

# Our Lady of Peace Primary school

## School Handbook



Updated October 2024



Faith  Learning  Safety  Respect



# Our Lady of Peace Primary School Handbook

Welcome to Our Lady of Peace Primary School

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

I hope our handbook gives you a glimpse of life at Our Lady of Peace! Our work with you in fully supporting your child in learning and reaching important milestones, is highly valued.

Please be assured that your child's wellbeing is of the utmost importance to the staff here, in our wonderful school. Thank you for entrusting us as partners in your child's education and development.

Mrs Anne Marie McDonald  
Headteacher



## School Vision & Values

**We care, we share, for the future we prepare!**

In Our Lady of Peace Primary School, we provide a welcoming environment that fully recognises the diversity of our community. We are a nurturing school where everyone feels safe and valued. All children are supported to reach their full potential and this is achieved through working together.

Our school values are lived by everyone in the school community and are shown in through what we say and do.

### Contact Details:

Our Lady of Peace Primary School

343 Hallhill Road

Glasgow

G33 4RY

Phone: 0141 773 0550

[headteacher@ourladyofpeace-pri.glasgow.sch.uk](mailto:headteacher@ourladyofpeace-pri.glasgow.sch.uk)

[www.ourladyofpeace-pri.glasgow.sch.uk](http://www.ourladyofpeace-pri.glasgow.sch.uk)

[gw17olopoffice@glow.ea.glasgow.sch.uk](mailto:gw17olopoffice@glow.ea.glasgow.sch.uk)

- Co-educational school
- Roman Catholic
- Stages taught: P1-P7
- Current Roll: 292
- Capacity: 330

## 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	Mrs A M McDonald
Depute head teacher	Miss A Black
Principal Teacher	Miss L Degnan
Principal teacher	Mrs C Hughes
Principal teacher PEF	Mrs C McPhee

## Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press. 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 Glasgow Primary School but must enrol their child online, in the local school, as a first step. Further information is available using the following

<https://www.glasgow.gov.uk/P1Enrolment>

## Organisation of Classes

The following guidelines set by Scottish Government apply.

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

Composite classes have pupils from more than one stage.

<i>Present Classes</i>	P.1a	P.1b	P.2	P.3/2	P3	P4/3	P4	P5	P6/5	P.6	P6/7	P7
<i>Role</i>	21	20	27	25	28	19	25	29	21	28	23	26

## The School Day (Breaks are subject to change)

Morning	P1-7 09.00 -10.30
Interval	P1-7 10.30 - 10.45
Morning	P1-7 10.45 - 12.15
Lunch	P1-7 12.15 - 13.00
Afternoon	P1-7 13.00 - 15.00

## School Term Dates

Details of school term dates are available on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

## Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/pupilabsence>

## 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.

### **Including email.**

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.

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## Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures, etc.

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, social media and local media, etc.

## School Uniform

- White shirt
- School tie
- Black trousers
- Black skirt

Sweatshirts, jumpers, cardigans, polo shirts and ties with the school logo are available for purchase at **School Wear Made Easy, 28 Wallneuk Road, Paisley, PA3 4BT**

## **PE Kit**

We want all our children to participate in PE as we place a high priority on the improvement of children's health and wellbeing.

It is important that pupils come prepared to learn and for PE this requires appropriate clothing: a change of soft shoes, black shorts and polo shirt/t shirt. No football tops/colours are permitted. All jewellery /piercings should be removed. False and fashion nails are not permitted. Pupils who are not participating in PE must have a note or a medical reason. Pupils who are unable to participate in practical PE should still bring a kit to allow them to assist in the lesson by refereeing, keeping scores, writing a report or assisting with the distribution of equipment, etc.

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, hair adornments, false/very long natural nails.)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

## **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 and at

<https://www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances>

## **School meals**

Our school provides a lunch service which offers a variety of meals. Medical diets for children can be provided.

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

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

<https://www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances>

Credit and income-related Employment and Support Allowance, may be entitled to a free midday meal. Information 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/article/2493/Free-School-Transport-for-Catchment-School>

## **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:

St Andrew's Secondary School

47 Torphin Crescent

Glasgow

G32 6QE

Phone: 0141 582 0240

Email: [headteacher@st-andrews-sec.glasgow.sch.uk](mailto:headteacher@st-andrews-sec.glasgow.sch.uk)

<http://www.st-andrews-sec.glasgow.sch.uk/>

## **Communication with Parents**

At Our Lady of Peace 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 providing they are not teaching, engaged in school business from which he/she is unable to cease or in another meeting. Please contact the school office or phone for an appointment. We aim to get back to you within 48 hours unless it is an emergency.

*Showbie* is our online learning platform – it will let parents know what homework has been set.

*Parent update* – will outline briefly, the work planned for the term.

