



**St Blane's  
Primary School**

*"Working together in  
confidence and trust."*

# St Blane's Primary



## School Handbook

Updated August 2023

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***Dear Parents and Carers,***

Thank you for choosing St Blane's Primary as your child's school. St Blane's has maintained an excellent reputation throughout its history, supporting the development of successful learners, confident individuals, responsible citizens and effective contributors for over forty years.

At St Blane's we are committed to working in partnership with pupils, parents, carers, the parish and the wider community to ensure we provide the highest quality of education across all curricular areas. Our school provides and actively implements a nurturing environment meeting the needs of all children – spiritual, emotional, social, physical and academic.

Our school vision is to provide a safe, enriching environment where every child feels loved, respected and enlightened in a Catholic, educational environment supported by Gospel Values. This is achieved by school, families and our local Parish, The Immaculate Conception, working together to ensure a community of Faith and learning.

At St Blane's we will endeavour to keep you fully informed of developments, assist you in supporting your child's learning at home and deal promptly with any questions or concerns you may have. We value your feedback and will actively seek your views and suggestions on a regular basis to help us on our improvement journey.

I hope you find the information contained in this handbook helpful and that it will provide a useful introduction to the learning opportunities and academic challenge we offer our pupils. Above all, however, I hope it will begin to convey the love, nurture and distinct Catholic ethos your child will benefit from as a valued member of the St Blane's family.

Should you require any further information, please do not hesitate to contact the school office; we will be happy to help in any way we can, our door is always open. On behalf of our whole school community, a very warm welcome to St Blane's Primary.

Yours faithfully

Mrs Lara McVey  
Head Teacher

Contact information

<i>Name and Address:</i>	St Blane's Primary School 23 Arrochar Drive Glasgow G23 5QB
<i>Telephone Number:</i>	0141 945 1276
<i>Email Address:</i>	<a href="mailto:headteacher@st-blanes-pri.glasgow.sch.uk">headteacher@st-blanes-pri.glasgow.sch.uk</a>
<i>School website:</i>	<a href="https://blogs.glowscotland.org.uk/gc/stblanes/">https://blogs.glowscotland.org.uk/gc/stblanes/</a>

Denominational status: Roman Catholic

Present Roll: 262

St Blane's Primary is co-educational

The following guidelines, set by the Scottish Government, apply to St Blane's classes:

P1 maximum 25

P2 & 3 maximum 30

P4-7 maximum 33

Composite classes maximum 25 (Composite classes are comprised of children from more than one stage)

Parents/Carers should note that the working capacity of the school may vary, dependent upon the number of children and young people at each stage and the way in which classes are organised.

### SCHOOL HOURS

School opening times: P1-P3 - 8.45am (soft start), P4-P7 - 9.00am

Morning Interval: 10.30am - 10.45am

Lunch: 12.15pm - 1.00pm

School closes: 3.00pm

### SCHOOL LETS

Anyone wishing to use the school building in the evening should apply to:

Glasgow Life

Community Letting

Emirates Arena

1000 London Road

Glasgow, G40 3HG

Tel: 0141 287 5921

### ENROLMENT

Registration of new Primary 1 children takes place in November and January and will be advertised widely in the local press, feeder nursery schools and local churches.

**Enrolment is completed online.** Further information and online forms are available via the following link: <https://www.glasgow.gov.uk/schoolsandlearning>.

There will be an opportunity to visit the school during our Open Afternoon prior to enrolment in November. Out-with this time, please contact the office if you would like to arrange a visit to view the school.

Families living out-with the catchment area are welcome to make a placing request to St Blane's Primary School but they must enrol their child at their local school as a first step. A parent/carer who moves into the area may enrol their child at any time. It is advisable to telephone the Head Teacher and arrange a time to visit the school.

*Placing requests should can be found online at: [www.glasgow.gov.uk](http://www.glasgow.gov.uk), online enrolments/placing request.*

## Vision, Values and Aims

St Blane's Primary - Working Together in Confidence and Trust.

We value our Catholic Beliefs, We value Communication, We value Respect.  
We value Achieving, We value Feeling Safe and Happy, We value our Environment.

