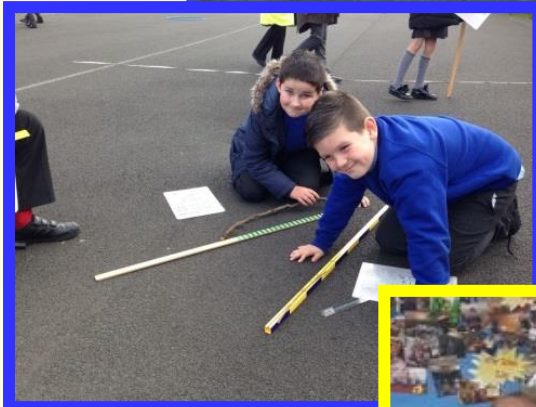




# St. Michael's Primary School





## Introduction by Head Teacher

*Dear Parents*

*As Head Teacher Of St Michael's Primary School, I am delighted to present you with our school handbook for session 2017/2018. This handbook aims to provide an outline and brief profile of St Michael's Primary School which will enable you to learn more about us, and about how we can work together to provide the best possible care and education for your child.*

*The members of our school community: pupils, teachers and support staff, share close relationships and are valued and respected members of our team. We all take pride in ourselves and our school, and fully recognise the importance of working together to help us to be the best that we can be.*

*St Michael's Primary School is part of a three-way partnership. We consider you, our parents and carers, to be our partners in the education of the children and are committed to working closely with you, valuing any opinions, or suggestions, you may have to improve our school. We also work closely with our other partner; the church.*

*We have high expectations in terms of behaviour, attitude and attendance at school, and ask that you support us in these areas so that we can ensure the best possible start for your child.*

*We provide a broad and balanced curriculum, as detailed in this handbook, and aim to give the children as many opportunities as possible. Every child is motivated towards success by our dedicated staff, in a positive ethos of achievement, where success is celebrated. High but achievable standards of work are set so that every child can fulfil his/her potential.*

*I am proud to be the Head Teacher of St Michael's Primary School, and enjoy the challenge of working with staff, parents, children and young people to ensure we achieve excellence in all areas.*

*As partners in your child's education we welcome you into our school community and look forward to meeting and working with you through the years ahead. In the meantime should you have any questions or require any further information, please do not hesitate to contact me at the school.*

*Yours sincerely,*

*Ann Marie Stafford  
Head Teacher*



# Vision, Values and Aims

## Our vision

St Michael's Primary School is a Roman Catholic school. Our vision for St Michael's Primary School is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship and through helping others.

## Values

- Our positive inclusive ethos welcomes all
- We firmly believe that everyone has the right to an education in a positive learning environment
- We encourage all learners to be hardworking, efficient and disciplined so that they achieve their best
- Every member of our school community is valued, safe and respected
- All of our staff and pupils are helpful, approachable, friendly and proud of their school community

## Aims

In St Michael's Primary School we aim to offer education of the highest quality and are committed to:

- **A**lways seeking excellence through the development of each person's unique God-given talents
- **C**ollaborating to provide an education that develops the whole child
- **H**aving a well-resourced school which provides an appropriate range of learning experiences
- **I**nstilling in our community the belief that education is a life-long process.
- **E**ncouraging partnership with parents as the first and continuing educators of their children.
- **V**aluing the faith tradition and sacramental life of the Catholic Church
- **E**nsuring that we are respectful of ourselves and others



## *School Information*

**ADDRESS:** ST MICHAEL'S PRIMARY SCHOOL  
865 SPRINGFIELD ROAD  
GLASGOW  
G31 4HZ

**TELEPHONE NO:** 0141 554 3105  
**FAX NO:** 0141 556 6101  
**E-MAIL:** [headteacher@st-michaels-pri.glasgow.sch.uk](mailto:headteacher@st-michaels-pri.glasgow.sch.uk)

**Head Teacher:** Mrs Ann Marie Stafford

### **Description of School**

St Michael's is a co-educational Roman Catholic school first established in 1878. The present building is of traditional design (not open plan) and was opened in 1961. The school is situated near Parkhead Cross and is very convenient for public transport.

The school has 16 classrooms, a Gymnasium, Assembly Hall, Stage and School Kitchen. It caters for children between the ages of 4 years 6 months and 12 years and classes are organised into stages from Primary 1 to Primary 7. The planning and working capacity of the school is 402 and the present roll is 328.

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.

The school is a community asset and is extensively used by youth clubs, local community and out-of-school care. The full facilities of the school are available for letting, details of which can be obtained at the school or at the local authority offices.