*Newsletters* – will be emailed on a monthly basis, on average, to keep parents informed about the work of the school. Paper copies are available upon request.



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

*School website/ X (formerly Twitter)*– will contain information about the school. It is a good idea to check this regularly.

*Text and email (Groupcall)* – You may also receive text/email reminders about events/school closures, etc.

*Questionnaires*- seeking feedback on the life and work of the school.

*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.

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

## **Emergency Contact Information**

At the start of each school session, parents will be required to update their information via Parent Portal on the annual data check form. **Please ensure that this is completed.** 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 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/privacy>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/search?q=education+privacy+statement>

## Appointments during school hours

If your child has an unavoidable appointment, please provide a letter for the class teacher and then collect them from the school office at the specified time.

**Appointments during the school day should be avoided in order to support learning and teaching.**

## Comments & Complaints

In Our Lady of Peace Primary School, we aim to have positive relationships across our school community. However, if you have a comment, concern 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/complaints>

Customer Care Team  
Glasgow City Council  
Glasgow G2 9RZ

Tel: 0141 287 0900

OR use the online form [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints)

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

## Curriculum

### Curriculum for Excellence 3-18

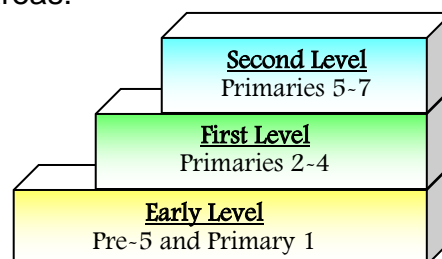
Curriculum for Excellence has been introduced across Scotland for all 3-18-year olds.

Every child is entitled to a broad, general education, whatever his/her level and ability.

Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Within Curriculum for Excellence there are 8 curricular areas:

-  **Literacy and English**
-  **Numeracy and Mathematics**
-  **Health and Wellbeing**
-  **Social Studies**
-  **Sciences**
-  **Technologies**
-  **Expressive Arts**
-  **Religious and Moral Education**





## *The Curriculum: Literacy and English*

### *Reading*

Reading is a critical tool for lifelong learning and our main aims are to encourage and teach children to read fluently and to develop a love for books.

Teaching staff use a variety of texts to ensure reading mileage. This includes novel studies, newspapers, leaflets, catalogues, and websites. Big Cats and Read & Respond are key resources in use, at Our Lady of Peace Primary.

### *Phonics and Spelling*

The earliest stages of reading focus on learning rhyme, syllables, the letter sounds and names. The children learn to word build and blend sounds. We use Jolly Phonics, Jolly Grammar and Nelson resources to support children in this area of learning.

A spelling programme continues throughout the upper stages of the school using Jolly Grammar and Nelson.

Staff use active spelling approaches and make use of the common words lists to support children in transferring their skills in spelling to their writing.

### *Writing*

Writing skills include handwriting and creative writing.

In handwriting we use the Nelson scheme.

In creative writing there are two areas: fiction and non-fiction. This table shows some types of writing in each area:

<b><i>Non-Fiction</i></b>	<b><i>Fiction</i></b>
Persuasive Report Procedural Explanation Discursive	Imaginative Personal Poetry Play scripts

### *Talking and Listening*

We encourage children to express themselves confidently using the spoken word by creating opportunities in drama, discussion, storytelling, games, poetry, speech making, debates and listening skills. We use real-life contexts to support development in talking and listening skills.

### *Modern Languages*

We teach Spanish as a foreign language. We aim to offer lessons to our children from P5-7. We aim to introduce Spanish from Primary 1.

## Maths and Numeracy

We follow the Glasgow Counts framework. From P.1-7 we use a Concrete, Pictorial, Abstract approach to support the children's learning.

In a daily Numeracy and Mathematics lesson children will be involved in:

- *Oral mental games*
- *Written mental numeracy and mathematics questions*
- *Key teaching session with opportunities for challenge and additional support*
- *Plenary sessions to recap and reinforce key teaching points*
- *Whole class teaching*
- *Group work*
- *One to one support*
- *Differentiated programmes of work*
- *Digital experiences to support and enhance learning*

Linking learning in numeracy and mathematics to life experiences is essential to demonstrate the purpose of mathematical learning. This is emphasised in all lessons: children will be encouraged to make links in their learning and relate their learning to real life situations.

## Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

Learning through health and wellbeing enables children and young people to:

- *make informed decisions in order to improve their mental, emotional, social and physical wellbeing*
- *experience challenge and enjoyment*
- *experience positive aspects of healthy living and activity for themselves*
- *apply their mental, emotional, social and physical skills to pursue a healthy lifestyle*
- *make a successful move to the next stage of education or work*
- *establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children*

The areas of study within this aspect of the curriculum are:

- *Mental, emotional, social and physical wellbeing*
- *Planning for choices and changes*
- *Physical education, physical activity and sport*
- *Food and health*
- *Substance misuse*
- *Relationships, sexual health and parenthood*

## Useful websites

Education Scotland <https://education.gov.scot/>  
National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)  
Parentzone <https://education.gov.scot/parentzone/>  
Connect <https://connect.scot/>



### God's Loving Plan

'God's Loving Plan' is the programme delivered in Catholic schools to help children develop healthy and respectful attitudes to their bodies including sexual health, and also relationships with families and friends. 'God's Loving Plan' connects the R.E.R.C. curriculum and the Health and Wellbeing Curriculum. Primary 6 and 7 parents are offered an information session prior to the teaching, at these stages. You will be able to hear about the programme, and view the lessons and resources used to teach your child.

### RERC

Catholic schools are encouraged to show excellence in their work in ways which demonstrate a distinctive Gospel understanding of "excellence". This is based on a Christian anthropology which regards each person as being uniquely gifted with talents and capacities which should be developed to full potential. Success is not measured merely in terms of academic attainment but in signs of personal development and actions which show a commitment to upholding the Gospel values and meeting the needs of others. The Religious Education programme used in all Scottish Catholic schools is called 'This is Our Faith'. Teachers plan using eight strands of faith;

- 📌 *Mystery of God*
- 📌 *In the image of God*
- 📌 *Revealed truth of God*
- 📌 *Son of God*
- 📌 *Signs of God*
- 📌 *Word of God*
- 📌 *Hours of God*
- 📌 *Reign of God*



### Sacraments

In accordance with Diocesan Guidance, pupils who are presented for the Sacraments by their parents or carers are prepared at the following stages:

- 📌 Reconciliation - P.3
- 📌 Eucharist (Holy Communion) - P.4
- 📌 Confirmation - P7

### *A Charter for Catholic Schools*

The Charter for Catholic Schools has been developed to define the key characteristics of excellence which should be found in every Catholic school in Scotland. A copy of the Charter is available upon request and to be found on our school website.

#### Religious Observance

Our school is fortunate to work in partnership with the local church. The priest assists with the Catholic Christianity element of Religious and Moral Education and provides opportunities for religious observance.

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. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to three occasions in any one school session.

We work with the Parish of St Jude and St John Ogilvie, to guide the children on their faith journey and, where applicable, their sacramental preparation and celebrations. Contact details are as follows:

Address: *St Jude and St John Ogilvie, 159 Pendeen Road, G33 4SH* Phone: 0141 771 5004  
stjudeandstjohnogilvie@rcga.org.uk

Other curricular areas taught in the school are: -

- Science
- Technologies
- Social subjects
- Expressive arts

Increasingly, the children's learning encompasses, STEM, Sustainability, Outdoor Learning and Developing the Young workforce (DYW). Learning through play-based approaches and inter disciplinary learning and teaching, facilitates this

As children engage in their learning across the curriculum, visits are made to places of interest e.g. Libraries, local health centre, Glasgow science centre, local parks, museums and galleries, etc.

We have Smart Boards in use in every class as well as operating with a range of iPads for teaching and learning. Digital devices such as digital Bee Bots, Spheros, Micro bits and technology resources are also in use. iPads are deployed throughout the school. Our staff use iPads as part of daily teaching and learning. P5-7 children

have an iPad on a one to one basis for daily use. P1-4 children have access to a stock of shared iPads.

We have a variety of visitors, throughout the session, to enhance the children's learning experiences. These can include music specialists, Credit Union, GEAP, Sense over Sectarianism, sports coaches, dance teachers, theatre groups and therapy/counselling services.

More information about the provision of a Broad General Education can be found at: <http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/broadeducation.asp>

### Assessment

Assessment is a way of collecting information, allowing teachers, pupils and staff to measure pupil progress.

Assessment is integrated into the planning process and in daily teaching and learning. It helps summarise success and progress and provides useful feedback.

If we feel a child has a particular difficulty, we may use an objective or diagnostic test to help us plan a suitable programme of work and /intervention to support a child. The progress of each child will be carefully tracked.

*We use PM Benchmarking, GDSS (Glasgow Dyslexia Service), SNSAs and NGRT to assess skills in reading and comprehension. NGST for spelling. Malt maths assessments are used to assess progress in numeracy as well as identify next steps.*

**Assessment is formative and teachers use day to day observations and naturally recurring assessment to help plan next steps.**

Assessment is on-going throughout the year in all areas of the curriculum. Every pupil is actively involved in his/her learning and is encouraged to self-assess work, regularly. Children will also take part in peer assessments where they offer feedback to others. The children are encouraged to talk readily about what they have achieved, what they are good at and what they are working towards.