St Blane's Statement Of Values Will be re-examined this session with all Pupils, parents, staff, and our Parish community, working together, to give their views and develop a shared statement for the vision, values and aims of our school.

We envisage our school values will come alive for the children by designing characters to represent each of the values. We will develop these Values characters ensuring they are reflected upon at assembly and help promote the values among the children.

Our school aims are developed through reflection on the tasks in the school improvement plan. We agree on the outcomes of the tasks and devise our aims as a result of this. There are also aims which encapsulate the overall work and aspirations of the school. The aims are discussed with pupils and staff and communicated with parents initially through the parent council. We will address these to ensure they reflect the school this session.

### **As a community of FAITH, we aim to:**

Place Christ at the centre of our school

Build an atmosphere of openness, tolerance and mutual-respect where pupils and adults are helped to understand and appreciate the diversity of cultures, faiths and beliefs represented in St Blane's Primary, Scotland and across the world.

Provide meaningful opportunities for pupils to develop their knowledge and understanding of the Catholic faith, actively participate in religious observance and respond positively to God's invitation of friendship

### **As a community of SERVICE, we aim to:**

Provide a safe, inclusive, nurturing and equitable learning environment where all members of our school community are able to grow into confident individuals and feel happy, valued and fulfilled.

Recognise every child and adult as a unique individual and continually endeavour to meet the spiritual, emotional, physical, social and intellectual needs of all

Foster Gospel values of *openness, tolerance, love, connection, service, growth* and *perseverance*, equipping all members of our school community to serve as responsible citizens within St Blane's and in the local and global community.

### **As a community of LEARNING, we aim to:**

Provide the highest quality of learning and teaching across the curriculum, supporting all pupils to be literate, numerate and healthy, equipped with the knowledge, skills and attributes necessary for being lifelong successful learners in an ever-changing society  
Establish and maintain high, but realistic, standards and expectations for all, fostering a love of learning in both pupils and adults and supporting everyone within our school community to take responsibility for their own learning.

## Staff Team

Mrs L McVey  
Head Teacher

Ms M Fullerton  
Depute Head Teacher

Mrs C McComish  
Principal Teacher

Mrs L McGreechin  
Principal Teacher

Mrs L Moore  
Principal Teacher

Mr K McNulty  
Class Teacher

Mrs C Elliott  
Class Teacher

Mr A O'Brien  
Class Teacher

Mrs S Wilson  
Class Teacher

Mrs Hughes  
Class Teacher

Miss A Valliday  
Class Teacher

Mrs B Owens  
Class Teacher

Miss McDougall  
Class Teacher

Miss K Devine  
Class Teacher

Miss C Broadley  
Class Teacher

Mrs M Ferry  
Nurture Class Teacher

Miss R Casey  
Support for learning worker

Mrs L Shields  
Child development Officer

Mrs A Sawers  
Support for Learning worker

Mrs M Manson  
Support for Learning worker

Mrs P McPetrie  
Support for learning worker

Mrs J-L McChristie  
Support for learning worker

Ms Robertson  
Support for learning worker

Mrs K Kelly  
Clerical

Mr F McKenzie  
Janitor

## School Uniform

All pupils are requested to wear a shirt and tie to school but on PE days, the younger classes may wear their polo shirt to school to assist them when changing. p4-P7 should always have a change for PE.

St Blane's Primary uniform comprises of:

Brown skirt, pinafore or trousers  
Brown sweatshirt, cardigan or pullover  
Pale blue shirt/blouse  
Brown tie with pale blue stripes  
Pale blue polo shirt  
School shoes  
Black Plimsoles to change indoors



PE Kit:  
Pale blue t-shirt with logo  
Navy blue/Black/Brown shorts  
Navy blue/Black/Brown joggers

The above items with the school logo are available from Baru, Great Western Road.

Please contact the school office for new suppliers

ALL ITEMS OF CLOTHING SHOULD BE MARKED IN SOME WAY, WHICH MAKES IT EASILY IDENTIFIABLE TO YOUR CHILD.

