



# Saint Charles' Primary School & LCR

## School Handbook 2017 - 2018

13 Kelvinside Gardens  
Glasgow  
G20 6BG  
0141 946 1391

Head Teacher – Miss Elaine Ross



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## Welcome to Saint Charles' Primary School and L.C.R.

I would like to warmly welcome you to Saint Charles' Primary School and Language and Communication Resource. At Saint Charles we recognise that parents, staff and partners working together benefits the pupils, and therefore, we aim to provide a school in which all children and adults feel welcome and at ease.

We promote open communication with pupils, parents and partners and are keen to discuss any concerns formally, through an appointment made at the school office and informally by being available before and after 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.

I am committed to ensuring that Saint Charles' will be an exemplary 21<sup>st</sup> Century learning environment where children will acquire skills for life and be prepared to develop as citizens of a changing world. In this school, every pupil matters, every moment counts.

In Saint Charles, we aim to foster a sense of belonging and we hope that you and your child will very quickly feel a valued member of the school community. You will be kept informed of what is happening in the school through letters, newsletters, the schools' Facebook pages and website, and I hope this will help you to become more involved in the life of the school.

This handbook contains a range of information that you might find helpful e.g. there are sections about the aims of the school, the staff, the curriculum, and the uniform.

I hope that this handbook gives you a glimpse of life at Saint Charles' Primary School and Language and Communication Resource but please do not hesitate to contact me if you need any further information.

Kindest Regards,

Elaine Ross  
Head Teacher

## School Vision & Values

In Saint Charles' Primary School we strive to give children values for life - wisdom, justice, compassion and integrity.

At Saint Charles' Primary School our aims are to concentrate on important priorities and to strive to be an excellent school while encouraging our children to love life, live it to the full and gain the confidence to say the following statements –

Relevant Statements		
1.	Achievement and Attainment	<b>I love learning and I can be proud.</b>
2.	Framework for Learning	<b>I love my school and I can help to make it excellent.</b>
3.	Inclusion and Equality	<b>I am loved and feel part of my school community.</b>
4.	Value and Citizenship	<b>I love goodness and I can be a good citizen.</b>
5.	Learning for Life	<b>I will always love learning and I can do well.</b>



## A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

## School Information

Saint Charles' Primary School & LCR  
13 Kelvinside Gardens  
Glasgow  
G20 6BG

☎: 0141 946 1391

✉: [headteacher@st-charles-pri.glasgow.sch.uk](mailto:headteacher@st-charles-pri.glasgow.sch.uk)

**School Website:** [www.st-charles-pri.glasgow.sch.uk](http://www.st-charles-pri.glasgow.sch.uk)



### Facebook Pages (Closed Groups):

St Charles' Primary School (Glasgow)  
St Charles' Language Unit



**School App:** [www.st-charles-pri.glasgow.sch.uk](http://www.st-charles-pri.glasgow.sch.uk)

**Glasgow City Council Going to School website:**

<https://www.glasgow.gov.uk/index.aspx?articleid=17026>

### Background information:

#### Primary School

- Stages taught: Primary 1 – Primary 7
- Current Roll: 261
- Capacity: 372
- Co-educational School
- Denominational – Roman Catholic
- Learning Community: John Paul Academy Learning Community

#### Language and Communication Resource

- Stages taught: Primary 1 – Primary 7
- Current Roll: 19
- Capacity: 24
- Co-educational School
- Inter-Denominational

Saint Charles' Primary School is a Roman Catholic school with a co-located Language and Communication Resource, which is inter-denominational. We belong to the John Paul Academy Learning Community and the mainstream school serves the North Kelvinside area of the city. The school is at the heart of a very close community with many parents and grandparents being former pupils.

Our school is a Victorian red sandstone building built in 1901. We have recently undergone a major refurbishment as part of Glasgow's 4Rs programme.

Our premises consists of 10 mainstream classes, 4 Language and Communication Resource classes, a library, an assembly room, an ICT Suite, a multi-sensory room, gym hall and dining hall. We have two enclosed playgrounds to the rear of the school; one for primary 1-3 pupils and another for primary 4-7 pupils.



