



Hampden Primary School



School Handbook

Session 2024-2025

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Welcome to Hampden Primary School

Dear Parents and Carers

I would like to welcome you and your child to Hampden Primary School. 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 if you need more information.

I hope that this handbook gives you a glimpse of life at Hampden Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Virginia Smith
Headteacher

Last update on 20 January 2025

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School Vision and Values

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

We are a nurturing school committed to ensuring that 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.

Vision

Children's Rights will be at the heart of our curriculum and ensure that we empower our children to be the best they can be. Children's wellbeing will be nurtured to ensure positive relationships and learning outcomes for all children. All children will develop communication skills as we strive to become a Communication Centre of Excellence. Our education will support and inspire! Our children will achieve and astound!

Values

Children – their opinions of their learning experiences which shape 'next steps'.

Parents – we promise to make time, be approachable and worthy of their trust.

Each other – everyone's opinion should be heard, respected and considered in the spirit of mutual respect.

Professionalism – keep confidences, be non-judgemental, work in true partnership.

Flexibility – we will continue to show flexibility in working practices in response to our children's needs.

Diversity – we recognise and celebrate the differences amongst us.

Wider community – we value the expertise of other schools and agencies which support us and our children. We actively reach out to enrich the lives of those around us in Oatlands.

H – HAPPY

A – ACHIEVING

M – MOTIVATING

P – PROFESSIONAL AND PARTNERSHIPS

D – DIVERSITY

E – EDUCATION AND EMPOWERMENT

N – NURTURING

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.

Contact Details:

HampdenPrimary School
18 Logan Gardens,
Glasgow G5 0LJ

Tel: 0141 429 6095

Headteacher Email: headteacher@hampden-pri.glasgow.sch.uk

School Website: <https://blogs.glowscotland.org.uk/gc/hampdenschoolwebsite/>

We also have a school X (formerly Twitter account) which is updated daily and is a closed account which means you need to click on link to ask to follow us and privacy settings are high). @Hampden_School

Background information:

- Co-educational school
- Inter-denominational school.
- Provision for children with Complex Additional Support Needs.
- Stages taught: P1-P7
- Current Role: 65
- School Capacity: 65

School Staff

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

The leadership team are as follows:

Headteacher: Virginia Smith

Depute Head Teacher: Pamela Diatta

Principal Teachers: Rhona O'Malley and Craig McConnell

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Enrolment

Placements at Hampden are allocated by the Area Inclusion Group AIG. Referral to AIG should be completed either by the child's current nursery or school placement or through Joint Support Team (JST)/Psychological Services. Parents can also liaise with nursery for support around school placement. Once your child has been allocated a placement at Hampden we will arrange for you & your child to visit/ attend pre-admission meeting to ensure that we have a clear understanding of your child's support needs.

In the first instance parents should enrol their child at their local mainstream school. Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Enrolment is now conducted online. Enrolment forms and more information can be found on the Glasgow City Council website at <https://www.glasgow.gov.uk/P1Enrolment>

Organisation of Classes

Class groups are set by the management team based on age and stage of the children as well as their additional support needs.
Class sizes are usually between 5-7 pupils.

The School Day

The school day can be flexible to meet the needs of the children but will normally be:

Morning 9.30-10.30

Intervals Lower Primary 10.00-10.15 Upper Primary 10.30-10.45

Lunch is in two sittings from 11.30 -12.00 and 12.00-12.30

Children have free recreational play time, in or out of class,

Lower Primary from 12.00 -12.30

Upper Primary from 12:30 -13.15

School finishes 15.00

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School Holidays 2024-25

Details of holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

Return Date for Teachers	Monday 12 th August 2024
Return Date for Pupils	Wednesday 14 th August 2024
September Weekend	Friday 27 th September 2024 to Monday 30 th September 2024
First Mid-Term	Monday 14 th to Friday 18 th October 2024
Christmas/New Year	Schools close at 2.30 pm on Friday 20 th December 2024 Monday 23 rd December 2024 to Friday 3 rd January 2025 (Christmas Holidays)
2024 Return to School	Monday 6 th January 2025
Second Mid-Term	Monday 17 th February 2025, Tuesday 18 th February 2025
Spring Holiday (Easter)	Schools close at 2.30pm on Friday 4 th April 2025 Monday, 7 April - Monday, 21 April 2025 (Spring Break) Schools return on Tuesday, 22 April 2025
May Day	Monday 5 th May 2025
May Weekend	Friday 23 rd May 2025 and Monday 26 th May 2025
School Close	Wednesday 25 th June 2025 * Please note that schools will close at 1pm on the last school day before the holiday

In-Service Days

Day 1	Monday 12 th August 2024	All Schools
Day 2	Tuesday 13 th August 2024	All Schools
Day 3	Friday 11 th October 2024	All Schools
Day 4	Wednesday 19 th February 2025	All Schools
Day 5	Friday 22 nd May 2025	All Schools

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Pupil Absence

Within Hampden School good attendance is encouraged at all times. If your child is unwell and you do not want him/her to be picked up by the school bus or taxi, please phone the school after 8am to tell a member of the leadership team.

If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity. All unexplained absence is investigated by the school and appropriate action taken.

When you feel your child is well enough to return, please follow the same procedure, calling before the end of the school day, so that transport can be organised for your child's return.

Medical and Healthcare

The school has two health and wellbeing workers.

Alison Nimmo, Community Children's Nurse is based within Hampden. Parents/Carers will meet Alison as part of the Induction/Transition process.

If a child becomes ill during the course of the 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 will be issued at enrolment and each year thereafter and is also available on request from the school office.

