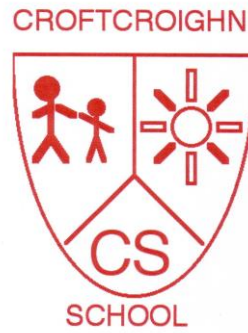




Croftcroighn Primary School and Nursery Class



School Handbook

Session 2023-2024

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Welcome to Croftcroighn Primary School

Dear Parents and Carers

I would like to welcome you and your child to Croftcroighn Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

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

Elaine Jamieson
Headteacher

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School Vision and Values

In Croftcroighn Primary School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school committed to ensuring that 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.

Values:

- Respected;
- Equality and inclusion
- Friendship
- Pride
- Nurturing and Caring
- Honesty
- Healthy

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:

Croftcroighn Primary School
290, Mossvale Road,
Glasgow G33 5NY

Tel: 0141 774 3760

Headteacher Email: headteacher@croftcroighn-pri.glasgow.sch.uk
ejamieson@croftcroighn-pri.glasgow.sch.uk

School Website

<https://blogs.glowscotland.org.uk/gc/croftcroighnprimaryandnurserywebsite/>

We also have a parent forum page on Facebook and a school Twitter account

Background information:

- Co-educational school
- Inter-denominational school.
- Provision for children with Complex Additional Support Needs.
- Stages taught: nursery-P7
- Current Role: 66 (4 pupils in nursery)
- School Capacity: approx. 64 (not including the nursery)

School Staff

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

The leadership team are as follows:

Headteacher: Elaine Jamieson

Depute Head Teacher: Hazel McKinnon

Principal Teachers: Clare Kelly and Lesley Connacher

Enrolment

Placements at Croftcroighn are allocated by the Area Inclusion Group AIG. Referral to AIG should be completed either by the child's current nursery or school placement or through Psychological Services. Once your child has been allocated a placement at Croftcroighn we will arrange for you & your child to visit/ attend pre admission meeting to ensure that we have a clear understanding of your child's support needs.

In the first instance parents should enrol their child at their local mainstream school. Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Enrolment is now conducted online. Enrolment forms and more information can be found on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Organisation of Classes

Class groups are set by the management team based on age and stage of the children as well as their additional support needs.

Class sizes are usually between 6-7 pupils.

The School Day

The school day can be flexible to meet the needs of the children but will normally be:

Teaching and learning starts at 9.00

Lunch is in two sittings from 11.40

Children have free recreational play time, in or out of class,

Lower Primary from 12:15-13:00

Upper Primary from 13:00-13.45

School finishes 15.00

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School Holidays 2023-24

Details of holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

Return Date for Teachers	Monday 14 th August 2023
Return Date for Pupils	Wednesday 16 th August 2023
September Weekend	Friday 22 nd September 2023 to Monday 25 th September 2023
First Mid-Term	Monday 16 th to Friday 20 th October 2023
Christmas/New Year	Schools close at 2.30 pm on Friday 22 nd December 2023 Friday 22 nd December 2023 - Friday 5 th January 2024
2024 Return to School	Monday 8 th January 2024
Second Mid-Term	Monday 12 th , Tuesday 13 th February 2024
Spring Holiday (Easter)	Schools close at 2.30pm on Thursday 28 th March 2024 Friday 29 th March (Good Friday) to Friday 12 th April 2024 (inclusive)
May Day	Monday 6 th May 2024
May Weekend	Friday 24 th May 2024 and Monday 27 th May 2024
School Close	Wednesday 26 th June 2024 * Please note that schools will close at 1pm on the last school day before the holiday

In-Service Days

Day 1	Monday 14 th August 2023	All Schools
Day 2	Tuesday 15 th August 2023	All Schools
Day 3	Friday 13 th October 2023	All Schools
Day 4	Wednesday 14 th February 2024	All Schools
Day 5	Thursday 2 nd May 2024	All Schools

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Pupil Absence

Within Croftcroighn School good attendance is encouraged at all times and children rewarded accordingly. If your child is unwell and you do not want him/her to be picked up on the school bus, please phone the school after 8am to tell a member of the leadership team.

If your 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 of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

When you feel your child is well enough to return, please follow the same procedure, calling before the end of the school day, so that transport can be organised for your child's return.

Medical and Healthcare

The school has four health and wellbeing workers.

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

If a child becomes ill during the course of the 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 will be issued at enrolment and each year thereafter and is also available on request from the school office.

Any medication sent in to be given during the school day **MUST** have a pharmacy label.

Emergencies

We make every effort to maintain a full educational service, but some 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.

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School Uniform

The school uniform is:

- A red polo shirt
- A grey sweatshirt
- Grey trousers/skirt/pinafore
- Red fleece
- Grey cardigan
- Red waterproof jacket

Uniform can be purchased from

My Clothing

0800 069 9949
support@myclothing.com
www.myclothing.com

BE Schoolwear

35B Argyle Street
Glasgow
G2 8AH
0141 221 4472

GLASGOW@BESCHOOLWEAR.CO.UK

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Croftcroighn School will adhere to this dress code where possible.