### **Saint Mungo's Academy Learning Community**

St Michael's Primary School is a partner member of the St Mungo's Academy Learning Community.

### **Church Links**

St Michael's Primary School enjoys strong links, and works in partnership with Father McMahon, Father O'Rourke and Saint Michael's Parish Church

## *Staff*

### **Management Team**

**Head Teacher**

**Mrs Ann Marie Stafford**

The role of the Head Teacher is to conduct the affairs of the school to the benefit of the pupils and the community which it serves, through pursuing objectives and implementing policies set by Glasgow City Council Education Services. The Head Teacher is accountable to Education Services for the following duties as can reasonably attached to the post:

- ❖ The leadership, management and strategic direction of the school;



- ❖ Behaviour management of pupils;
- ❖ Management of all staff;
- ❖ Management and development of the school curriculum;
- ❖ Adviser to the Parent Council;
- ❖ Working in partnership with parents and other professionals, agencies and schools;
- ❖ Management of Health and Safety.

**Depute Head Teacher**

**Mr Gallagher**

**Specific Remit:**

- ❖ To Deputise for the Head Teacher in her absence.
- ❖ ASN Coordinator P4-7
- ❖ ICT Coordinator
- ❖ Working with PT Louise Scott to take forward the Family Learning aspect of PEF
- ❖ Leading SIP group developing Digital Learning
- ❖ Pastoral Care P5, P6 and P7
- ❖ Monitoring
- ❖ Primary 7/S1 Transition
- ❖ Coordinating Extra Curricular and Sport Opportunities throughout the school.

**Acting Depute Head Teacher**

**Mrs O'Neill**

**Specific Remit:**

- ❖ To Deputise for the Head Teacher in her absence.
- ❖ ASN Coordinator P1-3
- ❖ Working with PTs to raise attainment as part of PEF
- ❖ Monitoring
- ❖ Pastoral Care P1 to P3
- ❖ Dyslexia Support throughout the school
- ❖ Joint CPD Coordinator with HT
- ❖ Facilitating Play pedagogy
- ❖ Supporting/overseeing Student Teachers

**Principal Teacher**

**Miss Flanagan**

- ❖ Supporting HT and DHTs in School Quality Assurance
- ❖ Supporting pastoral care of P4-7
- ❖ Class Teacher responsible for Glasgow's Attainment Challenge- Literacy for all (0.5)
- ❖ Working with DHT Anton Gallagher to take forward the Family Learning aspect of PEF (0.5)
- ❖ Facilitating The School Pupil Council
- ❖ Supporting DHT in Dyslexia Support throughout the school
- ❖ Raise the profile of the school within the community
- ❖ Mentoring NQT
- ❖ Literacy Coordinator

**Acting Principal Teacher**

**Miss Boyle**

- ❖ Supporting HT and DHTs in School Quality Assurance
- ❖ Supporting pastoral care of P1/3
- ❖ Class Teacher responsible for Glasgow's Attainment Challenge- Glasgow Counts (0.5)



- ❖ Liaising with SFLWs.
- ❖ Raise the profile of the school within the community
- ❖ Mentoring NQT
- ❖ Maths Coordinator

**Teaching Staff**

Head Teacher	Mrs Stafford
Depute Head Teacher	Mr Gallagher
Depute Head Teacher	Mrs O'Neill
Principal Teacher	Mrs Scott
Principal Teacher	Miss Boyle
Primary 1a:	Miss Rafferty and Miss Scott
Primary 1b:	Mrs McIlwraith and Miss Healy
Primary 2a:	Miss Kewal
	Mrs Austin( 1Day)
Primary 2b:	Miss Neil
Primary 3a:	Miss McGeever
	Mrs Ballantyne( 1Day)
Primary 3b:	Miss Hughes
Primary 4a:	Miss Walthew
Primary 4b:	Mrs Barbour
Primary 5:	Mrs McCann
Primary 6/5:	Miss Lightbody
Primary 6:	Miss Cullen
Primary 7a:	Mr Murphy
Primary 7b:	Mrs Devlin
Nurture- The Lighthouse:	Miss Currie
Scottish Attainment Challenge	Miss Boyle/Mrs Scott
Additional Support for Learning	Mrs Ballantyne and Mrs Austin
Non Class Contact Cover:	Mrs Sherman
English Additional Language	Mrs Crawford (1 ½ days)
(EAL) Teacher:	



**Total number of teaching staff (full time equivalent) = 21.4**

**Support Staff**

Clerical Assistants	Mrs Watson
	Mrs Robertson
Pupil Support Assistants	Mrs Gillon
	Miss Jordan
	Mrs Mack
	Mrs McEnroe
	Mrs Burns
	Mrs Clarke
Janitorial Staff	
	Mr Livingston





## The School Day

**Morning:** 9.00am – 10.30am  
10:30am – 10.45am (Interval)  
10.45 am – 12.15pm



**Lunch:** **P1 and P2** 12.00pm - 12.45pm  
**P4 – P7** 12:15pm- 1:00pm

**Afternoon:** 12:45 Or 1.00pm – 3.00pm

P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 3pm.

