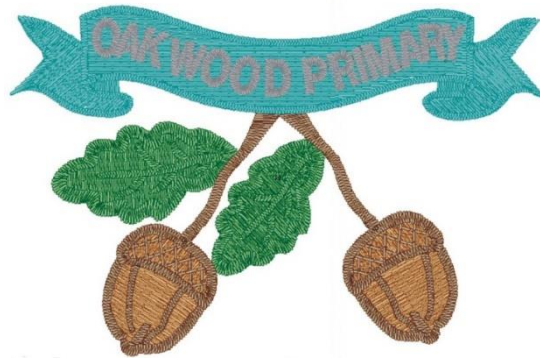


OAKWOOD

PRIMARY SCHOOL

HANDBOOK

22 Drumlanrig Ave.
Easterhouse
Glasgow
G34 0JD
Telephone: - 0141-773-4604



Email:- headteacher@oakwood-pri.glasgow.sch.uk

Head Teacher:- Mrs Vanessa Thomson

Non-denominational and co-educational

Stages taught:- P1-P7

Present roll: - 185

Planning and working capacity: - 275

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

Welcome to Oakwood Primary School



We are delighted to welcome you to Oakwood Primary. Oakwood Primary nurtures and supports over 185 children to achieve their very best. Our school values underpin all that we do and as a whole school community we learn together, whilst also having fun.

I am extremely proud to be the head teacher of Oakwood Primary and it is a delight being part of the close knit school community that we, the pupils, staff and parents have built up. I can say with confidence that when your child and therefore your family, join Oakwood, it will be the start of a very strong partnership. Your child will be able to experience creative and stimulating learning experiences, within a happy and secure environment. Oakwood encourages and supports pupils to be effective contributors, successful learners, confident individuals and responsible citizens.

I hope this handbook will help you understand the life of our school, however if you have any further questions, please feel free to contact the school to discuss these or any other concerns or points of interest.

Vanessa Thomson

Welcome from Our Pupils

Dear Parent /Carer,

Welcome to Oakwood Primary School, we would like to tell you about our amazing school. In our school we have outstanding, kind, loving teachers, which make it a happy place to be and make us want to learn with them. We have fabulous 'Peer Mediators', who are pupils who help children if they are lonely, sad or going through a lot, they will try to help them through it. One thing we love about the school is that we all try our very best to make the school a better place and the school colourful and interesting.

In our school we have a growth mindset, which helps us to understand that if something is hard, don't give up and try your very best. We give out awards every Friday at assembly, the awards are picked by the staff, Pupil Council and Learning Council in each class. Place2be come into school to help children to us feel calm and have positive mental health. We have lots of drama groups who work with us and help us to use our own expressions and feel free, crazy and creative. We feel that this really helps the children show that they can be whoever they want to be. The P7s are selected to be with the new P1s as Buddies because it helps the P7s

learn to help others and be the oldest ones in the school and we think it helps the P1s to be brave and not be scared. We are glad that we came to Oakwood Primary School.

(by Primary 7 pupils)

Our Values and Aims

Our values were chosen by our pupils, parents and staff.

Values

- Kindness
- Honesty
- Trust
- Responsibility
- Respect
- Fairness

Aims

In Oakwood Primary School we aim to:-

- Create a learning environment which is fun, active and motivating, meeting the needs of all and encouraging achievement.
- Develop and maintain relationships based on equality, fairness and mutual respect.
- Work together with families and the wider community to nurture a sense of identity and pride in our school.
- Actively promote physical, emotional and mental well-being.

The School Day

School opens	9:00am
Interval	10:30-10:45
Lunch (P6/7, P5/6, P5/4, P3)	12:15-13.00
Lunch (P1, P2/1, P2, P4)	12.30-13.15
Afternoon	13.00/13.15-15.00



Attendance

Excellent attendance at school is vitally important to make sure that pupils learn, make good progress and meet their targets. In Oakwood Primary we monitor attendance very closely on a weekly basis to ensure we aim to maintain great attendance across the school and in line with Glasgow City Council's attendance target. Parents/ carers are contact the GCC absence line 0141-287-0039 if your child is unable to come to school. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Text messages are sent out at 10am to the parent/carer of any pupil who is not in school and who hasn't informed us of a reason for absence. If we do not know why a child is off we have a duty of care to check in with social services to ensure the welfare of every child. Attendance letters are issued at the end of each term to pupils whose attendance is causing concern i.e. Less than 94% (Glasgow average). Attendance which continues to cause concerns will be escalated in line with GCC policy and attendance at school is a human right and a statutory requirement. Attendance rates for each class are shared at the assemblies, ensuring our pupils understand the importance of good attendance. Classes who have very good or perfect attendance are recognised by our school community.

