

OFFICIAL

St. Brendan's Primary School
Handbook

Responsible Citizens Effective Contributors Successful Learners Confident Individuals



Saint Brendan's Primary School



School Handbook



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Dear Parents and Carers,

A very warm welcome to St Brendan's Primary School!

This handbook contains a range of information which I hope that you find helpful. Please do not hesitate to contact the school or view our Glow Blog if you need more information. You may also enjoy looking at our current updates via Twitter.

Glow Blog: <https://blogs.glowscotland.org.uk/gc/stbrendans/>

Twitter: @StBrendansYoker

I hope that this handbook gives you a glimpse of life at St Brendan's Primary School. With Jesus Christ at the centre of our school community, we live, share and promote our values of Faith, Hope, Love and Joy. St Brendan the Navigator is our patron saint and we celebrate his legacy supported by our partners in St Brendan's Roman Catholic Church. We also work in partnership with them to prepare our pupils to receive the holy sacraments and support our pupils in their Catholic faith development. We are very proud to be an inclusive school: We welcome pupils from other faiths and those of no faith.

Our staff work hard in partnership with our pupils, parents, carers and families to nurture and develop the academic, social, emotional and spiritual progress of our pupils. We look forward to beginning this very special journey with you and your child. We hope that this will be the start of a strong partnership.

Yours sincerely

Gemma Rutherford

Gemma Rutherford
Head Teacher

Last updated 30 October 2023

ST BRENDAN'S PRIMARY SCHOOL

VISION, VALUES AND AIMS

St Brendans' Motto – Be the best we can be!

In St Brendan's Primary School our vision is that through a Curriculum for Excellence and our Catholic values we will:

- Provide the highest quality teaching and learning experiences for pupils to promote attainment and achievement.
- Promote health and wellbeing and the care and welfare of all learners.
- Ensure that the pupils are achieving, safe, healthy, active, nurtured, respected, responsible and included.
- Promote high expectations, with Gospel Values at our core and recognise achievement through our work with pupils, local and wider community, partnerships with parents and other agencies.

All learners are supported and are equipped to become successful learners, confident individuals, effective contributors and responsible citizens within an ever-changing society. This provision will take place within an inclusive, nurturing, Catholic ethos where positive attitudes to diversity will continue to thrive.

Our Values



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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 Brendan's Primary School

Clyde Campus

200 Hawick Street

Glasgow

G13 4HG

Phone: 0141 952 1222

Email: headteacher@st-brendans.pri.glasgow.sch.uk

Background information:

- Co-educational school
- Denominational (Roman Catholic)
- Stages taught: P1-P7
- Current Roll: 202
- Capacity: 300

Staff

A full list of staff is available on the school Glow Blog.

Our senior leadership team are:

Head Teacher: Mrs Gemma Rutherford

Depute Head Teacher: Mr Ian Tunney

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. Enrolment is now conducted online – see the link below.

Families living out-with the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step. Further information is available using the following

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

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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 -10.25
Interval	10.25 –10.40
Morning	10.40 –12.00
Lunch	12.00 –12.45
Afternoon	12.45 -15.00



*Soft start for all pupils – pupils welcomed into school building from 8.45am. Please enter via Dornal Avenue gate.

Breakfast Club starts at 8.00am (Payment is made online via Parent Pay).

P1 children will remain in school until 3.00pm from the first day of term.

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>

Pupil Absence

Within St Brendan's good attendance is encouraged at all times.

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 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>

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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.

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

Our school uniform is:

- Royal Blue jumper, cardigan or sweatshirt
- White Shirt
- School tie
- Grey school skirt/pinafore or tartan pinafore (Summer – Blue and White Dress)
- Grey trousers or shorts
- Yellow Polo Shirt (Gym Days)

Uniform with school logo can be purchased from BE School Wear (located at 35 Argyle Street) or online- <https://www.border-embroideries.co.uk/schools/st-brendans-primary-rc-school.html>.

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

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PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. Pupils wear their PE kit to school on both of their PE days.

To keep everyone safe – no jewellery to be worn. False nails are not permitted.

