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ST. MARTHA'S R.C. PRIMARY SCHOOL HANDBOOK



2023-24

ST. MARTHA'S PRIMARY SCHOOL
85 MENZIES ROAD
GLASGOW
G21 3NG

TELEPHONE NO: 0141 558 6193

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Glasgow Primary School Handbook 2023-24

Welcome to St Martha's Primary School

Love, Kindness, Trust, Respect.

We are a welcoming, friendly school where everyone feels safe, happy and valued and all children are supported to reach their full potential academically and socially in an atmosphere where Christian values are upheld. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

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

Mr John O'Donnell
Headteacher

School Vision & Values

Vision

With Jesus and the Gospel values at our core, each child's learning and experiences are purposeful, enjoyable and prepares them well for life.

In conjunction to the Gospel Values our school values reflect the wellbeing needs of all pupils.

These include:

Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included.

EDUCATIONAL AIMS

To raise attainment and encourage, promote and celebrate achievement of all pupils.

To close the attainment gap for all pupils, Literacy, Numeracy and Health and Wellbeing

To meet the needs and rights of every child, including those pupils with Additional Support Needs, in a nurturing environment based on GIRFEC.

To work in collaboration with a range of partners including parents, carers, the clergy of the local parishes, local agencies and the local and wider community, in a multi-cultural, multi-faith society ensuring successful experiences for the pupils.

As a school we realise the need to develop our pupils' knowledge of their rights as individuals and citizens of the world in line with the Children's Charter for young people in Glasgow's Education.

To view a copy of Children's Rights leaflet please go to;

- [http:// www.glasgow.gov.uk/childrensrights](http://www.glasgow.gov.uk/childrensrights)

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School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details:

85 Menzies Road

Glasgow

G21 3NG

Phone: 0141 558 6193

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

www.st-marthas-pri.glasgow.sch.uk

Background information:

- Roman Catholic co - educational school
- Stages taught: P1-P7
- Current Roll: 168
- Capacity: 300

School staff

A full list is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

Headteacher: Mr John O'Donnell
Depute: Mr Francis Keenan
Principal Teacher: Miss Pamela McCoid



Enrolment

Registration of Primary 1 children takes place in November and January 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 out with the catchment area are welcome to make a placing request to attend St Martha's Primary School following the information available using the following

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<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

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



All P1 pupils will be in school full time from the first day at school.

The Breakfast Club

Breakfast club runs every morning from 8.00 am – 9.00 am.

Children in receipt of free meals grant do not pay, otherwise it costs £2.00 per day for your first child and £1 for all additional children.

Information on After School Care Services in the area can be obtained from the school office.

School Holidays 2023-2024

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

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

Pupil Absence

Within St Martha's Primary School good attendance is encouraged at all times. 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 absence is 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.

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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

The school uniform is:

- White shirt/blouse
- School tie
- Grey trousers
- Grey skirt
- Black sand shoes for classroom wear
- Black school shoes are encouraged
- Maroon cardigan/jumper/sweatshirt/blazers/fleeces with the school logo

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase online from Border Embroideries and Logoxpres schoolwear - <https://www.border-embroideries.co.uk>, www.logoxpres-schoolwear.co.uk

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St Martha's Primary School will adhere to this dress code.

P.E. KIT: Shorts, t-shirt with school logo, soft shoes

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

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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 diets for children with medical requirements can be provided. Parents must provide a doctor's letter which confirms the medical requirements. A halal menu is available if required.

Children who prefer to bring packed lunches are accommodated in the dining hall.

All children in P1-P5 will receive a free school meal and you do not need to complete and submit a new application form.

Pupils P6 upwards:

Automatic Entitlement

Existing Applicants - If your child was in receipt of free school meals in 2022/23 and your circumstances have not changed and continue to meet the eligibility criteria, the meals will automatically continue and you do not need to complete and submit a new application form.

Letter - Request for proof of eligible benefits

Existing Applicants - If your circumstances have changed, you will receive a letter from Glasgow City Council requesting proof of eligible benefit. Failure to supply proof of eligibility will result in the removal of free school meals.

Application Form

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New applicants - Please complete an application form online at www.glasgow.gov.uk or from the school office and submit along with proof of eligible benefits.

Breakfast Club

If your child is in P1-5 and you require breakfast club and you are in receipt of an eligible benefit for free school meals below, you should complete an application form or from the school office and submit along with proof of eligible benefits.

Free School Meal - Eligible Benefits 2023/24

Income Support or Jobseekers Allowance - please enclose a copy of your award letter dated within the past 3 months.

