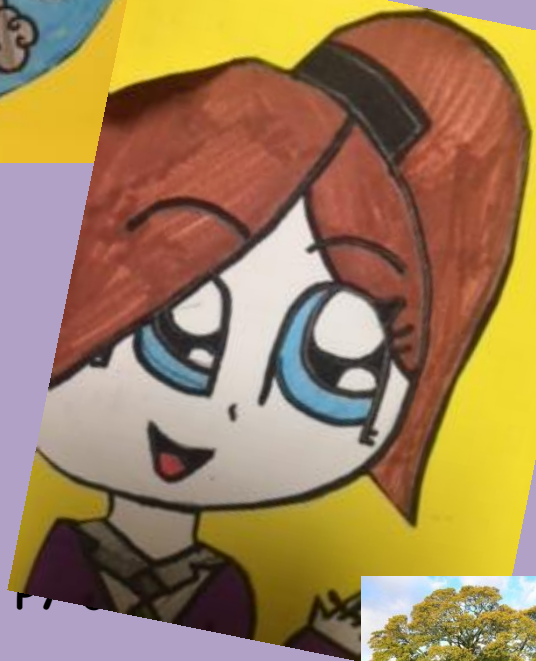


# Darnley Primary School And visual impairment unit



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Glasgow Primary School Handbook



## Welcome to Darnley Primary School

# And Visual Impairment Unit

On behalf of all staff, pupils and parents, may I extend a warm welcome to Darnley Primary and Visual Impairment Unit and thank you for giving me the opportunity to share our learning journey with you. In Darnley we believe that we are creating a nurturing and supportive community for our children, parents and staff. One in which we all thrive, work hard together and have fun! It is a learning environment where we foster respect for one another and where we aim to encourage each other to be the best we can be in all that we do.

We offer an educational experience which aims to address each child as an individual with special needs and gifts. We look to educate the whole child and to nurture our children to ensure that they are confident in their own abilities, that they take pride in and responsibility for their own community and beyond and that they are children who are able to make effective contributions to society. We set high standards for our young people in Darnley in all aspects of life and in academic achievement whilst also concentrating on developing children who have a love of learning which will stay with them for life.

To achieve these aims and to deliver the most effective education for our pupils, we believe that it is essential to build a strong home - school partnership where we all work together to achieve this common goal. Such a partnership is a strength within a school. There are many ways in which you can contribute to the life of the school or participate in the many activities and events which take place throughout the session. I look forward to sharing these with you.

Darnley is now your school. Please do not hesitate to share any concerns or suggestions, which you may have, at any time. Please feel free to contact us by telephone, letter or email. We are all dedicated to providing the best service for all.

I look forward to the future when, together, we support our young people as they develop in to young adults who have a great sense of self belief, are attaining their very best and are ready to transfer to secondary carrying with them happy memories of Darnley Primary School.



Mrs Yvonne A Adams  
Headteacher

## School Vision Values and Aims



### Our Vision

Through delivering a Nurturing, Inclusive and Holistic Education for all of the children in our care they will all reach their full potential.

## Our Values

We:

- ✚ Try
- ✚ Respect
- ✚ Are kind
- ✚ Are honest



## Our Aims

We all live our school values to ensure that:

- ✚ Everyone is included and nurtured
- ✚ Our learning environment is rich, valuable and fun
- ✚ We never give up



We continually review our Vision, Values and Aims and are working to ensure that these become embedded in to the daily life and work of the school. The whole school community are committed to ensuring that by striving for these goals we will shape and direct our strategic planning and so our priorities for improvement.

