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Information about DALMARNOCK PRIMARY



Dalmarnock Primary School
111 Baltic Street
Glasgow G40 3BA

Telephone 0141 554 3558

Head Teacher: Miss Nancy Clunie
headteacher@dalmarnock-pri.glasgow.sch.uk

Twitter Account @DalmarnockPS

Stages taught P1 – P7

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised

Last updated September 2023

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Dalmarnock Primary

School Handbook 2023-24

Welcome to Dalmarnock Primary School

Dear Parent /Carer

We are happy to welcome you and your child to Dalmarnock Primary School. The next seven years are very important and we are looking forward to sharing them with you. We hope you will find Dalmarnock Primary School a warm and caring place where everyone can reach their full potential. This handbook has been written with you in mind. It aims to provide a rich source of information on every aspect of school life. Throughout this document there are links to websites and downloadable information. If you have difficulty accessing this information please contact me and I will be happy to help.

At Dalmarnock Primary we wish to promote in children a positive attitude to work, self, others and the environment. We will provide a high-quality service and wish to work in close partnership with you in preparing your child to be a successful learner, confident individual, responsible citizen and effective contributor.

The teaching and support staff are incredibly hardworking and talented professionals. We put children first and greatly value our relationships with them. It is vital that children are happy, safe and achieving their potential.

Please do not hesitate to contact me if you wish to discuss any matters which may be of concern or interest to you.

I am incredibly proud of our school and hope that you and your child will be too.

Kindest regards

Nancy Clunie, Head Teacher

Contact Details:

111 Baltic Street

Glasgow

G40 3BA

Phone: 0141 554 3558

Email: headteacher@dalmarnock-pri.glasgow.sch.

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School Ethos

Vision & Values

In Dalmarnock 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.

Our Vision



Attain



Achieve



Aspire!

Values:

Kindness
Respect

Honesty
Responsibility

Our Aims

We aim to:

- Provide the highest quality of learning and teaching to ensure our children achieve their full potential and become motivated, ambitious, successful and confident learners and their attainments and achievements are valued and celebrated.
- Ensure a positive, inclusive ethos which fosters a commitment to continuous development and partnership among parents/carers, pupils and staff.
- Promote an ethos of respect for all and provide equal opportunities to meet the needs of everyone in the school community.
- Work together to develop values and citizenship, to enable pupils to have respect for self and others and to interact appropriately as responsible citizens.
- Equip children with the skills to become successful learners, confident individuals, responsible citizens and effective contributors

Children's Rights

As a school we embrace the principle that young people have rights as laid out in the Children's Charter for Young People in Glasgow's Educational Establishments.

Children's Voice

We believe it is important that children are fully involved in decisions in the school. We have several groups and committees that allow children to have their say. These include, Young STEM Leaders, Eco Committee and Rights Respecting Group.

School Ethos: 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 Dalmarnock Primary School is to build a positive ethos that demonstrates care and respect for all. Positive

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behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This work is celebrated through treats such as tea with Deputes, awards at assemblies and certificates being sent home to parents.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, we use restorative conversations to help children realise the impact of their actions. Parents are asked to cooperate with the school in encouraging a sense of responsibility and good behaviour in their learning.

School Information

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 335

School staff

Currently we have 17 full time teachers and five who work 3 days.

The leadership team is as follows:

Head Teacher:	Ms Nancy Clunie
Depute	Miss Roisin McNulty (Wed, Thur, Fri) Mr Charles Neil
	Mrs Faith Sinclair
Principal Teacher	Mrs Louise McGinley

We are supported by 8 Support for Learning workers, 2 Child Development Officers and 2 clerical workers.

Classes this year:

class	P1	P1	P1/2	P2	P2/3	P3	P3/4	P4/5	P5	P5/6	P6	P7	P7
roll	23	22	23	30	25	30	24	25	31	24	30	24	24

Total Roll, Sept 2023 335

Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2 and 3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage. Composite classes are sometimes necessary when the number of children at each stage means 3 classes need to be created from two year groups. Composite classes are created around [working groups](#). Children are taught at their own level.

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School Day

School begins 09.00

We operate a soft start every morning. Children make their way to classrooms from 8.45. This allows everyone to be ready for learning at 9.00

Lunch break 12.00 – 12.45

12.20 – 13.05

Afternoon **Dismissal** 15.00

The whole school has a break from 10.30-10.45

We have a breakfast club in our cafeteria which offers breakfast to all pupils between the times of 08.00 – 08.45. This costs £2 each day for the first child in the family and £1 for others. If your child receives free school meals then breakfast is also free.

School Uniform

The school uniform is:

- White shirt
- School tie
- Grey/black trousers
- Grey/black skirt

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from our suppliers Schoolwear Made Easy at www.schoolwearmadeeasy.com

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

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Clothing & Footwear Grants / Free Meals

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 thresholds using the link below) will normally be entitled to monetary grants for footwear and clothing for their children. Information can be obtained from the school and at

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

School meals

Lunch is served in our fuel zone and offers children a variety of cooked meals and snacks. Special diets for children with medical requirements can be provided.

Please note that all children in P1-5 are entitled to a free meal. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly.

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

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

Children have access to water coolers in school. We ask all children to bring a water bottle to use both at lunch time and in class. Please note that fizzy drinks are not allowed in school.

Transport

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. Parents/Carers who consider they are eligible can apply online at

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

Pupil Absence

Within Dalmarnock Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to inform either the school direct or the absence reporting line on 0141 287 0039 if their child is going to be absent. This should be done as early as possible 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. Parents may also report absence online using the form on the Glasgow City Council Website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832> .

