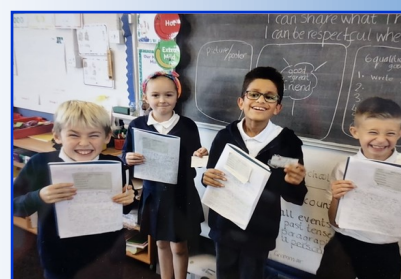




# School Handbook

Mossspark Primary School

Last updated on October 2023



Headteacher: Catriona McBride

20 Mossspark Square

Mossspark

Glasgow

G52 1LZ

0141 882 3602

[blogs.glowscotland.org.uk/gc/mosssparkprimary](https://blogs.glowscotland.org.uk/gc/mosssparkprimary)



**WORKING TOGETHER TO BE THE BEST WE CAN BE**



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# Moss Park Primary School Handbook

## WELCOME!

Dear Parents and Carers,

We are happy to welcome you and your child to our school. The next seven years are very important and we are looking forward to sharing this special time in your child's life with you. We hope you will find Moss Park Primary School a very welcoming and caring place where everyone can reach their full potential.

At Moss Park Primary School we wish to promote in children a positive attitude to learning, self, others and the environment. We aim to provide a high quality service and wish to work in close partnership with you in preparing your child to be a successful learner, responsible citizen, confident individual and effective contributor. Many activities are organised throughout the school year, giving you an opportunity to meet and work with the staff of the school. We look forward to seeing you at these events throughout the session.

The teaching and support staff are incredibly hardworking professionals. We always put children first and greatly value our relationship with them. It is vital that children attending Moss Park Primary School are happy, safe and achieving their full potential. Please feel free to make an appointment to speak with me if you have any worries or concerns about your child's progress or welfare. I will be happy to help at any point in the school year and can be contacted through the main school office or by e-mail.

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

Kindest regards,

Catriona McBride

Head Teacher



### *Our Vision, Values and Aims*

*Our vision for Moss Park Primary is to be a school community who is committed to:*

#### *Working together to be the best we can be*

Moss Park Primary is a place where all children, regardless of race, gender, age or personal circumstances are supported, nurtured and encouraged to learn and develop in an environment that is welcoming and safe. Pupils and staff are treated sensitively and fairly and encouraged to reach their full potential through an ethos of mutual respect. Pupils are encouraged to be healthy and active through a planned programme of curricular and extra-curricular activities.

*Our Magnificent 7 shared values : Confidence Honesty Inclusiveness Responsibility Caring Endeavour Politeness*

#### *We aim to:*

Promote a sense of wellbeing and respect.

Engage children in the highest quality learning experiences.

Develop a culture of ambition and achievement.

Encourage children to take responsibility for their learning and behaviour.

Provide an interactive partnership involving school, home, outside agencies and the community.

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# Mossspark Primary School Handbook

## School Information

Name: Mossspark Primary School  
 Address: 20 Mossspark Square  
 Mossspark  
 Glasgow  
 G52 1LZ  
 Tel: 0141 882 3602  
 Email: [headteacher@mossspark-pri.glasgow.sch.uk](mailto:headteacher@mossspark-pri.glasgow.sch.uk)  
[www.glasgow-pri.glasgow.sch.uk](http://www.glasgow-pri.glasgow.sch.uk)

<i>Present Classes</i>	P1	P2	P2/1	P3	P3/2	P4	P5	P5/4	P6/5	P7	P7/6
<i>Role</i>	22	30	21	28	23	28	31	22	24	33	25

Total Role: 287

Capacity: 450

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

Stages covered: P1-7 (age 3-5 in our Nursery Class)

The school is non-denominational and co-educational. We are part of the Bellahouston Learning Community.