Children should wear indoor shoes as the inside of the building is carpeted. Black plimsoles are fine and can also be used for PE.

### **Clothing & footwear grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where total income is less than £7320) will normally be entitled to grants for footwear and clothing for their child. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

## **School Improvement**

We have three priorities in our current School Improvement Plan (2023/2024):

### **Raise attainment in literacy and numeracy through:**

- Supporting staff at all levels to use data effectively
- Introducing Talk for Writing approaches to the teaching and assessment of writing
- Embedding Read Write Inc approaches to reading in P1-P3
- Maintaining 'Glasgow Counts' numeracy teaching approaches
- Maintaining our Pedagogy of Play approach in P1 & P2
- Embedding and widening targeted interventions to help close attainment gaps
- Further developing regular family learning opportunities

### **Support and improve pupils' health and wellbeing through:**

- Embedding our health & wellbeing programme of study
- Further developing systems to support pupils to regularly monitor and evaluate their health & wellbeing
- Further developing our relationship with With Kids Play Therapy to support individual pupils
- Further developing daily opportunities for pupils to be physically active.
- Developing health & wellbeing family learning opportunities across all stages

### **Increase the effectiveness and impact of learning and teaching across the school through:**

- Re-visiting our Religious Education training for staff to refresh and renew the spiritual life of the school.
- Further developing networked Learning Organisation approach to facilitate regular teacher professional dialogue, collegiate learning and practitioner enquiry (particular focus on Glasgow's Pedagogy – Thinking routines and Metacognition in year 1)
- Providing regular opportunities for pupils to evaluate and offer feedback on their learning experiences using the ideas and questions from the Education Scotland resource 'How good is OUR school?', including joint work with pupils in our Learning Community school group
- Continuing to embed play-based approaches in Primary 1 and Primary 2
- Fully engaging with opportunities for moderation of standards at school, Learning Community and Regional Collaborative level.



St Blane's summarises progress, successes and achievements on an annual basis in its Standards and Quality Report. A copy of our 2022/2023 Standards and Quality Report, along with the School Improvement Plan for 2023/2024, is available at our school office and will be on our website.

### **Child Protection and Safeguarding**

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the school's actions in response to Child Protection concerns.

St Blane's Primary is committed to creating and maintaining 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 personal safety are central to the curriculum;

Ensuring that staff and visitors to the school are aware of Child Protection procedures;

Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting our pupils.

Child Protection Co-ordinator: **Mrs Lara McVey** (Head Teacher) In the Head Teacher's absence, the Depute Head, Ms Michelle Fullerton, would become Child Protection Co-ordinator.

Telephone Number: **0141 945 1276**

If there are any Child Protection concerns, the Head Teacher will follow Glasgow City Council's Child Protection Procedures and Guidelines as outlined in Management Circular 57 and the school's Child Protection policy.

### **GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)**

GIRFEC stands GIRFEC stands for '*Getting it Right for Every Child*'. GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people. GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

**For children, young people and their families, GIRFEC means:**

They understand what is happening and why.

They have been listened to carefully and their wishes have been heard and understood.

They will feel confident about the help they are getting

They are appropriately involved in discussions and decisions that affect them.

They can rely on appropriate help being available as soon as possible.

They will have experienced a more streamlined and co-ordinated response from practitioners.



### **For practitioners, GIRFEC means:**

Putting the child or young person at the centre and developing a shared understanding within and across agencies.

Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners.

### **EQUAL OPPORTUNITIES**

St Blane's honours the dignity and voice of each person, made in the image of God, and is committed to being an inclusive community where all pupils and adults feel welcome, valued, included and have the best opportunities to reach their full potential.

In accordance with the Equality Act 2010 and Glasgow City Council policy, St Blane's promotes equal opportunities for all. We challenge discrimination and actively ensure that age, disability, gender, race, religion, sexual orientation and all other protected characteristics defined in legislation are never barriers to pupils or adults playing a full and active role in the life and work of our school community.