The school uses daily text messaging to inform parents of their child's absence if no contact is made.

All unexplained absence is investigated by the school and appropriate action taken.

If your child has an unavoidable appointment during the school day please bring a copy of the appointment letter to the school office and we will arrange for you to collect them.

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School Term Dates 2023-24

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024> A printed version will be sent home in our first newsletter.

Enrolment and Transition to Secondary School

New Entrants

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 should contact the school office if they would like to see round. They will be made most welcome. Registration is now done online at

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child at their local school as a first step. Further information is available using the information on <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Transfer to Secondary School

Children normally transfer between the ages of 11 ½ and 12 1/2 so that they 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. The associated secondary school for Dalmarnock Primary is Eastbank Academy. Pupils work on a variety of projects throughout P7 to help them get to know staff at Eastbank Academy and also the year group of pupils with whom they will transfer. Pupils who need additional support can join the enhanced transition programme.

The contact details for Eastbank Academy are :

Eastbank Academy

26 Academy Street

Shettleston

Glasgow

Phone: 0141 582 0080

Email: headteacher@eastbank-sec.glasgow.sch.uk

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings. Our Parent Council is small in number and is always looking for new members. The minutes of meetings are available, on request, from the school office.

Communication with Parents

At Dalmarnock 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.

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school. Newsletters are numbered and are given to the youngest child in the family. If you miss one, copies can be obtained from the office. They will also be posted on SeeSaw

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

Social Media – Our Twitter account will contain a great deal of information about the school. It is a good idea to check this regularly. Our Twitter account is @DalmarnockPS.

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Text messaging – You may also receive text reminders about events/school closures etc. We use text messaging to alert parents if their child is not in school when the register is taken too.

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.

SeeSaw – all children have a SeeSaw account that we use to share learning and school events with parents and carers.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnerships with parents. Please check your child's bag and SeeSaw account for communication about home learning and specific tasks. This is an aspect of our work we will review this session.

The Curriculum

Curriculum for Excellence

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3-18 year olds. It aims help prepare children with the knowledge and skills they will need in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools to share best practice and explore learning together.

As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as Broad General Education (BGE)

Through the experiences we provide at Dalmarnock Primary we want our children to become *successful learners, confident individuals, responsible citizens and effective contributors*. We are committed to providing a broad general education and focus on eight curriculum areas:

Languages (Literacy and Modern Languages)	Mathematics	Health and Wellbeing	Technologies
Religious and Moral	Expressive Arts	Sciences	Social Subjects

Many of the subjects are covered as topics so that children can see the links between the subjects. Many lessons take place in the playground as outdoors is a useful resource for learning.

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

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Religious and Moral Education

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

Extra Curricular Activities

We have a wide range of activities that run at lunchtimes and after school to extend the learning experience. 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.

Assessment and 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' meetings in November and March. Parents' Night appointments last about 10 minutes. Should you wish to address a matter that is likely to require a longer discussion please do not hesitate to contact the Head Teacher who will make every effort to arrange additional time. If you require an interpreter the school can also make arrangements for one to be present.

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. You can make an appointment to meet a class teacher, the depute head and the Head Teacher at any point throughout the year.

Support For Pupils

Additional Support Needs

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 and support for their child's needs.

Any parent or carer seeking further advice regarding this policy should contact the Head Teacher in the first instance.

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Further information relating to Additional Support Needs is also available on the Glasgow City Council website:

At <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on Glasgow City Council's Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Support for Pupils at Dalmarnock Primary School

Mr Neil and Mrs Sinclair have responsibility for Additional Support Needs and Additional Support for Learning. **Mrs Sinclair** also has responsibility for the management of our nurture room. **Miss McNulty** oversees dyslexia identification and support from Glasgow Dyslexic Support Service (GDSS).

Support for Pupils – Child Protection

All educational establishments must take positive steps to help children protect themselves by ensuring that programme 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 we offer.

Schools 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 with all other agencies to make sure that professionals collaborate effectively in protecting children.

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

There are several documents which take a close look at our school's achievements, standards and plans for improvement. The key documents are:

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- HMle Report. *We were inspected in May/June 2023 and were graded 'very good' for Teaching and Learning and Raising Attainment. The full report is available from school and on Education Scotland website*
- The Standards and Quality Report. *This report highlights the achievements and academic standards within the school over the last academic session. This is issued annually.*
- The School Improvement Plan. *This document spells out our plans for improvement and development work over the next year.*

Should you wish to find out more you can access these documents paper copies are available from the school office

School Policies and Practical Information

Medical and First Aid

The school nurse visits the school at various times during the year for routine health checks, vaccinations and medical examinations.

Dental inspections are also carried out annually and treatment, where necessary, is communicated.

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 from the school office.

Our own first aider is always on hand for minor ailments and first aid.

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.

Promoting Positive Behaviour

Children's Rights as outlined in UNCRC 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. The highest standards of behaviour are expected of pupils at all times. Where this is not the case we use Restorative Approaches to allow children the space to express their feelings. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

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, Twitter and the local media etc.

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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).

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, all 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/asp?articleid=22069>

Comments & Complaints

In Dalmarnock 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 and Business Services
Glasgow City Council
City Chambers
Glasgow G1 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

Although this information is correct at time of printing, there could be changes affecting any of the matters within the document: before the commencement or

- during the course of the school year in question
- in relation to subsequent school years

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

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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 - 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