## 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.

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## Mossspark Primary School Handbook

### *Teaching Staff*

Head Teacher:	Mrs Catriona McBride	
Depute Head Teacher:	Mrs Louise Weir	
Principal Teachers:	Mrs Farasha Bashir	
	Miss Nicola Neill (Acting)	
Class Teachers	Miss Neill/Mrs Flanagan	P7
	Mr Broadfoot	P7/6
	Mrs Kerrigan/Mrs Amner	P6/5
	Miss Clark	P5
	Miss O'Hare	P5/4
	Mrs Corrigan	P4
	Mrs Mulhare/Miss Golder	P3/2
	Miss Millrine	P3
	Miss Anderson	P2
	Mrs Bashir /Mrs Gourlay	P2/1
	Mrs Dickson	P1
Support Staff	Mrs McHarg	
	Mrs Beattie	
	Mrs Rose	
	Mrs Halligan	
	Miss Campbell	
	Mrs Ahmad	
	Miss McKinlay (Family Support PEF Funded)	
	Miss Madden	
Clerical Staff	Mrs Masson	
	Mrs Burke (school and nursery)	
Janitorial Staff	Mr Bain	

This is the list for session 2023-2024 and may vary from session to session

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## Mossspark Primary School Handbook

### *Nursery Class Staff:*

<i>Team Leader</i>	Miss Mullin
<i>Child Development Office</i>	Ms MacColl, Ms Grattan, Miss Gracie, Ms Shannon, Mrs Connor, Mrs Forbes
Nursery SFLW	Ms Qadri

(more information on our nursery class can be found in our Nursery Handbook)

### *School Information: School Hours*

Primary P1-P7 (We have a free flow entry from 8.55am until 9am each morning)

Morning	Starting time:	9.00am
	Interval:	10.30am to 10.45am
	Lunch break:	12.15pm to 1.00pm
Afternoon	Starting time:	1.00pm
	Dismissal:	3.00pm

### *Breakfast Club*

We have a breakfast club in our Dining Room which offers breakfast to all pupils between the times of 8.00am-8.50am. The cost is £2.00 per day for your oldest child and £1.00 per day for any subsequent child. (free to those in receipt of free school meals)

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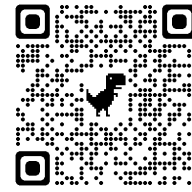
# Mossspark Primary School Handbook



## *School Term dates/Holidays*

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

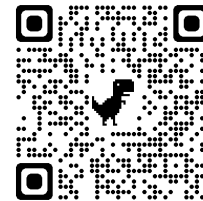


or *QR code for Myglasgow App*

## *Pupil Absence - If you child is absent, late or has an appointment*

Within Mossspark Primary School good attendance is encouraged at all times and children are rewarded accordingly. Parents/Carers are asked to advise if their child is going to be absent. This should be done as early as possible on the first day of absence. If your 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 and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken.

Please save time, go online to the schools Groupcall Xpressions App ~



or [www.glasgow.gov.uk](http://www.glasgow.gov.uk) or schools on the myglasgow app all available 24 hrs a day.

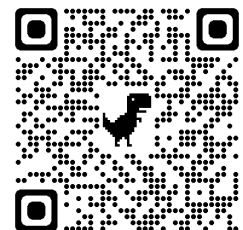
<https://www.glasgow.gov.uk/index.aspx?articleid=18832> if you choose to telephone, all calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. A letter should be provided to the school when your child returns from their absence.

If your child has an unavoidable appointment, please send a message on Groupcall Xpressions, show the appointment letter to the school office and then collect them from the school office at the specified time.

If your child arrives after 9.00am their parent/carer must accompany them to the main door. You will be greeted by a member of staff who will ask you to sign the Late Book. If you are late collecting your child you will be asked to sign our Late Book when you arrive to collect your child.

## *Medical and Healthcare*

The school nurse visits the school at various times during the year. Parents are kept informed by letter. If your 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 and update all emergency contact details via parent portal. Please follow this link <https://www.glasgow.gov.uk/27638> or click on QR Code .



Parents should inform the school of any medical requirements relating to their child. If your child requires medication during the school day, parents must follow GCC guidelines and complete the appropriate medical forms. These are available on request from the school office. All medication must be provided in original packaging from pharmacy with a prescription label on with child's name on it.

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# Mossspark Primary School Handbook



## 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, 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 groupcall xpressions, emails, Seesaw, twitter and the local media etc.