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 if required, however 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 another Glasgow Primary School but must enrol their child online as a first step with their catchment school first. 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).

Our Staff

Head Teacher	Mrs Vanessa Thomson
Depute Head Teacher	Miss Lorna Campbell
Principal Teacher	Mrs Jackie Bestow & Nurture teacher
Principal Teacher	Mrs Danielle Calderwood & P5/6 teacher
Class Teachers	<p>P1 Miss Morven Fuller P1</p> <p>P2/1 Miss Louise Souter P2/1</p> <p>P2 Mrs Margaret Canville P2</p> <p>P3 Mrs Kathleen Sheridan P3</p> <p>P4 Mrs Jessica Rawlings P4</p> <p>P5/4 Mr Jamie Moir P5/4</p> <p>P5/6 Mrs Danielle Calderwood P5/6</p> <p>P6/7 Mrs Danielle McKendry P6/7</p> <p>Mrs Rachel Ralston NCCT & Teaching Support</p> <p>Mrs Karen Colquhoun NCCT & Teaching Support</p>

	Mrs Gillian Fullerton Challenge Leader of Learning (CLOL)
Child Development Officer	Mrs Sharon Johnstone (Pupil Equity Funded, PEF)
Pupil Support Staff	Miss Shirley Stewart Mrs Marilyn Burrell Ms Carol Craig Mrs Frances Donnelly Mrs Audrey Hay Mrs Anne Kennedy Mrs Anne McCurry Mrs Brenda Hearty
Clerical Assistants	Mrs Donna McNab & TBC
Janitor	Mr James Hood
PEF Funded Place to Be	Mrs Rosemary Fullerton, FARE Family Support worker Ms Elaine Symington

Pupil Voice

In Oakwood Primary we firmly believe in giving our pupils a voice, actively listening, discussing & acting upon their suggestions.

Pupil Council

We have Pupil Council, made up of one representative from each class. The representatives are elected by their class. The Pupil Council is run by the pupils who decide on the agenda and take minutes. Miss Campbell acts as an advisor.

Medical and Health Care

The school nurse visits the school for routine medical examinations for P1 children. During these visits they may see other children if concerns over a medical matter is expressed. At all times the parents are kept informed. Dental inspections are undertaken in school. Information is sent out and permission is sought for the school dentist to look at a child's teeth. Advice is sent home if it is felt that the child should visit the dentist. 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 and the medicine must be prescribed by the GP with a visible label. Just speak to the school office.



Emergency Contact Information/Illness/ Emergencies

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 promptly. 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.

At any time, your child can take ill or have an accident in school. If this were to happen parents are contacted immediately. Should it prove difficult to get in touch with the parents it is vital that we have an emergency contact number. As parents you are asked to keep us up to date with the name, address and telephone number of the person you would wish to care for your child in your absence. If it is considered necessary that the child should be taken home then you or your representative will be contacted and asked to collect your child. Under no circumstances is a child ever sent home alone. In an extreme emergency your child may be taken to a hospital and you will be asked to meet him/her and the school representative there. If your child has any medical requirements e.g. asthma, you should inform the school of the condition and of the procedure to follow should the child take ill.

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

- Grey trousers/ skirt
- Turquoise school sweatshirt
- White polo shirt
- Blue or white shirt/ blouse
- School tie (optional)

Sweatshirts, polo shirts and t-shirts can be ordered throughout the school year. They can also be bought from the school supplier 'Scotcrest' which has a store in Coatbridge. As our school is fully carpeted we like all children to change out of outdoor shoes when inside the building. It is important that you provide your child with a suitable pair of indoor shoes as walking in stocking soles can be dangerous. **All items of clothing must have the child's name on them, this will allow us to return lost property.** All our pupils are expected to adhere to our dress code.



