



St Paul's Primary
Whiteinch

Handbook



"WELCOME TO ST PAUL'S (WHITEINCH) PRIMARY"



On behalf of St Paul's Primary School community, "Welcome".

We offer a very welcoming, safe and caring ethos where all of our children are valued and encouraged, and have their rights delivered in attaining their full potential. We do this in full partnership with you, their parents and carers, St Paul's Parish and the wider community of Whiteinch and beyond.

We take seriously our role as a Catholic School and aim to share our Gospel values with the whole school community.

We educate our children for life by preparing them, intellectually, emotionally and spiritually through our formal and informal curriculum. Through the experiences and activities we provide, our children will become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Thank you for choosing our school.

We look forward to having you and your child joining us in St Paul's Primary.

Yours sincerely

James Kerr
HEAD TEACHER

Handbook 2017



SCHOOL INFORMATION

School Name: St Paul's (Whiteinch) Primary School
Address: 17 Primrose Street
Glasgow
G14 0TF
Telephone Number: 0141 959 3263
FAX Number: 0141 959 7720
Email: headteacher@st-paulswhiteinch-pri.glasgow.sch.uk
Website: www.st-paulswhiteinch-primary.co.uk
Denominational Status: Roman Catholic, Co-educational
Current Roll: 285
Stages Taught: P1 to P7
Parent Council Chairperson: Alexis Mosson

SCHOOL HOURS

P1 - P7

School Opens: 9.00am
Morning Interval: 10.30am
Lunch: 12.15pm
Closing Time: 3.00pm



Please Note - Breakfast Club is available from **8.00am - 8.45am** every day



School Staff

Leadership Team

Head Teacher

Mr James Kerr

Depute Head Teacher:

Mrs Marie Warrington

Principal Teachers:

Miss Clare Lowrie

Miss Sarah Clark

Mrs Andrea Dougan

Class Teachers

P1a - Miss Mackinnon

P1b - Mrs McCrossan

P2 - Mrs Allison

P3/2 - Mrs Cranney

P3 - Mr Palmer

P4 - Miss Kelly

P5/4 - Miss McLachlan

P5 - Mrs Moran/Mrs Arcari

P6 - Mrs Milano/Miss Cole

P7/6 - Miss Doyle

P7 - Miss Toner

Nurture Teacher

EAL Teacher

Support for Learning

Ms Allan

Mrs Ahmed

Miss Hughes/Mrs Carmody

Pupil Support Staff

Mrs Brown

Mrs Gordon

Mrs Kelly

Mrs G. Ross

Mrs McCormack

Mrs L. Baxter

Mrs L. Smart

Miss K. Gasoewsla

Miss K. Ferguson

Clerical Support

Mrs Fraser/Mrs Dailly

Janitor

Mr M. Bryson



VISION

St Paul's Primary School is a Catholic Community which welcomes all cultures and beliefs. We have a clear sense of purpose and are firmly committed to the principles of Catholic Education.

We are a Rights Respecting School with a strong commitment to meeting the individual needs of our learners. Through this commitment we aim to set the highest standards in all aspects of education for all our children.

We recognise the importance of working closely with parents as the first educators of their children and with the Parish and wider community.

We encourage all children to reach their full potential by fully engaging in their own learning.

Virtues

By placing Christ at the centre of our school we enable our children to experience true happiness, wholeness and holiness. In St. Paul's we look to the Beatitudes for the virtues and attitudes which are expected for the Disciples of Christ:

Wisdom, Justice, Compassion and Integrity.

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. Enrol is now conducted online - see the link below.

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

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

PLACING REQUESTS

The Education Authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstance and where appropriate legislation applies.

Placing request applications can also be accessed through:

[Glasgow City Council Website](#)

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.



SCHOOL HOLIDAYS

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

ATTENDANCE AT SCHOOL

Within Glasgow 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 absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

MEDICAL & HEALTH CARE

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 your 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 up to date contact details - home and mobile telephone numbers, email addresses etc.

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.

MEDICAL APPOINTMENTS DURING SCHOOL TIME

Please try and arrange doctor/dentist appointments after school or during the school holidays. If your child has an unavoidable appointment, please give them a letter or appointment card for their class teacher and then collect them from the school office at the specified time.

EMERGENCY CLOSURE OF SCHOOL

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, Twitter and the local media etc.

CLOTHING AND UNIFORM

Our school uniform is:

*Pale blue shirt

*School tie

*Grey trousers/skirt

*Grey pullover/cardigan

Ties can be purchased from the school office

P7 pupils now have their own P7 tie, with the school badge woven into the material.