### **Positive behaviour and relationships**

St Blane's Primary School is a community of love, service and learning where all are welcomed, loved, forgiven and encouraged to live a good life which reflects the teaching and example of Jesus. All children are entitled to learn and play in an environment in which they feel safe, respected and valued and are free from all forms of abuse, bullying or discrimination. These rights extend to the adult members of our school community.

**Bullying behaviour is never acceptable and will never be tolerated in St Blane's Primary School.**

When bullying behaviour occurs in St Blane's Primary, respecting the rights of all children involved is of paramount importance. St Blane's aims to establish a culture of mutual respect and understanding and will promptly address the needs of those bullied, as well as the bully, within a framework of respect, responsibility, support and resolution:

**a) St Blane's will take all bullying behaviour seriously**

b) A member of the Senior Leadership Team will carry out a full investigation

c) St Blane's will work with the young person who is being bullied to help them feel safe and find solutions to the bullying behaviour

d) A 'first offence' of a minor nature (for example, name-calling) will be challenged and the child will be made aware that this behaviour is unacceptable. It will be made clear to the child that any further incidents will be formally recorded

e) A member of the Senior Leadership Team will inform the parents/carers of any child who is being bullied

f) A member of the Senior Leadership Team will inform the parents/carers of any young person who is displaying bullying behaviour to support and encourage the pupil to modify their behaviour

g) St Blane's will record all incidents of bullying behaviour in line with local authority and national guidelines

h) St Blane's will work with those displaying bullying behaviour to help them change their behaviour

- i) Where appropriate, St Blane's will work with both parties to help reconcile relationships through restorative conversations
- j) A member of the Senior Leadership Team will monitor recorded incidents to ensure patterns of behaviour are promptly recognised and appropriate measures put in place to address these.

### **Promoting Positive Behaviour**

Children learn best in a safe, secure and positive environment and staff, parents and children all have a role to play in creating and supporting such settings. Engaging learning activities, appropriately differentiated work, good classroom organisation and effective teaching methods are key to keeping pupils engaged and motivated and to maintaining good behaviour. Classrooms within St Blane's are organised to promote order and minimise disruption and uncertainty. They also aim to be stimulating environments which develop independence and initiative. Our three consistent school rules are:

#### **Be Ready, Be Safe, Be Respectful.**

By following these rules, we ensure every child has a positive experience.

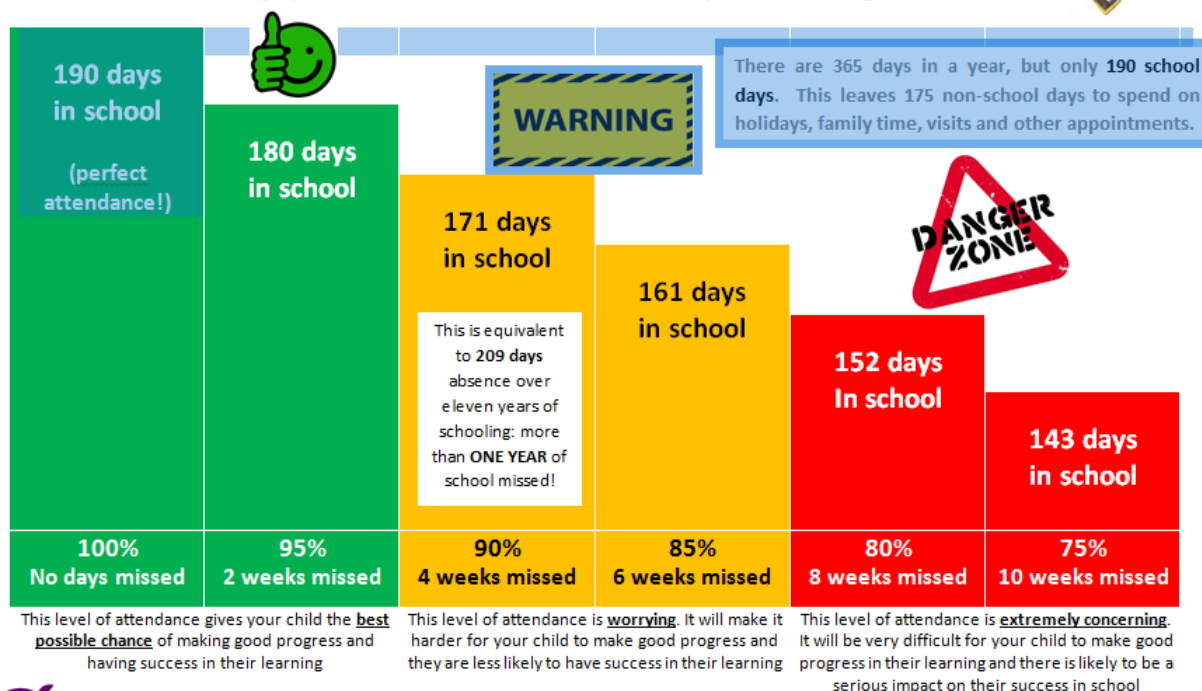
Each child has the right to expect courtesy and respect and, in turn, has a responsibility to respond similarly to their peers and to all adults within the school.