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 wear 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, long/acrylic nails)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (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.

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.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

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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 out-with 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 school to Secondary School

Pupils are normally transferred between the ages of 11 ½ and 12 ½ so that they will have the opportunity to complete at least four years of secondary education. The secondary school to which pupils normally transfer to is:

St Thomas Aquinas Secondary School

112 Mitre Road

Glasgow

G14 7JW

Telephone – 0141 582 0280

Headteacher@st-thomasaquinas-sec.glasgow.sch.uk

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Communication with Parents

At St Brendan's we use a variety of ways to keep in touch.

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

St Brendan's School Glow Blog /Twitter/Parent Council Facebook – contains a great deal of information about the school. It is a good idea to check this regularly.

Parent Portal – Please sign up for Parent Portal to receive:

Monthly newsletters which are sent out to keep parents informed about the work of the school.

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

Text messaging and emails – You may also receive text/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, please 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 Glow Blog will keep you informed.

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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> .

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.

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.

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Comments & Complaints

In St Brendan's Primary 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.

Headteacher@st-brendans-pri.glasgow.sch.uk

Glasgow City Council complaints procedures are available from:

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

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or
education.customercare@glasgow.gov.uk

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

Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced 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

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

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

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

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

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

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

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

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

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

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Our **RERC** (Religious Education in Roman Catholic Schools) programmes and courses cover: Catholic Christianity, Sacramental Preparation (Reconciliation, First Holy Communion and Confirmation) and Other World Religions. Religious Education in St Brendan's takes place within the context of the wider Catholic faith community, in partnership with home and our local parish.

This is Our Faith is the Religious Education Syllabus used throughout Catholic Schools in Scotland. It is organised under "Strands of Faith" which outline the aspects of Catholic theology underpinning Catholic Religious education.

God's Loving Plan provides guidance to Roman Catholic teachers on how children can be helped to develop healthy and respectful attitudes to their bodies and to relationships with families and friends. Using GLP Catholic Schools deliver education about sexual health in a holistic way.

Our **Laudato Si** journey. We have responded to Pope Francis' call for us all to care for the earth, address climate change and protect our environment.

Pope Francis Faith Award is undertaken by our senior pupils. It is an award of the Bishops' Conference of Scotland, designed to help children to show signs of love. Pope Francis said, "How beautiful would it be if each of you, every evening could say: Today at school, at home, at work, guided by God I showed a sign of love towards one of my friends, my parents, an older person!"

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.

Religious Observance

Parents have the right to withdraw their child from religious observance and should arrange to meet with the Head Teacher. In addition, parents and carers from other 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.

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Home Learning

Homework plays an important role in education. Homework should be relevant to class work and should reinforce learning.

Homework:

- Provides effective links between parents, teachers and pupils
- Can reinforce or extend class work
- Helps form good study/work habits
- Provide opportunity for parent and children to work together.

In St. Brendan's homework will be:

- Related to class work, well explained and with a clear purpose
- Varied and challenging but not too difficult
- Supported by parents and teachers

*If homework is causing any upset or anxiety, please speak to a member of the leadership team to discuss how we can support you.

Maximum time for Homework

P1 – P3 10-20 mins per night

P4 – P5 20-25 mins per night

P6 – P7 25 -30 mins per night

<http://ww.educationscotland.gov.uk/parentzone/index.asp>

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths, highlight areas for development and track progress.

Teachers employ a variety of assessment activities through a 'say, make, write, do' approach as well as observation, discussion with pupils and formal assessments throughout the year.

Pupils are involved in their own learning by setting targets and assessing their own learning. Children engage in peer assessment where they discuss their work and learn from each other and in self-assessment where they make judgements on their own work and identify next steps in learning.

Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings held in October and May. An annual report is sent to parents in June.

The progress of each child in all curricular areas is monitored by the class teacher and Head Teacher.

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>

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 helps build 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.

St Brendan's nurture room is called the Hive and is staffed by Miss McGrath (nurture teacher) and Mrs McGonagle (nurture Support for Learning Worker).

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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 view the Glow Blog.

