please check your child’s schoolbag for communication about home learning and specific tasks.

### **Parent Council**

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

### **Pupil Council**

Our Pupil Council is made up of a representative from each year group. This is an important group which ensures that the views of pupils are heard.

There are a number of opportunities for pupils to contribute to the life and work of the wider school community, by joining groups such as; Play Leaders, Sports Captains, Credit Union Tellers, Pupil Council, ECO Committee and JRSO representatives, Mini Vinnie’s,

### **Extra-Curricular Activities**

We have a wide range of activities that run between Monday and Thursday to extend the learning experience. These include music, dance, arts and crafts, hockey and football. Please check your child’s schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.



## Physical Education School Sport and Physical Activity (PEPASS)

We are delighted to be the recipients of the SportsScotland School Sport Gold Award, which recognises the schools commitment to PEPASS. This was awarded to us in September 2018.

Further information about this award can be located on the SportsScotland website at: [www.sportscotland.org.uk](http://www.sportscotland.org.uk)

There are many clubs that run throughout the school week both at breakfast time and afterschool. Details of these clubs can be found on our school sport Twitter account, school app and on our sports notice board. Please contact the school if you have any suggestions for sporting activities or if you would like to assist at any of our clubs.

We have three initiatives running this year that are open to all pupils.

School Sport Loyalty Card	#StFoASportAwards	#StFoAPEPASSBingo
Pupils tick their loyalty card every time they attend a school sport or community sport club. Once they have 10 ticks their card is entered into a prize draw to win sport prizes! Pupils can then start a new card.	Pupils can earn bronze, silver and gold badges based on participation in school and community sport and also in competitions. Please see the photo below for details.	Our PEPASS Bingo card encourages pupils and families to participate in school sport, community sport, physical activity and to spectate in sports events around our city.

We have several very successful sports teams that participate in competitive events around our city with great success. This year we have three football teams who play competitive fixtures at the weekend and during the week, including our new Girls Football team. Our basketball and athletics teams have enjoyed great success recently at events and we have close partnerships with several community sport clubs in order to create a pathway from school sport to community sport.

We have a Sport Committee in school which includes our fantastic Sport Captains from P6 and P7 and our PE Leaders who assist in PE lessons and run school sport clubs within our school.

Please follow us on Twitter to keep up to date with PEPASS within our school at @sfoasport

If you require assistance in setting up a Twitter account please contact the school and we would be delighted to help.



### #StFoASportAwards

**Participation - Pathways - Competition**

<p><b>Bronze</b></p> <p>Participation Attend 10 School Sport club sessions</p> 	<p><b>Silver</b></p> <p>Participation Attend 20 School Sport club sessions</p> 	<p><b>Gold</b></p> <p>Participation Attend 30 School Sport club sessions</p> <p>Pathways Attend 20 Community Sport club sessions</p> <p>Competition Represent the school in a competitive event</p> 
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To keep up to date with sport in our school follow us on Twitter: @sfoasport



## **School Policies**

Our recently revised Homework Policy can be found in the ‘Helping my child at school’ section on our school website at:

<http://www.st-francisofassisi-pri.glasgow.sch.uk/PlainText/PlainText.aspx?SectionId=a6662049-71fe-45f3-8e1c-2514536b56cf>

For a range of policies related to the life and work of the school please see:

<http://www.glasgow.gov.uk/policiesandguidelines>

### **Useful addresses:**

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

Tel: 0141 287 2000

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

Twitter: @stfrancisoa

## **Glasgow City Council Education Services Privacy Statement**

As the local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998).

This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

### Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the school/establishment and Council are doing as a whole
- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)
- to evaluate and develop education policy and strategies



In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### **Data rights and access**

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

### **The Education (additional Support for Learning) (Scotland) Act 2009**

(a) the authority's policy in relation to provision for additional support needs,

GCC Policy – Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with

additional support needs are actively encouraged to be effective learners and benefit from their school education.

Any parent/carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to Additional Support Needs is also available on the Glasgow City Council website. [www.glasgow.gov.uk/index.aspx?articleid=8627](http://www.glasgow.gov.uk/index.aspx?articleid=8627)

### **The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011**

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

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

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

### **Education Scotland Profile & Previous Inspection**

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/StFrancisOfAssisiPrimarySchoolGlasgowCity.asp>