## 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.

## Enrolment- How to register your child for school.



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

Families living outwith 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>

## Induction Programme for Infant Beginners



It is important that our children feel happy and secure in our school. We want them to know their teachers and their new friends before starting Primary 1. We want to form a partnership with the parents from the time of enrolment. We will organise a series of visits for children and parents in May/June, before the children start Primary 1 in August.

Fun activities are set for the children, usually led by the class teacher and other teachers in the school. Parents have the opportunity to work with their child and talk to staff and guidance will be given to parents to ensure a 'smooth start' for their child. A letter of invitation will be sent to parents nearer the time informing them of these dates.



## The Breakfast Club



The school has a breakfast club which runs every morning and is available free of charge to all children who are entitled to a free meal. However, if your child is not entitled to free school meal, they can still come along for the small cost of £2 a day (£1 for any additional children).

When the children have finished breakfast, they are provided with small activities until 8.45am, when they will go into the playground.

In inclement weather the children will remain inside.

## After-School Care

Our school has an after school care facility that is operated by Mile End After-School. This facility operates from 3pm to 6pm each day from Monday to Friday and during school holidays. Arrangements to have your child attend After-School Care can be made by contacting them on the following numbers:

Contact Name: John Peebles  
Telephone: 0141 554 7077

## Proposed School Holidays & Inset Days - 2019/2020

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

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

## Attendance at School

### Pupil Absence



Within St. Michael's 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.

Alternatively you can use the online form on the Glasgow City Council website:

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

## 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 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



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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 and temporary interruption of transport or power failures.

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, Twitter and the local media etc.

### *Our School Dress Code*

Children are strongly encouraged to wear school uniform. Wearing school uniform promotes a feeling of belonging to the school and pride in being a member of the school community.

Our uniform includes:

- Grey skirt/trousers
- Light blue shirt
- St. Michael's tie
- St Michael's school cardigan or sweatshirt
- Black shoes

P.E Kit:

- Light blue polo shirt
- Blue/black shorts
- Black sandshoes

In line with Glasgow City Council Anti-Sectarian Policy, children may not carry school bags/packed lunch boxes or wear clothing with football club emblems or colours.

Ties, cardigans, jumpers, polo shirts and reversible fleece/rain jackets are available to purchase from the school office.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St. Michael's 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 which are unacceptable in school, such as items of clothing which:

- Potentially encourage faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings



- Are made from flammable material for example shell suits in practical classes
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other children or be used by others to do so.

### Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) 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



St Michael's Primary School provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf).

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-4 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.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

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

### Transport



The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

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

### **Placing Requests**

The education authority does not provide transport for those children and young people in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.

### Transfer for Primary to Secondary School



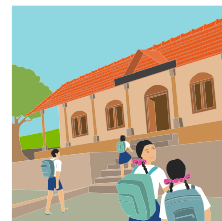
Pupils normally transfer from Primary to Secondary school between the ages of 11½ and 12½ so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made with the school to transfer children to the associated Secondary school. Parents of Primary 7 children will be informed of the transfer arrangements made for their child to attend Secondary school.

Further information on Primary/Secondary liaison transition arrangements made prior to your child attending Secondary school will also be provided.

The High School to which pupils from St. Michael's will normally transfer is:



St. Mungo's Academy  
243 Crownpoint Road,  
Glasgow,  
G40 2RA  
Telephone: 0141 582 0260  
Head Teacher: Ms Angela Milton



St Michael's enjoys strong links with St Mungo's and staff from both schools work in partnership to provide a smooth transitions for our pupils. Secondary guidance staff visit our school in June to ensure that the appropriate information about pupils is passed on. Pupils in Primary 7 visit St Mungo's Academy in December and May/June and a new parent information evening is held in the secondary school in October of their Primary 7 year.