## Remit of the Language and Communication Resource

St Charles' Language and Communication Resource caters for children with additional support needs from Pr 1 – Pr 7 from across the North of the city. The resource is inter-denominational. The LCR exists to cater for children who have additional needs in speech, language and communication, which would impede their access to a mainstream curriculum.

### LCR Leadership Team

The leadership team is as follows:

Head Teacher:	Elaine Ross
Depute Head Teacher:	Clare Bonar
Principal Teacher:	Mary Torrance



### Enrolment

Pupils are normally referred to the school by Psychological Services following rigorous assessment and planning for individual needs. During this process, parents and carers will be offered the opportunity to discuss their child's additional support needs as well as the potential placement.

However, parents must enrol their child at their local mainstream school as a first step. Registration of Primary 1 children takes place in November and is advertised widely in local press etc.

### Organisation of Classes

Class groups are set by the leadership team based on the age and stage of the children as well as their additional support needs.

The LCR provides additional support to meet the needs of the children. Teachers work closely with their mainstream colleagues in order to ensure a balanced curriculum.

There are many opportunities for inclusion within Saint Charles' Primary School. These include joint playtime and lunchtime arrangements. The children also come together for gym and music lessons and for certain events such as theatre productions and outings.

### Transport to and from the LCR

The education authority will normally provide free transport to all pupils who attend an Additional Support for Learning (ASL) school. This policy is more generous than the law requires and means that the provision of transport could be reviewed at any time.

Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

## School Staff

The current staffing for Session 2017/2018 is also available on the school website.

The Senior Leadership Team is as follows:

<b>Head Teacher:</b>	Elaine Ross
<b>Depute Head Teacher:</b>	Clare Bonar
<b>Principal Teachers:</b>	Fiona Burke Ann MacCormack Marie Spratt Mary Torrance Marie Sprtt

Teaching Staff:

P1a	Andrea McQuade
P1b	Nadia Ligethy
Class1 (LCR)	Marianne Garety
P2a	Anne O'Neill
P2b	Linsey Hood
Class 2 (LCR)	Fiona Armstrong
P3	Tara Breslin
P4/3	Eileen Campbell
Class 3 (LCR)	Katherine Quinn
Class 4 (LCR)	Eilidh Stewart
P5/4	Karen Doyle/Catriona Watt
P6/5	Eileen Leggatt
P6	Mairead Keenan/Maureen Bell
P7	Fiona Burke/Marie Spratt

EAL Teacher                      Vacancy (0.6 FTE)

Music Specialist                      Deirdre Graham

Clerical Support:                      Stroma Fraser  
Caroline Hart  
Ashleigh Wilson

Support for Learning Workers:      Isabel Campbell  
Linda Doyle  
Shona Elliot  
Davina Furay  
Kathleen Heron  
Maria Lynch  
Deirdre MacDonald  
Michelle Routledge  
Catherine Stylianou  
Ingrid Sutherland

Janitor                                      Billy Walker



## 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. There will be a further mid-term enrolment in January,

Parents should bring with them their child's birth certificate, proof of residence and, where applicable, their child's certificate of baptism.

Later in the session, around the months of April/May the Head Teacher will contact parents to invite them to bring their child to take part in the Pre-Entry Programme.

At any other time throughout the session, parents wishing to enrol their children in the school are asked to contact the Head Teacher either by telephone, email or by calling personally any day from Monday to Friday.

## Placing Requests

A parent has a right under the Education (Scotland) Act 1980 as amended to have his/her child educated in a school of their choice. This right can be exercised at any time and not just at the time of admission to school.

Parents/Carers seeking to transfer their children from one section (denominational (RE) and non-denominational) to the other sector within the Glasgow City Council area are required to making a placing request.

Families living outwith the catchment area are welcome to make a placing request to attend Saint Charles' Primary School but must enrol their child at their local school as a first step. 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.

## The School Day

Breakfast Club	8.00 - 8.45am
School Begins	9.00 am
Interval	10.30 - 10.45am
Lunch	12.15 - 1.00pm
School Ends	3.00pm



P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 3.00pm.

## School Holidays 2018-19

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

### Return date for teachers

Monday 13 August 2018

### Return date for pupils

Wednesday 15 August 2018

The current pattern of school term dates, holidays and In Service days is set until July 2018.

Glasgow City Council has developed a draft calendar for the following two years and have consulted with parents, teachers and the general public.

