

St. Mary's Primary

School Handbook



We grow and learn together

Last Updated: September 2023



St. Mary's Primary School Handbook



Welcome to St. Mary's Primary

On behalf of the staff, parents, carers and pupils, I am delighted to welcome you to St. Mary's Primary.

In St. Mary's Primary our motto is, we grow and learn together. We create a positive, caring, learning environment, nurture respect and responsibility and encourage everyone to be the best they can be. We have high expectations not only with regard to pupil learning but also regarding behaviour and respect for one another. We believe in equality of opportunity, a caring community, sharing experience, an attitude of respect and achievement for all.

In St. Mary's we ensure that all children achieve their potential in every area of a broad curriculum and leave primary school with those necessary skills to transfer and use in their secondary education. The Scottish Government has provided additional funding to support pupil attainment and the impact of this in staff development and teaching and learning is evident particularly in our numeracy attainment last session. We have also seen improvement in pupils' reading ability and understanding of texts. We will continue to build on the success in numeracy and reading and plan to develop attainment in writing and talking and listening this session.

All members of staff are dedicated to providing an ethos of motivation, inspiration and achievement. Children learn to be independent and responsible whilst promoting the necessary skills to work collaboratively and with respect for each others' views and opinions. Pupils are encouraged to be courteous, mannerly and responsible in their actions and treatment of others.

It is our belief that the school is an integral part of the community. By creating a very welcoming environment, working in partnership with parents, carers, the Parish and the wider community, we will achieve successful outcomes.

We value your opinions and views and hope that together we can journey towards a very positive outcome for your child here in St. Mary's and beyond.

Yours sincerely

Madeline McGeachie
Head Teacher

SCHOOL VISION & VALUES

In St. Mary's Primary we will provide a welcoming and friendly environment, which celebrates the diversity of our community. We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

Our Values:

- Respect
- Resilience
- Achievement
- Active
- Friendship
- Responsibility



Our Aims:

- *To develop effective teaching and learning based on research to meet the needs of all learners.*
- *To promote high expectations within our pupil and school community.*
- *To foster respectful, appropriate and confident attitudes amongst everyone at all times.*
- *To develop a personal faith in God and to respect the faiths and beliefs of all people.*
- *To operate within a culture of self-evaluation and continuous improvement.*
- *To continue to sustain a language and communication friendly school to meet the needs of all pupils.*
- *To provide opportunities for pupils to develop resilience, self-esteem and confidence.*

SCHOOL INFORMATION

Background information:

- Co-educational school
- Denominational
- Stages taught: P1-P7
- Current roll: 266
- Working capacity*: 350

Contact Details:

St. Mary's Primary School
2 Kilmun Street
Maryhill
Glasgow
G20 0EL
Tel: 0141 946 6766
E-mail:
headteacher@st-marys-
pri.glasgow.sch.uk

Present Roll: 266

P1a	18
P1b	21
P2	22
P3/2	25
P3	24
P4/3	21
P4	23
P5	31
P6/5	24
P7/6	24
P7	33

* Please note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Denominational Status: Roman Catholic, Co-educational

Community Education: MUGA, Hall (Available through letting procedure)

