

Langlands Primary School

Handbook



Langlands Primary School Handbook

Welcome to Langlands Primary School

I would like to welcome you and your child to Langlands 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 Langlands 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.

Mark Beattie

Executive Headteacher

Last update on 18th September 2023

School Vision & Values

In Langlands Primary School 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.

Values:

- Teamwork
- Independence
- Respect
- Achievement
- Care
- Patience
- Consistency
- Dignity
- Encouragement
- Understanding

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:

Langlands Primary School,

Glenside Avenue,

Glasgow,

G53 5SD

Phone: 0141 892 0952

E-mail: headteacher@Langlands-pri.glasgow.sch.uk

www.glasgow-pri.glasgow.sch.uk

Background information:

- Provision for ASN (We are an education provision for children with a range of complex learning needs)
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 57
- Capacity: 60

School staff

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

The leadership team is as follows:

Executive Headteacher:	Mark Beattie
Head of School:	Suzanne Campbell
Depute Head Teacher:	Lisa Fyfe
Principal Teacher:	Kirsty Bainbridge

Enrolment

Pupils are normally referred to the school by Psychological Services following rigorous assessment and planning for individual needs. During this process, parents and carers will be offered the opportunity to discuss their child's additional support needs as well as the potential placement.

However, parents must enrol their child at their local mainstream school as a first step. 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 the age and stage of the children as well as their additional support needs.

The School Day

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

Morning 09.15 -11.45

Lunch 11.45 - 12.30

Afternoon 12.30 - 15.00

Playtimes are timetabled throughout the morning and afternoon in class groupings.

School Term Dates

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

<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

Pupil Absence

Within Langlands 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. Parents should report any absence to the school office on **0141 892 0952**. Parents should also inform the school the day before a pupil is set to return. This is to enable us to contact the bus driver/taxi firm and escort to make arrangements to collect them the following morning.

All unexplained absence is investigated by the school and appropriate action taken.

Medical & Healthcare

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 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, e-mail and the local media etc.

School Uniform

The school uniform is:

- Royal blue polo shirt
- Maroon/burgundy school sweatshirt or cardigan
- Grey/black trousers
- Grey/black skirt

Sweatshirts and polo shirts with the school logo are available for purchase from myclothing.com. Our uniform was agreed in consultation with pupils and parents.

PE/outdoor learning Kit

It is important that pupils come prepared to learn and for PE/outdoor learning this requires appropriate clothing. Outdoor learning takes place in all weathers and as we live in Scotland the weather can be very changeable. We request that all children provide a pair of wellies for school, with their name clearly marked on them, to ensure they can access the outdoors. School currently provides waterproof puddle suits/trousers and jackets for all classes to access.

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 (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/article/17885/Clothing-Grants-and-Free-School-Meals>

School meals

Our school provides a lunch service which offers a variety of meals and snacks. All children are entitled to a free school meal. Medical diets for children can be provided, please inform the school of any medical/dietary requirements. Further information can be found here:

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

Children can bring packed lunches if preferred.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (see link below for thresholds), Child Tax Credit only (see link below for thresholds), Universal Credit (see 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 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.

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.

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:

1. Linburn Academy
2. Hazelwood School
3. Other specialist provision

A Transition Planning Review takes place 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 Langlands Primary School we use a variety of ways to keep in touch.

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

Seesaw App – will provide opportunity to share learning activities, achievements and class information between home and school. We will share a Home link sheet at the start of each new term to let you know what your child will be learning and also give you some ideas to support learning at home. Seesaw is also used to support communication between home and school.

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

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

School website/Twitter – will contain information about the school. It is a good idea to check this regularly.

Text messaging/emails – 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 evenings, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

Emergency Contact Information

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

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

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 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 or call the school office on **0141892 0952** and then collect them from the school office at the specified time.

Comments & Complaints

In Langlands 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 Executive Headteacher or Head of School 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.

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 Glasgow 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

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.

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

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

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

Useful websites

www.curriculumforexcellencescotland.gov.uk

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

Religious Observance

Our school celebrates a range of religious festivals across different faiths, at a level appropriate to the children's understanding. 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. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in

November and May. 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.

At Langlands Primary school and Nursery we support pupils to reach their full potential, taking into consideration the individual needs of each child. We have a holistic approach to supporting pupil development and learning with particular emphasis on communication, independence and development of life skills. Each pupil has an Additional Support Plan (ASP) which has targets to support the specific learning needs and level of each individual pupil.

Any parent or carer seeking further advice regarding this policy should contact the Executive Headteacher or Head of School 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 their rights and the rights of others are fully respected. Therefore, the approach within Langlands Primary School is to build a positive ethos that demonstrates care and respect for all. Our school celebrates achievements and pupil wellbeing. This is shared and celebrated through the Seesaw app, awards at assemblies and certificates sent home to parents etc.

At Langlands Primary School we strongly believe that 'All behaviour is Communication'. If a pupil is presenting with distressed and/or distressing behaviours then we will work in partnership with parents to establish a specific approach and programme to help reduce these behaviours; supporting pupils' communication and their emotional and sensory regulation. A Positive Behaviour Plan will be created to support the child/young person and ensure consistency and understanding of implementing strategies within school.

In accordance with Glasgow City Councils Policy on Promoting Positive Behaviour Langlands Primary School uses the CALM framework to manage distressed behaviour in the school. This is a whole school approach in which all staff are engaged. This training is designed to keep both child/young person and staff safe.

When school staff are exercising their duty of care within the framework of the law and Glasgow City Council Education Services Guidelines, situations may arise which involve the use of Physical Intervention. This is a last resort and only staff trained within the context of the guidelines will be involved in the use of Physical Intervention techniques.

In line with Council policy all violent incidents are recorded and also logged with the Councils Corporate Health and Safety Services

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 or Seesaw App for communication about home learning and specific tasks.

Parent Forum

We have a Parent Forum that represents the views of all parents. All parents are welcome to attend Parent Forum meetings. Parent Forum minutes are available from the school office.

Pupil Council

Our Pupil Council is made up of 1 representative from each class group. This is an important group which ensures that the views of pupils are heard. Our Pupil Council make decisions and choices about the school at a level appropriate to the individual representatives. For example they have chosen equipment for the school and themes/activities for whole school parties.

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

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40 John Street

Glasgow G1 1JL

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www.glasgow.gov.uk