



Croftfoot Primary



School Handbook

Updated October 2023

Welcome



Dear Parent/Carer,

Croftfoot Primary School is a vibrant and happy learning environment. Our children, teachers and support staff work together, learning from each other and expanding the knowledge and skills of our children through an active and broad curriculum. We provide children with a wide range of rich learning experiences to enable them to develop as confident young people.

We wish to nurture our young people to become Confident Individuals, Effective Contributors, Successful Learners and Responsible Citizens. Our children are valued and their strengths and skills are celebrated. Expectations and achievements are high, and all children are encouraged, guided and advised on how to develop and improve.

We are extremely proud of the ethos of respect and care that we have developed in partnership with children and their families. We promote positive behaviour through shared values and positive relationships, ensuring our children feel safe and supported at all times. We are committed to leading with compassion and have placed health and wellbeing at the heart of all that we do.

Be assured that no worry concerning your child is too small or unimportant to share with us. Depute Heads, Mrs McKinlay and Mrs McClure, and I can be contacted through the school office. Should any questions remain unanswered, we will be only too happy to help.

I look forward to working with you and your children over the years.

Yours sincerely

Martine Leitch

Head teacher *

Our School

Croftfoot Primary School has served the children, parents & carers for nearly 80 years. It is now a listed building and stands within a beautiful grassed area with mature trees to the front.

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 310
- Capacity: 354

School Name

Croftfoot Primary School

Address

**265 Croftpark Avenue
Croftfoot
Glasgow
G44 5NT**

Telephone:

0141 637 4007

Fax:

0141 637 7487

E-mail:

headteacher@croftfoot-pri.glasgow.sch.uk

Web Site:

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

Twitter:

www.twitter.com/croftfootschool

School Hours

Opens 9.00am *Breakfast Club starts at 8.00am

Interval: 10.25am - 10.40am (Primary 5 to Primary 7), 10.45am – 11am (Primary 1 to Primary 4)

Lunchtime: 12.15pm - 1.00pm

Close: 3.00pm

Our Staff



We have a staffing complement of approx. 23 teachers, which includes the Head Teacher, two Depute Head Teachers and four acting Principal Teachers. Ancillary personnel consist of 8 pupil support assistants, two full clerical assistants, one janitors, cleaning and catering staff.

A full list is available on the school website and parents will be updated on any changes as required. The senior leadership team is as follows:

Head teacher: Mrs Martine Leitch*

**Mr Charles Neil will be Acting Head Teacher from 21st Nov 2022 whilst Mrs Leitch is on maternity leave*

Depute Heads:

Mrs Arlene McClure– Pastoral Care (P1-P3)

Mrs Lindsay McKinlay - Pastoral Care (P4-P7)

Principal Teachers

Mrs Gail Wilson (PEF)

Office Staff

Miss Laura Innes

Mrs Andrea Paterson

SFLW Staff

P1 – P3 : Miss McDowell, Miss Ewart, Miss O’Hara and Mrs Deevy

P4 – P7 : Mr McDermott, Mr Kelly, Mrs Young and Mrs Rennie

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.
We currently have 12 classes and a nurture class.

Proposed school holidays & in-service days session 2023/2024

September

- Friday 22nd September and Monday 25th September (September weekend holiday)

October

- Friday 13th October (In-Service Day)
- Monday 16th to Friday 20th October (October week)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday, 22 December 2023
- Monday 25th December 2023 – Friday 5th January 2024 (Christmas holidays)

January

- Schools return on Monday 8th January 2024

February Mid Term break

- Monday 12th February 2024
- Tuesday 13th February 2024
- Wednesday 14th February 2024 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday 28th March 2024
- Monday 1st April – Friday 12th April 2024 (Spring Break)
- Schools return on Monday 15th April 2024

May

- Thursday 2nd May 2024 (In-service day to coincide with UK Parliamentary elections but may be subject to change)
- Monday 6th May 2024 (May Holiday)
- Friday 24th May 2024 and Monday 27th May 2024 (May Weekend)

June

- Schools Close at 1.00 pm on Wednesday 26th June 2024

August

- Monday 12th August 2024 (Return date for Teachers (amended) & In-Service Day)



ALL SCHOOL TERM DATES CAN BE FOUND ONLINE:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Our Vision, Values and Aims

Our Vision

At Croftfoot Primary, we aim to create a safe and nurturing environment for all. A vibrant school where children are motivated, enthusiastic to learn and achieving their full potential. We will be creative, innovative and open to taking on new challenges. A place where everyone is respected and valued, with children and relationships at the heart of all we do.

Our Values and Aims

Our values underpin our day to day approaches to supporting children model expected behaviours. We have participated in a wide range of professional learning activities to ensure further develop our knowledge and understanding of ways in which we further build upon the concept of “All Behaviour is Communication”, as outlined in Glasgow City Council guidance.