Our school Values promote positive behaviour –

#### ***RESPECT, KINDNESS, RESPONSIBILITY, HONESTY and LOVE.***

A strong emphasis is placed on the encouragement and recognition of positive behaviour through Head Teacher Award certificates, and on-going praise by all members of staff. Our school has a House system – St Andrew's House, St Patrick's House, St Bernadette's House, St Therese of Lisieux House. House points are awarded for all positive behaviour within the school by all staff members. Winning house at the end of term will have a fun day. At times, sanctions may need to be applied when children do not respond to the school's positive behaviour strategies and who find themselves falling below the high standards of behaviour and conduct expected within our school community. In order to be effective, these sanctions are applied fairly and consistently across all classes. Parents/carers will be contacted promptly if their child continually fails to abide by the rules of the school or if they are involved in an incident of a serious nature. When inappropriate behaviour occurs, St Blane's will always seek to respond with consequences which are reasonable and proportionate. Parents are encouraged to support the decisions and actions of the school to ensure that any sanction has maximum impact. Should parents/carers have a concern about the way their child has been dealt with, they should contact the school to discuss the matter with the Head Teacher.

## Understanding your child's attendance percentage



**ATTENDANCE MATTERS... every school day counts!**

It is vital that parents contact the school promptly if their child is going to be absent. This can be done by telephoning the absence reporting line on **0141 287 0039** or calling the school direct. Alternatively, parents can use the online form on the Glasgow City Council website:

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

If the school is not contacted, office staff will send a text to parents and, if necessary, follow this up with a telephone call to confirm the whereabouts of the child and ensure that they are safe. The Education Liaison Officer will be asked to investigate an unexplained absence, and the authority has the power to write to, interview or prosecute parents/carers. In the interests of child safety, the police will be contacted if all attempts to locate a child have been exhausted.

### Family holidays during term time

Every effort should be made to avoid family holidays during term time as this reduces learning time and disrupts a child's education. Parents/carers should inform the school by letter before going on holiday. Absences will only be classified as 'authorised' in exceptional circumstances such as a family holiday being crucial to the wellbeing and cohesion of the family or following a serious or terminal illness, bereavement or other traumatic event. A family holiday classified under the 'authorised absence' category will **not include** such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Holidays which overlap the beginning or end of term

Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

### **Extended leave with parental consent**

Whereas most family holidays will be recorded as 'unauthorised absence' (see above), extended leave with parental consent will be authorised under circumstances such as:

Extended overseas educational trips not organised by the school

Short-term parental placement abroad

Family returning to its country of origin (to care for a relative or for cultural reasons)

Leave in relation to the children of travelling families

### **Exceptional domestic circumstances**

Parents may request permission for such leave in writing and the school may authorise such requests under the following circumstances:

The period immediately after an accident or illness

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.

### **Home-school Partnership**

Each and every parent and carer has a vital role to play in their child's learning, as well as an important part to play in the on-going improvement of St Blane's Primary.

St Blane's uses a variety of ways to keep in touch with parents and carers:

**Open Door Policy:** The Senior Leadership Team are available to meet with parents or carers at any time, provided they are not teaching or in another meeting. Please pop into the school office or phone for an appointment.

