

# School Handbook

2019-20





## Oakgrove Primary School School Handbook 2019-20

Welcome to Oakgrove Primary School



I would like to welcome you and your child to Oakgrove Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope that this handbook gives you a glimpse of life at Oakgrove. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Jane Cerexhe  
Headteacher

## **School Vision & Values**

In Oakgrove Primary we 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 Values statement is:

*Everyone learning to RESPECT, NURTURE, EMPOWER, ACHIEVE*

## **School Information**

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

### **Contact Details:**

Oakgrove Primary School

20 St Peter's Street

Glasgow, G4 9PW

Phone: 0141 332 6210

Email: [Headteacher@oakgrove-pri.glasgow.sch.uk](mailto:Headteacher@oakgrove-pri.glasgow.sch.uk)

Website: <http://www.oakgrove-pri.glasgow.sch.uk>

### **Background information:**

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 219
- Capacity: 259

### **School staff**

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

The leadership team is as follows:

Headteacher:	Jane Cerexhe
Depute Head Teacher(Acting):	Maria Docherty
Principal Teacher (Acting):	Lesley-Anne Clark
Principal Teacher (Acting):	Steph Fowler
Principal Teacher (Acting):	Marie Weir-Kennedy

## **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrolment is conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Oakgrove Primary but must enrol their child at their local school as a first step. Further information is available using the following [www.glasgow.gov.uk/schoolenrolment](http://www.glasgow.gov.uk/schoolenrolment)

## **Organisation of Classes**

The following guidelines set by Scottish Government apply.

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

Composite classes have pupils from more than one stage.

## **The School Day**

Morning (1)	09.00 -10.40
Interval	10.40 - 10.55
Morning (2)	10.55 - 12.35
Lunch	12.35 - 13.20
Afternoon	13.20 - 15.00

P1 children will remain in school until 15.00 from the first day of term from August 2019.

## **School Holidays 2019-20**

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

<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

Return date for teachers

- Monday 12<sup>th</sup> August 2019

Return date for pupils

- Wednesday 14<sup>th</sup> August 2019

### **September Weekend**

- Friday 27 September 2019
- Monday 30 September 2019

### **October**

- Friday 11 October 2019 (In-Service day)
- Monday 14 to Friday 18 October 2019 (October Week)

### **November**

- Friday 29 November 2019 (In-Service day)

### **December - Christmas and New Year**

- Schools close at 2.30pm on Thursday 19 December 2019

### **January**

- Schools return on Monday 6 January 2020

### **February Mid-term break**

- Friday 07 February 2020 (In-Service day)
- Monday 10 February 2020
- Tuesday 11 February 2020
- Wednesday 12 February 2020 (In-Service day)

### **April - Spring Holiday (Easter)**

- Schools close at 2.30pm on Friday 03 April 2020
- Good Friday 10 April 2020
- Easter Monday 13 April 2020
- Schools return on Monday 20 April 2020

### **May**

- Friday 8 May 2020 (May holiday)
- Monday 11 May 2020 (In-Service day)
- Friday 22 and Monday 25 May 2020 (May Weekend)

## **June**

- Schools close at 1pm on Wednesday 24 June 2020

## **Pupil Absence**

Within Oakgrove Primary good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to inform the absence reporting line if their child is going to be absent.

This should be done before 9.30 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. 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 08.00am -15.30pm from Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

## **Medical & Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, and 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**

We have a flexible response to school uniform, acknowledging that many of the children in our community attend more than one primary school over P1—7.

Oakgrove's school uniform is:

- Grey or black trousers/skirt
- White polo shirt or shirt
- Navy blue jumper/cardigan
- A school tie is available

A change of shoes should remain in school to be worn indoors only.

Our uniform was agreed in consultation with pupils and parents. A uniform Swap Shop is available at the main entrance and we are happy to support families in ensuring children have access to school uniform.

## **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

## **School meals**

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here: [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 the Headteacher.

Children who prefer to bring packed lunches will be accommodated in the dining hall.

All children in P1-4 are entitled to a free school meal.

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 (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

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

## **Transport**

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

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

## **Transfer from Primary to Secondary School**

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

Hillhead Secondary School,  
22-44 Oakfield Avenue, Glasgow G12 8LJ  
Phone: 0141 582 0100  
Email: [headteacher@hillheadhigh.glasgow.sch.uk](mailto:headteacher@hillheadhigh.glasgow.sch.uk)  
Website: <http://www.hillheadhigh.glasgow.sch.uk/>

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

## **Communication with Parents**

At Oakgrove 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.

### *Sharing Books*

In infant classes, sharing books will let parents know what homework has been set and is also used to communicate between the class teacher and parents.



### *Newsletters*

Will be sent out on a regular basis to keep parents informed about the work of the school.

### *Letters*

Further information which requires a response may be sent out in letter form.

### *School website/Twitter*

Will contain a great deal of information about the school. It is a good idea to check this regularly. Visiting the school website from a mobile device will launch you into our web app. This can be added to home screens on iOS and Android devices.

Website: <http://www.oakgrove-pri.glasgow.sch.uk/>

Twitter: [@OakgrovePri](https://twitter.com/OakgrovePri)

### *Text messaging*

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

### *Meet the teacher*

Parents and carers will be invited to meet the class teacher at a workshop in term 1.

### *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 achievement assemblies. The school newsletter and website 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 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 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](http://www.glasgow.gov.uk/privacy).

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

### **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 Oakgrove 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](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.

### **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 Oakgrove Primary we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

**Health and wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

**Languages:** Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

**Mathematics:** Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

### Useful websites

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

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

## **Religious Observance**

We are a multi-faith school and our religious observance is Inclusive. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

## **Assessment & Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and March. An annual report is sent to parents towards the end of each school year.

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

## **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 emphasises 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 the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website –

<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>

## **Getting it Right for Every Child (GIRFEC)**

### **GIRFEC and the Named Person**

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

### **What Getting it Right for Every Child means:**

#### **For children, young people and their families:**

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

#### **For practitioners:**

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

If you would like to access support from the Named Person Service, please contact the school. *(For Early Years establishments this should be "please contact your Health Visitor")*

## **Keeping your child safe**

At Oakgrove Primary we have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

All staff, visiting staff and volunteers are aware of the schools Child Protection procedures and their role in safe-guarding young people.

We follow Glasgow City Council guidance, which takes account of national legislation and guidance, to promote Safeguarding and Child Protection.

Our Child Protection Co-ordinator is Jane Cerexhe (Head Teacher) and the Depute Child Protection Co-ordinator is Maria Docherty (Acting Depute Head).

## **School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

## **Promoting 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 Oakgrove is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour.

The highest standards of behaviour are expected of pupils at all times. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

## **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. We will run a variety of home learning events throughout the school year. Please check school bags, texts or twitter for details.

## **Parent Council**

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

## **Pupil Council**

Our Pupil Council is made up of at least 2 representatives from each class group. This is an important group which ensures that the views of pupils are heard.

## **Extra Curricular Activities**

We have a wide range of activities that run between Monday – Friday to extend the learning experience. These currently include a wide range of sporting activities. 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.

## **Useful addresses:**

Education Services  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 2000

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

## **Parent Zone**

**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>.