Clothing & Footwear Grants

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

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

Communication with Parents & Families.

We value good home/school links and recognise the importance of these in ensuring good progress of our pupils. Parents are welcome to contact the school to speak with the head teacher at any time if there is something they wish to discuss. (Phone 0141-773-4604 or by email headteacher@oakwood-pri.glasgow.sch.uk). If necessary an appointment can be made to speak to the class teacher. Members of the Senior Management Team (SMT), are available at the school gate from 8:45am each morning if parents wish to discuss concerns more informally. Concerns raised by parents will be fully investigated by a member of the SMT and we will feedback to the parents in due course.

We use a variety of ways to keep in touch: -

- Formal parent/teacher interviews
- Sharing the learning events
- Monthly newsletters & Curriculum news updates for each class
- FACEBOOK page www.facebook.com/Oakwood-Primary-School-Glasgow-530701383746152/
- X (Twitter) - @oakwoodG34
- Parents accompanying classes on school outings.
- Parent helpers in the classes
- Asking parents for their views of aspects of the school life
- Workshops for parents on teaching and learning techniques
- Parent Council
- Parents attending school events
- Parenting groups
- Home learning tasks
- Place 2 Be Coffee Mornings
- (Parentzone) <http://www.educationscotland.gov.uk/parentzone/index.asp> and SQA http://www.sqa.org.uk/sqa/CCC_FirstPage.jsp



School Meals

School lunch is free for all P1-P5 pupils and promotes healthy eating options. If you would rather provide a packed lunch a seating area is set aside for this. Every child may take a carton of milk regardless of whether or not they take a school lunch. If you wish any further details about the lunches available or any aspect of lunch provision including menus please contact the school or look at Fuel Zone: www.fuelzoneprimary.co.uk or [www.twitter.co.uk/fuelzoneGlasgow](https://twitter.co.uk/fuelzoneGlasgow)

School lunches are now online at **ParentPay**. You will get a letter with your account details of your child's log in. Even though P1 have free school meals automatically **you must help your child pick** what they would like to eat in advance. For the first day the teachers will log on to your child's account and help pick with them but after this you should select these options online yourselves. (ParentPay is used for collecting all payments to

school including: - meals, clubs, trips and uniforms). You must log in to your given account every day. The link to select your child’s chosen meal is: - <https://app.parentpay.com/public/client/security/>

If your child/children go 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 midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School Holidays

Details of holiday dates are available on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=17024>



Links with Our Community

In Oakwood Primary we have worked hard to establish links with various groups in our local community and are constantly building new links. These links enhance the learning of the pupils.

- | | |
|--|---|
| Our links include: - Lochend Community High, | St. Benedicts & Aultmore Park |
| FARE | Salvation Army The Platform |
| Easterhouse Parish Church | All Local nurseries John Parker (Forestry Commission |
| Easterhouse Fire Station | GEEAP Green Gym |
| ASDA Living | BEE The Bridge |



Links with Other Groups

We have also established close links with other groups, who work with us to enhance the learning opportunities we provide for our pupils.

- | | | | |
|------------------|---------------------------------|-----------------------|--------------------|
| These include: - | Royal Conservatoire of Scotland | REDNOTE Ensemble | Lickety Spit drama |
| | 21 Common drama | Spotty Dog Adventures | Bike Station |
| | Place2Be Counselling | Red Cross | |





Refresh

Our school has a water cooler which filters and chills water ready for drinking. This allows access during the day to refill water bottles which can be taken into the classroom. It is important for pupils to remain hydrated during the day.