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (see link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (see 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

All children with Additional Support Needs are entitled to a free school meal. The catering staff provides health promoting meals from a menu which changes weekly. Pupils can bring a packed lunch if preferred.

The menu can, on request, be sent home for parents to indicate their child's preferences.

Parents of children who require a specialist diet for medical reasons should speak to the Head Teacher.

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Transport

The education authority will normally provide free home to school transport for pupils who have been assessed to attend specialist school provision to meet the requirements of his or her Additional Support Needs. This policy is more generous than the law requires and means that the provision of transport could be reviewed at any time.

Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

Pick-up/drop off information

Your child will usually be transported on a school bus, accompanied by an escort. In some cases, a taxi and escort may be provided.

In order to provide an adequate and efficient service for all children and their families, it is the parents' responsibility to ensure that the child is ready for school when the bus arrives in the morning. The driver is only allowed to wait for three minutes at each address.

We would ask you to appreciate that school transport can sometimes be delayed by adverse weather or by unexpected traffic conditions.

The bus escort must stay with the children at all times, and therefore cannot leave the bus to help a child move from the house to the bus.

When the bus arrives to drop off your child at the end of the school day, a parent or responsible adult who is known to the escort must be there to collect the child.

If your child is unwell and you do not want him or her to be picked up by the school bus, please phone the school around 8.00 am, and tell a member of the leadership team.

When you feel s/he is well enough to return, please follow the same procedure, calling before the end of the school day, so that transport can be organised for your child's return.

**** Please note that, except in the case of genuine emergency, any request for a change to transport arrangements must be made to the school no less than 5 days in advance.***

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Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11½ and 12½, 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:

1. Glasgow Secondary School
2. Glasgow ASL Secondary School
3. Other specialist provision

A Transition Planning Review takes place in P6 and again during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child.

Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

Communication with Parents

At Croftcroighn School we use a variety of ways to keep in touch.

If parents/ carers have any concerns about their child they can telephone the school at any time and speak to the Head Teacher or Depute Head Teacher.

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 including two parents/carers' evenings and annual review meetings.

Parents and carers are welcome at other events throughout the school year e.g. workshops, school performances and seasonal celebrations.

Every family will have access to a SeeSaw account, which is an online learning journal and messaging app where staff will share learning activities, as well as conveying other key information. Parents/carers can use the SeeSaw app to inform staff about events at home and send messages directly to class staff.

This is an opportunity to share in your child's experiences and report on what is happening out with school.

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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 the school. It is a good idea to check this regularly.

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

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Appointments during school hours

We recognise that many of our pupils will have a range of medical/hospital appointments over the school day. Please give the class teacher advance notice so that transport arrangements can be suitably adjusted.

Comments and Complaints

In Croftcroighn Primary School, we aim to have positive relationships across our school community. However, if you have a comment or a 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.

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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 Croftcroighn 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

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 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.

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

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

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

Useful websites

www.glasgow.gov.uk

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

Individualised support

All pupils have a Wellbeing Assessment & Plan (WAP) which includes their individual targets. Some pupils may require a Co-ordinated Support Plan, (C.S.P). In collaboration with Parents/carers and where appropriate allied health professionals learning targets are identified for all pupils.

The Development of the Curriculum

Pupils work on a number of thematic learning blocks over the school year.

To ensure relevance for learners with complex additional support needs, our learning contexts are designed around real-life learning experiences which motivate and engage learners.

At school assemblies and in classes, we embrace every opportunity to celebrate the achievements of individuals.

We have a variety of specialists who come to school weekly to work with groups of pupils and individuals including, art therapy, music therapy and yoga.

We have devised an annual programme for religious observances to ensure that we celebrate cultural and religious events.

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Religious Observance

Our school is fortunate to have a close links with local churches. 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.

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November 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.

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 – <https://www.glasgow.gov.uk/article/18941/Meeting-Additional-Support-Needs>

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, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. 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.

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Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and wellbeing programme for your child's establishment.

Educational establishments and services must 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 programmes of health and wellbeing 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.

The name of the Child Protection Coordinator and depute Child Protection Coordinator should be on display in the establishment.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Parents are invited to discuss pupil's individual targets with staff at parents evening and the ways in which they can provide opportunities for the targets to be further reinforced at home.

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. Meeting minutes are available on the Parent page of the school website and on request from the school office. A list of current members is also available on the website.

Pupil Council

We have a Pupil Council who ensure that the views of pupils are heard.

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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

Glasgow City Council

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

Tel: 0141 287 2000

www.glasgow.gov.uk

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in this document:

- a) before the commencement or during the course of the school year in question
- b) in relation to subsequent school years

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