



Haghill Park Primary School and Nursery Class Handbook 2024~2025

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Glasgow
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Opportunities for Personal Achievement

Haghill Park Primary School & Nursery Class
Curriculum Rationale

At Haghill Park Primary School & Nursery Class we are Child CENTRED...

Ethos and Life of the School as a Community

Interdisciplinary Learning

Curriculum Areas and Subjects

Successful Learning, Confident Individuals, Responsible Citizens, Effective Contributors

Caring, Equitable, Nurturing, Team Players, Respectful, Empowering, Diverse

Alder, Aspen, Oak, Willow



Dear families,

A VERY WARM WELCOME TO HAGHILL PARK PRIMARY SCHOOL AND NURSERY CLASS

The information in this handbook will give you an idea of the work we do in school. If you have any queries/concerns, please do not hesitate to contact me. We always do our best to sort out any problems as quickly as we can.

Here at Haghill Park Primary School and Nursery, we all try to ensure that children enjoy their years with us. Visitors to the school have always commented on the friendly, welcoming atmosphere. We do our best to make sure that the children are given every opportunity to gain experience in confidence and to develop a variety of skills that will form the basis from which they can grow to take their place in society.

For this to be successful the most important thing we can do is to work together. Home and school having close links ensures all children get the best possible start to their schooling. There will be lots of opportunities for you to get involved in school, this may be assisting on trips, attending workshops and/or fundraising events. We welcome any help that is available.

We are looking forward to welcoming you and your child and hope they have many happy, enjoyable years with us.

Yours sincerely

Mrs Paula Grant

Headteacher



Haghill Park Primary School & Nursery Class



Our Vision

Haghill Park Primary School & Nursery Class encourages **ALL** to strive for excellence in a safe, nurturing and inclusive environment that builds a foundation for lifelong learning.



Our Values

We take a creative approach to ensure we are **child CENTRED**.



Haghill Park Primary School & Nursery Class



AIMS

To provide high quality learning and teaching that challenges and supports children to become motivated, independent and successful.

Learning & Teaching

To provide a welcoming and inclusive environment where children are happy and safe.

Ethos

To promote and support the wellbeing of **ALL**.

Community

To celebrate success, promote a 'can do' attitude and inspire each other to achieve their best.

Achievement



School Staff 2024- 2025

Head Teacher	Mrs Paula Grant
Depute Head Teacher	Miss Stephanie Hughes
Principal Teachers	Miss Jennifer Freeland Ms Kari Cessford Mrs Gillian Digweed Miss Sasha Thomson

The teaching staff

Primary 1	Mrs Amy Thomson
Primary 2	Mrs Hannah Elgaseai
Primary 3/2	Mrs Aoife Murphy
Primary 3/4	Miss Elaine McPherson
Primary 4/5	Miss Jennifer Freeland/Miss Kari Cessford
Primary 5	Miss Melissa Love
Primary 6	Miss Nicole McCulloch
Primary 7	Miss Tsveti Peneva
NCCT	Ms Andi Knight

Nursery Class

Team Leader	Mrs Jacqueline Campbell
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Child Development Officers	Miss Johanna Scott Mrs Helen McNulty Mrs Carol Ann Dingwall Miss Lynn McKenzie
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Non-teaching staff

Pupil Support Assistants	Mrs Pamela Mackie Mrs Patricia McIntyre Ms Sharon Robertson Mrs Irene Mincher Mr Jonjoe Devine Mrs Lynsay Morrison
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Clerical staff	Miss Amy Keenan Mrs Caroline Gibson
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Janitor	Mr Robert Murray
Cleaning staff	Mrs Anne McKechnie Mrs Isobel Watson

Catering Staff	Ms Sharon Naismith Mrs Leanne Youngs Mrs Janet Miss Sam McKay
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Background Information

Haghill Park Primary School and Nursery Class is a non-denominational school for children from P1 – P7. The planning capacity is 264 and our present role is 178. We currently have 8 classes which includes 3 composite classes.