## School Uniform

The school uniform is:

- White shirt, white polo shirt
- School tie
- Navy trousers, navy skirt/pinafore or navy/white tartan
- Navy jumper, cardigan, sweatshirt
- Navy/white summer dress

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase direct from our suppliers or a small stock is held at the school and can be purchased via parentpay. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Mossspark Primary School will adhere to this dress code.

<https://schoolwewearmadeeasy.com/collections/mossspark-primary>

<https://myclothing.com/mossspark-primary-school-nursery-class/8803.school>

[www.schoolwearsotland.com](http://www.schoolwearsotland.com)

We usually always have lots of pre-loved school wear available. If this is something you would benefit from please pop into the school office.



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## Mossspark Primary School Handbook

### *P.E. 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 and 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 Meals*

Our school provides a lunch service which offers a variety of meals and snacks, this should be chosen by parent/carer via parentpay <https://www.parentpay.com/> before 8am on day the meal is required. Can also be selected up to 4 weeks in advance Medical diets for children can be provided. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf). Please inform Mrs McBride.

Children who prefer to bring packed lunch from home, please select this option via ParentPay <https://www.parentpay.com/> to give class teachers this knowledge. Pupils can use our dining hall or if the weather is suitable, can eat outside at our picnic benches.

All children in P1-P5 are entitled to a free school meal via Scottish Government initiative.

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

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 breakfast and midday meal. Information and application forms for free school meals may be obtained at:

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

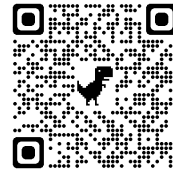
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# Mossspark Primary School Handbook

## *Transport*

Scottish Government now provide all children over 5 years old with an NEC card for free transport and can be applied for via parent portal. <https://parentsportal.scot/home/>



## *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 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 Mossspark Primary School but must enrol their child online as a first step at their local school.

Further information is available using the following

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

### *Catchment or Placing Request?*

If you are unsure which school is your catchment school please visit Glasgow Online.

[www.glasgow.gov.uk/index.aspx?q=find+my+local+school&articleid=17096](http://www.glasgow.gov.uk/index.aspx?q=find+my+local+school&articleid=17096)

If you input your postcode this will identify your catchment schools. You have the right to make a placing request for your child to attend the school of your choosing. Information on how to go about this can be found at [www.glasgow.gov.uk/goingto school](http://www.glasgow.gov.uk/goingto+school)

### *Transfer 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 October of P7. Mossspark has a split catchment area. The associated secondary school for most of our pupils is Bellahouston Academy. For some of our pupils the associated secondary school is Rosshall Academy. Pupils work on a variety of projects throughout their P6 and P7 years to help them get ready for the transfer to secondary. Visits are also planned to the associated secondary schools in June. Pupils who have additional support needs will join the enhanced transition programme. Please contact the Head Teacher for further information.

The contact details for Bellahouston Academy are:

Barry Mochan  
Head Teacher  
Bellahouston Academy  
30 Gower Street, G41 5QE

[www.bellahoustonacademy.glasgow.sch.uk](http://www.bellahoustonacademy.glasgow.sch.uk)

The contact details for Rosshall Academy are:

Pauline Swan  
Head Teacher  
Rosshall Academy  
131 Crookston Road, G52 3PD

[www.rosshallacademy.glasgow.sch.uk](http://www.rosshallacademy.glasgow.sch.uk)



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# Mossspark Primary School Handbook



## *Communication*

At Mossspark Primary we are committed to working in partnership with parents and carers and look at different ways to fully involve you in your child's education. We use a variety of ways to keep in touch.

### *Open Door Policy*

The Leadership Team are available to all parents and carers at any time providing they are not teaching or in another meeting. Please either come into the school office or phone for an appointment.

### *Newsletters*

Newsletters are put on our X (formally Twitter), seesaw and also sent through Groupcall Xpressions to keep parents/carers informed about the work of the school.

### *Termly Curricular Information*

At the start of each term you will receive a letter about the learning your child will be undertaking in the coming term. This letter has information about CORE curricular areas, family learning, key dates for your diary and also celebrates any achievements of children in the class. These letters are sent out via schoolbag post and also are on your child's class Seesaw page.