Transport

The education authority has a policy of providing free transport to all pupils who live outwith 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>



Promoting Positive Relationships & Behaviour



School rules are in place to ensure the health and safety of everyone within our school community. Within Oakwood Primary we recognise that we need to have positive relationships between members of staff and pupils and work hard to establish these. We are a nurturing and caring school. We follow our school values which help us to make good choices. We encourage the children to make positive behaviour choices and support them when they don't make appropriate choices by taking a restorative approach or given them support. Sometimes if behaviour choices remain a barrier to the child's wellbeing or a minor incident will result in the child being referred to the SMT. We use a variety of strategies and methods to ensure all pupils make positive

behaviour choices. We work in partnership with parents to ensure the best behaviour outcomes for children. We are extremely proud of our pupils, as they develop self-regulation skills and make positive choices to help maintain positive behaviour choices. Bullying behaviour in any form will not be tolerated at Oakwood Primary. Children are taught through Health & Wellbeing, Circle Time and assemblies how to recognise bullying behaviours and who to report any suspected incidents of bullying to. Any incidents will be fully investigated by a member of the management team and dealt with appropriately. Everyone involved in the incident will be fully informed of the outcome. We strive to ensure that all our children feel safe and secure in Oakwood Primary, however if you suspect your child is experiencing, or the victim of bullying behaviour please contact the school.

A Curriculum for Excellence

We use Scotland's 'A Curriculum for Excellence' (CfE) to raise standards of learning and teaching for all 3 to 18-year olds. The 3 pillars of Scottish education are CfE, Getting it Right for Every Child, (GIRFEC) and Developing The Young Workforce (DYW). 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 Oakwood Primary School we want our children to experience the 34 contexts of the curriculum – Through the ethos and life of the school, personal achievements, curricular subjects and interdisciplinary learning. Our aim is for Oakwood pupils to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children a creative and exciting CfE using the 8 curricular areas.

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

Progress in learning is measured 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

Literacy

Listening and Talking

Listening and talking are vitally important to ensure that pupils can communicate well. We develop these skills through a variety of tasks, sometimes as standalone activities but often as part of other curricular areas. Pupils are encouraged to work in pairs and small groups and to report back to each other.

Reading

In reading we develop a whole range skills including :-

- Phonological awareness
- The author's use of grammar, punctuation and structure of the text.
- The characters, setting and the plot
- Development of the plot
- Main idea

- Layout of the text to help locate information
- Digital literacy
- We also encourage our pupils to develop reading for pleasure.

In the Infants, the main resources used are 'Jolly Phonics' and 'Storyworlds'. From Primary 4 onwards staff use a wide range of books both fiction and non-fiction and other materials to teach reading. They also use digital resources e.g. films, adverts to teach digital literacy. Our library is well stocked. Reference books are stored centrally in the school library to allow all pupils access to them.



Writing

The 'Best Writing' approach is used across the school and focuses on developing pupils' skills to improve their writing. Pupils learn about the importance of VCOP (vocabulary, connectives, openers and punctuation) when writing and are encouraged to develop their writing across all areas of the curriculum.

Spelling

Pupils in the infant department focus on building a good phonic base. Pupils in P3 onwards work on a programme of spelling based on their next steps in learning. All pupils use a wide variety of approaches to learn spelling including games, written work and active learning.

Modern Languages

Pupils are taught French to introduce them to a modern, European language. Pupils are also taught British Sign Language.

Maths and Numeracy

Maths is taught under three broad headings: -

- Information handling
- Number, money and measure
- Shape, position and movement.

During maths we aim to teach children to have a deep understanding of number, through challenges and active learning and the Glasgow Counts approach – 'CPA' 'concrete, pictorial and abstract'. Maths games are used to reinforce basic maths skills. This can be a fun way for children to learn and develop their skills. Pupils also have access to maths computer games on the computer and SMART board.



Health and Wellbeing

CfE places a greater emphasis on Health and Wellbeing, recognising the need for children to develop positive attitudes to taking care of themselves. Our curriculum aims to develop the children's emotional, social, mental and physical health. Our programme includes work on building resilience, circle time, anti-bullying, anti-racism and citizenship. We also follow Glasgow's Relationship, Sexual Health & Parenting programme. See www.rhsp.scot for more information.

All our children participate in 2 hours of P.E. each week, often benefiting from the expertise of visiting coaches. We encourage our pupils to be as active as possible, making excellent use of the pitch, climbing wall and the trim trail as well as other play equipment during playtimes. Each year, P7 pupils have a 12 week block of swimming lessons. We encourage pupils to make healthy choices and therefore they are not allowed fizzy drinks in school and we discourage them from eating too many sugary or salty foods. Children are allowed to drink water in the classroom.

