



St Joseph's Primary School



School Handbook

Last updated on 01 November 2019



St Joseph's Primary School



Dear Parent / Carer

It gives me great pleasure to welcome you and your child to St Joseph's Primary School. I hope that you will find our school a happy and safe place where your child has the opportunity to thrive.

We aim to offer education of the highest quality, to allow children in our care to become:

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

This handbook is designed to give you a flavour of everyday life in our school. Should you wish further information we would be delighted to speak with you - our door is always open.

The staff and I look forward to working in partnership with you.

Kind Regards

Susan Allan
Headteacher



St Joseph's Primary School



Our Vision and Values

Our vision for St Joseph's is to be an aspirational, can do learning environment where there are no limits to children's success. This is fostered in a safe, secure, nurturing, inclusive environment which celebrates diversity and catholic values.

We have established the core values we believe are key to working towards the vision – these are:

- Respect
- Honesty and trust
- Equality and fairness
- Caring for self, others, community and the environment
- Responsibility

These are evident in our everyday interactions with each other and form the basis of a shared language within the school. We aim to provide a supportive, safe, caring environment based on Christian values as outlined in the Charter for Catholic schools.

We are striving to be:

- A school that is happy and is centred around a positive, values driven ethos.
- A school where children experience high quality teaching and a wide range of learning experiences that are stimulating and allow them to apply knowledge, understanding and skills and prepares them for life.
- A school where everyone is valued, has a voice and has a part to play in the effort to strive for continual improvement.
- A school where partnership is encouraged and celebrated to ensure the best quality of provision for the children in our care.

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:

St Joseph's Primary School
39 Raglan Street
North Woodside
Glasgow
G4 9QX
Phone: 0141 332 7836
Email: headteacher@st-josephs-pri.glasgow.sch.uk



St Joseph's Primary School



School Information

	St Joseph's Primary School 39 Raglan Street Glasgow G4 9QX
Headteacher	Mrs Susan Allan
Telephone Number	0141 332 7836
E-mail	headteacher@st-josephs-pri.glasgow.sch.uk
GCC Web site	www.glasgow.gov.uk/en/residents/goingtoschool
Present Roll	178
Working capacity	275
Teaching Staff	10
Stage Covered	Primary 1 to Primary 7.
Status	Roman Catholic, boys and girls
Learning Community	St Joseph's Primary School is part of the John Paul Learning Community

St Joseph's Primary School Staff

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

The leadership team is as follows:

Mrs Susan Allan	Headteacher
Mrs Caroline Macmillan	Principal Teacher
Mrs Pauline McKibbin	Principal Teacher
Miss Laura Slinger	Principal Teacher



St Joseph's Primary School



Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrolment is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend St Joseph's 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>

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.

Our School Day



Start	9.00am
Play time	10.30am – 10.45am
Lunch time	12.15 pm – 1.00pm
Close	3.00pm

Primary 1 pupils are in full days from the first day of term.

A Breakfast Club runs every morning from 8.00am until 8.40am. Children must be in by 8.20am in order to access the Breakfast Club.

Various after school clubs run throughout the course of the year. Parents / carers are informed of specific details prior to each club commencing. The usual running time is 3.15 – 4.15. Parents are asked to ensure their child /children are collected promptly after each club.



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School Term Dates

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

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

Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday.

Alternatively you can use the online form on the Glasgow City Council website:

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

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.



St Joseph's Primary School



School Uniform

The school uniform is:

- Pale blue shirt or polo shirt
- School tie
- Navy trousers
- Navy skirt
- Navy jumper or cardigan

It is expected that all children attending St Joseph's Primary 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 & 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

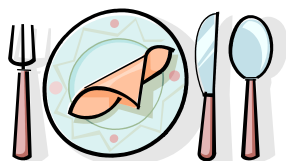
<https://www.glasgow.gov.uk/index.aspx?articleid=17885>



St Joseph's Primary School



School meals



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>

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:

John Paul Academy
2 Arrochar Street
Summerston,
Glasgow G23 5LY

Phone: 0141 582 0140



St Joseph's Primary School



Or

St Roch's Secondary School
Rhymer Street
Glasgow
Tel. No. 0141 582 0270

Communication with Parents

At St Joseph'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 providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

Homework Diaries – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

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 App and 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.

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 sessions, class performances and showcase of learning events. 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.



St Joseph's Primary School



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

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

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

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

Appointments during school hours

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

Comments & Complaints

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

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

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

Tel: 0141 287 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.



St Joseph's Primary School



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 Joseph’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

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 and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

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

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

Enrichment

A wide range of experiences are organised to enrich the children's learning and to give them opportunities to transfer and apply skills and knowledge in real life contexts. This year we have welcomed visitors from the National Theatre of Scotland, Royal Conservatoire of Scotland, Police, Fire Service and the Dog Club among others. Children have also had the opportunity to make trips out of school to enhance their learning in contexts such as the community gardens, Scotland Street Museum, People's Palace, GFT cinema, City Chambers and Mitchell Theatre.

Further Information

During the course of the year we hold Parent Workshops where parents and carers have the opportunity to come into school to hear more about their child's learning. We also hold dedicated information sessions in order to provide a forum to discuss specific areas of learning and issues such as Sacramental preparation and relationships and moral education.

Useful websites

Education Scotland www.education.gov.scot

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



St Joseph's Primary School



Religious Observance



We work in partnership with the parish of St Columba's. Our children celebrate Mass at St Columba's and in school on a number of occasions during the school year. In addition, we work closely with the parish to prepare the children for the Sacraments of Reconciliation, Confirmation and Communion.

St Columba's Parish
74 Hopehill Road
Woodside
Glasgow
G20 7HH

0141-332-4530

Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may 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 up to 3 occasions in any 1 school session.

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.

You can make an appointment to discuss your child's work at any point during the school year. There are also dedicated sessions for formal reporting to parents. These meetings usually take place in November and May. Assessment records are kept by the class teacher and form the basis of these discussions. It is found that children return to school after these meetings of parents and teachers with renewed enthusiasm for their work.

Parents are contacted beforehand with a choice of day and time, and an appointment time is arranged. Any parent who cannot manage either the day or time allocated due to work commitments is invited to contact the school and an alternative appointment will be arranged.



St Joseph's Primary School



A formal, written report is issued to all parents in May each year. This provides a very full picture of your child's achievements, strengths and next steps in learning across all curricular areas. Parents and children are given the opportunity to comment on the report by means of a feedback sheet issued with the report.

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.

School Improvement

On an annual basis, we make available our Standards and Quality report. Copies from previous years are available from the school. 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.



St Joseph's Primary School



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 St Joseph's 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. These are developed collaboratively by the children and staff in August each year. Expected, positive behaviours are celebrated through 'Rocket Rewards', 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.

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.

Parent Council

We have a newly established 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 from the Parent Council and on request from the school office.

Pupil Groups

During the course of the school year we consult the children on a range of subjects in order to give them a purposeful say in how we continuously improve our school. Pupils are also encouraged to take on leadership roles and do this in a number of ways, for example through leading lunchtime clubs and participating in groups and committees such as our Social Enterprise committee and Drop In Buddies.

Extra-Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include Technology, arts and crafts, dance and athletics. Through the course of the year we try to ensure all children have multiple opportunities to attend extra-curricular clubs. Please check your child's schoolbag for information as places are popular and usually limited.



St Joseph's Primary School



Staff leadership of clubs, good links with community organisations and our Active Schools Co-ordinator are vital to 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>.

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