### *Learning Journeys*

Learning journeys will come home via Seesaw on a Thursday. The journey will contain information on your child's progress with learning targets for the week and their behaviour. We encourage you to discuss this with your child adding in your comments.



### *Groupcall Xpressions/Emails*

We use the school Groupcall Xpressions App service to report an absence, send reminders about events, school closures, holidays etc. Please keep your email and telephone numbers up to date via your parent portal.

### *School Blog*

Our school blog contains a great deal of information about the school and nursery class. It is a good idea to check it regularly.

### *X (formally Twitter ) and Seesaw*

Our school X page is updated daily and is a good way of finding out about what your child is learning and other key information. Our X is protected. If you wish to follow us, please email Mrs McBride with your details. We also use Seesaw to share Class learning and home learning. When your child starts in Mossspark class teacher will be give you a QR code and joining instructions and information for Seesaw.

### *Meet The Teacher*

This popular event is held after school at the start of Term 1. You are introduced to your child's class teacher at this event, find out about learning and how you can help your child at home.

### *Information Evenings and Training Events*

Throughout the year we hold training events and information evenings. We decide which events are most useful to parents and carers by looking at the feedback you provide and the priorities on our School Improvement Plan.

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## Mossspark Primary School Handbook

### *Pupil Progress Meetings and Reports*

There are several opportunities during the school year when you may speak to your child's teacher at length:

November Parents/Carers Meetings by appointment

May Parents/Carers Meetings by appointment

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

This will be by appointment through Groupcall Xpressions.



In October you will receive an Interim Report outlining how your child is progressing with their learning. In March you will receive an Annual Written Report detailing your child's progress in all areas of the curriculum. The report will also outline next steps for learning and will be the focus for discussion at the Parents/Carers meeting in June..

### *Your views matter to us*

It is our aim for school staff, children, parents and carers to work together to create the best learning environment possible. Everyone's opinion is valued and we are committed to the on going improvement of our school.

Throughout the year we will seek your views on the work of our school. We gather your views because it is important to us that we ensure our school provides the highest quality service to you and your children. Results and changes in policy will always be communicated through Seesaw and newsletters. These are discussed at Staff and Parent Council Meetings prior to publication.

You can arrange to meet with a member of the Leadership Team at any point throughout the year. We are always keen to hear your comments and feedback.

### *Emergency Contact Information*

At the start of each school session, parents will be invited to complete the annual data/emergency contact check via your parent portal. Please ensure that this is completed . It is also important that you keep this up to date if there are changes to your emails and telephone numbers 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>.

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# Mossspark Primary School Handbook

## *The Curriculum: Curriculum for Excellence*

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 Mossspark 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

### *Mathematics and Numeracy:*

Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. We follow national and authority guidance in mathematics and problem solving.

From P1-P7 we take an active approach to learning in maths using a variety of resources. Skills are developed, practised and consolidated with opportunities for pupils to apply their skills in real life contexts and across the curriculum.



### *Languages*

#### *Reading:*

Reading is a critical tool for lifelong learning and our main aims are to encourage and teach children to read fluently with expression and understanding and to develop a love for books. Daily personal reading sessions are timetabled. Reading skills taught are also assessed in other areas of the curriculum.

#### *Phonics and Spelling*

The earliest stages of reading focus on learning the letter names and sounds. We use the Jolly Phonics scheme to support children with this learning. By the end of P3 we would expect pupils to be able to read, write and spell properly the first 100 most common words in the English language. An active spelling programme continues throughout the upper stages of the school.

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# Mossspark Primary School Handbook

## Writing

Writing skills include handwriting and creative writing. In handwriting we use the Gourdie scheme. In creative writing there are two areas: fiction and non-fiction. Here are some types of writing in each area:

Non-Fiction	Fiction
Persuasive	Imaginative
Report	Poetry
Procedural	Play scripts
Explanation	
Discursive	



We use Roots Through Writing to assess and develop writing skills.

