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St. Vincent's Primary School

Handbook 2023-2024



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Welcome from the Head Teacher

Dear Parents/Carers,

Welcome to St Vincent's Primary school.

The purpose of this handbook is to provide you with useful and interesting information about our school and I hope you find this helpful. The information contained is not exhaustive, therefore if any questions remain unanswered after reading the handbook, please do not hesitate to contact the school directly to seek clarification.

We want to work very closely, in partnership with our parents/carers and you are always welcome to visit our school or speak with the Headteacher/Leadership Team about any aspect of your child's education. We believe that true success for children is achieved when home and school work together in partnership.

At St Vincent's Primary, we provide a broad, progressive and challenging curriculum in line with local and national priorities. We provide a nurturing and purposeful learning environment, where talents and achievements are recognised.

We are a Roman Catholic school and a strong emphasis is placed on our Catholic faith. The Gospel values are at the heart of our everyday practice as a community of faith and learning. We are committed to educating our children about their faith and are privileged to be witness to their faith journey. All children who wish to be prepared and presented for the Sacraments of First Reconciliation, First Holy Communion and Confirmation will have the opportunity to do so in partnership with our local parish, St. Vincent's Church.

I look forward to welcoming you to our school and working alongside you to ensure your child achieves their full potential.

Yours sincerely,



Mrs Catriona Wishart
Acting Head Teacher

Last updated - October 2023.

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School Information:

St Vincent's Primary School
40 Crebar Street
Carnwadric
Glasgow
G46 8EQ
School Phone: 0141 638 8718
School Fax: 0141 638 9462
Email: headteacher@st-vincent-pri.glasgow.sch.uk
Twitter/X: @vincents_st



Our Vision



Every child and young person in St Paul's Learning Community achieving their full potential in a nurturing environment, which equips them with the skills for life, learning and work.



Our Values



RESPECTFUL

Responsibility/Rights
Equality/Excellence
Support/Success
Potential/Partnership
Energy/Enthusiasm
Community/Caring
Teamwork/Tolerance
Friendship/Fun
Understanding/Unique
Learning/Teaching



Our School Aims



1. Work together to make sure that lessons are interactive, interesting and enjoyable. Everyone will be challenged to do their best they can. We'll be Effective Contributors, Responsible Citizens, Successful Learners and Confident Individuals.
2. Everyone in our school community working together in a positive way and showing respect for each other. Working together helps us to raise attainment and allows us to celebrate the successes and the achievements of the children.
3. As a Catholic school, we will live up to our Christian Ethos where we celebrate our differences and where every child and adult feels respected, valued, fairly treated, supported and encouraged to be the best we can be.

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St Vincent's Primary School is a Roman Catholic school. The school campus is shared with Thornlaw Nursery School. We belong to the St Paul's Learning Community and the school serves the Carnwadric, Kennishead, Arden & Eastwood areas of the city. Our school building is fairly newly constructed and opened in June 2009. The school is at the heart of a very close community with many parents and grandparents being former pupils of the school.

Our building consists of fourteen classrooms, a Nurture room, a Library/General Purpose room, a Gymnasium and a Dining Room/Assembly Hall. Our school has a floodlit astro-turf football pitch which is extremely well used by the school and the community. We have a garden area which is continually developed and provides excellent outdoor learning opportunities for the school and nursery children, as well as Carnwadric After-School Care provision (which operates in the school, but is self-governed). The school has a wide range of long-established partnerships with various businesses and organisations who help to further enrich the children's learning experiences.

Our School Staff:

A full list is available on the school blog and parents will be updated on any changes as required. The leadership team is as follows:

Acting Head Teacher	Mrs C. Wishart
Depute Head Teacher	Mrs A-M. Dunbar
Acting Depute Head Teacher	Ms L. McCabe
Principal Teacher	Ms K. Stewart
Principal Teacher	Mrs J. Kelly
Acting Principal Teacher	Mrs L. Robertson



Our current school roll is 362. The planning capacity is 492 and the working capacity is 418. Parents/carers should note that the working capacity of the school might vary dependant upon the number of pupils at each stage and the way in which the classes are organised.