## School Information

### Contact Details:

**Darnley Primary and Visual Impairment Unit**

**169 Glen Morriston Road**

**Glasgow City Council G53 7HT**

**Phone: 0141 638 8009**

**Email: [Headteacher@darnley-pri.glasgow.sch.uk](mailto:Headteacher@darnley-pri.glasgow.sch.uk)**

**Website: [www.darnley-pri.glasgow.sch.uk](http://www.darnley-pri.glasgow.sch.uk) Twitter: @Darnley Primary**

The School caters for boys and girls in mixed classes



Non-denominational

Stages Taught: P1-7

Current roll: 326

Capacity: 440



## **School Staff**

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

The leadership team is as follows:

Headteacher: Mrs Yvonne Adams

Depute Headteacher: Ms Lynne McDonald

Principal Teacher VI: Mrs Karen Boyd

Principal Teacher: Miss Catherine Fallon

Acting Principal Teacher: Mrs Dawn Coull



## **Enrolment**

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

Families living out with the catchment area are welcome to make a placing request to attend Darnley Primary and Visual Impairment Unit but must enrol their child at their local school as a first step. Further information is available using the following link:

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

## **Organisation of Classes**

The following guidelines set by Scottish Government apply:



P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

Parents should note that the working capacity of the school may vary, depending upon the number of pupils at each stage and the way in which the classes are organised.

### **The School day**

Morning(1)	09.00-10.30
Interval	10.30-10.45
Morning(2)	10.45-12.15
Lunch	12.15-13.00
Afternoon	13.00-15.00



### **School Holidays**

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

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

### **Pupil Absence**

At Darnley Primary and Visual Impairment Unit good attendance is encouraged at all times and rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no con



made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

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



## Medical and Healthcare

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

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.



## Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, and 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.



## School Uniform

At Darnley Primary and Visual Impairment Unit we strongly promote the wearing of school uniform. Wearing school uniform allows children to feel part of their Darnley Family and Community. The school uniform is:



Girls: Grey or grey and purple tartan skirt or pinafore/ White or purple polo shirt/ Purple sweatshirt or cardigan/ White shirt/ Grey cardigan/ School tie/ Black shoes.

Boys: Grey trousers/ White or purple polo shirt/ Purple sweatshirt/ White shirt/ Grey jumper/ School tie/ Black shoes.

School uniforms with the logo are available from:

Gilmour Sports

[www.gilmoursports.com](http://www.gilmoursports.com)

[www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)

### PE Kit



It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils



### Clothing and Footwear Grants



Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

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



## **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf). Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area.



All children in P1-4 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

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



## **Transport**

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

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





## Transfer from Primary to Secondary

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.

Children from our school normally transfer to:

Hillpark Secondary School

36 Cairngorm Road

Glasgow

G43 2XA

Phone: 0141 582 0110

Email: [headteacher@hillpark-sec.glasgow.sch.uk](mailto:headteacher@hillpark-sec.glasgow.sch.uk)

We work with our Secondary colleagues to ensure that our pupils from Primary 6 onwards are prepared for the transition to secondary school.



## Communication with Parents

At Darnley Primary and Visual Impairment Unit 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.

**Learning Journeys** - will let parents know what their children are learning about and are also used to communicate between the class teacher and parents.

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

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

**School 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.



**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**

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see

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

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



## Appointments during School Hours



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

## Comments and Complaints

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

Glasgow City Council complaints procedures are available :

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

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

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or  
[education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

The above website also includes information on data protection and freedom of information.

## Curriculum

The Curriculum for Excellence is all about bringing excitement, energy, engagement and purpose in to the classroom and taking lessons beyond it. Through the experiences we provide at Darnley Primary and Visual Impairment Unit we want our children to have developed all of the relevant skills for life and work which they require and be ready to become positive and productive members of society. We are committed to providing children with a broad general education and focus on eight curriculum areas.



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

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

**Health and wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**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**

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)



## **Religious Observance**

Our school is fortunate to have a close link with the local church. The minister, Mr Colin Brown 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.

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 and 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 Darnley this year these will be 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.

## **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 emphasises 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, Mrs Adams or the Depute Head, Ms McDonald in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at

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



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

## Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.





Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

### **School Improvement**

On an annual basis, 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 within our Family Time, 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 with your child for communication about home learning and specific tasks.

## Parent Council



We have a Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office.

## Pupil Council

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

## Extra-Curricular Activities

We have a wide range of activities that run between Monday - Thursday to extend the learning experience. These currently include bike ability, gymnastics, basketball 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 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](http://www.connect.scot)

**Enquire Scotland** is a national advice service for families with additional support needs. [www.enquire.org.uk](http://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](http://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:

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

