



TINTO PRIMARY SCHOOL



SCHOOL HANDBOOK

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Dear Parent/Carer,

I would like to welcome you and your child to Tinto Primary School. This handbook contains a range of information that you might find helpful.

Throughout your child's stay with us, it is our wish that your child is happy and successful. At Tinto Primary we seek to foster in our children a positive attitude to work, progress, self, others and the environment.

It is important to us to develop the "whole child". As such we wish to focus not only on the academic and aesthetic development of all our pupils, but also on and social development.

A wide range of activities and experiences are planned throughout the school year and we will take every opportunity to develop your child to his/her full potential. We look forward to welcoming you to the school and look forward to working in partnership with you.

Please be assured that no worry concerning your child is too small or unimportant to share with us; please do not hesitate to contact the school if you need more information at any time.

I hope that this handbook gives you a glimpse of life at Tinto Primary School. We look forward to having you and your child as part of the Tinto family.

Yours sincerely,

Mrs Cathy Crawford

Head Teacher

School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Tinto Primary School
61 Nether Auldhouse Road
Glasgow G43 2XG
Tel: 0141 637 0794
e-mail: headteacher@tinto-pri.glasgow.sch.uk

Going to School website:
www.glasgow.gov.uk/en/Residents/GoingtoSchool

School Background Information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 445
- Capacity : 507

School Staff

The Senior Leadership Team is as follows:

Headteacher:	Mrs C Crawford
Depute Head Teacher	Mrs L Baird

Principal Teacher	Miss N. Fisher
Principal Teacher	Mrs J. Lindsay
Principal Teacher	Mr G Haveron
Acting Principal Teacher	Mr D Leonard

Class Teachers:

P1C Ms Clarke / Mrs Stormont
P1D Mrs K Devlin
P1M Mrs K Murray
P2T Ms E Toland/ Mr G Haveron
P2M Ms S Muir
P3M Mrs N Malhameh / Ms Smith
P3N Mrs Y McNairn
P4N Mrs C Nehme
P4D Ms S Douglas
P5/4 Mrs M Reid
P5F Ms Farrell
P6/5 Mrs A. Donnelly/ Mrs A. Provan
P6C Ms C Campbell
P6D Mrs D O'Donnell / Mr D Leonard
P7M Mrs A McLellan
P7S Mrs J Scott / Mrs M Cairney

Non Class Contact Time Teachers

NCCT Miss Shoaran / Ms Buchanan

Early Intervention Miss J Smyllie

English as an Additional Language

E. A .L Mrs D McDonald / Mrs D Rennie

Challenge Leader of Learning Mrs A Stewart

Clerical Support

Mrs K. Chand
Mrs C. Shields
Mrs C Campbell

Pupil Support Assistants

Mrs M. Auld	Mrs S. Shafique
Mrs A. Kenny	Mrs S Wright
Mrs M. Dewar	Mrs A Hammell
Mrs A. Masson	Ms L Alcorn
Ms J Ward	

Facility Officer Mr B. Claffey

School Vision & Values

In Tinto Primary School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community based on a shared sense of direction.

Values:

- **Respect**
- **Achievement**
- **Equality**
- **Honesty**

Our School Aims

At Tinto Primary School we work in partnership with parents and carers to develop successful learners, confident individuals, responsible citizens and effective contributors. Our monthly achievement award celebrates pupils' successes.

We aim to achieve this by creating an environment where everyone is achieving, healthy, active and safe. We encourage children to be eager to learn and feel confident, valued and supported.

Citizenship, equality, respect and trust are embedded in everything that we do.

With shared aims and values our children have the best opportunity to fulfil their full potential

Comments from some of our pupils:

This school has the best lunches! They are healthy and my favourite.
Laila P5R

I always enjoy when we do writing because we write super fun stories!
Olivia P5M

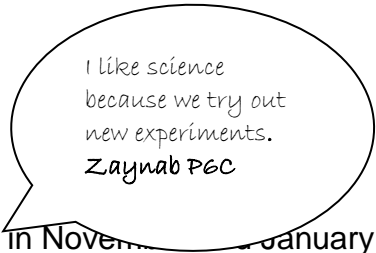
The art is fantastic and sometimes a crazy mess!
Lucas P7S

I really liked doing our Natural Disasters project because we get to use our creativity, building houses, boats and lots more.

Our school is brilliant because we have a big, fun playground which we have all worked

Tinto is an amazing school with fun clubs, trips and amazing opportunities for all children to enjoy.
Alanna P7D

Enrolment



Enrolment

Registration of Primary 1 children takes place in November and January and this will be advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. (0141-637-0794)

Families living out with the catchment area are welcome to make a placing request to attend Tinto Primary School but must enrol their child at their local school as a first step. Further information is available using the following <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Organisation of Classes

The following guidelines set by Scottish Government apply:

P1 – Maximum 25 pupils

P2 & P3 Maximum 30 pupils

P4 – P7 Maximum 33 pupils

Composite Class – Maximum 25 pupils

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

The School Day

Morning 09.00 - 10.30

Interval 10.30 - 10.45

Lunch 12.15 - 13.00

Afternoon 13.00 –15.00

P1 will start school full time from Wednesday 14th August 2019 they will remain in school until 3p.m.

P1-3 may enter the school from 8.45am each morning and go directly to their classrooms.

School Breakfast Club

The school Breakfast Club meets daily at 8am and is available to all children. Every child in receipt of a free lunch may attend without charge. The cost to

other children is £1 per session and they remain supervised indoors until 9.00am.

Tinto After School Care (T.A.S.C.C.A.)

