

Glendale Primary School



2023 - 2024

Welcome to Glendale Primary School

It is my great pleasure to welcome you to our school community. Our school is a place where students are encouraged to be curious, creative and independent thinkers. We believe in providing a holistic education that goes beyond academic excellence and focuses on the development of character and values.

Glendale Primary is a non-denominational school on the south side of Glasgow. We are proud of the great social, cultural and religious mix of families who make up our school population. All members of staff, with our parents and pupils, aim to develop a caring ethos in which your child can develop and flourish. I hope that your child will be happy and confident in our school and that she or he will go on to achieve their very best in their school work, their self-esteem and in their social development.

Glendale is dedicated to providing high-quality education that challenges our children to reach their full potential. We strive to create a nurturing and inclusive environment that fosters a love for learning and encourages students to be active participants in their own education.

As Headteacher, I am committed to creating a safe and supportive environment where students can thrive both academically and personally. I encourage all members of our

community to work together to ensure that our school remains a vibrant and welcoming place.

This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website www.glendale-pri.glasgow.sch.uk or download our school app, Scot Ed, if you need more information.

Thank you for choosing our school and we look forward to working with you to achieve your academic and personal goals.

Rhiannon Gallen

Headteacher

Last updated on 9 January 2024



School Vision & Values

In Glendale 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.

Aims

- To educate our pupils to enable them to achieve their full potential both academically and socially;
- To encourage in all pupils the attitudes and concepts of respect, justice, freedom and equality;
- To develop in all pupils the self-discipline and the skills which will enable them to achieve their potential both within school and throughout their lives; and
- To work in partnership with parents to ensure the best for all our pupils.

Values

- Respect
- Happy
- Safe
- Learning
- Included

School Information

Glendale Primary School

120 McCulloch Street

Glasgow

G41 1NX

Phone: 0141 429 6973

Email: headteacher@glendale-pri.glasgow.sch.uk

Website: www.glendale-pri.glasgow.sch.uk



Background information

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 304

School staff

The leadership team is as follows:

Headteacher: Mrs Rhiannon Gallen

Depute : Ms Janette Neillie

Principal Teacher: Mrs Ceire Pickup

Principal Teacher: Mrs Gillian Lloyd

Primary 1a	Mrs Laura Hughes
Primary 1b	Miss Hollie Rae
Primary 2	Ms Elizabeth Tierney
Primary 3/2	Mrs Melanie Alexander
Primary 3	Miss Leigh Hutchinson/ Mrs Ceire Pickup
Primary 4a	Mrs Christine McCarroll
Primary 4b	Mrs Zareen Asif
Primary 5a	Miss Akhtar
Primary 5b	Mr Tom Gilbert
Primary 6	Mrs Rebecca McGarry/ Mrs Tracy Rasool
Primary 7/6	Ms Zeenat Begum
Primary 7	Mr Jamie Fraser
EAL Support	Mrs Vinita Dade
Support	Ms Rhona Proctor
NCCT	Mrs Rebecca Keith

Our teaching team are supported by:

Clerical Assistants	Mrs Fiona Shahzad Mrs Gillian Reid
Janitor	Ms McShane
Support for Learning Workers	Mrs Bhatti Mrs Wilson Mrs Campbell Mrs Kelly Mrs McLaren Ms Brown Ms Tomlin Mrs Elshahawi

Enrolment

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

Families living outwith the catchment area are welcome to make a placing request to attend Glendale 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>

Our pre-entrant programme runs throughout the year, with opportunities to visit the school, visits by school staff to local nurseries and a full transition programme for our new P1 pupils in May and June. More information will be sent out once places in P1 are confirmed.

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.

The School Day

Morning 09.00 -10.30

Interval 10.30 - 10.45

10.45 - 12.00

Lunch 12.00 - 13.00

Afternoon 13.00 - 15.15

P1 children will remain in school until 15.15 from the first day of term.

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>

Pupil Absence

Within Glendale 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 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 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 & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

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

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

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
- School tie
- Grey/black trousers
- Grey/black skirt
- Red sweatshirt

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Glendale 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 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 (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 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. Medical diets for children can be provided.

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. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly.

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>

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. Children from our school normally transfer to:

Bellahouston Academy

30 Gower Terrace

Glasgow

G41 5QE

Phone: [0141 582 0030](tel:01415820030)

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

<https://blogs.glowscotland.org.uk/gc/bellahoustonacademy2019/>

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

Communication with Parents

At Glendale 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.

Seesaw – will let parents know what homework has been set and is also used to communicate messages between the class teacher and parents. Class work will be shared on here so that parents can view their child's work and progress, as well as being informed about what the focus for learning is in the class.

Weekly Updates – will be sent out on a weekly 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 via email. We are a paperless school so please ensure that we have an up-to-date email address for both parents.

School website/Twitter/App (Scot Ed) – 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 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 the 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 weekly update, app 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), email addresses 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 Glendale 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 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 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 Glendale 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

Education Scotland www.education.gov.scot

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

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

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 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 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.

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, a copy of our Standards and Quality report will be shared on our app. 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 Glendale 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 rewards, 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.

Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

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

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

- ensuring that children are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Mrs Rhiannon Gallen is the Child Protection Coordinator for Glendale Primary School. Please contact her if you have any concerns. Ms Janette Neillie is the depute Child Protection Coordinator and will deputise for Mrs Gallen in her absence.

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 Seesaw account for communication about home learning and specific tasks. We are currently surveying parents about our Home Learning policy and look forward to sharing our updated policy with parents soon.

Parent Council

We have a newly formed but very 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 in September.

Parent Council minutes are available on the Parent Council page of the school website/school app and on request from the school office.

Pupil Council

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

Children have many opportunities to be part of leadership committees and to contribute to the running of the school, e.g. Reading Ambassadors, Tech Team, Librarians, Pupil Council, Eco Committee, Rights Respecting School Committee, Junior Road Safety Officers, Glasgow Schools Forum Representatives etc. These important leadership roles ensure that the voices of our children are central to decision making in the school whilst developing important skills and a sense of responsibility in our pupils.

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include drama, arts and crafts, dance, netball and football. Please check your email and the weekly update for information as places are popular and usually limited.

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

Out of School Care

East Pollokshields Out of School Care provides both After School Care and Holiday Care programmes for Glendale Primary School and for two other schools in the area, St. Albert's Primary and Pollokshields Primary School.

The service operates in Pollokshields Primary School on Albert Drive and during term time organises to pick children up from Glendale Primary when school finishes at 3.15pm each day. The children are then walked up the road to Pollokshields Primary, where they are joined by children from the other two schools.

During term time, operating hours are currently 3.15pm to 5.45pm. During holiday periods the service provides an interesting and varied programme of activities for the children, usually involving trips to many attractions in and around the Greater Glasgow area.

Full details and information on the service can be obtained by contacting the Service Manager, Angela Whyte on 0141 422 1007 or Mobile 0776 3911438.

Full contact details:

East Pollokshields Out of School Care

c/o Pollokshields Primary School

241 Albert Drive

Pollokshields

Glasgow G41 2NA

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

Enquire Scotland

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

Glasgow City Council

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Bellahouston Academy

30 Gower Terrace

GLASGOW

G41 5QE

Tel: 0141 582 0030

Nithsdale Road Nursery School

264 Nithsdale Road

GLASGOW

G41 5LB

Tel: 0141 427 1896

Darnley Street Pollokshields Early Years Centre

175 Darnley Street

Glasgow

G41

Tel: 0141 424 3920

East Pollokshields After School Care, Pollokshields Primary

241 Albert Drive

GLASGOW

G41 2NA

Tel: 0141 422 1007