It is expected that all children attending our school will adhere to this dress code

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 AND FOOTWEAR GRANTS

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

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



SCHOOL MEALS AND BREAKFAST CLUB

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf. Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-4 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

<https://www.glasgow.gov.uk/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 means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

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

CURRICULUM AND ASSESSMENT

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. Paul'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 & Moral	Sciences	Social Studies	Technologies

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

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

LITERACY AND LANGUAGE

Language and literacy skills are at the heart of children's learning; it is central to their intellectual, emotional and social development. In St Paul's, we aim to provide children with structured and stimulating opportunities, to use language in ways appropriate to their needs and to the world in which they live. We believe that good literacy skills provide children with the building blocks not just for academic success, but for fulfilling careers and rewarding lives. High priority is placed upon developing in the children the ability to use Literacy and English appropriately and concisely through listening attentively, talking fluently, reading with understanding and writing with style and accuracy.

Visits to the local library are encouraged at all stages of the school. All classes make a visit to Whiteinch Library at least once a year. We have a Book Fair in school once a year.



NUMERACY AND MATHEMATICS

We are building a Mathematical Mindset Community at St. Paul's School. We believe all children can learn Maths at high levels, communication and connections are valued, the maths is open, the environment is filled with wonder and curiosity and the classroom is a risk-taking, mistake valuing environment.

There is a daily focus on Numeracy and Mathematics.

Throughout each Level, the Concrete, Pictorial and Abstract approach is used to allow all pupils to achieve their potential. Various resources are available to support this throughout the school.

Children are given opportunities to apply and practise Numeracy and Mathematical skills and concepts in relevant situations, including cross curricular activities: Time, Measure, Handling Data, Money, to name but a few.

At the end of a level a learner can:

1. **Demonstrate** that they have achieved a breadth of learning across almost all the experiences and outcomes for this level.



2. **Respond** consistently well to the level of challenge set out in the experiences and outcomes.
3. **Move forward** to more challenging learning in some aspects.
4. **Apply** what they have learned in new and unfamiliar situations.

SOCIAL STUDIES

Through Social Studies our children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and how it has been shaped. As our pupils mature, their experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic, economic and political changes that have shaped Scotland.

Our children will learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues.

We are developing a set of Interdisciplinary Topics that contain appropriate experiences and outcomes to help our pupils develop as responsible global citizens.

Across the stages, children's knowledge, understanding and skills in social subjects is developed progressively when they undertake a Local Area Study. Teachers plan challenging, engaging and enjoyable learning and teaching activities across social subjects, which stimulate the interest and motivation of the children. A variety of approaches are used including: learning outdoors, field trips, visits and input by external contributors.

SCIENCES

Science is an important part of our heritage and we use its applications every day in our lives at work, at leisure and at the home. Through science, children develop their interest in, and understanding of the living, material and physical world. Skills, knowledge and understanding are developed progressively through five different organisers:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science

In St. Paul's, children will engage in a wide range of active and meaningful open ended learning experiences, challenges and investigations. The development of scientific skills will be encouraged and developed across the curriculum at all stages through play, practical investigation and enquiry, with certain programs being taught discretely by class teachers on a weekly basis. Through their learning, children will also develop their critical thinking skills and generate new knowledge which they can apply to address the needs of society.

EXPRESSIVE ARTS

This is an "umbrella" title covering Art, Craft, Drama, Movement, PE, Dance and Music. Through these subjects each individual child is encouraged to develop his/her own talents.



Our children take part in our annual Christmas Nativity Play. Some children are involved in instrumental tuition in violin. Often expressive arts skills are taught in the context of a particular project that the class are involved in. This interdisciplinary approach enables children to apply the skills they learn within each subject area.

Technologies

This area of the curriculum motivates young people and engages them in a range of learning experiences that develop transferrable skills for learning, life, community contribution and the world of work. The technologies are currently divided into four organisers:

- Digital Literacy
- Technological developments in society and business
- Computing Science
- Craft, design, engineering and graphics

In an increasingly technological and complex world it is important for young people to develop knowledge and confidence within these four key areas. As they progress in St. Paul's, pupils will be given opportunities to use a variety of digital devices and systems with growing confidence to support and inspire their learning. The development of IT skills will be encouraged and developed across the curriculum at all stages, with certain programs being taught discretely by both class teachers and digital leaders on a weekly basis. Children will develop an understanding of their rights and responsibilities as a digital citizen and will learn how to use technology to communicate and collaborate with others in a safe and secure way. Learners will demonstrate good teamwork, problem solving and apply business and enterprise skills in organising fundraising and whole school events.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful websites

Education Scotland www.education.gov.scot

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

HOME LEARNING

Homework should be of a high quality and relevant to ongoing class work. It should cover all curricular areas and inform parents about the classroom curriculum.

