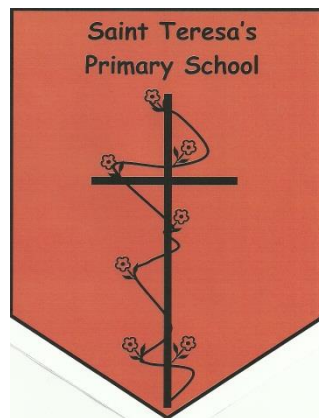


# *Saint Teresa's Primary School*

## *School Handbook*



Keppoch Campus,  
65, Stonyhurst Street,  
Glasgow,  
G22 5AX

Telephone: 0141 336 8428

# Welcome to Saint Teresa's Primary

If this is your first child to attend Saint Teresa's Primary School, I would like to take this opportunity to welcome you to our school community. If you have a child here, already; I hope that you feel part of our school community.

In order to carry out our mission statement and to achieve our aims we need the support and understanding of parents so that we can work in partnership with them. Our pupils deserve all the help and encouragement that we can give them to ensure that they can develop all their talents to the fullest so that they can become confident individuals who are able to make an effective and relevant contribution to the society in which they live.

Our aim is that you always feel part of our school and know that you are welcome to discuss your child's progress at any time with the class teacher or one of the Senior Leadership Team.

I hope that you find this handbook will give you a glimpse of life in St Teresa's and that it will be useful to you.

I will welcome any comments you have. Please feel free to ask myself or any members of staff for any additional information required.

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

Lesley Phee  
Head Teacher

Updated October 2019

## **Our Vision, Values and Aims**

### **Mission Statement**

In Saint Teresa's we value people as individuals and we aim to provide a broad, well - balanced and relevant curriculum, which is matched to individual needs. We recognize that all our pupils have rights, as contained in the Children's Charter for Young People and aim to ensure that these are adhered to. We will ensure that there is equal opportunity for all and that, through the promotion of Catholic values, we foster a caring atmosphere, which shows respect for dignity, worth and individuality.

### **Statement of School Aims**

In St. Teresa's we aim to

- Provide a secure, stimulating and comfortable environment where a high quality of education is provided to enable our pupils to achieve their full academic, social and spiritual development according to their ability.
- Enable our pupils to believe in themselves and have confidence in their ability.
- Encourage parents to work in partnership with staff to support and actively engage in their children's learning.
- Offer a broad and balanced curriculum in accordance with the philosophies of the Curriculum for Excellence.
- Make our pupils aware of their individuality whilst encouraging them to respect beliefs, which are different from their own.

As part of Glasgow City Council, St. Teresa's adheres to the Charter of Children's Rights, which was drawn up for the children in Glasgow schools.

# School Information

This contact information could be cut out and kept.

## Contact Details

**Saint Teresa's Primary School**  
**Keppoch Campus**  
**65 Stonyhurst Street**  
**Glasgow**  
**G22 5AX**

**Telephone: 0141 336 8428**

### E-mail:

[headteacher@st-teresas-pri.glasgow.sch.uk](mailto:headteacher@st-teresas-pri.glasgow.sch.uk)

### School website:

<http://www.st-teresapri.glasgow.sch.uk/>

Glasgow City Council website: [www.glasgow.gov.uk/en/residents/goingtoschool](http://www.glasgow.gov.uk/en/residents/goingtoschool)

## Background Information

The school caters for boys and girls in mixed classes.

Denominational Status: Roman Catholic

Stages Covered: Primary 1-Primary 7

Current Roll: 160

Capacity: 217

### *School Staff*

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

The leadership team is as follows:

Headteacher:	Miss Lesley Phee
Depute Headteacher:	Mrs Debbie Barclay
Principal Teacher:	Mrs Susanne Corner

Saint Teresa's, which is situated on Keppoch Campus, is part of the St. Roch's Learning Community.

### *Organisation of Classes*

The following guidelines set by the Scottish Government apply.

P1 maximum 25

P2 & P3 maximum 30

P4-P7 maximum 33

Composite classes maximum 25 (composite classes have pupils from more than one stage.)

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

## **The School Day**

Start	9.00am
Morning interval	10.30-10.45am
Lunch Break	12.00-12.45pm
Dismissal	3.00pm (all classes)



## **Enrolments**

Registration of Primary 1 children takes place in November and January. The dates are advertised widely in the press, local council premises and in St. Teresa of Lisieux Church. Prospective parents are welcome to visit the school and should contact the school office to make an appointment.

Families living outwith the catchment area are welcome to make a placing request to attend St. Teresa's Primary School but must enrol their child at the local school as a first step.

## **School Holidays 2019-20**

Details of holiday dates are available on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

## **Pupil Absence**

Within St. Teresa's Primary School good attendance is encouraged at all times. Parents are asked to inform the Pupil Absence Reporting Line, (0141 287 0039 or [www.glasgow.gov.uk/pupilabsence](http://www.glasgow.gov.uk/pupilabsence)) if their child is going to be absent. This should be done before 9.30 on the first day of absence. If the child 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 of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

## **Medical & Healthcare**

The school nursing service visits the school at various times during the year. 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. Please remember to update us if you change your phone number.