- Both Working Tax Credit and Child Tax Credit with a household income of £18,725 or less - please enclose a copy of your recent award letter showing your household income and detailing your children's names.
- Universal Credit with a monthly earned income of not more than £726- please supply a copy of your most recent statement or screen print showing your 'pay for the period'.
- Child Tax Credit only with an annual income of less than £18,725 - please provide a copy of your 2022/2023 child tax credit award letter detailing your child(ren)'s names and your annual income.
- Income related Employment and Support Allowance - please provide a copy of your award letter dated within the past 3 months.

Asylum Seeker, receiving support under part IV of the Immigration Act 1999. Please provide a valid/current Application Registration Card (ARC), BAIL201 Letter or Mears Tenancy Agreement.

Play and Lunch Snacks

To support schools, parents and guardians in the promotion of healthy snacks, Fuel Zone provides a limited range of healthier snack items which meet the nutritional requirements. Play and lunch snacks are available at the morning break and after lunch. Children are encouraged to have one snack and one drink at break time.

Transport

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This

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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 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

All Saints Secondary School
299 Ryehill Road
Glasgow
G21 3EN
Phone: 0141 582 0010
Email: headteacher@allsaints-sec.glasgow.sch.uk
www.allsaints-sec.glasgow.sch.uk

All Saints Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

At St Martha's Primary School we use a variety of ways to keep in touch.

Open Door Policy – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

SeeSaw for Schools – communication app which allows progress and homework to be uploaded and messages to be shared between class teachers and parents/carers

ParentsPortal - is an online service for parents and carers where you can access your child's school details, attendance records and school reports.

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

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

School website <http://www.st-marthas-pri.glasgow.sch.uk/> /*Twitter* – will contain a great deal of information about the school. It is a good idea to check this regularly.

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

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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 when parents can discuss their child's progress with the class teacher and view the child's work. 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 and website 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

Appointments during school hours

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

Comments & Complaints

In St Martha's 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

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Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: 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 St Martha's 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 Education in Roman Catholic Schools	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.

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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 education in Roman Catholic schools: Experiences and outcomes and other essential information relating to religious education in Roman Catholic schools.

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

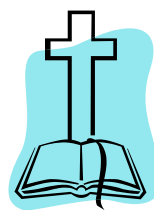
www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Religious Observance

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. Our new Religious & Moral Education Programme, "This Is Our Faith" the key document for teaching Religious Education continues to be introduced throughout the school. It includes the study of: Christianity, Other World Religions and Personal Search. Children in Primary 3 are instructed in and prepared for the Sacrament of Reconciliation. In Primary 4 children are prepared for and will receive, the Sacrament of Holy Eucharist. In Primary 7 pupils will work towards the Sacrament of Confirmation. These are regarded as uniquely special occasions in the lives of the children. The local parish priests work with the school and our parents/carers in the preparation and presentation of the child for the sacraments. Such religious instruction and observance form part of the religious tradition in Catholic schools and plays an important part in the education provided in the school.

Parents and Carers from faiths other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on no more than 3 occasions (days) in any one school session and the pupil noted in the register using code REL on these days.



Parents exercise their legal right in sending their Catholic children to St. Martha's knowing that the teachers share the same beliefs and religious observance and that the school policy regarding morals and discipline is based on Catholic principles which apply throughout the school day and not only during formal "Religious" lessons. This must be appreciated by any parents wishing to exercise another legal right – that of withdrawing their child from religious education and observance. These children will be supervised and engaged in a meaningful learning task. Consultation with the Head Teacher would be

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essential and requests made in writing. Parents of children who are not Catholic can be assured that Religious Education is approached sensitively and in a climate of great respect for those of other Faiths.

Our school is fortunate to have a close link with Immaculate Heart of Mary. Father Morris assists with the Roman Catholic and Christianity element of Religious and Moral Education and provides opportunities for religious observance.

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 October and March. The annual Standards and Quality 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 emphasises their strengths. The profile provides a valuable way for learners to share 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 Headteacher in the first instance.

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

The Named Person

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GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth 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 aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

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.

The Named Person will be a promoted teacher within the school. The name of the individual Named Person for your child(ren) will be provided.

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

Nurture Class

The school has a very effective Nurture class which, when identified as appropriate, children from P1 – P3 can attend on a part time basis. The Nurture class curriculum aims to develop self-esteem, social skills and language for communication. The Nurture class teacher works in close partnership with all parents of children who attend the Nurture class.



School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan 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.

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 Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated, with certificates sent home to parents etc.

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

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Home Learning

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

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September.

Pupil Council

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. This has included dance, running, gymnastics 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 are vital for the success of these programmes.

Useful contacts:

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Education Services
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40 John Street
Glasgow G1 1JL

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Tel: 0141 287 2000

www.glasgow.gov.uk

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