Parent Council: Parents: Margaret Shields
Ann Sheldon (Treasurer)
Sonia Jordan

Church Rep: Margaret Shields
Staff Rep: Mrs M McGeachie

Pupil Council: Elected representatives P3 - P7

Learning Community: John Paul Academy

ST. MARY'S PRIMARY STAFF

Head Teacher:	Mrs McGeachie
Depute Head Teacher:	Mrs Jardine
Principal Teacher:	Miss Mackin
Principal Teacher:	Mr La Combre
Principal Teacher:	Mrs Coyle
Primary 1a:	Miss McGurn
Primary 1b:	Miss Seery/Mrs McGinn
Primary 2:	Miss McNeil
Primary 3/2:	Miss Thompson
Primary 3:	Mr Kelly
Primary 4/3:	Miss Milligan
Primary 4:	Miss Stewart
Primary 5:	Mrs Wallace/Mrs Woolfries
Primary 6/5:	Miss McGuire
Primary 7/6:	Mr Donnelly
Primary 7:	Miss Park
Nurture teacher	Mrs Coyle/Miss Jack
NCCT & Stem teacher:	Mrs Woolfries
Spanish Teacher:	Senora Devine
Pupil Support Assistants	Miss Greenhorn Mrs McMurray Ms Richardson Mrs Haggerty Ms Williams Miss Marlin Miss Gray Miss Jack
Janitor:	Mr McMahan
Clerical Assistants:	Mrs Brown
Catering Manager:	Sarah Jane Miller

ENROLMENT

Registration of Primary 1 children takes place in November and is advertised widely in the local press etc. Prospective parents/carers are very welcome to visit the school and should contact the school office. Parents/carers are requested to **complete the registration online** at the following website:

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

Families living outwith the catchment area are welcome to make a placing request to attend St. Mary's Primary. Firstly though, they must enrol their child online at their local school.

ORGANISATION OF CLASSES

The following guidelines set by Scottish Government apply.

P1	Maximum 25
P2 & P3	Maximum 30
P4 - P7	Maximum 33
Composite classes	Maximum 25 and have pupils from more than one stage.

THE SCHOOL DAY

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

PUPIL ABSENCE

Within St. Mary's Primary good attendance is encouraged at all times and children rewarded accordingly. Parents/carers are asked to inform the school if their child is going to be absent. **The numbers to call are 0141 287 0039 or 0141 471 3710.**

This should be done before 9.30am on the first day of absence. Parents/carers are also able to notify the school of absence online at the following website:

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

If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents/carers of their child's absence if no contact is made. All unexplained absence is investigated by the school Home School Support Officer.

SCHOOL HOLIDAYS 2023-2024

September

- Friday, 22 September and Monday, 25 September 2023 (September weekend holiday)

October

- Friday, 13 October 2023 (In-Service Day)
- Monday, 16 to Friday, 20 October 2023 (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday, 22 December 2023
- Monday, 25 December 2023 - Friday, 5 January 2024 (Christmas holidays)

January

- Schools return on Monday, 8 January 2024

February mid term break

- Monday, 12 February 2024
- Tuesday, 13 February 2024
- Wednesday, 14 February 2024 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday, 28 March 2024
- Good Friday 29 March 2024
- Easter Monday 1 April 2024
- Monday, 1 April - Friday, 12 April 2024 (Spring Break)
- Schools return on Monday, 15 April 2024

May

- Thursday, 2 May 2024 (In-service day to coincide with UK Parliamentary elections, but may be subject to change)
- Monday, 6 May 2024 (May Holiday)
- Friday, 24 May 2024 and Monday, 27 May 2024 (May Weekend)

June

- Schools Close at 1.00 pm on Wednesday 26 June 2024

MEDICAL & HEALTHCARE

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents/carers are kept informed by letter. All pupils are entitled to receive the flu vaccination before the end of the calendar year and parents/carers are informed in advance of this.

Parents/carers should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents/carers must complete the appropriate medical form. This is available on request from the school office. Parents/carers must ensure that medical details are up to date, particularly allergies. If a child requires medication, **it is the responsibility of parents/carers to ensure this is in date and renewed annually.**

If a child becomes ill during the course of the school day, he/she may require to be sent home. In this session, if a child is displaying Covid-19 symptoms i.e. continuous cough, high temperature and/or loss of taste or smell, the parent will be contacted to collect the child to arrange a test.

SCHOOL UNIFORM

The school uniform is:

- *Blue shirt*
- *Red school tie*
- *Grey/black trousers or skirt*
- *Grey cardigan/jumper*
- *Blue sweatshirt/red polo shirt*



Sweatshirts, cardigans, polo shirts and PE kits with the school logo are available for purchase at **BE Schoolwear, 35 Argyle Street, Glasgow, G2 8AH.**

Our uniform was agreed in consultation with pupils and parents/carers. It is expected that all children attending St. Mary's Primary will adhere to this dress code. Children are also expected to wear indoor shoes to maintain the cleanliness of the school premises. Please ensure all clothing is labelled with your child's name. This session children will be taking part in outside learning so please ensure your child comes to school with a waterproof jacket.