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 reopening by using letters, texts and the local media etc.

## **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 tell us if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

## **School Uniform**

In Saint Teresa's the school uniform is worn by almost all of our pupils; the details of the uniform are as follows:

*Grey skirt or trousers*

*White polo shirt or white blouse/ shirt*

*Red sweatshirt with school badge*

*School tie (red with grey stripe)*

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

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. 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.

All jewellery should be removed prior to P.E. lessons; this is in line with current advice from the Education Services Healthy and Safety Department and follows the [Physical Education Code of Practice](#) (2.7 General Precautions) which states the following:

*'Personal effects (e.g. jewellery, body piercings, items of religious significance, watches, hair slides and belts constitute a hazard and may cause injury if worn whilst participating in Physical Education and **must be removed.***

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

## **School meals**

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Children who prefer to bring packed lunches are accommodated in the dining hall.

All children in P1-4 are entitled to a free school meal.

A Breakfast Club is available on the Campus, which is open from 8.00 – 8.45 from Monday to Friday. The Club is open to all pupils and currently costs £2 per day for your first child and £1 for any siblings. The service is free to children who are entitled to a free school meal (not P1-P4 unless you have applied for it).

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 £15,910\*) 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=178855>

### **Transport**

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at

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

### **Transfer from Primary to Secondary School**

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education.

A transition programme in conjunction with St. Roch's Secondary School enables our pupils to experience life in a secondary school.

Additional arrangements can be put in place to support our pupils who have additional support needs through the transition process.

Children from our school normally transfer to:

Saint Roch's Secondary School  
25 Rhymer Street,  
Royston,  
G21 2NF  
Phone: 0141 582 0541  
Email: [headteacher@st-rochs-sec.glasgow.sch.uk](mailto:headteacher@st-rochs-sec.glasgow.sch.uk)

We work with staff from St. Roch's Secondary School to prepare our children for the transition to secondary education.

### **Communication with Parents**

At St. Teresa's Primary School we use a variety of ways to keep in touch.

The senior leadership team operates an open door policy and is available to meet with all parents and carers at any time providing they are not teaching or are in another meeting.

Please either phone or pop in to the school office for an appointment.

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

Letters with further information, which may require a response, will be sent home throughout the year.

The school website may contain information about the school.

The school Facebook page and Twitter account are used to update parents, on a regular basis.

Text messaging will also be used to communicate with parents.

Parents and carers are welcome in the school to meet with staff to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment.

There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work. Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious occasions and other events.

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

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

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

### **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. Teresa'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=161333>

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)

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 St. Teresa'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 & 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 are 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.

**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. As part of the 1+2 Scottish Government initiative all of our pupils are learning French and are being exposed to the history, geography & culture of Spain.

**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.

**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.

### **Religious Observance**

Our school is fortunate to have a close link with the local parish. Father Hendry works closely with us and is a regular visitor to the school. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In St. Teresa's we pray together as a community, both in class and at assembly and we attend Mass in St. Teresa's Parish on Holy Days of Obligation and on special occasions such as the Feast of St. Teresa.

Arrangements are in place to prepare and administer the Sacraments. This is done in close consultation with Father Hendry, our Parish Priest.

The Sacrament of Reconciliation (Confession) takes place during Lent in Primary 3  
The Sacrament of the Eucharist (Communion) during May in Primary 4.  
The Sacrament of Confirmation will be administered during the children's Primary 7 year.

In addition, parents and carers from religions other than Roman Catholic 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. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

### **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)

### **Assessment & Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and March. An interim report is sent to the parents/ carers in December and an annual one is sent in June.

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

### **Pupil Profiles**

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

### **Support for Pupils**

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. 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**

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.

## **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. Teresa’s Primary School is to build a positive ethos that demonstrates care and respect for all. Parents are asked to accept a greater responsibility to ensure that the attitudes of their children do not disrupt the education of the other pupils either in the school, the classroom or during activities out with the classroom.

Positive behaviour is recognised and celebrated. To encourage and reward the children for their efforts Golden Time activities are used. Successful *Star Pupil* and *Class of the Week* initiatives have been developed.

At the end of the school year a *Caring Pupil Award* is presented to the Primary 7 pupil who has shown the most caring and thoughtful attitude towards others throughout their time in our school. We also have a *Reach for the Stars* award, which is presented to the pupil in the school who has shown improvement and achievement in any aspect of their development.

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

## **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child’s schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

## **Parent Council**

St Teresa’s Primary School has an active Parent Council. All parents are welcome to attend Parent Council meetings; which would consist of a group of parents and staff who work together for the benefit of the school.

## **Pupil Groups**

Pupils in our school have various opportunities to contribute to the wider life of the school; this year all of our pupils will be involved in one of our pupil groups/ committees.

### **Extra Curricular Activities**

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These activities, which are held during lunchtime and after school, change from term to term so information will be sent home with the children, whenever a new has been organised. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

### **Useful Contacts**

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

### **Glasgow City Council**

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

Tel: 0141 287 2000

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