



MESSAGE FROM HEAD TEACHER

Dear Parents, Carers and Friends of Camstradden

I would like to extend the warmest of welcomes to you and your child to our school. We are looking forward to working in partnership with you in your child's education. This handbook is designed to give you an insight into our school, our priorities, expectations and vision for the future. I hope that you find it helpful and informative. At Camstradden Primary our whole staff team is dedicated to supporting the needs of our pupils and ensuring that high quality learning and teaching supports the children in becoming,

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

In Camstradden Primary School we aim to provide a happy, stimulating and secure learning environment that encourages positive working attitudes in all of our pupils while promoting respect and tolerance for the beliefs and opinions of others. It is very difficult to convey the atmosphere and feeling that permeates our school and so I would like to invite you to visit our school in order for you to experience it first-hand. We can arrange a mutually suitable time for you to have an opportunity to see inside classrooms, view the variety of materials and work programmes we use. There will also be opportunities for you to ask any questions you may have. We look forward to having you and your child with us at Camstradden Primary and hope that this will be the start of a partnership that will continue throughout your child's school career. Please do not hesitate to contact me if you wish to discuss any matters which may be of concern or interest to you.

Kindest regards,

Margaret M. Coyle

Head Teacher
Mrs M Coyle

SCHOOL VISION, VALUES AND AIMS

In Camstradden 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:

- Respect
- Equality & inclusion
- Friendship
- Pride
- Nurturing & Caring
- Honesty
- Healthy



Our Aims

We aim to:

Develop each child's confidence and ability to participate as active citizens within our multi-cultural society.

Establish and nurture secure, active and positive relationships between parents and school.

Actively implement national and local policies on supporting our pupils in achieving and attaining to the best of their abilities.

Support each child in fulfilling their potential in all areas of learning, irrespective of race, sex, religion, culture or ability.

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:

10 Bankglen Road

Glasgow

G915 7LG

Phone: 0141 944 2971

Email: headteacher@glasgow-pri.glasgow.sch.uk

www.glasgow-pri.glasgow.sch.uk

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 198
- Capacity: 444



THE SCHOOL STAFF

Head Teacher	Ms Mags Coyle
Deputy Head Teacher	Ms Susan Jamieson
Principal Teacher	Ms Nicola Gordon
Principal Teacher	Ms Elspeth Reside
P.1 Teacher	Ms Nicola Mir
P.1 Teacher	Ms Caroline Laird
P.2 Teacher	Ms Gemma Henry
P. 3 Teacher	Ms Claire Ingram (Maternity Cover)
P.3/2 Teacher	Ms Elspeth Reside (PT)
P.4	Mrs Kath Blair
P.5	Mrs Irene Breen
P.6	Mrs Seona Gillies
P.7	Ms Nicola Gordon (PT)
Nurture Class	Mrs Annie Hutton
NCCT	Ms Anne Fraser/Mrs Ros Pomfret

SUPPORT STAFF

Clerical Support	Mr Stephen Sinclair
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Pupil Support Assistants

Ms Michele Cumming

Ms Ellen Dobbie

Ms Linda Grant

Ms Brenda Malloch

Ms Tina McGirr

Ms Karen Neil

School Janitor

Mr Josh Carson

Catering Staff

Ms Yvonne Sutherland

Ms Yvonne Harvey

Ms Linda Collins

Ms Margaret Ann Gillan

Ms Kathleen Bailey

Ms Eileen Morrison

Cleaning Staff

Mrs Jess McTaggart

Ms Michele Cumming

Ms Linda Grant

Ms Margaret Bailey

Ms Susan Benson

ENROLMENT

Registration of Primary 1 children takes place in November and January and is advertised widely in the local press et.c. Prospective parents are welcome to visit the school and should contact the school office.

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

www.glasgow.gov.uk/index.aspx?articleid=8629

ORGANISATION OF CLASSES

The following guidelines set by the Scottish Government apply.

P1 maximum of 25

P2 and 3 maximum of 30

P4 - 7 maximum of 33

Composite classes maximum of 25

Composite classes have pupils of more than one stage.

The School Day

Morning 09.00 -10.30

Interval 10.30 - 10.45

10.45 - 12.15

Lunch 12.15 - 13.00

Afternoon 13.00 - 15.00

P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 15.00.