PE KIT

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. The St. Mary's PE kit is a plain white t-shirt and shorts. Please keep the kit as simple as possible with no logos or brands. **All jewellery must be removed.** Children are allowed to come to school wearing their PE kit on the days they have PE in their timetable. 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 wear 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 and 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 of children receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit, Housing Benefit or Council Tax Benefit will normally be entitled to grants for footwear and clothing for their child. Approval of any request made in different circumstances is at the discretion of the Service Director of Education. Information and application forms may be obtained from the following website: <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

SCHOOL MEALS

Our school provides a lunch service which offers a rotating variety of healthy food in a bright and informal environment where children can enjoy lunch.



Three meal choices are available daily; main meal, vegetarian or snack meal. Children can select from soup and bread, fruit and vegetables, yoghurt or jelly and milk to accompany their meal. Medical diets for children can be catered for. Further information can be found on the website below:

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

Children who prefer to bring packed lunches are accommodated in the dining hall. **All children in Primaries 1 to 5 receive free school meals.** Children are also able to attend the breakfast club. This is available from 8am to 8.50am at a cost of £2 (£1 for siblings). Please inform the breakfast club staff of any medical or dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit, Child Tax Credit and income-related Employment and Support Allowance are entitled to a free mid-day meal. Information and application forms may be obtained from the following website:

<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.

Information and application forms may be obtained from the following website:

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

COMMUNICATION WITH PARENTS/CARERS

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

Open Door Policy: The leadership team are available at most times unless in class or in a meeting. Please call the school office for an appointment. We are unable to have face to face meetings this session due to restrictions.

Class Newsletters & Seesaw App: This will let parents/carers know what homework has been set and is also used to communicate with the class teacher.

Newsletters: These will be posted on Seesaw and emailed on a regular basis to keep parents/carers informed about the work of the school.

Letters: Further information which requires a response may be sent out in a letter.

Twitter account: The school has a Twitter account containing information regarding school events, our successes and photos: **Twitter # @stmarysmarhill**

Text messaging: You may receive text reminders from the school.

Meetings: In normal circumstances, parents/carers are very welcome into school to discuss any aspect of their child's development. This is under review for this session but we will continue to update parents using the Seesaw app and presenting work through their learning journal.



This session we are unable to have parent's evenings but an interim report will be issued in November. After a review in March we will consider whether face to face meetings can be arranged.

EMERGENCY CONTACT INFORMATION

At the start of each school session, parents/carers 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 numbers or to those of your emergency contacts, throughout the year.**

APPOINTMENTS DURING SCHOOL HOURS

If your child has an unavoidable appointment during school hours, please give them a letter for their class teacher or call the school office to advise.

HOLIDAYS

Families are discouraged to book holidays during term time. This can significantly impact on the child's learning development and progress.

TRANSITION ARRANGEMENTS FROM NURSERY TO PRIMARY SCHOOL

A transition programme is in place to help support pupils transferring from nursery to primary. Unfortunately, this was not possible this session due to restrictions and health and safety guidance. In normal circumstances, visits to and from nursery ensure that the transition is effective and supportive. P6 buddies are allocated to the new P1 pupils and support the pupils in their early days of P1. Some children may require an enhanced transition to support the move into primary and this would be arranged through meetings with the parent/carers and nursery in advance.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Children and young people normally transfer between the ages of 11 and 12, so that they will have the opportunity to complete at least 4 years of secondary education. Parents/carers will be informed of the school arrangements no later than December of Primary 7. Children from our school normally transfer to:

John Paul Academy, 2 Arrochar Street, Glasgow, G23 5LY. Tel 0141 582 0140

Information on choosing a school and the placing request system can be obtained from the following: <https://www.glasgow.gov.uk/index.aspx?articleid=18205>

HOME LEARNING

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents/carers. Homework is issued through the Seesaw app. A homework agreement will be shared with parents and we value the importance of parents encouraging and supporting their child learning at home. The digital skills required to use the app will be taught in school. This is new way of approaching homework this session and we would welcome your support and any questions. Please check the Seesaw app for communication about homework tasks.