Time spent on homework varies according to the stage of the children. Infants may spend 10 - 20 minutes on an activity while Primary 4 - 7 children may spend 15 - 40 minutes.

Our homework policy, which, although about homework, emphasises the importance of partnership and communication between teachers and parents



<http://www.educationscotland.gov.uk/parentzone/index.asp>

ASSESSMENT AND 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. 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

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.

RELIGIOUS OBSERVANCE

Hymn practice and assemblies takes place regularly. Religious themes are illustrated in project work. Religious instruction and observance form part of the religious tradition provided at this school. Parents, who expect to send their child to this school, are therefore expected to accept the traditions, and their children should attend all religious instruction and observance. The law does not permit parents to withdraw pupils from religious instruction and consultation with the Head Teacher on this matter is advised. Regular whole school assemblies and attendance at mass allow us the opportunity of praying together as a community and to celebrate the successes and achievement of our pupils.

Our school chaplains, Mgr. Smith and Fr. Andrew make frequent visits to school, and services are conducted both in the school and in St Paul's Church. On special occasions, parents are invited to join in the services held in school, and are always welcome to join us in church.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written request detailing the proposed arrangements will be considered. Appropriate



requests will be granted on not more than three occasions in any one school session, and the pupils noted in the register as an "authorised absentee".

EXTRA CURRICULAR ACTIVITIES

Throughout the school year most classes go on outings to places of educational interest. Arrangements are also made for classes to visit places of interest eg the local library, Kelvingrove Museum, the Kelvin Hall, Scotstoun Leisure Centre, Burrell Museum, City Bus tour etc.

Our children also participate in all the activities offered by Scotstoun Leisure Centre and Community Events.

The school offers a wide range of after school activities at various times throughout the school year. E.g. Bike ability, Performance Arts, Football Coaching, Gymnastics, Netball, Badminton, Athletics, various forms of Dance, Rugby, Multi-sport , skiing etc.

The school encourages all talents. Some children receive tuition in violin.

Our school "choir "performs at various events, *GCC Mungo's Bairns* and *Molendinar Awards* to name but a few.

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>

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping



to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

PROMOTING POSITIVE BEHAVIOUR

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and 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.

PUPIL VOICE

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.

Our ECO group has 2 representatives from every stage and looks at issues in relation to the environment.

Our Junior Road Safety Officers are active in promoting safe routes to school and hold regular competitions and assemblies to raise awareness of this issue. They are also members of our Road Safety Working Group.

SCHOOL COMMUNITY

Our school is an important part of the local community and links have been forged with other local schools, churches, universities, the library, the Community Involvement Police and other associations and groups.

Our pupils are encouraged to play their part and respect the right of other community members, and to contribute to the well being of their own local community.



TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Children and young people normally transfer between the ages of 11 $\frac{1}{2}$ and 12 $\frac{1}{2}$, 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:

Children from our school normally transfer to:

Saint Thomas Aquinas Secondary School

112 Mitre Road

Glasgow

G14 9PP

0141 582 0280

headteacher@st-thomasaquinas-sec.glasgow.sch.uk

PARENT COUNCIL

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.

COMMUNICATION WITH PARENTS

We will use a variety of ways in keeping in touch with you:

Open Door Policy- Our leadership team is available for all parents and carers at any time if they are available. Please either pop into the school office or phone for an appointment

Class Diaries - will let parents know what homework has been set and is also used to communicate between class teachers and parents

Newsletters - will be sent out on a regular basis to keep parents informed about the work of our children and the school

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

School website / Twitter - will contain a great deal of information about our school. It is good to check these regularly.

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

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment.



Throughout the year parents can discuss their child's progress with the class teacher and view the child's work. They are also welcome to attend other events throughout the school year e.g. services, assemblies, workshops performances etc.

Emergency Contact Information

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

Data Protection - use of information about children and parents/carers

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

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

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

Comments and Complaints

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

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

Customer Care Team
Customer & Business Services



Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customercare@glasgow.gov.uk

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

Useful Contacts

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

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

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

Tel: 0141 287 2000

www.glasgow.gov.uk

<p>St Paul's RC Church Monsignor Peter Smith 1213A Dumbarton Road Glasgow G14 9UP 950 2488</p>
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