## Talking and Listening

We encourage children to express themselves confidently in the spoken word by creating opportunities in drama, discussion, story-telling, games, poetry, speech making and listening skills.



## Modern Languages in Primary School

Knowing other languages and understanding other cultures is a 21st century skill set for children as they prepare to live and work in a global society. In Mossspark Primary we teach French from P1-P7. We work closely with the Modern Languages Department in Bellahouston Academy to ensure continuity and progression. Children in P5-7 are taught a block of Spanish for 6-8 weeks as part of the 1+2 languages.

## 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.

Within a Curriculum for Excellence there is a greater emphasis placed on health and wellbeing, recognising the need for children to develop positive, informed attitudes to taking care of themselves. It includes children being active, eating healthily, emotionally resilient and able to make informed choices. As part of this we don't allow children to bring fizzy drinks into school and encourage pupils to bring healthy snacks. We encourage our pupils to be as active as possible at play time. Each class also has a minimum of two hours of P.E. per week. Each class also participates in the Daily Mile.



We utilise the Relationships, Sexual Health and Parenthood (RSHP) programme. Information about this is given to parents/carers at P1 Induction Days in May and well in advance of lessons being taught. The materials utilised are available for parents/carers to view in the school. Any parent/carer who wishes to discuss this programme should contact *Farasha Bashir PT*, who is our Health and Wellbeing Coordinator .

**WORKING TOGETHER TO BE THE BEST WE CAN BE**



# Mossspark Primary School Handbook

## *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. This area of the curriculum involves the children learning about the world in which they live. Within Social Studies children learn about and acquire skills under the following headings: People, past events and societies, People in society, economy and business, People place and the environment.

We provide our pupils with a wide variety of activities to teach the various skills. While children are engaged in their topics, visits are paid to places to enhance experiential learning such as libraries, the local health centre, churches, mosques, police station, fire station, local parks, museums, Science Centre and theatres.

Enterprise Education is a strong feature of the school. This involves the children in taking responsibility for fundraising, organising an event or providing a service. This ensures that children learn important skills for life and truly understand the value of working with others.

Developing the Young Workforce (DYW)-We are committed to better preparing our children for the world of work. Through day to day learning, children will be given opportunities to develop crucial skills and will be encouraged to understand the importance of these skills to jobs and careers.



## *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. Through the study of science, children will experience the opportunity to investigate their environment by observing, exploring, investigating and recording. They will be helped to recognise the impact science makes on their lives, on lives of others, on the environment and on culture. The science outcomes are in seven areas, although there will be inter connections between them. Skills, knowledge and understanding will be developed progressively through all of these areas.



## *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. Children will learn to express themselves in different ways and be creative. In addition, they will develop an appreciation of aesthetic and cultural values, identities and ideas through Art and Design, Dance, Drama and Music.



## *Technologies and Digital Learning*

The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. Our Digital learning programme of study develops discrete skills in coding, emailing, word processing, graphics and information handling from P1-P7. This is delivered in the school's ICT suite and in class through use of iPads. All Primary 6 and 7 children are given use of an iPad by Glasgow City Council. We were awarded The Digital Schools award in May 2018 for our work in developing Digital Learning across the curriculum.



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## Moss Park Primary School Handbook

### *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.

At Moss Park Primary we wish to develop in the children; a knowledge and understanding of Christianity and other major world religions, to recognise religion as an important expression of human experience, an appreciation of moral values such as honesty, liberty, justice fairness and concern for others, life skills to enable our children to participate effectively and safely in society.

We also seek to develop certain positive attitudes in the children, e.g. loving and caring for all living creatures, tolerance, respect, consideration etc.

### *Religious Observance*

Our school is fortunate to have a close link with Moss Park and Sherbrooke Church and Glasgow Harvest Church. They assist 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.



### *Play Pedagogy*

We have adopted a Play Pedagogy approach to our curriculum in Primary 1. Play pedagogy is a way of integrating children's play experiences with curricular learning, giving children the flexibility to find their own solutions to both new and existing problems. It engages the children in meaningful activities, learning about themselves and others and encourages autonomy and motivation to learn.



