

ST GEORGE'S PRIMARY

Handbook



ST GEORGE'S PRIMARY SCHOOL
101 MUIRDYKES ROAD
PENILEE
GLASGOW G52 2QJ

Tel: 0141 883 9671



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Head Teacher: Diana Taylor

This booklet has been compiled to give you information about your child's school.

INTRODUCTION

Welcome to St George's Primary School. We are delighted to have you and your child on board and know you will have a pleasant experience with us.

In this handbook you will find information about the school and the curriculum we offer. The most important thing to remember is that St George's Primary School is a community that works together to help all children achieve their potential, educationally, spiritually and socially.

We look forward to a long, happy, fruitful partnership with you and your child and will do our best to help you with any questions or concerns you may have.

You will be glad you chose St George's Primary School!

**Diana Taylor
Head Teacher**



St George's Vision, Values and Aims

VISION

Our vision in St George's is to develop a happy, caring, nurturing environment where we build confidence in each other and the needs of all our learners are met through a motivating and challenging curriculum. All our learners are valued within our inclusive and positive community in which we celebrate a range of achievements and successes.

We endeavour to develop in all our children a healthy attitude towards their own, Health and Well-being including building emotional resilience.

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Working in partnership with parents and the wider community we aim to provide a range of opportunities to ensure children become Responsible Citizens, Effective Contributors, Successful Learners and Confident Individuals.

VALUES

We work hard to embed our school values into everyday practice:

- Respect
- Achievement
- Resilience
- Responsibility

SCHOOL INFORMATION

ST GEORGE'S PRIMARY SCHOOL
101 MUIRDYKES ROAD
PENILEE
GLASGOW
G52 2QJ

TEL NO. 0141 883 9671

Email Address: headteacher@st-georges-pri.glasgow.sch.uk
www.st-georges-pri.glasgow.sch.uk

Glasgow City Council Going to School web-site:
www.glasgow.gov.uk/en/residents/going_to_school

St George's is a Roman Catholic, co-educational school and can accommodate children from Primary 1 to Primary 7.

At present we have 163 pupils on the roll.

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

St George's has a Nurture class known as Blossom Trail where pupils mainly from P1 & 2 are supported in social skills for part of the day.

The facilities of St George's school can be used by the community. At present applications for the use of the facilities should be made to:-

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Community Letting

CommunityLettingCL@glasgowlife.org.uk

LOURDES LEARNING COMMUNITY

St George's Primary is a member of the Lourdes Learning Community. This means the school works closely with Lourdes Secondary and its associated Primary Schools.



The phone number for Lourdes Secondary School is 0141 582 0180.

STAFFING

A full list is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

Headteacher: Mrs D Taylor

Depute: Mr M Pugh

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 George's Primary but must enrol at their local school as a first step. Further information is available using the following www.glasgow.gov.uk/schoolenrolment

ORGANISATION OF CLASSES

The following guidelines set by Scottish Government apply

P1 maximum 25

P2&3 maximum 30

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P4-7 maximum 33
Composite classes maximum 25

Composite classes have pupils from more than one stage.

SCHOOL HOURS



School starts	9.00am
Morning Interval	10.30-10.45am
Lunch	12.15pm – 1.00pm
Dismissal Primary 1 and Primary 2	2.55pm
Dismissal Primary 3 to Primary 7	3.00pm

Pupils must remain in the school during these hours and during the lunch hour unless parent collects them to go.

St. George's School has a Breakfast Club which caters for all pupils from 8.00am-8.45am

There is an after-school facility 'Skoolz out Hillington' which can be contacted on 07456919643 email: skoolzouthillington@yahoo.com

SCHOOL HOLIDAYS

Details of holidays are available on the Glasgow City Council website:

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

ATTENDANCE AT SCHOOL

Within St George's good attendance is encouraged at all times and children rewarded appropriately. It is important for children to be in school on time, ready for lessons.



