



**2023 -
2024**

Riverside Primary School



School Handbook
Glasgow City Council
2023 - 2024





Glasgow Primary School Handbook 2023-24

Welcome to Riverside Primary School!

I would like to welcome you and your child to Riverside Primary School.

We are based in the Govan Road Campus building which was officially opened in June 2012. We share many areas of the campus with St Saviour's Primary School and Broomloan Nursery School with whom we work very closely. The staff, pupils and families of pupils attending our school have worked hard together to establish Riverside Primary School within the Govan community. We really enjoy working in our lovely building that offers such a bright environment in which to learn. We continuously strive to ensure that there is a strong ethos of high expectations for all of our pupils so that they can achieve their full potential. We take great pride in the many achievements of our pupils not only in academic subjects but in all areas of school life and beyond. We are confident that your child will be happy in this school and that you will be satisfied with the choice you have made.

This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school if you need more information.

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

Karen Campbell

Karen Campbell

Head Teacher
Riverside Primary School

School Vision & Values

In Riverside Primary we will 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.

VISION, VALUES AND AIMS OF RIVERSIDE PRIMARY SCHOOL

Vision

Together we can achieve more

Aim

To provide a **kind**, **safe**, stimulating and inspiring environment where our children and young people develop resilience, creativity life skills and **respect** for themselves, others and the world around them.

Values

Kind

Safe

Respect

School Information

You can cut out the following information for ease of finding the numbers required.

Contact Details:

School Name:	Riverside Primary School
Address:	Govan Road Campus, 635 Govan Road, G51 2AQ
Telephone Number:	0141 440 2910
Fax:	0141 440 0928
Email:	Headteacher@riverside-pri.glasgow.sch.uk
Website:	under construction
Twitter	@RiversideGovan

Background information:

- Riverside Primary is a co-educational school
- Our school is non-denominational
- Stages taught: P1-P7
- Current Roll: 235
- Capacity: 292

School Staff 2023-2024

SLT

Karen Campbell	Head Teacher
Sara Patterson	Acting Depute Head Teacher
Lynne Meney	Acting Principal Teacher
TBC	Principal Teacher

Class Teachers

Lauren Cairney	Primary 1
Aimee Lamont	Primary 2/1
Katherine McCluskey	Primary 3/2
Ayesha Safdar	Primary 3 (HUTS)
Daniel McDade	Primary 4 (HUTS)
Rachel Rae	Primary 5
Lesley Gibson (0.8) & Sarah Copland (0.2) (Mon, Tues, Wed, Fri) (Thurs)	Primary 6/5
Heather Brown	Primary 7/6
Vjollca Gjana	Primary 7
Kezia Till	Caterpillar Room
Aishah Ali 0.6 (Mon, Tues, Wed)	NCCT & P3 Probationer day
Jennifer McElroy-Mitchell (Thurs, Fri)	NCCT
Audrey MacLelland (0.6) (Wed, Thur, Fri)	EAL Teacher
Sarah Copland (0.4) (Tuesday, Thursday, Friday)	P5 Probationer day, P6/5 & NCCT

Clerical Assistants

Avril Stevens
Steph Jefferies 8.30am – 12.30pm

Support for Learning Workers

Elizabeth O'Neil (mornings)	Sandra Luporini
Julie Burns (Nurture)	Meg McKenna
Pargash Kaur	Aisha Wasim
Susanne Lyall (Family Support)	Olha Izah
Carolyn Mackin	

Facilities Officer

Brian Thomson

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 now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step. Further information is available using the following

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

Following the enrolment all pre-school children and their parents/carers are invited back to Riverside Primary early in the summer term to attend a workshop providing information about our school.

Organisation of Classes in Primary schools

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

Our school hours are as follows;

Morning	09.00 -10.30
Interval	10.30 - 10.45
	10.45 - 12.00
Lunch	12.00 - 12.45
Afternoon	12.45 - 15.00

We have adopted a soft start to enable all pupils to safely enter the school building in a more staggered way. Gates are open from 8.50am and we have arrangements for staggering class leaving times from 2.50pm.

School Term Dates

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

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

Pupil Absence

Within Riverside 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/index.aspx?articleid=18832>

Late coming

Arriving at school on time like attendance is very important to us. If a child is consistently late this disrupts the working of her/his class, her/his group and the child too. Please try to ensure that your child arrives at school on time.

If your child is late and after 9.05am, we ask them to enter school via the main office. This will be recorded in a late book.

Breakfast club

We continue to be able to offer all pupils access to a Breakfast club from 8am every morning.

Please use this service or we may lose it!

For more information about this please contact Karen Campbell HT Riverside Primary.

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, 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 encourage all of our pupils to wear school uniform. Uniform for Riverside is available and can be ordered online. It is as follows;

- Navy blue school sweat-shirts (with school badge)
- Navy Blue school hoodie (with school badge)
- White or pale blue polo shirts (with school badge)
- Waterproof coat with fleece lining (with school badge)
- School tie

The children are asked to wear black/grey/navy trousers, skirts, leggings or joggers.

Recycled uniforms

Ms Lyall manages this process in our school and always have uniforms available. We will let you know about this when you register your child at Riverside.

PE Kit

We ask that children come to school wearing their PE kit on the days that they have gym. PE kit should consist of a school polo shirt and shorts/leggings/joggers and trainers.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Pupils who are not participating in PE **must have a note/medical certificate/parents inform office or member of leadership team**. In this case pupils should still come wearing 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.

In order to comply with Health and Safety Regulations **all jewellery must be removed for P.E. If your child cannot remove earrings for PE lessons they will not be able to take part in the lesson**. False nails should not be worn to school.

