

Carmunnock Primary School Handbook

Last updated Sept 2023



Welcome to Carmunnock Primary School

I would like to welcome you and your child to Carmunnock 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 app if you need more information.

I hope that this handbook gives you a glimpse of life at Carmunnock 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.

Gillian Harper
Head Teacher

Carmunnock Cares, Challenges and Celebrates all Success



Wellbeing..... Equality..... Community..... Achievement Respect Each Other

School Vision, Values and Aims

In Carmunnock Primary School our vision is
Carmunnock Cares, Challenges and Celebrates all Success

We will provide a welcoming and friendly environment, which celebrates children as individuals as well as part 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: WE CARE

Wellbeing: we aim to be safe, secure, happy and healthy

Equality: we believe everyone deserves the same opportunities

Community: we work together in our class, school and our community

Achievement: we always do our best and are proud of what we can do

Respect: we respect ourselves, others and our environment

Each other: we treat others with kindness and consideration

Aims

- ❖ We aim to deliver a curriculum which is relevant and encourages independent thinking skills.
- ❖ We work to develop partnerships and plan a range of learning experiences in and out of school to enable our learners to develop real skills for learning, life and work.
- ❖ Our curriculum promotes equality and social justice and encouraged learners to challenging their own and others thinking and attitudes in a respectful way.

School Information

158 Waterside Road

Carmunnock

Glasgow

G76 7DR

Phone: 0141 644 4164

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

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 148
- Capacity: 231

Carmunnock School App



We are very environmentally aware in Carmunnock Primary and we have launched a School App which will help us move towards a 'Paperless School'. You can download the school app from the App Store – search for Scot Ed then select Carmunnock Primary School and it's free to download. The school app is intuitive to use and provides lots of information about the school and the staff team, as well as being a quick and efficient way to keep you up-to date with school news and events.

School staff

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

The leadership team is as follows:

Headteacher:	Mrs Gillian Harper
Principal Teacher	Mrs Morag Donaldson
Principal Teacher	Mrs Zahida Din

CHILD PROTECTION AND SAFE GUARDING

We believe that our children and staff have the right to learn and work in a caring and safe environment in which everyone is protected from harm. We have created a positive ethos and climate which promotes child welfare and safety by protecting children's rights, developing a robust health and wellbeing curriculum and ensuring that staff are kept updated on current issues/procedures for Child Protection.

Carmunnock Primary School Child Protection Co-ordinators are:

Gillian Harper (HT)

If not, the Head Teacher is not available please contact Zahida Din (PT) or Morag Donaldson (PT)

For full details, please refer to our Child Protection and Safeguarding Policy which is closely aligned to Glasgow City Council's MC57. This can be found on the School App.

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 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

Morning	09.00 -11.00
Interval	10.30-10.45
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

P1 children now attend full time from the 1st day of term.

School Holidays

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

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 policy on attendance covers Authorised and Unauthorised Absences. If your child is ill, attending a medical appointment or needs time off for family circumstances agreed with the school, 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, permission to take pupils out of school for holidays during term time is not the norm. This means that if your child is off school for this reason it will be recorded as an *unauthorised absence*.

Medical & Healthcare

The school nurse visits the school at various times during the year. 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. The school Medical Policy is available on the school app or from the school office, please refer to this policy for details on storage and administration of medicines.

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.

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.

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. Our Parking Code of Conduct is available on the school app.

School Uniform

The school uniform is:

- White shirt
- School tie
- Grey trousers
- Grey skirt/pinafore
- Black shoes
- Navy blazer
- Green waterproof jacket

Cardigans, jumpers, jackets, blazers and PE t-shirts with the school badge are available to order from Stevensons in Giffnock.

www.stevensons.co.uk/our-branches/glasgow-giffnock/41

It is expected that all children attending Carmunnock Primary School will adhere to this dress code.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050*), Housing Benefit, or Council Tax Benefit 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

www.glasgow.gov.uk/index.aspx?articleid=17885

School meals

Our school provides a breakfast and 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 P1-5 are entitled to a free school meal. Our catering service is cash free and all payments required should be made via ParentPay which is a cashless payment system used across all Glasgow City Council schools.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,105*) 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 from schools and at

www.glasgow.gov.uk/index.aspx?articleid=17885

Transport

The education authority has a policy of providing free transport to all pupils and young people who live out with a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. 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

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.

Our associated secondary school is:

Castlemilk High School
223 Castlemilk Drive
Glasgow G45 9JY

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.

Privacy Statement and Data Protection – Use of Information about Children and Parents/Carers

As a local authority our schools and early year's establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (2018). This means, amongst other things that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, 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 further information please see our full privacy statement at <http://www.glasgow.gov.uk/index.aspx?articleid=2908>.

Communication with Parents

At Carmunnock 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.

Homework 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 added to the app 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 app/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 reminders about events/school closures etc. Glasgow City Council preferred method of communication is email over text message so please ensure you provide the school office with an up to date email address.

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 meetings in March and November 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 the app will keep you informed.

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 Carmunnock 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, 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

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

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.

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 in June.

If you have any concerns about your child's progress do not hesitate to contact the school.

Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

Pupil Committees

All pupils from P1-7 serve on a committee each year. The main aim of our committees are to increase the involvement of children and all staff in decision making and in leadership. These are important and ensure that the views of pupils are heard, allowing the children to make a difference to their school and community.

Each committee is involved in planning and implementing initiatives. Children experience personal achievement as they are involved in relevant and motivating activities with real responsibilities.

House System

In Carmunnock 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. 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 support for learning co-ordinator. The school will then work with other agencies as required including Psychological Services or Health to access advice and resources to support learning.

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 –

www.glasgow.gov.uk/index.aspx?articleid=18941

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=17870

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person in Carmunnock Primary School is the Headteacher.

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

School Improvement

On an annual basis a copy of our Standards and Quality report will be posted on the school app. 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 app.

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 Carmunnock 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 Golden rules 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.

Comments & Complaints

In Carmunnock 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 :
www.glasgow.gov.uk/index.aspx?articleid=16133

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

Tel: 0141 287 0900
e-mail: customercare@glasgow.gov.uk

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include cross country, athletics, bikeability and football. Please check your child's schoolbag/ the school app 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.

Parent Council

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available via the school app and on request from the school office.

Useful Contacts:

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Connect

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

Enquire Scotland

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

Glasgow City Council

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 2000

www.glasgow.gov.uk

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

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