CURRICULUM

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. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at St. Mary'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: 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.

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.

Numeracy and 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/carers to learn more about aspects of the curriculum and to be consulted about significant changes where appropriate.

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

ASSESSMENT & REPORTING

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

If you have any concerns about your child's progress, please contact the school.

RELIGIOUS OBSERVANCE

Religious Education is provided in accordance with the teachings of the Roman Catholic Church and is delivered by class teachers. Teachers are supported and guided in this important part of the child's education by our School Chaplain, Father Lawlor, of the Parish of the Immaculate Conception. The Scottish Catholic Education Service's resource "This is Our Faith" supports the teaching and learning of Catholic religious education. More information can be found at the following website: <http://www.sces.uk.com/this-is-our-faith.html>

As a whole school we focus on prominent religious celebrations whilst more in depth knowledge and understanding is provided in class. Alongside the normal daily lesson, children are prepared for those very special occasions in their lives, namely reception of the Sacraments of Reconciliation, Holy Eucharist and Confirmation. **Children prepare for Confession at P3, First Communion at P4 and Confirmation at P7.**

On Holy days, when attendance at Mass is obligatory, children attend Mass in the Church of the Immaculate Conception. Children attend Mass in Church each term to help with their spiritual formation. At every Mass, children are involved by preparing readings and contributing to the service. It is the policy of St. Mary's to strive to develop strong home/school/parish links, and this is fostered with parents/carers invited to escort the children to Church and joining with us in the celebration of Mass. This session our masses will be virtual.



Relationships and Moral Education is delivered to children as a planned programme and includes sex education lessons for older children, which are provided after meeting with parents/carers. In St Mary's we use the "This is our Faith" Programme. We also teach the resource "God's Loving Plan" to ensure correct teaching of Catholic Faith around relationships. Parent workshops and information is provided in advance of this being delivered in classes. Although taught through the Religious Education Programme, there is an interdisciplinary aspect to Health and Wellbeing.

Note: If parents/carers wish to have their child exempt from Religious Education or Observance they should make an appointment with the Head Teacher to discuss this. In registering in a Catholic school there should be an understanding that a Christian/Catholic religion is being promoted and fostered and this permeates our ethos. St. Mary's is a Catholic school and our Catholic values include demonstrating our faith by attending Church on certain days of the year. We would welcome all children to join in the school Community of Faith.

Parents/carers from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Requests should be sent to the office detailing the proposed arrangements.

EQUAL OPPORTUNITIES AND SOCIAL INCLUSION

St. Mary's is committed to a policy of Equal Opportunity for all, irrespective of socio-economic circumstances, educational and physical abilities, race or religion.



Across the curriculum, we educate our children towards greater understanding, respect, and help form positive attitudes, which will combat inequality, injustice and racism. We develop personal and social skills, encouraging personal search in acquiring positive perspectives and in raising awareness of the needs of others in countering deprivation and forming social consciences.

We are a very inclusive school recognising the needs of pupils and adapting to meet their needs. Adaptations may also be required to ensure that parents/carers with a disability have equal access to information about their children. This may involve, for example, relocating the venue for meetings to facilitate physical access, provision of an interpreter where hearing impairments or language barriers exist or agreeing to a phone contact system to provide feedback to parents/carers. Ramps are installed at the front and back entrances and lifts are on the stairways leading from the main hall to teaching areas. There is also a disabled toilet situated in the hall.

CHILD SAFETY / CHILD PROTECTION POLICY

At St. Mary's we endeavour to create and maintain 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 children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head Teacher. After judging that there may be grounds for concern regarding the welfare or safety of any pupil, the Head Teacher must then immediately advise Social Work of concerns.