School Hours:

Breakfast Club:	8:00am – 8:50am (more info in meals section)
School Starts:	9:00am (soft start for Primary 1 and 2 from 8:50am)
Interval:	10:30am - 10:45am
Lunchtime:	12:15pm – 1:00pm
School Finishes:	3:00pm

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School Term Dates:

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

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

Enrolment:

Registration for new Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrolment is now conducted **online** – please see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend a Glasgow Primary School but must enrol their child online in their catchment school first.

Further information is available using the following

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

Organisation of Classes:

The following guidelines are set by Scottish Government in relation to class sizes.

Primary 1	maximum of 25 children
Primary 2 & 3	maximum of 30 children
Primary 4 - 7	maximum of 33 children
Composite Classes (more than 1 stage)	maximum of 25 children

Pupil Absence:

Within St Vincent's Primary School good attendance is encouraged at all times and children are rewarded accordingly. Parents/carers are asked to advise if their child 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/carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the **Pupil Absence Reporting Line on 0141 287 0039**. The line is open between 08.00-15.30 from 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>

Why is good attendance vital for my child's learning?

Glasgow City Council statistics show how well children learn in comparison to their attendance in St Vincent's Primary. As detailed in the example below, the children who attended school consistently had the highest attainment figures in relation to being on or ahead of track for their age and stage.

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Achievement in:	Children attending below 80%	Children attending between 80-90%	Children attending more than 90%
Numeracy/maths	53%	68%	88%
Listening/talking	80%	84%	92%
Reading	60%	81%	88%
Writing	40%	71%	77%

Medical & Healthcare:

The school nurse service/NHS visit at various times during the year for routine health checks, vaccinations and medical examinations. Parents will be kept informed by letter/email.

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

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

Emergencies:

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

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

Supervision of Playgrounds:

An adult presence is always provided at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Parents should note that all pedestrian school gates will be open from:

- 8:15am – 9:15am
- 2:45pm – 3:10pm



If children are not accessing the Breakfast Club, they do not need to be on site before 8:50 am. Please be aware that there will be no staff in the playground before 8:50am. Members of the leadership team will be in the playground from 8:50am each day.

Gates to the **car park** will be locked between **8:45am - 9:15am** and **2:45pm - 3:15pm**. Parents are encouraged not to arrive to collect children before 2:50pm. Entry to the school during the day should be made through the main office, as only the front gate will be open. This is to keep the playground as secure and safe as possible for the children.

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Child Protection Policy - MC57

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 and inappropriate behaviour on the part of another person, no matter who.

Should any member of staff have concerns regarding the welfare or personal safety of any child they must report these concerns to the head of establishment. The head teacher, or person deputising for the head teacher, 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.

The Child Protection Coordinator and Named Person for the school is Acting Head Teacher, Mrs C. Wishart. In her absence, Mrs A-M. Dunbar (DHT) and Ms L. McCabe (Acting DHT) will act as Child Protection Coordinator.

School Uniform

Our Uniform consists of:

- Grey/black school trousers or skirt
- White polo shirt/shirt & school tie*
- Grey/bottle green jumper/cardigan or school sweatshirt/cardigan with logo**
- P.E. kit – Shorts/joggers, school polo-shirt & a pair of trainers



* School ties can be ordered from the school through ParentPay

** All other items of uniform with the school badge can be sourced from BE Uniforms.

Please ensure that **ALL** items of your child's clothing are clearly labelled with your child's name. Lost property items are stored in the main foyer.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Glasgow Primary Schools will adhere to this dress code.

PE Kit

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

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

- Potentially encourage factions (such as football colours)

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

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained via the following link <https://www.glasgow.gov.uk/index.aspx?articleid=17885>.

School meals

Our school provides a lunch service which offers a variety of meals. Medical diets for children can be provided. Further information can be found here: <https://www.glasgow.gov.uk/index.aspx?articleid=23007>. Please inform the Headteacher if a special diet is required.

