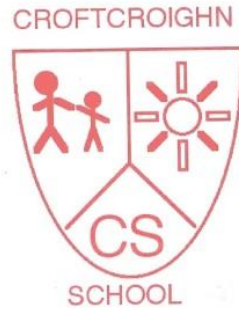


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Croftcroighn Primary School and Nursery

School Handbook

Last update on 1 October 2019

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Welcome to Croftcroighn Primary School and Nursery.

I would like to welcome you and your child to Croftcroighn Primary School and Nursery. 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 and Nursery. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Emily Dixon,
Headteacher

School Vision, Values & Aims

The ethos at Croftcroighn is very positive and the quality of relationships between staff and pupils reflects a child centred approach with a clear understanding of individual needs and the range and types of support which are required to enhance engagement and ensure all pupils achieve success.

We are committed to working and learning together through a collegiate approach and in respectful partnership with our children, their families, a range of Allied Health Professionals, Therapists and our wider community based on a shared sense of direction.

We provide a welcoming and friendly environment, which celebrates the diversity of our community and as a nurturing school we strive to ensure that everyone feels safe, happy and valued with all children supported to enjoy their learning and flourish.

Our current review with everyone has highlighted the following shared values :

- **C**ommunication
- **H**appiness
- **I**ndependence
- **L**earning
- **D**ignity
- **R**espect
- **E**mpathy
- **N**urturing
- **F**un
- **I**nclusion
- **R**elationships
- **S**upport
- **T**rust

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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 and Nursery

290 Mossvale Road

Glasgow G33 5NY

Telephone: 0141 774 3760

School nurse :

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

www.croftcroighn-pri.glasgow.sch.uk

Background information:

- Present roll : 54 pupils
- Maximum roll : 60 pupils and 7 nursery pupils
- Type of school : Co-educational school.
- Denomination status : Inter-denominational
- Provision for children with Complex Additional Support Needs
- Stages taught : Nursery (2-5 years) and Primary 1-7

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:

Headteacher :	Emily Dixon
Depute Headteacher :	Hazel McKinnon
Principal Teachers :	Lesley Connacher & Clare Kelly

Enrolment

Many pupils with physical impairments will be identified at an early age by Health Visitors, Child Development Centres or GPs who will then make a referral to the Early Years Assessment Team. Psychological services will often become involved at this stage and start to build up a picture of the child's needs with regard to a suitable school placement. Educational Psychologists have a good overview of Additional Support Needs (ASN) establishments and will be able to

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help families develop an understanding of the different provisions available and which one might best meet the needs of their child. Educational Psychologists will make recommendations based on what they understand to be the child's main barrier to learning. Parents will have an opportunity to visit establishments so that they can see how an establishment might support their child.

When parents are in agreement a recommendation for a place at an ASN establishment will be considered by a City Inclusion Group (CIG). The CIG is made up of a number of professionals who decide whether a child's needs would be best met at the establishment requested. Sometimes children with complex health needs may be referred to the CIG if their local mainstream establishment is unable to offer the medical input required.

Children may enrol in the school or Nursery at any time during the school year, subject to the availability of places and with the agreement of the CIG.

Before enrolling in the school parents will be invited to visit with their child so that they have an opportunity to see all of the educational, therapy and health facilities as well as meet their new teacher and class.

At this meeting the Headteacher will answer any questions and explain how we will work together to meet the needs of your child. This will include information on the structure of the school day, different teaching approaches, specialist resources and the multi-disciplinary support which your child may receive from a range of Allied Health Professionals (Physiotherapists, Occupational Therapists, Speech & Language Therapists and Medical staff).

Shortly after this a pre-start planning meeting will be arranged so that we can ensure we have all the important information from you and other professionals who have been supporting your child. This allows us to provide the most supportive transition and positive start at Croftcroighn for you and your child.

If the above steps have not been taken then 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 leadership team based on the age and stage of the children as well as their additional support needs.

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The School Day

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

Morning 1	9.00 - 10.30
Interval	10.30 - 10.50
Morning 2	10.50 - 11.45
Lunch	11.45 - 13.00
Afternoon	13.00 - 15.00

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 Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to call the school and 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 text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is 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 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Health & Wellbeing

Postural management and functional movement programmes as well as personal care needs are incorporated within the school day and recognised as key aspects of the daily learning programmes for children with physical and/or medical needs. Close partnership working with Physiotherapy, Occupational Therapy, Speech & Language Therapy and our Children's Community Nurse ensures that staff have ongoing access to specialists for advice re strategies and approaches and results in staff maintaining a high level of expertise and understanding with regard to individual needs.

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This multi-disciplinary team approach informs planning, reporting and our pupil review process. Our Allied Health Partners will liaise closely with families to ensure that individualised programmes can be continued at home by parents with advice as well as specialist equipment, where this is required, provided for use at home.

Our Children's Community Nurse, Marianne Green, is regularly in school and will be present at school medicals with the Paediatrician or lead nurse led assessments independently. Marianne has responsibility for training Health & Wellbeing staff and escorts so that they are competent and confident in the administration of medicines for individual pupils.

The school Paediatrician, Dr Jittinorrasat provides support for primary aged pupils. Some Nursery pupils' care will remain with the doctor in their own area's Child Development Centre, although most will transfer to Croftcroighn's Paediatrician. Dr Jittinorrasat will carry out an annual medical review and when necessary make referrals to Yorkhill for specialist advice.

