

# ST. MONICA'S (MILTON) PRIMARY SCHOOL



## School Handbook

Updated: November 2023

## St Monica's (Milton) Primary School Handbook

### Welcome to St Monica's (Milton) Primary School



Dear Parents and Carers,

Welcome to St Monica's (Milton) Primary School. Everyone in our school works hard to make it a happy welcoming place for all pupils. We have created a learning atmosphere where your child will be encouraged to participate in the life of the school and to strive to achieve the very best they can. We place a high value on effort and we have high expectations of our pupils.

When your child joins us in St Monica's we are all entering a new partnership with the aim of providing the highest quality of learning experience for your child. We also take account of your child's well-being and consider the development of healthy lifestyles and his/her social and emotional health to be very important aspects of an education for the Glasgow citizens of tomorrow.

We send regular updates to all parents via Email, Newsletters, Twitter, Facebook & Groupcall. Please ensure you download our Groupcall App where all emails, newsletters & updates will be sent. You can access them all via the links below: -

<https://signin.mygovscot.org/home/?sp=register/CAS>  
[ParentPay - Leading Cashless Payment System for Schools](#)  
<https://www.groupcall.com/product/messenger/groupcall-parent-app>  
[parentsportal | parentsportal.scot](#)

We do hope both you and your child will quickly settle into the school routine and we assure you of our very best efforts in the years ahead! We look forward to working with you and your child in the near future.

Yours faithfully,

*Martin Broadley*

**Martin Broadley**  
**Headteacher**

## School Vision & Values

### Our School vision is to:

In St Monica's Primary School, we create a welcoming and friendly environment where children feel happy and safe where they want to come to school. We are a nurturing school where children's rights are respected and where all children, parents and staff feel valued and are encouraged to achieve and be the best they can be, both educationally and personally! We can only do this through positive partnerships established with families and links to the community.

### Our School Values:

At St Monica's Primary School, The United Nations Convention of the Rights of the Child (UNCRC) permeate through our values, based on those of the Gospels;

Responsible

Inclusive

Gospel Values

Honest

Trustworthy & Tolerable

Safe

## School Information

St. Monica's (Milton) Primary School  
200 Liddesdale Road  
Milton  
G22 7QR  
Tel: 0141 772 0026

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

School website: [www.st-monicasmilton-pri.glasgow.uk](http://www.st-monicasmilton-pri.glasgow.uk)

Twitter: [@StMonicaMilton](https://twitter.com/StMonicaMilton)

Facebook: [St Monica's - Milton Primary School](https://www.facebook.com/StMonicaMiltonPrimarySchool)

### Background information:

- Co-educational school
- Denominational
- Stages taught: P1-P7
- Current Roll: 423
- Capacity: 454



## School Staff

- **Headteacher** Mr Martin Broadley
- **Depute Head Teacher** Mrs Margaret Anne McGinley (P1-P3) (Mon, Tues & Fri)
- **Depute Head Teacher** Vacancy (P1-P3) (Wed & Thurs)
- **Depute Head Teacher** Mrs Aileen Monaghan (P4-P7)
  
- **Principal Teacher** Mrs Kathryn Buckley (P1-P3)
- **Principal Teacher** Mr Chris Stewart (P4-P7)
  
  
- **EAL Teacher** Mrs Sobeeha Farooq
- **CLOL** Miss Ward/Miss Dodwell/Mrs McGowan
- **Well-Being Base** Mr O'Neill/Mrs Davidson

## Class Teachers

- Primary 1a Mrs Greig
- Primary 1b Miss Campbell
- Primary 1/2 Miss Ferguson
- Primary 2a Miss Donald
- Primary 2b Miss Martin
- Primary 3a Mr MacAuley
- Primary 3b Mr Sweeney
- Primary 4a Miss Sermani
- Primary 4b Mrs Bates/Miss Pearson
- Primary 5 Mrs McKenna
- Primary 5/6 Mrs McDonald
- Primary 6a Miss Dodwell/Miss Rourke
- Primary 6b Mr Gallagher/Mrs Pearson
- Primary 7a Miss Currie
- Primary 7b Mrs McGowan/Mrs Steele

## Support Staff

- Mrs Tracey Bannerman
- Mrs Esther Flannigan
- Miss Deborah Henderson
- Mrs June McCracken
- Miss Margaret McCullim
- Mrs Bridgette McGhee
- Miss Arlene McGowan
- Mrs Lynda McKenna
- Mrs Aileen Murphy
- Mrs Marie Nugent
- Miss Marissa Paton
- Mrs Roslyn Ramsay
- Mrs Maureen White



## Office Staff

Clerical Supervisor                      Mrs Tracy Hanlon  
Clerical Assistant                         Ms Kate Dempsey

## Janitorial Staff

School Janitor                                Mr Robert Graham

## **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. Enrol is now conducted online - see the link below.

Families living out with 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>

## **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**

8.58am Warning Bells

9am-3pm

### **Morning Interval**

10.30am-10.45am

### **Lunch**

12.15-1.00pm

## **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 Glasgow 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:

- Grey Skirt/Trousers
- All-White Shirt
- School Tie
- Purple Sweatshirt/Cardigan with school emblem

Available to buy at the shops named below:-

**IDDANCEWEAR**

16 Huntershill Village

Low Road

Bishopbriggs

G64 1RP

Tel No 0800 433 2623

**THE UNIFORM SHOP**

35B Argyle St

GLASGOW

G2 8AH

Tel No 0141 221 4472

## **PE Kit**

**A change of clothing i.e. shorts and soft shoes are advisable for P.E. which all pupils participate in on a regular basis.**

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
- Children **SHOULD NOT** wear hooped earring due to health and safety

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

Parents Should login to (PARENTPAY), choose their child's food choice for the day or they can be chosen weeks in advance Link: -

[ParentPay - Leading Cashless Payment System for Schools](#)

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>

### **Breakfast Club**

Please note we also operate a breakfast club which runs from 8.00am to 8.45am and costs £2 per day. If your child is entitled to free school meals they are also entitled to a free breakfast.

### **Transport**

The education authority has a policy of providing free transport to all pupils 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 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  $\frac{1}{2}$  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. Children from our school normally transfer to:

All Saints Secondary School

299 Ryehill Road

Glasgow G21

Phone: 0141 582 0010

Email: [headteacher@allsaints-sec.glasgow.sch.uk](mailto:headteacher@allsaints-sec.glasgow.sch.uk)  
[www.glasgow-sec.glasgow.sch.uk](http://www.glasgow-sec.glasgow.sch.uk)

All Saints Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

### **Communication with Parents**

At St Monica's (Milton) 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 between the class teacher and parents.

*Newsletters* - will be emailed 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/Facebook App* - will contain a great deal of information about the school. It is a good idea to check this regularly.

*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 school newsletter and website will keep you informed.

Please ensure you download and join the apps that we used here in school to communication with parents

### The Xpressions App/Group Call

This app is available for all parents/carers to allow effective communication with the school at no cost. The app is completely free to download and will send you push notifications. It is supported by Apple iOS and Android devices. More info can be found at: <http://parents.groupcall.com/>

### Parent Portal

Parents/Carers can use the same login and password details for your MyGov account to log into [parentsportal.scot](https://parentsportal.scot)

<https://parentsportal.scot/home/>

[Parents Portal - Glasgow City Council](#) Help Guide for Parents.

### 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 give them a letter for their class teacher and then collect them from the school office at the specified time.

### **Comments & Complaints**

In St Monica's (Milton) 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) or [education.customercare@glasgow.gov.uk](mailto: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 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.

**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](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

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

Connect <https://connect.scot/>

### **Religious Observance**

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, 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 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, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

### **Promoting Positive Behaviour**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow 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 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. 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 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.

## **Rights Ambassadors**

Our Rights Ambassadors are made up of 1 representative from each year group. 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 - Thursday to extend the learning experience. These currently include drama, arts and crafts, dance, netball and football. 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)

## **Glasgow City Council**

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

Tel: 0141 287 2000

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

### **After School Care**

There are a few local After School Care providers that our parents currently use:-

Balmore Kindergarten, 45-47 Glentamar Road, G22 7XS  
Tel No 336 4111

Hapitots, 28 Colston Drive, Bishopbriggs, G64 2AZ  
Tel No 772 4708

Our Local councillor holds surgeries in the school on the fourth Friday of the month at 4pm. Please check GCC Website for full dates & times