School Holidays 2015-16

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

www.glasgow.gov.uk/index.aspx?articleid=9418

School Holidays for 2015 - 2016

Return Date for Teachers	Tuesday 11 August 2015
Return Date for Pupils	Thursday 13 August 2015
September Weekend	Friday 25 and Monday 28 September 2015
First Mid-Term	Monday 12 to Friday 16 October 2015 (inclusive)
Christmas/New Year	Monday 21 December 2015 to Wednesday 6 January 2016 (inclusive) * Please note that schools will close at 2.30pm on the last school day before the holiday
	2016
2016 Return to School	Thursday 7 January 2016
Second Mid-Term	Monday 15 and Tuesday 16 February 2016
Spring Holiday	Good Friday is 25 March 2016 and Easter Monday is 28 March 2016 Monday 4 to Friday 15 April 2016 (inclusive) * Please note that schools will close at 2.30pm on the last school day before the holiday
May Day	Monday 2 May 2016
May Weekend	Friday 27 and Monday 30 May 2016
School Close	Wednesday 29 June 2016 * Please note that schools will close at 1pm on the last school day before the holiday

In-Service Days

Day 1	Tuesday 11 August 2015	All Schools
Day 2	Wednesday 12 August 2015	All Schools
Day 3	Thursday 24 September 2015	North West Area
	Tuesday 29 September 2015	North East Area
	Monday 19 October 2015	South Area
Day 4	Wednesday 17 February 2016	All Schools

Day 5	Thursday 5 May 2016 (To coincide with Election)	All Schools

PUPIL ABSENCE

Within Camstradden Primary School good attendance is encouraged at all times. Parents are asked to inform the school if their child is going to be absent. This should be done before 9,30 am on the first day of absence. 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 of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

MEDICAL AND HEALTHCARE

The school nurse visits the school at various times during the year.

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 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 local media et.c.

SCHOOL UNIFORM



All Camstradden pupils wear school uniform because of the numerous positive contributions it makes to developing a sense of "team and community" in the school. We are delighted to have the support of our parents/carers for the wearing of school uniform.

The school uniform is : Black, grey ,navy blue trousers

Black, grey, navy blue skirt/pinafore dress

Blue Camstradden sweatshirt/cardigan

Yellow Camstradden polo shirt

All pupils require indoor shoes to wear in school each day.

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at National Schoolwear, Argyle Street Glasgow.

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

school will supply a clean sweatshirt for your child to wear should they come to school without one.

PE KIT

For P.E the children require shorts and tee shirt and a change of shoes. 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 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 (with a total annual income of less than £15,050*), Housing Benefit, or Council Tax Benefit 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

www.glasgow.gov.uk/index.aspx?articleid=8629

School meals

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

Children who prefer to bring packed lunches are accommodated in the dining hall.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £15,910*) 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 from schools and at www.glasgow.gov.uk/index.aspx?articleid=8629

Transport

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at www.glasgow.gov.uk/index.aspx?articleid=8629

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 $\frac{1}{2}$ and 12 $\frac{1}{2}$, so that they will have the opportunity to complete at least 4 years of secondary education.

Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

Drumchapel High School

45 Cally Avenue

Glasgow

G15 7SQ

Phone: 0141 582 0070

Email: headteacher@glasgow-sec.glasgow.sch.uk

www.glasgow-sec.glasgow.sch.uk

Drumchapel High School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

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

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

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.

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 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 1998

(number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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

www.glasgow.gov.uk/privacy

Glasgow City Council Education Services

Privacy Statement

As the local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998).

This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the school/establishment and Council are doing as a whole
- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)
- to evaluate and develop education policy and strategies

In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

We also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the education authority and 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 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 www.glasgow.gov.uk/privacy.

Data rights and access

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

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 Camstradden 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 :
www.glasgow.gov.uk/index.aspx?articleid=2896

Customer Liaison Unit

Education Services

Glasgow City Council

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 5384

e-mail: education@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 curricular areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
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Religious & Moral	Sciences	Social Studies	Technologies
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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.

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.

Literacy : Literacy equips us with the skills we need to listen, discuss, read and write which prepare us for to live and work in the 21st century.

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 is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides

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

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 October and February. 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.

Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary 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 -

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

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=8642

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright

School Improvement

Our copies from previous years are available in 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. Any parent or carer seeking a copy of the plan can contact the school office.

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 Golden Rules and Class Rules, based on pupil discussion and collaborative working 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.

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 very active Fundraising group (Team Camstradden)that represents the views of all parents. We are in the process of developing an active Parent Council for this session. Information on events will be issued throughout the session.

Pupil Council

Our Pupil Council is made up of 1 representative from each year group. This is an important group which ensures that the views of pupils are heard.

Camstradden Primary school operates a House system. All pupils belong to 1 of 4 Houses, siblings being in the same House. House points are awarded on a daily basis. Each term the winning House receives a treat, chosen by the pupils, to which parents are invited.

Camstradden Primary School also has an Eco Committee and a Charities Committee. Both committees are made up on pupil representatives from all stages in the school.

Extra Curricular Activities

We have a wide range of activities that run between Monday - Thursday to extend the learning experience. These currently include gymnastics, basketball, dance, netball and football. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Useful addresses:

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov

Local Councillors

Councillor Paul Carey

Councillor Malcolm Balfour

Councillor Jonathan Finlay

All Ward 14 Drumchapel/Anniesland