Promoting Positive Relationships

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. We are now working towards becoming an accredited Unicef "Rights Respecting School" (Bronze Level). Adults in our school will work with pupils to ensure they are aware of their rights and respect the rights of others. Therefore, the approach within our 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. We also operate a whole school 'house' system. This is celebrated through class rewards, awards at assemblies and certificates sent home to parents and carers.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of supports and/or sanctions may be used. Parents are asked to co-operate with the school in encouraging their child to respect all pupils' right to an education and to promote positive behaviour in their children.

St Brendan's Parent Council

We have an active Parent Council that represents the views of all parents. They fundraise throughout the year and provide the pupils with many treats.

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.

Why not join our **Parent Council group** on Facebook?

https://www.facebook.com/groups/142869459615529/?ref=share_group_link

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Pupil Representation

We have 8 pupil groups which meet fortnightly with a designated member(s) of staff to represent and act upon the views of our pupils.

Our current groups are:

- Culture & Fairtrade
- Eco
- Improving Our School
- Mini-Vinnies
- Mental Health Champions
- Playground & Outdoors
- Rights Respecting School (UNCRC)
- Road Safety

Physical Access

The school has access at both entrances on Hawick Street and Dornal Avenue (please note the Dornal Avenue entrance gates are open at the beginning and end of the school day only). We have accessibility toilets located on both the ground and first floors. We also have a lift to support access to the first floor of the building (the lift provides access for our pupils, parents and visitors).

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Extra-Curricular Activities

Educational visits and excursions are arranged to places of local interest and other recognised places of cultural, historical or geographical interest.

We also organise trips to support our pupils' mental and physical Health and Wellbeing. These have included trampolining, outdoor play, country parks, den building, Christmas pantomime and a residential trip for our Primary 7 pupils.

The children also participate in community events throughout the year where the initiative may have come from one of our local community groups.

Coaching for various sports and interests takes place outside school hours. This is mainly organised by our Active Schools Co-ordinator. Over the last few years this has included athletics, gymnastics, rugby, dance, badminton, hip-hop, tennis, table-tennis and football.

Some class teachers volunteer to run homework clubs.

We also have a very talented school choir and after-school drama club which are both run by a very dedicated member of our Parent Council.

Breakfast Club

We have a Breakfast Club available from 8.00 am until 8.45 am every morning. This is attended by pupils from St Brendan's and our friends in Clyde Primary School and is supervised by catering staff. Pupils leave the Breakfast Club at 8.45 am and go straight to class, where there is adult supervision. Pupils who do not receive a free school meal will be charged a small fee of £2.00 per day for this service, younger siblings are charged £1.00 each.

School Security

In order to maintain the safety of all concerned, parents / carers are asked to enter the school building via the main entrance at Hawick Street and by reporting to the school office. On occasion and only after a discussion with school staff should parents/carers enter the school from Playground to report to the school office.

Personal Items

Personal belongings such as expensive toys, jewellery, mobile telephones, iPads, tablets etc. should not be brought into school as their safe return cannot be guaranteed.

In the case of mobile phones, these must be given to the class teacher **to lock away and be collected at 3 p.m.** They must not be used in the school ground under any circumstances. Pupils will not be allowed to photograph or video anyone within the school grounds. Children in P.5, P.6 and P.7, with parental permission, can cycle/scoot to school and leave their bikes padlocked to the bicycle stands in the playground. Younger children are also free to do so, but they should be accompanied to and from school by a responsible adult.

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Useful Contacts

Parentzone Scotland

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>.

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 of pupils with additional support needs. www.enquire.org.uk

Executive Director of Education

Douglas Hutchison
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City Chamber East
40 John Street
GLASGOW
G1 1JL

Area Manager

Donnie MacLeod
Education Services
City Chambers East
40 John Street
GLASGOW
G1 1JL

Saint Brendan's Church

Father Ezra
180 Kelso Street
Glasgow, G13 4BH
0141 952 1471

Glasgow City Council

Tel: 0141 287 2000
E-mail: education@glasgow.gov.uk
Website: www.glasgow.gov.uk

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