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/index.aspx?articleid=17885>

School meals

School Meals are served in the Dinner Hall. Parents should activate their ParentPay account as soon as possible. The Dining Hall is cashless and do not accept money.

Currently a full meal costs £1.90.

All children in P1-5 are entitled to a free school meal.

We operate a Fuel Zone system which means that there is a choice of dinners including hot meals + Sandwiches with a set menu.

- **Special Diets**

If your child requires a special diet please contact the Head Teacher or Depute Head teacher for further information.

- **Packed Lunches**

Any child who does not want a school dinner can join their class in the Dining hall and eat a packed lunch with their friends.

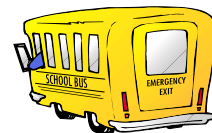
Please note that children stay in school for lunch (either school meals or packed lunches) and are **not be allowed out** of the playground during break times. Parents who wish their child to leave the school during lunchtime **must** send a letter to the school informing the school of this decision. **Children are not allowed to leave the school unaccompanied.** This rule exists for Security and Health and Safety reasons.

Drinks and Snacks

As a health promoting school we do not allow fizzy drinks or juice in school. We encourage our pupils to drink water at all times. They can fill their water bottles at any of the 3 special water cooling machines in the school. Likewise we ask pupils to bring fresh fruit or crisps as a morning snack rather than sweets or chocolate. We also ask that pupils do not bring snacks or lunches that contain nuts as we have children in school who have a nut allergy.

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>



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 policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at

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

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Our associated secondary school is:

Govan High School

12 Ardnish Street
GLASGOW
G51 4NB

0141 582 0090

Headteacher@govanhhigh-sec.glasgow.uk

We have established a very comprehensive transition programme with colleagues at Govan High School and Pirie Park Primary which enables pupils to begin to experience secondary school life. We also liaise closely with any other secondary schools that our pupils transfer to.

Communication with Parents

At Riverside Primary school we use a variety of ways to keep in touch!

Meeting with SLT – 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: call in to the school office or phone for an appointment.

Individual Class Termly Newsletters – each term the class teacher prepares a newsletter with a summary of the main focus for learning across the curriculum that will be taking place that term. This includes information about days for PE, Homework tasks, and any important dates.

Whole School Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school including the successes and achievements of our pupils.

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

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

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year including informal 'Drop-Ins' or the more formal parent evenings when parents can discuss their child's progress with the class teacher and view the child's work.

Open Afternoons - Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter will keep you informed.

School website- A new school website is being developed

Twitter- Check out and follow our Twitter account where you will find regular updates of the activities children are doing both in and out of school.

[@RiversideGovan](#)

Expressions App

We now use a school APP which can be accessed directly on your phone and where parents/carers can access any letters or information sent out to families. There is a special page for each class so you can access information just by clicking on your phone. **We hope that you will all download this APP and find it a really useful way to keep in touch with our school.**

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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

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

Appointments during school hours

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

Comments & Complaints

In Riverside Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available: <https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU
Tel: 0141 287 5384
e-mail: customercare@glasgow.gov.uk or 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 Riverside Primary School, we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

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

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

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

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

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Parentzone <https://education.gov.scot/parentzone/>

Connect <https://connect.scot/>

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.

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact **Mrs Campbell** 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>

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 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.

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 Riverside Primary School is to build a **positive ethos** that demonstrates **care and respect for all**.

In **Riverside** we aim to teach and develop self-discipline by using a restorative approach at all times. We encourage both individual and collective responsibility. We believe that all children should feel valued and learn to value others. Our school operates a system of **class contracts or charters** which are developed by pupils at the beginning of each year to set out expected behaviour. They are sent home to be signed by parents and also on display in classes throughout the year.

The need for discipline and good and responsible behaviour extends beyond the classroom and into the playground and into the community at large. We require and expect the children to behave appropriately at all times. The partnership between parents and the school is vital in ensuring that children behave in a social, responsible way.

If we have either a serious breakdown in behaviour or persistent misconduct we will of course invite you in to discuss this with us.

Child Protection

All educational establishments and services must 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 of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and wellbeing programme for your child's establishment.

Educational establishments and services must 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 programmes of health and wellbeing are central to the curriculum;
- ensuring that 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.

The name of the Child Protection Coordinator and depute Child Protection Coordinator is on display in the establishment foyer.

Extra-Curricular Activities

We have a wide range of activities that run between Monday–Thursday, sometimes at lunchtimes to extend the learning experience. These currently include Football, Badminton, Multi-sports,

Choir, and Arts and crafts. 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.

We also have a programme of musical provision. We offer children the chance to learn brass instruments, chanter and bagpipes and this year we are funding input from Baby Strings across our lower classes.

Residential trips Every year we ensure that our P7 all have the opportunity to participate in a residential experience away from home. This is a highlight of their P7 year!



Home School Links

Throughout this handbook reference is made to the importance of establishing good home school links in order to benefit the educational and social development of your child.

Ms Susanne Lyall (Nurture Home-link Support for Learning Assistant) currently works across our school supporting our children and their families. If you have **any concerns** regarding settling your child into our school, homework, uniforms, family issues or any other issues Susanne will be able to meet with you and help you or at least direct you to someone else. You will invariably also see her in the playground before school if you need to catch her!

We have many opportunities for families to join in the life of our school eg. ESOL classes, Stay and Play, Grub Club etc. Please contact the office, or Susanne, for more information.

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

Enquire Scotland

Enquire is a national advice service for families with additional support needs. 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