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

All children in P1-5 are entitled to a free school meal.

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transport

The education authority has a policy of providing free transport to all pupils who live 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>



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Transfer from Primary to Secondary School

The school take in children from a range of nursery establishments and meetings are undertaken to ensure smooth transitions. At Primary 7, children and young people normally transfer between the ages of 11½ and 12½, 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 Primary 7 and transition programmes are in place from Primary 6. Children from our school normally transfer to:

**St Paul's High School
36 Damshot Road
Glasgow
G53 5HW**

Phone: 0141 582 0040

Email: headteacher@st-paulshigh.glasgow.sch.uk

Glasgow Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to St Paul's or another secondary school.

Communication with Parents

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

Parents' Evenings – there are two parents' evenings each session and these are normally in October and March. Appointments are issued and these are held in the dining hall.

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 email or phone for an appointment.

Newsletters – these are sent out on a monthly basis to keep parents informed about the work of the school. Currently, this will be done electronically as far as possible.

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

Twitter/X/Seesaw – will contain a great deal of information about the school. It is a good idea to check this regularly.

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

Meetings – Parents/carers are welcome in the school to discuss any aspect of their child's development and progress.

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Parents/carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletters and website will keep you informed of these.

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 ensure they have a letter for their class teacher and then collect them from the school office at the specified time.

Comments & Complaints

In St Vincent'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.

(Headteacher@st-vincents-pri.glasgow.sch.uk)

Glasgow City Council complaints procedures are available: <https://www.glasgow.gov.uk/index.aspx?articleid=16133>

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

Tel: 0141 287 0900

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

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

Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence was introduced many years ago in Scotland 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 Vincent'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 BGE 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

Useful websites

Education Scotland www.education.gov.scot
National Parent Forum of Scotland www.npfs.org.uk

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Religious Observance

We are served by St Vincent De Paul's Parish in Thornliebank. The Parish Priest, Father Gerard Hill, regularly visits the school. He leads the preparations for the sacraments of Reconciliation, Confirmation and Holy Eucharist. Masses and Services are regularly celebrated in the school/church and parents/carers are always most welcome to attend.

We are a Roman Catholic faith school and in this respect, we teach and learn by the Gospel Values, as epitomised for example, in the celebrations leading up to Christmas and Easter. These values permeate everything we do in our work. Furthermore, there are a range of cultures and faiths within our school community that help enrich our school's ethos and curriculum; the staff and people who work in our establishment both cherish and value these cultures and faiths. As our Vision Statement says;

'As a Catholic school, we will live up to our Christian Ethos where we celebrate our differences and where every child and adult feels respected, valued, fairly treated, supported and encouraged to be the best we can be!'

Parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October and March.

If you have any concerns about your child's progress do not hesitate to contact the 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 Head Teacher 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>

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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/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 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 digital sites and Twitter sites. 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/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 Glasgow Primary Schools 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 awards at assemblies and certificates sent home to parents etc.

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

We are very proud of the fact that visitors/visiting services are always complimentary about the children's behaviour in school.

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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

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM, usually held in September. Parent Council minutes are available on the Parent Council page of the school blog and on request from the school office.

Pupil Groups

Our Pupil Council is made up of 2 representatives from each year group from P3-P7. This is an important group which ensures that the views of pupils are heard. There are also a wide range of other pupil groups that work in the school, i.e. Eco Committee, Minnie Vinnies, Fairtrade.

Extra-Curricular Activities

We have a wide range of activities that run between Monday and Friday to extend the learning experiences. These have included drama, arts and crafts, dance, netball, basketball and football. Please check the newsletters and your child's schoolbag for information as clubs are very popular and usually have limited spaces.

We have very good links with community organisations and our Active Schools Co-ordinator; these are vital for the success of the above programmes.

Useful Contacts

Glasgow City Council

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Mr Douglas Hutchison

Executive Director of Education

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