PE Kit

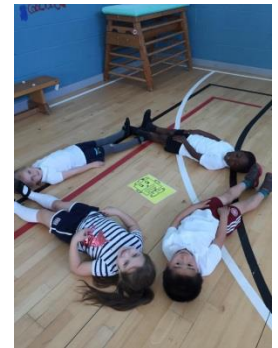
It is important that pupils come prepared with appropriate clothing for PE. For safety all jewellery should be removed or left at home. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate physically should still bring their kit to allow them to assist in the lesson. 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 PE. 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

Pupil Equity Funded Wellbeing Interventions

Positive Mental Health support & Place2Be counselling in Oakwood

Place2Be is a counselling service which is able to provide the pupils with support with a variety of worries or concerns. Pupils can refer themselves to 'Place to Talk' to talk through any problems with the counsellor. The school can also refer pupils for more in-depth counselling. The Head Teacher & Project Manager work closely to identify, support and enable individual children to access 1:1 therapeutic sessions throughout the school year. These counselling sessions are led by volunteer professional counsellors and children can be offered support for a wide range of reasons.



Our pupils and families report the positive impact of the counsellor's work with the children and the short as well as long term benefits of the service. Place2be is well embedded within our school. All pupils, teachers and whole school staff talk openly about mental health. We work very closely with Place2Be project manager and the counsellors to provide a unique and bespoke service which benefits pupils, parents & staff. In recent years we have also benefited from a parent counsellor. Parents who have used this weekly service have all described the positive benefits of working with the counsellor. If a parent would like to be referred for this service then please contact Mrs Thomson, the Head teacher.

Social Studies, Science and Technologies

The children learn about and develop an understanding of the world in which they live. The programme covers the broad headings 'People, Past Events and Societies', 'People, Place and Environment', 'People in Society, Economy and Business', 'Science' and 'Technologies'. There is a varied and well-balanced programme throughout the school which can reflect the pupils' interests and important events. We have iPads available for use in the classroom, pupils in P5-7 have their own allocated iPad for use in school. The iPads are used to develop creativity, as part of and to reinforce learning,



Expressive Arts

Drama, Music, Dance and Art& Design make up the 'Expressive Arts' and give the children a chance to be creative and express themselves.

We aim to encourage enjoyment, participation and appreciation and use a wide variety of resources and approaches when teaching these skills. Each year our infant department perform a Nativity Play. We



undertake a drama project with students from the Royal Conservatoire of Scotland, who work with P6 to develop a performance.

Spiritual, Social, Moral and Cultural Values Religious and Moral Education

Through our programme of Religious and Moral Education we aim to develop knowledge and understanding of Christianity and other world religions, an appreciation of moral values and a development of their own beliefs, attitudes and moral values.

Religious Observance

Religious Observance in Oakwood Primary broadly reflects Christian values and beliefs. Our school is fortunate to have close links with the local churches within Easterhouse. We have the support of a strong Chaplaincy team who visit the school regularly and lead assemblies throughout the year. Parents have the right to withdraw their child from Religious Observance. Should you wish to exercise this right you should contact the head teacher. Parents and carers from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Appropriate requests will be granted on not more than three occasions (days) in any one school session and the pupil will be noted as an authorised absentee on the register.

Culture

Scottish culture is taught through Scottish dances, poems and songs and also studying aspects of Scottish history and learning about the country in which we live.



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. Assessment is an essential part of how teachers know what progress is being made. In every classroom, teachers are constantly engaging pupils in "learning conversations" to obtain evidence of how much and how well children are learning. Pupils at Oakwood Primary School are assessed by what they say, make, write and do. If you have any concerns about your child's progress do not hesitate to contact the school.



Outdoor Learning

Here at Oakwood Primary, we believe that the outdoor learning environment has much to offer our children.



The outdoors can provide space and freedom for a type of learning that is difficult to deliver indoors.

It can provide relevant, engaging experiences that support learning in all areas of the curriculum. Going outdoors provides positive opportunities for active learning and can promote skills of enquiry, problem solving, communication, co-operation, creativity and evaluation. We access various areas in the community and have access to the woodland area at the side of the school which provides lots of learning opportunities

Child Protection Procedures

We take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding between the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. We create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to.
- Ensuring that the programme of health and personal safety is central to the curriculum.
- Ensuring staff are aware of child protection issues and procedures.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.