**School website:** <https://blogs.glowscotland.org.uk/gc/stblanes/>

**Annual and termly 'Dates for your Diary':** this is sent out at the beginning of each term

**Letters:** important information is sent out via email or on SeeSaw/Showbie

**X formerly Twitter:** up-to-the-minute information and news

**Text messages & emails:** parents will receive regular text reminders about events/school closures etc.

### **Expression school App**

**Meetings:** Parents and carers are welcome to discuss any aspect of their child's learning and progress by making an appointment via the school office. There are, of course, various opportunities throughout the year when parents can view their child's work and discuss their child's progress with the class teacher.

**Organised Events:** Parents and carers are invited to various events throughout the school year including 'Meet the Teacher', class assemblies, Masses, Sports Day and concerts. Our **Parental Engagement & Family Learning programme leaflet** is published and sent home to all families.

We actively seek the views of parents and carers through our on-going self-evaluation process. Questionnaires are distributed annually to all parents/carers and the collated data used to inform our School Improvement Plan.

## THE PARENT COUNCIL

St Blane's has a very active Parent Council whose role is to represent the views of all parents. Please contact the school office for further information, particularly if you wish to join.

### School Meals

St Blane's lunch hall offers a variety of hot meals and sandwiches. Children who prefer to bring a packed lunch can be accommodated in the dining hall or, if they choose, eat their lunch in the playground in good weather.

Special dietary requirements can be provided for. Please check the following link for further information and make an appointment to discuss your child's specific needs with the Head Teacher:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf)

Children of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free lunch.

Information and application forms for free school meals may be obtained at:

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

**\*\*\*All children in Primary 1 to Primary 5 are entitled to a free school meal\*\*\***

Our Breakfast Club runs daily in the dining hall from 8.00-8.45am. Breakfast is free for pupils eligible for school meals. For other pupils, the cost is £2.00 for the first child in a family and £1.00 for all other siblings. Children should enter by the Side door in the playground.

### Transport

A school bus is provided for those children who live out with an immediate radius from the school. Please contact the school office for further information if you believe you may be entitled to the school bus.

### Medical and Healthcare

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 current 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.

The school nurse visits the school at various times during the year. Parents will be informed by letter.

#### **Allergies**

The school should be kept informed of any allergies and reactions. A profile from hospital should be provided by the parent/carer and the prescribed medication supplied to the school. Following the completion of medical forms, this medication will be stored in the

designated safe area, to be administered if and when required. Currently, parents/carers are requested to ensure that all snacks and lunch boxes are nut free.

### **Other Prescribed Medications**

Only prescribed medication from your doctor, in its original packaging and with pharmacist instructions, will be administered. Written parental/carer consent, on official school medical forms, is required.

## **DATA PROTECTION**

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

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk>

## **Inclement weather and emergency closures**

During periods of inclement weather, the children will be allowed to enter the school from 8.45am. Children will be supervised until their teacher collects them at 9.00am. All classes are supervised indoors during wet intervals.

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 will do all we can to keep parents up-to-date with information on the closure or re-opening of the school through the texts, Twitter, the website, local media and letters. Glasgow City Council make the final decision to close schools in emergency situations, not school staff.

## **Extra-Curricular Activities**

Please check your child's school bag for club information. Clubs run at various times throughout the term, mostly Monday – Thursday including, mini kickers, Dance, Gymnastics...



## Transitions

We endeavour to ensure the yearly transition from class to class is smooth and seamless, and the needs of all children are considered when organising classes for the next session. Once classification is complete, arrangements are made for teachers to share important information on the attainment, achievements and specific needs of pupils with the new teacher.

### **Arrangements for Transition to Secondary**

Children normally transfer between the ages of 11½ and 12½ to allow them to complete at least four years of secondary education.

Most children in St Blane's transfer to John Paul Academy School. The transition process is supported by a comprehensive induction programme which includes information evenings, pastoral care visits, events with other learning community primary schools, enhanced transition for pupils with Additional Support Needs, and induction days at John Paul Academy in the summer term.