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

National Parent Forum of Scotland 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, February 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 Head teacher 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.



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.

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 Equality and Inclusion at Croftfoot Primary

At Croftfoot Primary we fully embrace Scotland's values of integrity, wisdom, honesty and compassion and the United Nation's Convention on the Rights of the Child. We are committed to developing positive behaviour and promoting justice and equality for all.

At Croftfoot Primary, we have created a Citizenship framework which aims to provide children with opportunities to:

- Ask questions and develop critical thinking
- Explore local-global connections and our views, values and assumptions
- Explore the complexity of global issues and engaging with multiple perspectives
- Explore issues of social justice locally and globally
- Apply learning to real-world issues and contexts outcomes
- Take informed, reflective action and have their voices heard
- Develop informed, ethical views of complex issues
- Recognise the interdependence of people and nature

We hope this this will enable our children to develop as Global Citizens who:

- Appreciate Scotland's diverse culture and heritage and place in the world
- Are aware of the wider world and has a sense of their own role as a world citizen.
- Respect and values diversity.
- Understand how the world works.
- Is passionately committed to social justice and believes in making a difference
- Participates in the community at a range of levels, from the local to the global.
- Works with others to make the world a more equitable and sustainable place.
- Takes responsibility for their actions.
- Participates in democratic processes

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Important Information for Parents/Carers



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.

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Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

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

School Uniform

The school uniform is:

- White shirt/ light blue shirt
- School tie
- Light blue polo shirt
- Grey trousers
- Grey skirt



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase online:
<https://www.border-embroideries.co.uk/schools/croftfoot-primary-school.html>

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Glasgow 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

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School meals

All children in P1-5 are entitled to a free school meal. 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 be:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=42642&p=0>

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

Children who prefer to bring packed lunches can eat their lunch alongside their friends in the school dining hall.

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 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>



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> .

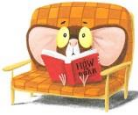
Mobile Phone Policy

We advise all parents to discourage pupils from bringing mobile phones and other electronic equipment to school on the grounds that they are valuable and may be damaged, lost or stolen. School staff can accept no responsibility for equipment which is lost, damaged or stolen in school.

- Where a pupil does bring a mobile phone or other electronic device to school, the device must remain switched off during the school day and may not be used, for any purpose, on school premises, grounds or activities (such as after school events or sports activities). Any mobile phone brought to school must be given to the class teacher in the morning where it will be kept locked within the classroom. It is the child's responsibility to ask for it at the end of the day.
- If a pupil is found by a member of staff to have a mobile phone or other electronic equipment in their possession during the school day, the device will be confiscated from the pupil and returned to the pupil at the end of the school day.
- If a pupil is found to be using a mobile phone or other electronic equipment for any purpose, the device will be confiscated from the pupil and returned only to the parent, guardian or carer at the end of the school day.

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· If photographs/ moving images have been taken on the camera device, this matter will be treated very seriously and could potentially require involvement with other agencies.



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. We are now using SeeSaw and Showbie to support with digital /remote learning.

Parent Council (known as Croftfoot Family Partnership)

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

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard. All children within the school also have the opportunity to join a wide range of committees which focus upon school improvement and local community priorities.



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.

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Croftfoot Family Partnership

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have the right to establish a Parent Council to represent them. At Croftfoot Primary we have established a Family Partnership Team who will adopt the role of a Parent Council.

The Family Partnership

Croftfoot Family Partnership is made up of parents, grandparents, carers and community partners. Membership of the Family Partnership allows parents/carers to have a say in the local arrangements of the school, to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents/carers.

Croftfoot Family Partnership is currently led by our chair Lynn Reilly and our Vice Chair, Amreen Akhtar, who were elected by members of the Parent Forum to lead our Family Partnership Team. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. Parents/carers can email our chair at croftfootfamilypartnership@gmail.com

A Parent Council could get involved in:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, education authority and HMIE
- Promoting contact between the school, parents/carers, children and the local community
- Fund raising
- Involvement in the appointment of senior school staff.

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. Every school's Parent Council will be different because it will be parents/carers in each school who make the key decisions.

Membership of the Parent Council (Family Partnership)

Generally, members of the Parent Council must be parents/carers of children who attend the school and the chairperson must have a child in the school. However, the Parent

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Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.



Comments & Complaints

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

Glasgow City Council complaints procedures are available:

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

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

Tel: 0141 287 0900

E-mail: customercare@glasgow.gov.uk or education.customercare@glasgow.gov.uk

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

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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

Add local information as required

Fuel Zone

https://twitter.com/FuelZoneGlasgow?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor