

# **Barmulloch Primary School Handbook**



## **Welcome to Barmulloch Primary School**

Dear Parent / Carer

I warmly welcome you to Barmulloch Primary School. Some of you are already familiar with our school and others are meeting us for the first time. Barmulloch Primary is located in the Germiston local community. We currently have 4 mainstream classes and 2 Additional Support Needs Classes in the school. We also benefit from a Core Nurture Unit which we call the Treehouse.

At Barmulloch Primary we provide a curriculum that has balance, breadth and relevance as recommended by Council and National Guidelines. Our school values are Honesty, Respect, Responsibility, Kindness and Effort and our school rules are be safe, be ready and be respectful. These are at the heart of everything we do.

Our first priority is to create a happy and stimulating environment in which our children can fully develop their skills and talents. We hope that you find Barmulloch Primary a happy and secure place where your child is made to feel that he/she belongs.

We hope that you will find our handbook both interesting and enjoyable. In it we have tried to give you a picture of our school and the way in which it operates. It contains information for parents and carers on all aspects of the school

We look forward to working in partnership with you now and in the future. Your child's time here is very important to you, your family and to us. We look forward to sharing their development with you.

Yours sincerely

Mrs Denise Laverty  
Acting Head teacher

*Last updated on 1<sup>st</sup> November 2021*

## School Values

In Barmulloch 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:

- Honesty
- Respect
- Responsibility
- Co-operation
- Effort
- Kindness

## 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.

<p><b>Contact Details:</b> Barmulloch Primary 305 Forge Street Glasgow G21 2AH Phone: 0141 770 7889 Email: <a href="mailto:headteacher@barmulloch-pri.glasgow.sch.uk">headteacher@barmulloch-pri.glasgow.sch.uk</a> <a href="http://www.glasgow-pri.glasgow.sch.uk">www.glasgow-pri.glasgow.sch.uk</a></p>
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### Background information:

- Co-educational school
- Co-located Provision
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 94

## **School staff**

A full list is available on the school website/school app and parents will be updated on any changes as required.

The leadership team is as follows:

Acting Headteacher:	Mrs Denise Laverty
Acting Depute Head	Mrs Shona Campbell
Principal Teacher (0.5)	Mrs Lynne Miller
Principal Teacher	Mrs Annette Harper

## **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 Barmulloch 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>

## **The 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 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

P1 children will remain in school until 15.00 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

Attending and taking part in learning is fundamental to making sure our children continue to achieve. Parents and carers are by far the most important influence on children's lives and learning and it is parents and carers who are responsible for making sure their child has good attendance and timekeeping.

If your child is unwell and unable to attend school, parents are asked to call the school absence line on 0141 287 0039. This should be done on the first day of absence. If the child 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 of their child's absence if no contact is made.

Glasgow City Council record absence as either authorised or unauthorised. If your child is ill, attending a medical appointment or needs time off for family circumstances agreed with the school then this is marked as an *authorised absence*. There are clear policy guidelines detailing some special circumstances where schools can give permission for a family holiday. Parents should submit any request they feel falls into this category in writing to the Head Teacher. However please note that permission to take pupils out of school for holidays during term time is not encouraged or guaranteed. This means that if your child is absent for this reason it will be recorded as an *unauthorised absence*.

## 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.

## Appointments during school hours

If your child has an unavoidable appointment, please give them a letter for the office and then collect your child from the school office at the specified time.

## 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, and 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.

### **Parking**

We ask that parents and carers do not use the school car park and that you are considerate when dropping off and collecting children from school. Please note the zig zag yellow lines.

### **Covid**

Currently we have Covid restrictions in place which mean that parents are not allowed in the school building or car park and are asked to collect their child at the allocated time and gate. Parents are encouraged to wear a mask when doing so. If your child is late then please stand at the school gate and watch them go to the school door where a member of staff will let them in. If parents are invited to school for specific reasons then they will be given information about precautions at the time of arranging. Parents are asked to socially distance as much as possible at the school gate.

### **School Uniform**

The school uniform is:

- White shirt
- School tie
- Grey trousers
- Grey skirt
- Navy jumper/cardigan

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at <https://www.schooltrends.co.uk/uniform/BarmullochPrimarySchoolG212AH>

### **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. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf). Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in the dining area

All children in P1-4 are entitled to a free school meal.

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

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

## **Transport**

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

## **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:

**Springburn Academy**

151 Edgefauld Road

Glasgow

G21 4JL

Tel: 0141 582 0230

Email: [headteacher@springburn-sec.glasgow.sch.uk](mailto:headteacher@springburn-sec.glasgow.sch.uk)

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

**Communication with Parents**

At Barmulloch 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. Due to Covid face to face meetings are restricted for the foreseeable future however can be arranged for urgent matters.

**Class Diaries** have been replaced by the See Saw app which will enable you to contact your child's teacher directly. Homework will also be on the See Saw app.

**Newsletters** – will be sent out on a regular basis to keep parents informed about the work of the school. Currently these will be emailed out due to the risk of covid contamination.

**Letters** – further information which requires a response may be sent out in letter form. Again this will be emailed out just now due to Covid.

**School website:** Our school website can be found here:

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

You will also find information about the school and our activities on our Twitter. Please follow us: **@BarmullochP**

**Text messaging and emails** – You will 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. Normally it is advisable to make an appointment however due to Covid we are limiting meetings and only having face to face meetings where absolutely necessary. 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. These are currently suspended due to Covid but will resume when it is safe to do so in accordance with government guidelines and advice.

## **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.

## **Photography Consent**

At the start of each school session parents will also be issued with a form to give or refuse consent to your child being filmed or photographed. These videos and photographs are used on the school Twitter page and displayed in school.

## **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> .

## **Comments & Complaints**

In Barmulloch 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)

### **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.

## **House System**

In Barmulloch Primary we run a house system. This is in place to encourage positive behaviour in school and friendships across all stages of the school. Pupils are awarded house points for displaying responsible and respectful behaviour along with positive attitude towards their learning and achieving the best way they can. House points for across the school are collected and the winning house is celebrated at Assembly each week in addition to having an extra play or treat on a Friday afternoon. On the first few weeks of school your child will be allocated a house and will meet members of this house from across 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.

Teachers plan to meet the needs of all children in their class. Should a child require additional support, a referral shall initially be made to our Depute Head who is the support for learning co-ordinator. The school will then plan how best to support and meet the needs of your child.

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 Barmulloch 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 and in addition follows a pivotal approach to encouraging positive 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. This has been important recently due to lockdown. As a school we are using the See Saw app for home learning and homework for P1-6 pupils and P7 pupils are using the Showbie app.

## **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.

## **Pupil Council**

We have a pupil council. Unfortunately due to Covid and children being in bobbles the pupil council has been temporarily suspended.

## **Extra Curricular Activities**

We usually have a range of activities that run between Monday – Thursday to extend the learning experience. These currently include dance and football and we seek to offer more as COVID-19 restrictions allow. 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)