## Pre-Entrant Programme

Staff will liaise with local nurseries to ensure transition dates and handovers are communicated to all parents.

## Curriculum for Excellence

*Curriculum for Excellence* aims to achieve a transformation in education in Scotland by providing a flexible and enriched curriculum for all children and young people from 3-18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. *Curriculum for Excellence* is underpinned by the values inscribed on the mace of the Scottish Parliament: Wisdom, Justice, Compassion and Integrity.

The purpose of *Curriculum for Excellence* is encapsulated in the four capacities: to enable each young person to be a **successful learner**, a **confident individual**, a **responsible citizen** and an **effective contributor**.

There are eight curriculum areas:

*Languages (literacy)*

*Mathematics (numeracy)*

*Sciences*

*Social Studies*

*Expressive Arts*

*Health and Well Being*

*Religious and Moral Education*

*Technologies*

Literacy, Numeracy and Health & Wellbeing are given particular importance as knowledge and skills in these areas are so vital to everyday life.

In *Curriculum for Excellence*, learning is divided into two phases: the Broad Education (BGE) and the Senior Phase. Learning is also divided into levels as follows:

### LEVEL STAGE

**Early** the pre-school years and P1 or later for some

**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 and fourth S1-S3, but earlier for some  
Senior Phase S4-S6 and college or other means of study**

### **Assessment**

Assessment is an integral part of learning and teaching. St Blane's Primary School endeavours to ensure assessment always supports pupils' learning by focusing not only on outcomes achieved, but on the process of each child moving from where they are in their learning towards new, more advanced goals. A variety of assessment approaches are used and teachers gather a range of evidence to help identify strengths and plan the next steps in a pupil's learning.

High-quality interactions between St Blane's pupils and staff lie at the heart of effective assessment. Teachers endeavour to interact with pupils in ways which encourage them to *think* and to talk about and demonstrate their learning. These interactions are based on thoughtful questions, careful listening, reflective responses and effective feedback strategies. Focused dialogue about learning takes place on a regular basis between teachers and pupils. The Head Teacher meets with each class teacher on a termly basis to discuss the progress of pupils and identify the most effective ways of helping every child meet their full potential.

Occasionally, more formal assessments are used to help the school gain a fuller picture of a child's ability in particular areas of the curriculum. For example, National standardised assessments in numeracy and literacy are administered in Primary 1, Primary 4 and Primary 7. Your child's Learning Journey is an on-going record of their achievements and progress in and out of school. We have an assessment month in March every year to gather information where we assess Reading, Writing, spelling and Maths formally.

### **Homework**

Parents, carers and other family members can and do make a real difference to children's education. Children learn a great deal at school and parents can add to this learning by supporting them at home. Showing an interest in their child's homework and talking to them about it really does help them to learn.

Homework tasks provide valuable opportunities for parents and carers to work alongside their child on tasks and activities which reinforce the learning they do in school; this provides parents with a valuable insight into their child's on-going progress. A range of homework activities are set in St Blane's across various areas of the curriculum. The majority of homework is now online via a platform called SeeSaw but we are reviewing You will be given a code for your child to join up to this when they start school.

#### **Supporting your child with their homework**

If possible, provide your child with a quiet place to work.

Treat your child's homework as his or her responsibility.

Take an interest; help your child but do not do the work for them.

Help your child to find solutions to any problem, but only to get your child back on track again. If your child is really struggling, it is better to refer the problem back to the teacher the following day.

Go over work when it is completed, showing interest and support.

Get used to the local resources you and your child can use such as joining the local library.

Get in touch with the school if there appears to be a problem – do not wait too long.

Go over the work again after it has been marked, discuss the good points and also any mistakes.

### **Additional Support**

St Blane's Primary complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009. St Blane's 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 cause a barrier to learning and St Blane's is committed to working closely with parents and carers to ensure they are fully involved in any decisions about supporting their child's needs.