The responses to this consultation are now being considered. When a decision is made this will be updated on the Glasgow City Council website.

## In-Service Days

All schools in Glasgow have 5 In-Service Days each year. There are two at the beginning of August before the children return to school, one in February, one in May and one in October. When a decision is made about the dates of these in-service days, this will be updated on the Glasgow City Council website.



Reminders about the school holidays and In-Service Days will be shared by text and also posted on the school Facebook pages and School App.

## Attendance at School

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Within Saint Charles Primary School good attendance is encouraged at all times and children rewarded accordingly.

Parents are asked to inform the Pupil Absence Reporting Line on **0141 287 0039** if their child is going to be absent. This should be done before 9.30 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

Parents/Carers do not have an automatic right to take their child out of school without permission during term-time. The Head of Establishments can only authorise time off during term-time in exceptional circumstances.

Exceptional Circumstances include:

- Short term parental/carer placement abroad.
- Family returning to its country of origin for family reasons.
- The period immediately after an illness or accident.
- A period of serious or critical illness of a close relative.
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

## 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.

## Information in 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.

## Saint Charles' School Uniform

In Saint Charles' Primary School and LCR we are very proud to say that all of our pupils proudly wear their school uniform.

Our school uniform is as follows:

- Blue shirt
- School tie
- Grey shorts/trousers
- Grey skirt/pinafore
- Burgundy jersey/cardigan
- Black Footwear



Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Saint Charles' Primary School and LCR will adhere to this dress code. School uniform can be ordered online from [www.beschoolwear.co.uk](http://www.beschoolwear.co.uk) or purchased from the BE Schoolwear Uniform Shop, 35 Argyle Street, Glasgow, G2 8AH. School ties are available for purchase from the school office.

## PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. **All jewellery should be removed.** Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

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

## Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at:

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

## School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Special meals for children with Halal, vegetarian or medical requirements can be provided. Please inform the Headteacher of any special requirements. Currently school lunches cost £1.90 for primary 4-7 pupils. All primary 1-3 pupils are entitled to a free lunch. More details about school lunches can be obtained at [www.fuelzoneprimary.co.uk](http://www.fuelzoneprimary.co.uk) Children who prefer to bring packed lunches are accommodated in the dining hall. Free milk is available to all children daily.



There is also a Breakfast Club in the school which operates daily from 8-8.45am. This costs £2 for the first child and £1 for additional children in a family. More details about the Big Breakfast can be found at [http://www.fuelzoneprimary.co.uk/big\\_breakfast.html](http://www.fuelzoneprimary.co.uk/big_breakfast.html)

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,010\*) and income-related Employment and Support Allowance are entitled to a free breakfast and midday meal. Information and application forms for free school meals may be obtained from schools and 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. Children from our school normally transfer to:

John Paul Academy  
2 Arrochar Street  
Glasgow  
G23 5LY

Phone: 0141 582 0140  
Email: [Headteacher@johnpaulacademy.glasgow.sch.uk](mailto:Headteacher@johnpaulacademy.glasgow.sch.uk)  
Website: [www.johnpaulacademy.glasgow.sch.uk](http://www.johnpaulacademy.glasgow.sch.uk)

Glasgow Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school and make this transition as smooth as possible.

## Communication with Parents

At Saint Charles' Primary School and LCR we use a variety of ways to keep in touch.

**Open Door Policy** – the Senior Leadership Team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either call in to the school office or phone for an appointment.

**School Website/Facebook/Twitter /School App** will contain a great deal of information about the school. It is a good idea to check this regularly.



**Newsletters/Letters** – these will be sent out on a regular basis to keep parents informed about the work of the school.

**Text Messaging** – You may also receive text reminders about events/school closures etc.

**Questionnaires** - used to gather compliments, comments and complaints.

**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.

## Reporting to Parents

In August all parents are invited into their child's classroom to 'Meet the Teacher'. In November and March all parents are invited to an appointment to discuss their child's progress with the class teacher and view the child's work. A 'Pupil Progress Report' will be sent home at the end of the school year. It will contain progress achieved in all curricular areas. Comments from parents and pupils are encouraged.



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 newsletters, website and Facebook page will keep you informed.

## Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.