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](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

### *Extra Curricular Activities*

Our staff are also committed to providing activities or clubs which take place after the school day. These clubs run throughout the year and cover a wide range of interests.

Good links with community organisations and our Active Schools Co-ordinator, James Hemmingsley, are vital for the success of these programmes. When clubs are available we will contact you through the schoolbag post, Xpressions and Seesaw.

Each year the Primary 7 group go on a residential Trip. This is an extremely popular trip which enables pupils to build their confidence and skills in a number of outdoor activities. It is also a wonderful opportunity to further develop relationships with staff.

Throughout the year children have a number of educational trips and visits to complement their studies in class. Visits are planned in advance and we always take particular care when risk assessing venues. Management Circular 48 provides clear guidance to managers about taking children on trips out with the school. Should you have any concerns about a trip please do not hesitate to contact the school.

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## Mossspark Primary School Handbook

### *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 Profiles are kept by the class teacher and form the basis of discussion at Parents' Evenings in December and June. An interim report is sent home in October and an annual report is sent home in March.

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.

### *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 Mrs McBride 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>

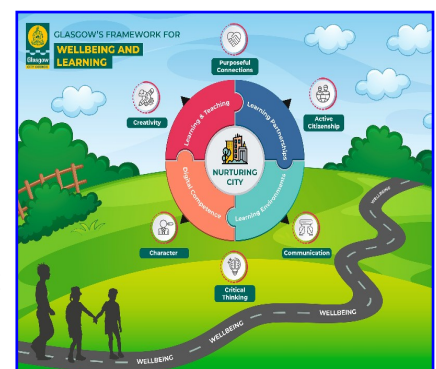
Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at: <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

### *Nurturing City*

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. At Mossspark Primary we ensure children and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our establishment.

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.

Mossspark Primary contributes to the development of Glasgow as a nurturing city, creating a safe environment which allows our children to flourish by raising attainment and promoting positive mental health and wellbeing.



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## Mossspark Primary School Handbook

### *Child Protection*

Glasgow City Council has clear guidelines and procedures for child welfare and protection. You will be made fully aware of these procedures when you enrol your child. All staff participate in training on child protection annually.

### *School Improvement*

On an annual basis, you will be able to view our Standards and Quality report on the school blog. The Standards and Quality report highlights progress in key curricular areas such as literacy, mathematics and numeracy and health and wellbeing. We continue to make good progress in these areas. The Standards and Quality report also highlights our achievements over last session. Our priorities for improvement this session, which were discussed with our Parent Council are:

- Improving attainment and achievement in Literacy and Numeracy.
- Improving attainment and achievement in Health and Wellbeing and embed children's rights throughout our curriculum and the life and work of the school.
- Improving attainment and achievement across the curriculum through improved attendance.

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

### *School Ethos: Promoting Positive Relationships*

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to our 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 approach within Mossspark Primary School is to build a positive ethos that demonstrates care and respect for all. Through our Positive Relationships Policy, we promote our school values and the 3Rs, being Ready, Respectful and Responsible. Positive relationships are recognised and celebrated through awards at assemblies and certificates sent home to parents/carers.



### *Friday Master Class Activities*

On a Friday between 2.00pm and 2.45pm children can select one of our masterclass activities to participate in. They can have fun with children from different classes and learn new skills.



### *House System*

We have four houses in Mossspark Primary named after famous sporting Scots; Hoy, McColgan, Murray and Ferguson. All children are in a house and are given a badge to represent the house they belong to. Each house has a captain and vice captain. Each house is responsible for improving an aspect of our school and they meet once a term to discuss and plan improvements. Children in each house can earn house tokens for displaying our values. These tokens are counted weekly with a prize each term for the winning house and a trophy at the end of the year for the overall winning house.

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# Mossspark Primary School Handbook

## *Celebrating Educational Attainment and Wider Achievement*

We celebrate wider achievements each week at our whole school assembly and also display a photo of the child and their achievement on our *Achievement Wall*. We ask children to comment on how their learning in school helps them gain achievements out of school.