Any parent or carer seeking further information and advice should contact the Head Teacher or Depute 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>

### **Health and Wellbeing**

St Blane's is a Health Improving School. Health and education go hand in hand and children who are fit and healthy are more likely to achieve their full potential at school. St Blane's has a comprehensive Health & Wellbeing programme of study and also works in partnership with various health professionals and partner agencies, including Active Schools and the school nurse. We ask parents and carers to help support our commitment to health and wellbeing by encouraging their son/daughter to bring healthy snacks and drinks to school.

#### Physical Education

All St Blane's pupils engage in daily physical exercise, which includes two hours of taught Physical Education per week. All pupils require shorts, t-shirt and suitable footwear for PE. Pupils who are not participating in PE must have a parental note or medical certificate. Items of clothing which could potentially encourage factions (e.g. football colours), cause offence (such as anti-religious symbolism or political slogans), cause health and safety issues (such as loose-fitting clothing, jewellery), or cause damage to flooring are not permitted.



## **Living our Faith**

*This is Our Faith* is the Religious Education syllabus used throughout Catholic schools in Scotland. *This is Our Faith* helps parents, teachers, catechists and clergy support young people in:

Developing their knowledge and understanding of the Catholic faith

Nurturing respect for other Christian traditions and world faiths

Experiencing opportunities for spiritual growth

Acquiring the skills of reflection, discernment and moral decision-making

Committing to beliefs, values and actions in a positive response to God's invitation to faith

Relationships and sexual health are also taught with Church-approved content and resources. '*God's Loving Plan*' is taught from P1 – P7. The detailed planning framework in *God's Loving Plan* connects learning in Religious Education to aspects of Health & Wellbeing. This learning is organised under four themes, focusing on God as the source of all life who is delighted when we use our unique talents (including our bodies) for good, who calls us to be loving people and who guides us to make choices that are good and responsible.

## **Preparation for the Sacraments**

### **FIRST RECONCILIATION**

St Blane's pupils prepare for their *First Reconciliation* (sometimes known as confession or the Sacrament of Penance) in Primary 3 and receive the sacrament during the month of March. The children are taught about the importance of saying sorry for the mistakes they make and reflect on God's great love for them and His willingness to always forgive.

### **FIRST HOLY COMMUNION**

St Blane's pupils are usually prepared for receiving their *First Eucharist* in Primary 4. The boys and girls spend a lot of time learning about and reflecting on the tremendous gift of the Eucharist. They receive their First Holy Communion during the month of May.

### **CONFIRMATION**

The Sacrament of *Confirmation* is celebrated in Primary 7. In Confirmation, young people are signed with the gift of the Holy Spirit. The sacrament renews and strengthens their baptismal call to bear witness to Christ before the world and to devote themselves to the building up of His body, which is the Church.

All children who wish to be presented for the Sacraments must be baptised. If you wish your child to be baptised, please contact your Parish Priest.

Not all pupils or families connected to St Blane's are Roman Catholic. St Blane's welcomes children of any faith, and of no faith at all, and the religious convictions and personal conscience of individual pupils and their families are acknowledged and respected at all times. St Blane's does, however, have a duty to proclaim the Gospel and offer education based on the values and teachings of the Catholic Church, and it is presumed that parents who enrol their child in the school are consciously choosing this ethos and learning environment for their son or daughter.

Parents who, for some reason, wish to withdraw their child from religious observance should make an appointment with the Head Teacher to discuss their specific concerns and find a suitable solution. Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious festivals. Only written requests will be considered. Appropriate

requests will be granted on not more than three occasions in any one school session and the pupil will be marked as an authorised absentee in the register.

### **Comments and Complaints**

St Blane's Primary School endeavours to maintain positive, open relationships with parents, carers and the wider community. However, if you have a comment or complaint about any aspect of the school, please contact the Head Teacher in the first instance.

Glasgow City Council complaints procedures are available at:

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

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

or

[education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

It is extremely important that all issues are dealt with within an atmosphere of mutual trust and respect. St Blane's Primary expects parents and carers to behave in a reasonable and civilised manner towards all school staff. Incidents of verbal or physical aggression towards staff by parents/carers will be reported immediately to the Head Teacher who will take appropriate action in line with Glasgow City Council policy.