- Should a member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment, who is the Child Protection Coordinator. The head or the
- person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupils must then immediately advise the duty social work services area office of the circumstances for the referral.

Pupil Concerns

- Pupils are fully aware that they can share concerns with any members of staff, who will listen to them and provide help. Staff always make it clear that they cannot always keep a secret as sometimes they have to share it with the head teacher to protect the pupil from harm.

Additional Support for Learning (ASL)

In Oakwood Primary we firmly believe that the needs of all our pupils should be addressed and strive to do so. These needs may arise for many different reasons and may be short term or long term. Every 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 and we are confident in supporting these. We work closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. There are 4 stages of intervention and our ASL Coordinator will support our families in understanding these. Any parent or carer seeking further advice regarding this policy should contact the head teacher in the first instance. Further information relating to additional support needs is available on the Glasgow City Council website at

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

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at

<https://www.glasgow.gov.uk/index.aspx?articleid=17870>

There are many types of support used within Oakwood. These include:-

- *Early intervention strategies*
- *Phonics support*
- *Dyslexia support*
- *Positive Behaviour support*
- *Nurture support*
- *Befriending, peer mentoring support*
- *Place2Be*



The school Educational Psychologist meets with senior staff and other agencies and helps us by providing advice to help meet the needs of pupils. GCC Policy – Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs. The authority recognises that there are a wide range of factors, which may act as a barrier to your

child's learning. Additional support needs may be linked to a learning difficulty, protected characteristic or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. Any parent/carer seeking further advice regarding this policy should contact the Headteacher in the first instance. Further information relating to Additional Support Needs is also available on the Glasgow City Council website. <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing. Oakwood Primary is privileged to have a nurture class known as the 'Butterfly Room'. A nurture core group has 6 pupils and aims to help those pupils who are identified as having difficulty in accessing learning within the classroom in P1-3. There are also P4-7 group supports children for a range of developmental, mental health, social or emotional needs. The Butterfly Room has two specially trained members of staff who work closely with the parents. The Nurture teacher also has 'Flutterback' afternoons for pupils to 'check in' who have previously spent some time in the nurture room.

After School Clubs

Pupils and staff enjoy after school clubs. Each year we hold a wide variety of after school clubs throughout the year which reflect the interests of our pupils. Some clubs are run by coaches accessed by our Active Schools Co-ordinator.

Supervision of Playgrounds



An adult presence is provided in the playground at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulation, 1990. A selection of playground toys are provided for the children to help encourage co-operative play. Co-operation and consideration in the playground is reinforced at school assemblies.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

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 request from the school office. In Oakwood Primary we have very supportive parents who are involved in the life of the school. We are always looking to further develop our parental involvement and any interested parent should contact the school office.



School Improvement

On an annual basis, our Standards and Quality report will be available for your viewing. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health and wellbeing. Our priorities for improvement are detailed in our School Improvement Plan are discussed with our Parent Council

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. Glasgow Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school. We work closely with Lochend Community High School to support pupils with additional needs to make a successful transition. As our primary school resides in the Lochend Learning Community, children from our school normally transfer there.

Lochend Community High School
20 Cairnbrook Road, Glasgow
G34 0NZ

Head Teacher: David McArthur

Phone: 0141 582 0170

Email: headteacher@lochendcommunityhigh.glasgow.sch.uk

Data Protection

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) this allows 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 <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Children's Rights are Human Rights

Link to Children's Rights leaflet produced by Glasgow

<https://www.glasgow.gov.uk/index.aspx?articleid=17854>

Comments and Complaints GCC Policy

In Glasgow Primary Schools 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, Deputy Head or Principal Teachers in the first instance. However, if you require further support, Glasgow City Council complaints procedures are available: www.glasgow.gov.uk/complaints

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

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

Executive Director of Education

Mr Douglas Hutchinson
Glasgow City Council
Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 2000
www.glasgow.gov.uk

School Information

Contact Details: Oakwood Primary School

22 Drumlanrig Avenue

Glasgow

G34 0GD

Phone: 0141 773 4604

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

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.

Thank you kindly for reading our handbook, we look forward to you joining our Oakwood Family!

Kindest Regards,
Oakwood Primary

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year.