This club takes place each day after school hours in the main hall and a morning session 8am-9am is also in operation. For further information please contact : TASCCA – Telephone No: 07903060656

Pollokshaws After School Care Club

This club also supports our families by offering a pre-school and after school service in the Pollokshaws area of our catchment. Please contact the club for more information

Telephone No.: 0141 649 5548

School Holidays

Details of all holiday dates are available on the Glasgow City Council and Tinto Primary School website:

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

Pupil Absence

Within Tinto 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.**

Medical & Healthcare

The school nurse visits the school at various times during the year and 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, so it is important that you 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.**

Emergencies

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

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

School Uniform

The school uniform is:

- White shirt or pale blue polo shirt
- School tie
- Grey trousers
- Grey skirt
- Navy blue sweatshirt / Cardigan or jumper

*** Please name ALL clothing**

Navy blue sweatshirts and cardigans, with or without the school logo, pale blue polo shirts and school ties are available for purchase at Trutex School Wear and More, 35b Argyle Street Station, Glasgow, G2 8AH. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Tinto Primary School will adhere to this dress code.

We are working with ApparelXchange who collect old and unused school uniforms, clean and then sell at a reduced price. More information can be found at www.apparelXchange.co.uk

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. **All jewellery must be removed.** We ask that ear piercing only takes place during the school summer holidays as children cannot participate in lessons until the earrings can 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)
- 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. Please inform the Headteacher.

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.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,105*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at

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

Transport

The education authority has a policy of providing free transport to all pupils and young people who live out with a certain radius from their local school by the

recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=1788>

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. Parents and carers will be informed of the school arrangements no later than December of P7.

We have a very successful programme of transition events with Hillpark High School for pupils. Primary and Secondary staff work closely together to ensure the transition process is as smooth as possible.

The transition events begin in Primary 6 with a full day visit. During the Primary Seven year the children attend Hillpark for a health & wellbeing day, a Curriculum for Excellence day and two days experiencing a typical S1 timetable.

Parents and pupils P5 – P7 are invited to the Hillpark High School Open Evening which takes place in December each year.

We provide an enhanced transition programme for children identified as requiring additional support to make a successful transition.

Children from our school normally transfer to:

Hillpark Secondary School
Cairngorm Road
Glasgow
G43 2XA
Phone: 0141 582 0110
Email: headteacher@hillpark-sec.glasgow.sch.uk
www.hillpark-sec.glasgow.sch.uk

Transition from Early Years to Primary One

Tinto Primary School has a very successful transition programme with local Early Year Establishments. Our programme for children begins during the pre-school year when they are invited to attend various events in school. Primary and Early Years staff work closely together to ensure the transition process is as smooth as possible.

There will be a series of workshops for the parents and children. This will help our new families become familiar with the friendly atmosphere of the school and also prepare the children for a smooth start in August.

Communication with Parents

At Tinto 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.

Parent Council Facebook Page – please look for the official Facebook page. Look for Tinto Primary School and you will find the parent council logo. Please 'like' us to access up to date school news.

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

Curriculum News - will let parents know what learning is to be undertaken in the next term.

Letters – further information which requires a response may be sent out in letter form and is delivered by schoolbag post.

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

School App - The Tinto Primary School App provides quick and easy access to information and messages from school. **SCOT ED** app can be downloaded from either the Apple App store or Google play.

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 your child's work.

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

We aim to send home letters by schoolbag post on a Monday, but this may not always be possible therefore **it is important that parents and carers regularly look in their child's schoolbag.**

Emergency Contact Information

At the start of each school session, Primary 1 parents will be issued with the annual data check form. Primaries 2 – 7 will receive an update for emergency contact information 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 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.

Appointments during School Hours

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

Comments & Complaints

In Tinto 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

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 Tinto 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 to know 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.

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.

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.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful websites

www.curriculumforexcellencescotland.gov.uk

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

Religious Observance

Our school is fortunate to have a close link with our local churches . The ministers assist with the Christianity element of Religious and Moral Education and provide opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

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 annual report is sent to parents towards the end of each school year.

If you have any concerns about your child's progress during the school session please 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 emphasises 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>

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person will be a promoted teacher within the school. The name of the individual Named Person for your child(ren) is **Mrs Baird. (Depute Head Teacher)**

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality Report. 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 look at 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 Tinto 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 house system and class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

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. Our approach was planned in consultation with parents and children. Please check your child's schoolbag for communication about home learning and specific home learning grids which are sent home.

Parent Council

We have a very active and supportive Parent Council that represents the views of our parents. All parents are members of the Parent Forum and are welcome to attend and observe at Parent Council meetings and can become members when a vacancy arises. You can contact the Parent Council with any ideas or views on council@tintopc.com

Pupil Council

Our Pupil Council is made up of one elected representative from each class from P2-P7. Each Primary One class is represented on the Council by a P7 pupil representative. This is an important group which ensures that the views of pupils are heard.

Extra Curricular Activities

We have a wide range of activities that run between Monday and Thursday each week. These currently include eco, dance, basketball, badminton, running, netball and football. Please check your child's schoolbag for information as places are popular and spaces are sometimes limited. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Practical Information

Parents should not wait in the playground after 8.45 A.M.

Severe Weather Arrangements

On wet mornings please ensure that your P4-7 child arrives in the playground **just before 9.00am if possible**. Children stay in school during the intervals when it is raining or extremely cold.

Children come into the school from 8.45am onwards during inclement weather but **they must wear appropriate jackets/coats with hoods each day due to our unpredictable climate.**

During icy weather etc. the Tinto Road gate will be closed to ensure the Health & Safety of all users. Council policy is to ensure one safe gritted entry point into the school and a front door entry to the school and the entry gate on Hillpark Drive. The car park and drop off zone will also be closed when unsafe.

Useful addresses:

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

Tel: 0141 287 2000

www.glasgow.gov.uk