Our Nursery class caters for children aged 3-5 and is staffed by 1 Team Leader and 4 CDOs. We have capacity for 30 children.

We are part of Whitehill Learning Community.

We currently do not have a parent council, but we do have a group of parents who assist us with fundraising and other events within the school.

Enrolment

Registration of Primary 1 children take 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.

Families living out with 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 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

Soft start – 8.50am for school pupils

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



School Holidays 2024- 2025

August

- Monday, 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday, 13 August 2024 (In-Service Day)
- Wednesday, 14 August 2024 (Return date for Pupils)

September

- Friday, 27 September and Monday, 30 September 2024 (September weekend holiday)

October

- Friday, 11 October 2024 (In-Service Day)
- Monday, 14 to Friday, 18 October 2024 (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday, 20 December 2024
- Monday, 23 December 2024 - Friday, 3 January 2025 (Christmas holidays)

January

- Schools return on Monday, 6 January 2025

February mid term break

- Monday, 17 February 2025
- Tuesday, 18 February 2025
- Wednesday, 19 February 2025 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday, 4 April 2025
- Monday, 7 April - Monday, 21 April 2025 (Spring Break)
- Schools return on Tuesday, 22 April 2025

May

- Monday, 5 May 2025 (May Holiday)
- Thursday, 22 May 2025 (In-service day)
- Friday, 23 May 2025 and Monday, 26 May 2025 (May Weekend)

June

- Schools Close at 1.00 pm on Wednesday, 25 June 2025



Pupil Absence

Within Haghill Park Primary School, good attendance is always encouraged. 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/ carers of absence if no contact is made. All unexplained absence is 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.

Medical and 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 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.

School Uniform

The school uniform is

- White shirt or polo shirt
- School tie
- Black/grey trousers or skirt/pinafore
- Tartan skirt/pinafore
- Blue school sweatshirt (V-neck or round neck)

All items of uniform can be purchased online at the link below –

<https://aspireacademyglasgow.com/blog/school/haghill-primary/>

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Haghill Park Primary 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 lessons.

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

Pupils are welcome to wear P.E kits to school. It is preferred that these are of school colours. Labelled joggers/legging along with bright colour should be avoided.

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

<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 should obtain an application form from the school or at

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

School meals

Our school provides a 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.

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

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



Transition

Our nursery class – P1 transition programme runs each year and is an opportunity each week for children to visit P1 and work with some of the children and the teacher. This is irrespective of the school they will attend as we feel it is a valuable learning experience for all pre-school children. They take part in learning sessions with the assistance of their P1 counterparts. Nursery staff work alongside the P1 teachers in the planning, organisation and delivery of the programme. All parents are invited in to observe this programme in action at some point during the session.

A nursery open day is held in November each year for pre-school parents which provides a series of workshops allowing parents to find out more about preparing their child for school and about opportunities to extend the learning experiences at home.

We have a similar transition programme from P7 to S1. Children are involved in a variety of visits including opportunities to go to Whitehill and take part in various subject lessons which are jointly planned by primary and secondary colleagues. This process is repeated in 2 terms each year and in the other two terms there are opportunities for children to work together in other ways through PE activities etc.

We also operate an enhanced transition group which identifies children who may have difficulty settling in the new school environment. This group offers more opportunities to be involved with school and perhaps visit more frequently to become more familiar and build up stronger relationships with key members of staff.

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 usually transfer to:

Whitehill Secondary School

280 Onslow Dr,
Glasgow G31 2QF

Phone: 0141 582 0290

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

www.glasgow-sec.glasgow.sch.uk

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

Communication with Parents

At Haghill Park 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 into 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.

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

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

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

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. 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.



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

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 gather information about children attending school (and 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 1998 (number Z4871657) and 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 more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy

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.

Comments & Complaints

In Haghill Park 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

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 Haghill Park 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 for some
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

www.curriculumforexcellencescotland.gov.uk

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

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 February. An interim report is sent out in November and 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 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>