Any medication sent in to be given during the school day **MUST** have a pharmacy label.

Emergencies

We make every effort to maintain a full educational service, but some 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, Seesaw, Twitter etc.

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School Uniform

The school uniform is:

- A pale blue polo shirt
- A navy sweatshirt
- Navy jogging bottoms
- Grey/black trousers/skirt/pinafore

Uniform can be purchased from

Schoolwear Made Easy

<https://schoolwearmadeeasy.com/>

0141 889 7206

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Hampden School will adhere to this dress code where possible.

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (see link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (see 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/article/4272/Apply-for-Grants-and-Allowances>

School Meals

Our school provides a lunch service which offers a variety of meals and snacks. All children with Additional Support Needs are entitled to a free school meal. Medical diets for children can be provided. Halal options are always available.

The catering staff provides health promoting meals from a menu which changes weekly. Pupils can bring a packed lunch if preferred.

The menu can, on request, be sent home for parents to indicate their child's preferences.

Parents of children who require a specialist diet for medical reasons should speak to the Head Teacher.

Transport

The education authority will assess the provision of free home to school transport for pupils who have been assessed to attend specialist school provision to meet the requirements of his or her Additional Support Needs. A survey will be undertaken with support of nursery/school staff.

Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

Pick-up/drop off information (if transport is provided)

Your child will usually be transported on a school bus, accompanied by an escort. In some cases, a taxi and escort may be provided.

In order to provide an adequate and efficient service for all children and their families, it is the parents' responsibility to ensure that the child is ready for school when the bus arrives in the morning. The driver is only allowed to wait for three minutes at each address.

We would ask you to appreciate that school transport can sometimes be delayed by adverse weather or by unexpected traffic conditions.

The bus escort must stay with the children at all times, and therefore cannot leave the bus to help a child move from the house to the bus.

When the bus arrives to drop off your child at the end of the school day, a parent or responsible adult who is known to the escort must be there to collect the child.

If your child is unwell and you do not want him or her to be picked up by the school bus, please phone the school around 8.00 am, and tell a member of the leadership team.

When you feel s/he is well enough to return, please follow the same procedure, calling before the end of the school day, so that transport can be organised for your child's return.

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11½ and 12½, 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 a Glasgow ASL Secondary School. A Transition Planning Review takes place in P6 and again during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child. Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

Communication with Parents

At Hampden Primary School we use a variety of ways to keep in touch.

Open Door Policy – If parents/ carers have any concerns about their child they can telephone the school at any time and speak to the Head Teacher or Depute Head Teacher.

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 including two parents/carers' evenings and annual review meetings. Parents and carers are welcome at other events throughout the school year e.g. workshops, school performances and seasonal celebrations.

Seesaw - Every family will have access to a SeeSaw account, which is an online learning journal and messaging app where staff will share learning activities, as well as conveying other key information. Parents/carers can use the SeeSaw app to inform staff about events at home and send messages directly to class staff. This is an opportunity to share in your child's experiences and report on what is happening out with school. Weekly newsletters from the Head Teacher will also be shared on Seesaw.

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

School Website/X (Formerly Twitter) – will contain a great deal of information about the school. It is a good idea to check this regularly.

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

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 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/privacy>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/search?q=education+privacy+statement>

Appointments during school hours

We recognise that many of our pupils will have a range of medical/hospital appointments over the school day. Please phone the school office or give the class teacher advance notice so that transport arrangements can be suitably adjusted.

Comments and Complaints

In Hampden Primary School, we aim to have positive relationships across our school community. However, if you have a comment or a 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/complaints>

Customer Care Team
Glasgow City Council
Glasgow
G2 9RZ

Tel: 0141 287 0900

Or use the online form www.glasgow.gov.uk/complaints

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 Hampden 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

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 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.

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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.glasgow.gov.uk

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

Individualised support

All pupils have a Learning Pathway/Wellbeing Assessment & Plan (WAP) and an Additional Support Plan (ASP) which includes their individual targets. Some pupils may require a Co-ordinated Support Plan (CSP). In collaboration with Parents/carers and where appropriate allied health professionals learning targets are identified for all pupils. All pupils at Hampden have risk assessments and some may have a positive engagement plan.

The Development of the Curriculum

Pupils work on a number of thematic learning topics over the school year.

To ensure relevance for learners with complex additional support needs, our learning contexts are designed around real-life learning experiences which motivate and engage learners.

At school assemblies and in classes, we embrace every opportunity to celebrate the achievements of individuals.

We have a variety of specialists who come to school weekly to work with groups of pupils and individuals including, art therapy, music therapy, massage therapy and yoga.

We have devised an annual programme for religious observances to ensure that we celebrate cultural and religious events.

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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 October and May. 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 – <https://www.glasgow.gov.uk/asl>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

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 Forum. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Behaviour

As a Gold Rights Respecting School, 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 Hampden Primary School is to build a positive ethos that demonstrates care and respect for all.

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.

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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.

Virginia Smith – Head Teacher is our Child Protection Coordinator and Pamela Diatta Depute Head Teacher is our depute Child Protection Coordinator.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Parents are invited to discuss pupil's individual targets with staff at parents evening and the ways in which they can provide opportunities for the targets to be further reinforced at home.

Parent Forum

All parents are welcome to attend our Parent Forum meetings.

Pupil Council

We have a Pupil Rights Council who ensure that the views of pupils are heard.

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

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Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Connect - is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland - 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

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in this document:

- a) before the commencement or during the course of the school year in question
- b) in relation to subsequent school years

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