## *Pupil Voice*

In addition to the development of pupil's academic, social and aesthetic skills, the school places much importance on developing our pupils as Active Citizens. This is important because every society needs people who can contribute effectively, in a variety of ways, to the future health, wealth and success of communities and the environment, locally, nationally and globally. Our pupils must be regarded as citizens today rather than citizens in waiting. We value the views of our pupils and ensure they have opportunities and forums to air their views and participate in school life throughout the year.

## *Junior Leadership Team (JLT)*

The JLT are a strong team made up of our House Captains and Vice Captains. They work together to make Mossspark a great place. They help with worries, complaints and suggestions to make our school a better place. This year they are focussing on kindness and giving back to the local community. They engage in social enterprise activities to support charities such as SSPCA and the South West Foodbank.

## *The Tech Team*

The Tech Team support staff and learners throughout the school with digital learning. They are also trained by Mr Feist PT in new developments in digital learning and work with partners to support the development of digital learning in other establishments.

## *The Global Citizenship Committee*

This committee is responsible for promoting global citizenship throughout the school, nursery and in our community. They raise awareness of the Global Goals for sustainable development.

## *Primary 7 Buddies*

If your child is starting P1 in August, a P7 Playground Buddy will be appointed to help them when they start school. They will help your child in class at Induction Days and help your child for the first term in the playground and at lunchtime. P7 Playground Buddies write a special letter to the new P1 pupil they will be looking after. The letter, which is sent out in June, contains a photograph and information about the Playground Buddy.

## *Sports Committee*

Specially trained senior pupils help pupils to play all sorts of different games at play time and lunch time. They also help to promote physical activity through promoting clubs and activities in school and in the community.

## *JRSO's*

JRSO stands for Junior Road Safety Officer. Primary 5 pupils can apply for this position in June and will be interviewed by current road safety officers. If they are successful they will attend an Induction Day at the city Chambers in August. Their job is to give advice about road safety at assemblies and organise competitions and events throughout the year to promote road safety.

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### *Home Learning*

Home Learning is valuable for many reasons, including:

- \* *It allows pupils to develop the practice of working independently*
- \* *It can involve parents and others in the work of the school*
- \* *It allows valuable practice of skills learned in class*
- \* *It provides a daily link between home and school*

In P1-P7 home learning is given out every week and contains literacy, reading and numeracy activities. There will also be family activities linked to other curricular areas. Tasks will be set in line with the ability of the pupil. Home learning will not be set during school holidays. Home learning missed due to absence will not normally require to be completed.

### *Home Learning*

Time taken for home learning:

- \* *In P1-P3 home learning should not normally exceed 20 minutes per night*
- \* *In P4-P5 home learning should not normally exceed 30 minutes per night*
- \* *In P6-P7 home learning should not normally exceed 40 minutes per night*

### *How can you help with Home Learning?*

- \* *Help your child organise his/her time to the best advantage so that home learning is not left to the last minute .*
- \* *Try to ensure there are suitable working conditions at home e.g. not in front of the television.*
- \* *Check and sign completed home learning.*

Let us know if there are any problems or if your child is unsure what to do, immediately .

We do expect home learning to be handed in on time. This gives children valuable experience of working to a deadline.

### *Parent Council*

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 blog/school app and on request from the school office.

### *AFTER SCHOOL CARE (Schoolz Out)*

This service run by Schoolz Out, operates in Mossspark Primary from 3pm-6pm –5 days per week for working parents.

*Tel: 07462203033*



## Mossspark Primary School Handbook

### *Comments and Complaints*

In Mossspark Primary 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 Mrs McBride in the first instance. [headteacher@mossspark-pri.glasgow.sch.uk](mailto:headteacher@mossspark-pri.glasgow.sch.uk)

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](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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



### *Useful Addresses and Contacts*

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

#### *LOCAL COUNCILLORS:*

Councillor Jim Kavanagh, Councillor Matt Kerr,  
Councillor Elaine McSparran, Councillor Alex Wilson

C/o Glasgow City Chambers  
George Square G2 1DU

**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](http://www.connect.scot)

#### **Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

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