## *Road Safety*



St Michael's Primary school promotes Road Safety through their Road Safety Education Programme. Parents and teachers have complementary roles in road safety education. While teaching staff can inform their children about road safety, it is parents and carers who have most contact with their children and can revise points made in class and set them a good example.

You can help avoid accidents by encouraging children to use the lollipop man or pedestrian crossings to cross the road. You can also help by driving slowly near schools and by parking away from zig-zag markings. These have been put down to provide a clear, safe area for children to cross, and parking a car, even for a few moments can have fatal consequences.

## *Communication with Parents*

At St Michael's 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 Homework 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 monthly basis to keep parents informed about the work of the school.
- **Letters** – further information which requires a response may be sent out in letter form.
- **School website/Twitter** – will contain a great deal of information about the school. It is a good idea to check this regularly.



- Our Website can be found at: [www.st-michaels-pri.glasgow.sch.uk](http://www.st-michaels-pri.glasgow.sch.uk)
- Our Twitter hash tag is: @StMichaelsGCC
- **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 their child's work.
- **Groupcall Ap**

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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council.

For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see

<https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at

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

### *Appointments During School Hours*

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



## Comments & Complaints

In St Michael's 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) or [education.customercare@glasgow.gov.uk](mailto:education.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 Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education(BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

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

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

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

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

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our 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.

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

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

## *Religious and Moral Education*

The religious education of children is a partnership between the home, school and the parish. Our children belong to the parish of St Michael's and we enjoy very close links with parish members, Father Liam McMahon and Father O'Rourke as they support us in faith formation. There is a period of Religious Education every day and it is our endeavour to reinforce this through attitude and example in our daily lives. We encourage our children to care, share, and show consideration and tolerance of others and to be aware of their needs. In accordance with Glasgow Archdiocese, we use the 'This Is Our Faith' programme from Primary 1 to Primary 7 and this leads our children to an understanding and development of their own faith.



Within the programme, time is also found to lead pupils to an understanding of and respect for the belief and traditions of other Christian traditions and major religions. We also ensure that children are prepared for, and receive, Sacraments. The order in which children receive the Sacraments is outlined below:

- In Primary 3, the children will make their First Reconciliation in March.
- In Primary 4 the children will receive the Sacrament of the Holy Eucharist in May.
- In Primary 7 the children will receive the Sacrament of Confirmation.



On Holy Days of Obligation and on the First Friday of the month, our children attend mass in St Michael's church. On occasion, we also have mass in the school to celebrate school events and church feasts such as Advent or Easter.

In line with Glasgow City Council's Policies on Religious Education and Religious Observance and under Section 9 of the Education (Scotland) Act 1980 parents are given the right of withdrawal of their children from Religious Education and Observance. Notwithstanding this, however, parents who elect to send their children to this school are expected to accept the religious tradition and ethos of the school and their children should therefore attend all religious instruction and observance. If, in spite of this, any parents still wish to exercise their rights of withdrawal, they should seek an early interview with the Head Teacher, who will outline the arrangements to be made, depending on the age/stage of the child concerned.

Parents and carers from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions (days) in any one school session and the child or young person noted in the register using code REL on these days.

### *Extra-Curricular Activities*

Extra-curricular activities are a valuable part of school life. We have a variety of clubs who meet after school.

We currently have a school football team who train twice a week. This term we have had a Running Club, Basketball, Street Dance and Football for our junior and senior pupils.

The school benefits greatly from the input of our 'Active Schools Coordinator' - Leanne Hillan Fowler. She works tirelessly to ensure that all of our children get the opportunity to become involved in extra physical activities.

The children of Saint Michael's are also expected to participate in the wider life of the school and as such are all invited to become part of a school group that promotes the school within the local community. Participation in this group is also a vital component in how our children develop emotionally as we expect them to take on leadership roles, liaise with other agencies and people in authority such as local councillors and work together to improve the school community and the wider community of Parkhead. This year we have a number of groups who meet on a Wednesday afternoon. The groups are all facilitated by teaching and support staff but are led by our senior children.

This year's groups are listed below:

- Enterprise Group
- Faith into Action Group/Wee Vinnies
- Fairtrade Group
- ECO Group
- Health Group
- Media/Website
- Choir
- Art
- Events Group
- Junior Road Safety Group
- Global Citizenship Group
- Library/Literacy Group
- Pupil Council
- Children's Rights
- Outdoor Learning
- Display

Furthermore, throughout the year classes visit places of interest to further develop their knowledge of a topic they are learning about in class, and we organise frequent visits from Drama groups, science workshops and health and sports partners/providers.