## Data Protection – use of information about children and parents/carers



We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

## Appointments during School Hours

If your child has an unavoidable appointment, please inform the Pupil Absence Reporting Line, in the first instance, and give them a letter for their class teacher. You may then collect your child from the school office at the specified time.

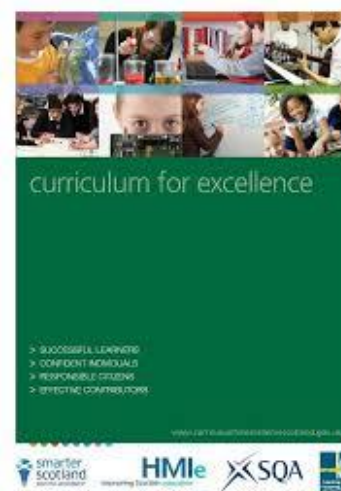
In order to ensure maximum protection for children, pupils attending medical or dental appointments during the school day should be collected and returned by a responsible adult.

## Curriculum for Excellence

*Bringing learning to life and life to learning.*

Scotland's education guideless for all 3-18 year olds is called A 'Curriculum for Excellence'. It has been introduced to raise standards of learning and teaching for all children and young people. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. With 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 Saint Charles' Primary School we want our children to develop as:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors



We are committed to providing children with a broad general education and focus on eight curriculum areas. Each area of the curriculum has specific Experiences and Outcomes.

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

Progress in learning is indicated through curriculum levels as detailed below. Parents will be informed as the children move from one level of Curriculum for Excellence to another.

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

### 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)





## Expressive Arts

Expressive Arts comprises art and design, dance, drama and music. 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. They encourage the exploration of values and foster imagination and creativity.



## Health and Wellbeing

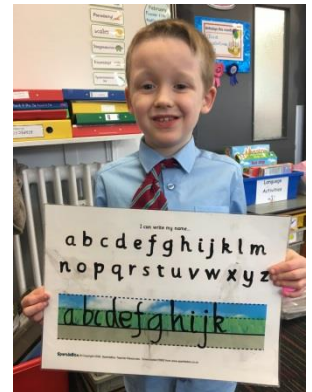
Learning in Health and Wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

This area of the curriculum covers mental, emotional, social and physical wellbeing, planning for choices and changes, physical education, physical activity and sport, food and health, substance misuse and relationships.

## Language and Literacy

Language is central to all aspects of children's learning and therefore has a vital role across the curriculum.

Language and literacy are of personal, social and economic importance. The general aim of our language programme is to enable the child to acquire the following skills: listening and talking, reading and writing.



## Modern 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.

Experience of a foreign language increases children's awareness of the importance of communication in an increasingly inter-dependent world. Through Glasgow's 1+2 Modern Languages Policy we aim to develop a positive attitude to the learning of foreign languages. Pupils in Saint Charles' Primary School and LCR will be taught in both Spanish and French.

We also enjoy 'Language of the Month' when we focus on and celebrate one of the many languages spoken by pupils in the school.

## Mathematics

Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. Mathematics plays a crucial role in everyday social interaction and in the commercial, scientific and business sectors.

Throughout the primary years, children should gain knowledge and understanding in the following areas: number, money and measure, shape, position and movement and information handling.



## Religious and Moral Education

Scotland is a nation whose people hold a wide range of beliefs from the many branches of the Christian faith represented throughout the land to the world's other major religions and to beliefs which lie out with religious traditions. Such diversity enriches the Scottish nation and serves an inspiring and thought-provoking background for our children and young people.

Learning through religious and moral education enables our pupils to learn about and from the beliefs, values, practices and traditions of Christianity and other world religions, other traditions and viewpoints independent of religious belief.

Religious and moral education should support all children in their personal search for truth and meaning in life, and so it is central to their educational development.

## Religious Education in Roman Catholic Schools

Religious education in Catholic schools takes place within the context of the wider Catholic faith community, in partnership with home and parish. It is an integral part of the Catholic school, which in itself is a community of faith. It is designed to assist children and young people to be increasingly able to make an informed and mature response to God in faith and to nurture that faith.

### This is Our Faith

'This is our Faith' is a resource which provides detailed guidance on the religious education curriculum which has been developed for pupils attending Catholic schools in Scotland.