The level at which your child is working will be reported to you in his/her school report, by the teacher. Your child should be aware of his/her next steps in learning and ways to improve.

### Reporting to parents and carers

You can make an appointment to view your child's work, meet the teacher or meet the Head teacher and Depute Headteacher at any point throughout the year. There are also several formal opportunities planned when you may speak to your child's teacher:

Subject to change:

- 📅 September Meet your child's teacher- Open class session
- 📅 October Interview by appointment

	December	Interim Report
	March/April	Interview by appointment
	June	Annual Progress Report

Wellbeing and assessment plans (WaAP), are a key aspect to the reporting process. Parents of children who have a WaAP are invited to meet and agree set targets for his/her child.

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

### 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)

### 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 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 a child/children's needs.

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

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/asl>

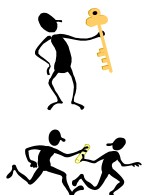
Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

### Girfec

GIRFEC stands for 'Getting It Right for Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed.

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents), to get help or support when they need it.

Every child in school has a key adult who has the overall picture of the child's progress. In almost all cases this will be the **class teacher**.



**Miss Black DHT** has overall responsibility for coordinating Additional Support Needs within Our Lady of Peace.



**Mrs McDonald HT** has overall strategic responsibility for Additional Support Needs within Our Lady of Peace.



## **Nurturing City**

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

## **School Improvement**

On an annual basis, a copy of our Standards and Quality report is made 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. Any parent or carer seeking a copy of the plan can contact the school office or consult our website.

## **Pupil Equity Funding**

The school is in receipt of approx. £139,500 PEF annually, from the Scottish Government to address poverty related attainment gaps. The plan for this spend may change year on year. To date, the funding has allowed for additional teaching and support staff, the provision of counselling and support services and a range of resources to enhance the children's learning experiences

## **Promoting Positive Relationships**



Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. The school has embarked on becoming a Rights Respecting school. We have a bronze award. Adults in our school work with children to ensure they are aware of their rights and fully respect the rights of others. The approach within Our Lady of Peace School 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 promoting positive behaviour to set out expectations. This is celebrated through Fun 31 treats, awards at assemblies and certificates sent home to parents, stickers, achievement wall, roles allocated to children, etc.

The highest standards of behaviour are expected of pupils, at all times. Where this is not the case, a variety of supportive steps and/ consequences are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children. This supports safety for all.

We have an Inclusion and Equalities policy, incorporating anti bullying and the promotion of positive relationships.

## 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 use Showbie and Sumdog for online home learning

Tasks set will be in line with the ability of the child. Homework will not be set for school holidays or weekends, nor will it be set if a pupil is taken out of school during term time, for a holiday.

Time taken for homework:

- *In P.1-3 homework should not exceed 20 minutes per night*
- *In P.4-5 homework should not exceed 30 minutes per night*
- *In P.6-7 homework should not exceed 40 minutes per night*

*It should be noted that these are maximum times*



## Parent Council

We have a Parent Council which represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM, usually in September.

### Parent Forum

The membership of the Parent Forum is made up of all parents/carers who have a child or young person at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents/carers. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

### Parent Council

A Parent Council could get involved in:

- *Supporting the work of the school;*
- *Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;*
- *Fundraising;*
- *Involvement in the appointment of senior school staff.*

### Membership of the Parent Council

Generally, members of the Parent Council must be parents/carers of children and young people who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from

school staff and the community who will have knowledge and skills to help them. The Parent Council should meet, on average, once a month. [The Parent Council:](#)

- Will have a minimum membership of four parents/carers of children attending the school. The maximum membership is eight
- In the event of the number of volunteers exceeding the number of places set out in the constitution there will be a ballot of the Parent Forum
- Has a membership period of two years
- May co-opt up to four members
- Will meet at least once a term as a Council

The Headteacher has a right and a duty to attend the Parent Council meetings but does not have the right to vote. Should you wish to contact the Parent Council please do so through the school office.

### **Pupil Voice**

This is currently an area for further development in the school. Most recently we have started a Head Boy and Head Girl system.

### **Extra Curricular Activities**

We have a wide range of activities that run between Mondays – Thursdays to extend the learning experience. These include basketball, dance, football and many more. Please check your child's schoolbag for information and / look out for text messages 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.

### **Child Protection and safeguarding**

Mrs A M McDonald is the school's Child Protection Coordinator.

If you have a concern about a child's welfare or direct evidence or suspicion of a child being at risk then the only way you can protect the child or children is to report the matter. Whether you are a parent, permanent member of staff, a supply teacher or a visiting specialist you should intimate your concerns immediately to the Head of Establishment or, in her absence, a senior member of staff.

### **Useful Contacts**

**Parentzone Scotland** is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how 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)

## **Glasgow City Council**

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

Tel: 0141 287 2000  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

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