If your child is going to be absent, you are asked to inform the Pupil Absence Reporting Line on 0141 287 0039, who will inform the school of the absence. This should be done as soon as possible on the first day of absence.

If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity and you should inform the school directly. When your child

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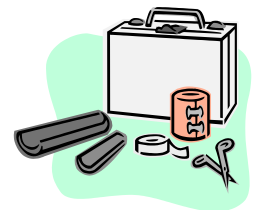
returns to school after an absence you should send a note into school explaining the absence.

The school uses daily text messaging to inform parents of their child's absence if no contact is made.

All unexplained absence is investigated by the school and appropriate action taken.

MEDICAL AND HEALTH CARE

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.

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, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio.



SCHOOL UNIFORM

After a survey of parents and pupils the uniform was agreed as follows:

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- Navy blue jumper/cardigan
- Navy trousers/skirt
- Pale blue shirt/blouse
- St George's school tie.

It is expected that all children 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 medical certificate. Pupils who are not participating in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keep scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

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

CLOTHING & FOOTWEAR GRANTS

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

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. Further information can be found here



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<http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical>.

Lunch is available to buy for £1.90, this must be paid in advance using Parent Pay. P1- P5 are entitled to a free school meal. However, this does not entitle them to a free breakfast, you must meet the criteria below and apply accordingly.

Children who prefer to bring packed lunches are accommodated in the dining hall. As St George's is a Health Promoting School, we would ask parents to include healthy snacks in lunchboxes.

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>

Breakfast is also available for the children from 8.15-8.45am at a cost of £2 for the first child and £1 thereafter for any siblings. This must be paid in advance using Parent Pay.

Breakfast is free to children who are in receipt of free meals.

Last breakfast served will be 8.40am.

TRANSPORT

The Education Authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time.

Parents/Carers who consider they are eligible should obtain an application form from the school or at

<https://glasgow.gov.uk/index.aspx?articleid=17882>



TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Children and young people are normally transferred 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 the year preceding the date of transfer at the start of the new session.

Pupils attending this school normally transfer to:-

Lourdes Secondary School

47 Kirriemuir Avenue

GLASGOW

G52 3DF

Telephone No. 582 0180

Email: headteacher@lourdes-sec.glasgow.sch.uk



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

HOME AND SCHOOL LINKS

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'Parents are Welcome'. We, the staff of St George's, firmly believe that we can educate children most effectively with the full co-operation of parents and teachers in partnership. We therefore encourage parents to take an active part in the life of the school at times throughout the session.

Open evenings are held during the school year, when parents have an opportunity to discuss progress, and in private, any problems that may have arisen during the previous term. Parents are also welcome to visit the school at other times, providing an appointment is made through the Head Teacher.

At the beginning of the new session, parents will be invited to a 'meet the teacher' session to hear more about the routine of the class.

Throughout the session, newsletters help keep parents informed of, and involved in, the life of the school. A curricular newsletter is sent out by each class on a termly basis to inform parents about their children's learning.

School Website/Twitter/App - will contain a great deal of information about the school and upcoming events. It is a good idea to check this regularly.

Text Messaging – You will also receive text reminders about events/school closures etc.

We have a Parent Council Fund-raising Group which meets regularly to raise funds for educational and social events.

As part of Curriculum for Excellence we are trying to give children wider experiences both inside and outside school. This requires a significant amount of funding. Our Fundraising group help to provide some of these funds. We hope all parents will support the activities of the group and particularly its efforts to assist the education of our children.

EMERGENCY CONTACT

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

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(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

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://glasgow.gov.uk/index.aspx?articleid=22069>

APPOINTMENTS DURING SCHOOL HOURS

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

COMMENTS AND COMPLAINTS

In St George's Primary School we aim to have positive relationships across our school community.

However, if you have a comment or complaint, please approach the Head of Establishment in the first instance.