## Religious Observance

Our school is fortunate to have a close link with the local church, St Charles Borromeo. The school chaplain, Fr. Allan Cameron from the parish of St Gregory's, assists with the teaching of Religious and Moral Education and provides opportunities for religious observance.

Under Section 9 of the Education (Scotland) Act 1993, Parents have the right to withdraw their child from religious observance and should inform the school in writing.

## Sciences

Science is an important part of our heritage and we use its applications in our lives at work, at leisure and in the home. 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.



The key concepts will be explored under the following headings: planet earth, forces, electricity and waves, biological systems, materials and topical science.

## 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.

We strive to equip pupils to become well informed, environmentally aware global citizens who will gain knowledge and understanding in the following areas: People – past events and societies, People – place and environment and People – in society, economy and business.

## Technologies

Learning in the technologies enables children to be informed, skilled, thoughtful, adaptable and enterprising citizens.

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



## Global Citizenship Education

Saint Charles' Primary School is committed to promoting Global Citizenship Education which has a central role in supporting the four capacities of A Curriculum for Excellence. Our pupils are provided with opportunities to develop an understanding of fairness and justice, live sustainably and to care for the environment, develop a knowledge and understanding of the world and Scotland's place in it and to develop a sense of rights and responsibilities locally, nationally and globally. Pupils are prepared for the challenges of being a global citizen in a multicultural society now and in the future.

## Pupil Leadership Roles and Responsibilities

Children are encouraged to voice their opinions through the use of questionnaires and suggestion boxes. They are also given opportunities to contribute to the life of the school through membership of groups and committees such as: The Pupil Council, Playground Buddies and Junior Road Safety Officers. Pupils also take leadership roles as Librarians and Digital Leaders.



## Assessment & Reporting

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

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

## Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

## Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment.

There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

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

Further information relating to additional support needs is available on the Glasgow City Council website – <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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

## Getting it Right for Every Child (GIRFEC)

GIRFEC stands for 'Getting It Right for Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

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. But even the most loving and caring families can sometimes need extra support.

The GIRFEC approach, based on the following indicators: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included, aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.



### The Named Person

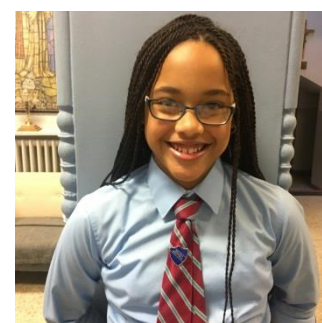
To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

Please do not hesitate to contact the school if you want to speak with your child's Named Person. The Named Person in St Charles' Primary School and LCR is Miss Elaine Ross, Head Teacher. Further information can be found at [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### 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 Saint Charles' Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated in class and at assemblies.

The highest standards of behaviour are expected of pupils at all times. In order to promote positive behaviour, Saint Charles' operates a House System where children are awarded points for showing good manners and behaviour. There is a Primary 7 House Captain, a Primary 6 Vice-Captain and some Primary 7 Prefects who help to encourage the pupils to do their best. The winning House is celebrated every week.



## Home Learning

Homework is a valuable means of extending the child's working day in a manner appropriate to the child's needs and interest. It is a valuable tool for encouraging, developing and strengthening links between home and school.

Please check your child's schoolbag for communication about home learning and specific tasks which could be linked to topics being studied in class. Details of projects will be outlined in the termly Curricular Newsletter.



## Extra-Curricular Clubs

We have a wide range of activities that run between Monday and Thursday, during lunchtime and after school, to extend the learning experience. These currently include dance, gymnastics, athletics, basketball and football. 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, Tracey McBride, are vital for the success of these programmes.

## School Community

The development of pride in and a responsibility towards the community is inherent in every aspect of the curriculum. The school has a lively interest in the community in which it is set and likes to cooperate at many levels with local groups. Links with the local community include: Dunard Street Primary, Hillhead Library, Belhaven Nursery, Kelbourne School, Maryhill Burgh Halls and the West of Scotland Development Centre.



## School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing.

Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website. [www.st-charles-pri.glasgow.sch.uk](http://www.st-charles-pri.glasgow.sch.uk)

## The Parent Forum and Parent Council

Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

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

## Comments & Complaints

In Saint Charles' 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 Head Teacher in the first instance.

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

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

Tel: 0141 287 0900  
e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

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

### Disclaimer

Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document:

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years.