

# ST. JOACHIM'S PRIMARY SCHOOL



**2020/2021**

**Headteacher: Ms N Martin**

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*Welcome*

Dear Parents and Carers,

We are delighted to welcome you and your child to our school.

We hope you will find St Joachim's a warm and caring place where everyone can reach their full potential. As a Roman Catholic School, we place a high value on nurturing pupils' spiritual and emotional development as well as aiming for high levels of academic achievement and attainment in all aspects of school life.

The teaching and support staff in St Joachim's work as a team to support you and your child. We do hope both you and your child will quickly settle into the school routine and assure you of our best efforts in the years ahead!

Many activities are organised throughout the school year, giving parents the opportunity to meet and work with the staff in the school. We look forward to welcoming you as partners in your child's education as we work towards a common goal.

Please advise the school of any information we may need to support your child in their learning. I would encourage you to become actively involved in their learning through the various opportunities available for parents to participate in the life of the school.

I look forward to working with you and your child in the future.

Yours sincerely,

*Nuala Martin*  
**Headteacher**

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### Our Vision and Values

#### Vision

St Joachim's Primary School is a nurturing environment where children's rights are respected and where all children, staff and parents feel valued and are encouraged to achieve and be the best they can be, both educationally and personally. We want to support each child to develop skills which will enable them to become effective contributors in an ever changing world.

"For I know the plans I have for you declares the Lord, plans for your welfare and not for harm, to give you a future and a hope"  
Jeremiah 29-11

#### Our values:

At St Joachim's our values based on those of the Gospels are:  
Respect, Tolerance, Friendship, Happiness and Kindness

#### At St Joachim's Primary School our aims are:

- To work in partnership with parents/ carers and the Church for the good of the pupils
- To provide a Christian atmosphere of love and care within which our pupils will develop their full potential.
- To provide a learning environment which allows pupils to be creative and to achieve to the best of their abilities.
- To promote respect for people of all backgrounds, cultures, religions and ethnic origins.
- To celebrate our successes.

#### Our Motto

"Together every day, partnership in every way"

### Getting in Touch

If you need to get in touch with the school there are several ways you can do this.

**Contact Details:** St Joachim's Primary  
131A Montrose Avenue  
Carmyle

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G32 8BZ

**Telephone:** 0141 641 6840

**E-mail:** [headteacher@st-joachims-pri.sch.glasgow.uk](mailto:headteacher@st-joachims-pri.sch.glasgow.uk)

### **School Hours**

**Morning starting time:** 9.00am  
**Interval:** 10.30am to 10.45am  
**Lunch break:** 12.15pm to 1.00pm  
**Afternoon Starting time:** 1.00pm  
**Dismissal:** 3.00pm

P1 children are dismissed 3pm as soon as they start school in August.

We have a breakfast club in our cafeteria which offers a healthy start to the day for all pupils between the times of 8.00am to 8.45am

### **School Holidays 2020-2021**

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

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

### **All about St Joachim's**

St Joachim's Primary is a Roman Catholic school that caters for girls and boys. Our current roll is 97.

#### **Current Classification**

Stage	P1/2	P2/3	P4/5	P5/6	P6/7
Roll	16	20	20	21	20

Parents and guardians should note that the working capacity of the school might vary dependent upon the number of pupils at each stage and in the way in which the classes are organised. We currently have 97 pupils. The school has a capacity for 230 pupils.

The following guidelines set by Scottish Government apply.

P1 maximum 25  
P2&3 maximum 30  
P4-7 maximum 33

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Composite class maximum 25

Composite classes have pupils from more than one stage

### Education Inspection

The school was last inspected in August 2011 with a very successful report being published in 2012. Full details of the inspection can be found at:

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/StJoachimsPrimarySchoolGlasgowCity.asp>

### School Staff

Headteacher: Ms Nuala Martin  
Principal Teacher: Mrs Toni Blakemore

#### Staff

Primary 1/2: Miss Stacey Kennedy  
Primary 2/3: Miss Moira Henry  
Primary 3/4: Miss Bernadette Garcia  
Primary 5/6: Mrs Jennifer Armstrong/Mrs Kirsten Moore  
Primary 6/7: Mrs Clare Lombardi/ Mr Michael McCoy  
NCCT: Mr Michael McCoy/ Mrs Toni Blakemore

Pupil Support Assistants: Mrs Mary Brown  
Mrs Caroline Dockrell

Office Staff: Mrs Angela McGovern (Mon-Wed)  
Mrs Alice Lawson (Thurs-Fri) Currently  
on Mat Leave

Janitor: Mrs E Main

Catering Staff: Mrs Elizabeth Christie  
Mrs Karen Orr

Cleaning Support: Miss Lynne Ward  
Mrs Anne McGhee

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### 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. Enrolment is now conducted online - see the link below.

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

### Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times. 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 and Health Care

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

If a child becomes ill during the course of the school day, he/she 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.

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### **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>

### **Uniform**

#### **Our Uniform**

- White Shirt or green shirt with school tie
- Grey Trousers or grey/green pinafore or skirt
- School Sweatshirt or cardigan with school badge.
- P.E. uniform - Bottle green Shorts / Green Polo Shirt/Yellow T-shirt

### **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

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Please label all items of clothing as and all other school items such as lunch boxes.

### 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.

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 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 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  $\frac{1}{2}$  and 12  $\frac{1}{2}$ , 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.

Due to our unique geographical location, most pupils transfer to Trinity High School in Rutherglen. Transport provision is made available for pupils. We work closely with teachers and colleagues in the Trinity learning community to ensure a smooth transition process for our pupils starting from P6 onwards.

### Communication with Parents

At St Joachim's Primary 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 call in to the school office or phone for an appointment.

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***Class Diaries*** - will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

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

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

***School website/Twitter*** - will contain a great deal of information about the school. It is a good idea to check this regularly.

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

***Twitter*** - You can follow us on **@StJoachims1**

***School App***- **School App for Parents** from the Apple or Android store on a mobile phone

***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 sessions, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

### **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

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

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data

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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 Glasgow Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, **please contact the Headteacher in the first instance.**

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

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

Tel: 0141 287 0900  
E-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

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

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

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

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

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

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

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

**Health and wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

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**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

**Languages:** Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

**Mathematics:** Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

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

### Useful websites:

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

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

## 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. An interim report is sent out to parents in December and an annual report is sent towards the end of each school year.

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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 is 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.

### **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

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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 Joachim's Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through 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. Please check your child's schoolbag for communication about home learning and specific tasks.

### **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 in September/ October. 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**

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Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

### Extra Curricular Activities

During normal times we have a wide range of activities that run between Monday - Thursday to extend the learning experience. These include dance, mini kickers, choir and multi sports. Please check your child's schoolbag 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.

### 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)

#### Useful addresses:

Education Services  
City Chambers East

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40 John Street  
Glasgow G1 1JL

Tel: 0141 287 2000  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

**Executive Director of Education:** Maureen McKenna

**Head of Service:** Gerry Lyons

**Quality Improvement Officer:** Jane Arthur

**Local Councillors:** Laura Doherty  
Michelle Ferns  
Thomas Kerr  
Frank McAveety

**Local MP:** David Linden

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