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 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 the websites below:

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>

<https://www.glasgow.gov.uk/index.aspx?articleid=22069>

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/carers to ensure that they are fully involved in any decisions about support for their children's needs.

There are always some children who experience difficulties in learning. Every effort is made as early as possible to attempt to identify the reason for their difficulties. Parents/carers are informed if difficulties exist and where possible are invited to assist in overcoming them. Use is made of parental information and also from assessments/reports to plan a unique learning programme, which will enable the child to benefit as fully as possible from the education provided.

In St. Mary's we have a nurture class. This allows children, usually at P1-P2 level, with social, emotional or behavioural needs to receive specific guidance and attention appropriate to their needs. Following a placement in the nurture class, the children will then be supported to re-integrate into their mainstream class. Parents/carers are closely involved in the success of this programme.

Those pupils with additional support needs may require an additional support plan being created with clear, specific targets. Parental involvement is essential in ensuring pupils' needs are being met.

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

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

Further information relating to Additional Support Needs is available on these links:

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

www.glasgow.gov.uk/index.aspx?articleid=8627

https://www.google.co.uk/?gws_rd=ssl#safe=active&q=enquire.org.uk

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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. Mary's Primary 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 (Influenced by Leader in Me resource) to set out expected behaviour. There are a number of positive incentives and good behaviour and attitudes rewarded consistently. This is celebrated through house rewards, awards at online assemblies and certificates sent home to parents/carers etc.



The highest standards of behaviour are expected of pupils at all times. We wish to work in partnership with parents/carers to ensure good behaviour. We recognise that all behaviour is communication and need to work in co-operation with parents/carers to identify the reason for behaviours. We welcome the support of parents/carers in encouraging a sense of responsibility and good behaviour in their children.

BULLYING

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement "to work and play in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination". (A Standard for Pastoral Care in Glasgow Schools).

If an incident occurs and if staff are aware, this will be fully investigated and parents/carers informed if necessary. Parents/carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents/carers of their children. Regular assemblies address the area of bullying and what this means as well as what children should do.

As our society now uses more social media, there is a risk of bullying. **It is essential that parent/carers monitor children's communications online as there can be a risk for children in various ways.** Children are regularly reminded of online safety

at assemblies and parent workshops are planned annually. All bullying incidents and outcomes of this are recorded.

Very rarely does racist behaviour occur due to our positive and inclusive ethos. However, if racism is reported, the incident is fully investigated and if it is found that racism has occurred appropriate action will be taken through investigation of all involved in the incident. Racism, sectarianism or homophobic bullying are discussed in class lessons and in the event of an incident, investigated. We promote and encourage positive and inclusive attitudes. All racist and bullying incidents and outcomes are recorded on the school system.

PARENTAL PARTNERSHIPS

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

Parents/carers' views and opinions are important and are gathered at various times of the year in many different ways. These are important to influence our developments and aims for improvement within the school.

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. The group takes forward aspects of school improvement and develops links with the community.



There are also a number of other committees in the school. Such examples include Fairtrade, Eco and Pastoral. These provide children with a voice and the opportunity to contribute to school development and success.

COMMENTS & COMPLAINTS

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

Glasgow City Council complaints procedures are available at the website below. This website also includes information on data protection and freedom of information:

<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

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

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

Scottish Independent Advocacy Alliance is a membership organisation that has the overall aim of ensuring that Independent Advocacy is available to any vulnerable person in Scotland. <https://www.siaa.org.uk>

The Scottish Child Law Centre is a dedicated provider of free information on matters of law concerning young people in Scotland. <http://www.sclc.org.uk/>

Glasgow City Council

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

Tel: 0141 287 2000

www.glasgow.gov.uk

Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document, before the commencement or during the course of the school session.

If you have any further questions, please get in touch and we would be delighted to speak to you.

Mrs M McGeachie

Head Teacher