## Assessment and 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.

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

## Support for Pupils- Getting It Right for Every Child (GIRFEC)



St Michael's Primary 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 builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

## Child Protection, Welfare and Safety

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate 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 personal safety programme for your child.





- 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 personal safety 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. Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment. The Head Teacher or the person deputising for the Head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

### *School Discipline - 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. Michael's Primary School, is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.

Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents, etc.

St. Michael's Primary School aims for excellent behaviour and we promote positive behaviour at all times.

The relationship between pupil and teacher should be similar to that of child and caring parent, requiring consideration and respect on both sides. Therefore, we strive to promote in all our pupils habits of good and positive conduct, self-discipline and a consideration of others.

The teaching staff are firm and consistent in their approach and expect the co-operation of pupils, insisting at all times that a working atmosphere is maintained.

Within our school a range of approaches exist to promote positive behaviour based on improved relationships, engagement, motivation and emotional wellbeing. These include: Nuture groups, Circle time, Seasons for Growth, GEAP, Children's Parliament, Developmental PE and Sensory Circuits.

#### **Strategies Employed**

Our school operates a range of initiatives/strategies, which allow the school to promote positive behaviour both at classroom and whole school level.

- *The Class Dojo*
- Red and Yellow Vouchers
- You've Been Spotted
- *Star of the Week*

If we are aware of any problems arising we will contact the parents at a very early stage and we would appreciate a similar response from parents. We will then hold discussions together to plan strategies to encourage a more positive attitude from the child concerned. School policies on bullying and discipline are available at the school office.



## Supervision of the Playground

An adult presence is provided in playgrounds at break time in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. Our janitor Mr Livingstone and all of the Support Assistants will supervise in the yard at interval and lunch times.

## 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.

## Home and School Links

The first and most important educators of children are parents, therefore the home environment is particularly important in developing, in the children, favourable attitudes towards school and learning.

Children will achieve more if parents and teachers work closely together towards commonly held goals. Within an active partnership everyone works together to ensure that the child's potential is realised. In Saint Michael's Primary school we endeavour to encourage this by operating an 'open door' policy that welcomes parents into the school at any time to discuss any issues relating to their child.

### **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks.

The main aim of homework is to reinforce or review learning and teaching and in the process:

- Support and build on class work;
- Encourage children to work independently;
- Promote good study habits;
- Offer access to resources not available in school e.g. interview with parents; grandparents/members of the local community;
- Provide opportunities for individualised learning;
- Encourage pupils to take responsibility for their own learning;
- Train pupils to plan and organise their time effectively;
- Inform parents of the work children are undertaking in school;
- Develop home school links



Parents' Information evenings on children's progress are held in October and May/June and a written progress report is also issued.

Parents are kept up to date with school and community events by Parent Information Meetings, monthly newsletters and flyers, Twitter and through information in their child's



homework diary. We are currently developing our school website as another means of communicating with parents.

We also have an active Parent Council who represent the wider Parent Forum. The Parent Council meet monthly and are a huge support to the school. Within the council there is also a Parents' Fundraising Group who work tirelessly to raise money that is spent on our children.

If you would be interested in joining either of these groups please contact the Chairperson or member of the Parent Council, or the Head Teacher.

### **Homework**

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## *Useful Contacts*

### **Parentzone Scotland**

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

### **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

### **Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

## *Parent Council*



The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children and young people at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. A Parent Council could get involved in:



- Supporting the work of the school;
- Gathering and representing parents' views to the Head Teacher, Education Authority and HMIE;
- Promoting contact between the school, parents/carers, children and young people and the local community;
- Fundraising;
- Involvement in the appointment of senior school staff.

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children and young people's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. Every school's Parent council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role.

### **Membership of the Parent Council**

Generally, members of the Parent Council must be parents/carers of children and young people who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them. The Parent Council Constitution is available from the school office. Members of the Parent Council include:

Mrs Joanne Murray (Chairperson)

Vacant Post (Treasurer)

Ms Janet O'Kane (Secretary)

All of the above can be contacted through the school.

### **Pupil Council**

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

### **Useful Addresses**

Education Services  
Glasgow City Council  
City Chambers East Building,  
40 John Street  
Glasgow G1 1JL  
Tel: 0141 287 2000

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

**Executive Director of Education :** Mrs. Maureen McKenna

**Area Education Manager (East):** Mr G Lyons

**School Improvement Officer:** Mr. Samir Sharma

**Local Councillors** Mr Greg Hepburn Ms Jennifer Leydon