Glasgow City Council Complaints Procedures are available at www.glasgow.gov.uk/index.aspx?articleid=16133

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

Phone: 0141 287 0900
e-mail: customercare@glasgow.gov.uk

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

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

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Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as 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 George's 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 & Well being	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 & Forth	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 skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

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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

www.curriculumforexcellencescotland.gov.uk

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

National Parent Forum of Scotland: www.npfs.org.uk

Parentzone: <https://education.gov.scot/parentzone/>

Connect: <https://connect.scot/>

RELIGIOUS OBSERVANCE

Our school is fortunate to have a close link with the local church. The parish priest assists with the Roman Catholic element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

ASSESSMENT AND REPORTING

Assessment is part of teaching and is done through a variety of methods such as discussion, observation and written tasks. Formative assessment strategies, which help pupils to evaluate their own and others' learning, are being implemented at all stages. We are currently looking at assessment in line with Curriculum for Excellence.

In St George's we assess

- * to identify where strengths lie
- * to identify any weaknesses and to take appropriate action to remedy these
- * to evaluate our teaching methods and materials
- * to provide pupils, parents and teachers with accurate information on which decisions may be taken
- * to ensure each pupil is progressing to the best of his/her ability

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An oral Report is given to parents usually in the months of October and March promoting co-operation and understanding between parents and teachers.

An interim report is sent to parents in February and a final report towards the end of each school year.

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

SUPPORT FOR PUPILS

The school has a duty to ensure that all our children and young people have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the school environment. 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 Head teacher in the first instance.

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>

NURTURING CITY

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

SCHOOL IMPROVEMENT

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On an annual basis, you will receive a copy of our Standards and Quality report. This report highlights progress in key areas such as literacy, numeracy and health and wellbeing. Our priorities for improvement are detailed in our school Improvement Plan which is discussed with the Parent Council.

Any parent or carer seeking a copy of the plan can contact the school office or Head Teacher.

PROMOTING POSITIVE BEHAVIOUR

Children's Rights as outlined in the UNCRC (United Nation's Conventions 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 George's is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.



Positive approaches to class and school discipline include

- class/individual reward schemes
- school assemblies to award points to houses
- fun days, drama group visits, art afternoons etc.
- pupil council meetings

- playground toys/playground zones/playground friends
- class and school rules (golden rules)
- teaching good behaviour
- class treats

Good behaviour is celebrated and rewarded through Star of The Week, awards at assemblies and certificates sent home to parents,

The highest standards of behaviour are expected of pupils at all times. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

CHILD PROTECTION

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are

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central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and wellbeing programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.
- The name of the Child Protection Coordinator and depute Child Protection Coordinator should be on display in the establishment.



HOMEWORK

The school has a homework policy which parents are asked to support by signing work completed at home.

Homework will be given regularly from P1-P7. It will consolidate work done in the class, provide opportunities for individual learning, and inform you of the kind of work your child is doing in school.

Tasks should take around fifteen minutes at early stages and thirty minutes for the upper stages. Homework will be given three to four times per week.

Please check your child's school bag for communication about homework and specific tasks

PARENT COUNCIL

In St George's we have an active Parent Council. All parents are welcome to attend Parent Council meetings and can become members at the AGM in Sept/Oct. Parent

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Council minutes are available on the noticeboard outside the school office or on request from the Headteacher.

PUPIL COUNCIL

Our Pupil Council is made up from 1 representative from each class of the school. This is an important group which ensures that the views of pupils are heard.



EXTRA CURRICULAR ACTIVITIES/STUDY SUPPORT

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. This year children have been involved in football, dance, badminton, multi-sports and games. Please check your child's school bag for information as places are usually limited.

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

USEFUL CONTACTS

Parentzone Contacts is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at:

<https://education.gov.scot/parentzone> .

Connect

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

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

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

TEL: 0141 287 2000

www.glasgow.gov.uk

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