Medical & Healthcare

A significant number of our children require the administration of medicine or the carrying out of a healthcare procedure during the school day. Parents should inform the school of any medical requirements relating to their child. This will enable us to ensure that our Health & Wellbeing Staff are trained to administer the medication and/or carry out the procedure. If a child requires medication during the school day, parents must complete the appropriate medical form(s) so that our Health & Wellbeing staff can administer the medication. Forms are available on request from Health & Wellbeing staff or the school office.

The school nursing service will visit 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.

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

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by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we will 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

The school uniform is:

- Red polo shirt
- Grey school sweatshirt
- Grey trousers/skirt/pinafore
- Red fleece
- Grey cardigan
- Red waterproof jacket

Sweatshirts and polo shirts with the school logo are available for purchase at the school office. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Croftcroighn Primary School will adhere to this dress code. This is optional for children in the Nursery.

School uniform may be ordered through the school. Please request an order form from the school office.

Alternatively you may order online at <https://www.border-embroideries.co.uk/>

PE Kit

We appreciate that changing for PE may be difficult for some of our children but ask that, where appropriate, children bring at least gym shoes or trainers. All jewellery should be removed.

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

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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. 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. Please inform the Headteacher.

Children who prefer to bring packed lunches may do so.

Currently all children who attend an establishment for children with ASN are entitled to a free school meal.

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.

Pick-up/drop off information

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

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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 3 minutes at each address. It will not normally be possible for the bus to return to collect a child who was not ready at the agreed pick-up time.

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

The escort must stay with the children at all times, and therefore cannot leave the bus to help a child move from home 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/her to be picked up by the school bus or taxi please call the school from 8.00 am and inform the HT/DHT or our Clerical Assistant in the school office.

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.

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.

Transfer from Primary to Secondary School

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

Newhills Secondary, or

Newhills Road,
Glasgow G33 4HJ

Tel : 0141 773 1296

Headteacher : Alison Lochrie

Ashton Secondary,

100 Avenue End Road,
Glasgow G33 3SW

Tel : 0141 774 3428

Headteacher : Nicola Lavery

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.

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

Communication with Parents

At Croftcroighn 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.

Class Diaries - are used to communicate daily 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.

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.

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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 and then collect them from the school office at the specified time.

Comments & Complaints

In Croftcroighn Primary School & Nursery 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

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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

*"Sustainable learning can occur only when there is meaningful engagement. The process of engagement is a journey which connects a child and their environment (including people, ideas, materials and concepts) to enable learning and achievement."
(Carpenter et al., 2015, p.22)*

Through collaborative processes and self-evaluation with all staff, pupils, parents and partners we have developed and keep under constant review a curriculum rationale which responds to our particular local context and is designed to exploit the unique talents, strengths and personalities of our pupils as well as meet their complex and often multiple learning difficulties.

The rationale for our curriculum is based on shared values and respects the entitlements as outlined in Building the Curriculum 3 so that every pupil at Croftcroighn school can achieve success as :

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

This is achieved through children actively experiencing a curriculum which is :

- coherent - building on prior knowledge, skills, individual strengths and enriched through close partnership working with parents, allied health professionals, therapists and organisations within the local and wider community.
- innovative and aspirational - responsive to individual strengths, interests and needs with opportunities for overlearning in different contexts and through real life experiences with appropriate levels of support and challenge to ensure deep learning and the acquisition of transferable skills for life, learning and work.

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Our curriculum is further elaborated, enriched and individualised to take account of the 7 design principles with a particular emphasis on personalisation and choice, relevance and enjoyment.

With regard to skills across the curriculum there is a strong emphasis on developing communication skills and a consistent focus on Health and Wellbeing (social, emotional and mental) within a holistic approach to understanding and supporting pupils so that they can flourish as they progress in their learning.

The school day is responsive to individual needs with age and stage appropriate tasks and resources used to ensure maximum engagement so that all children can develop self-esteem, confidence and the broader capacities. Daily routines allow pupils to take on roles and responsibilities with enriched opportunities for them to develop communication skills through :

- leading
- listening
- responding to others
- taking turns

Play based approaches continue to be developed to take account of the very early, pre-formal developmental stage which many of our pupils are presently working at and for some will remain their developmental stage through life.

At Croftcroighn we have 2 minibuses provided by Glasgow City Council which allows us to make regular educational and social visits to our local and wider community as meaningful contexts for learning. This gives pupils opportunities to learn life skills in real life situations, applying skills and drawing on knowledge from the classroom to ensure deep learning experiences with transferable skills.

Pupils actively participate in a range of classroom, campus and wider community activities to support Health and Wellbeing. This includes: The Daily Mile, disability sporting events, yoga, dancing, massage, lunchtime football, healthy cooking lessons and a focus on healthy lifestyles through activities and lessons which promote independence and give pupils the skills to take care of themselves or engage in personal care as a collaborative, interactive learning experience responsive to their individual needs.

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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.

At Croftcroighn we are committed to providing children with a meaningful, broad general education and focus on eight curriculum areas.

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

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

We also acknowledge and celebrate the many different faiths of families in our school community.

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.

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Assessment & Reporting

Children with complex Additional Support Needs may follow a highly individualised learning journey and staff will require a deep understanding of the pupils they support to appreciate the subtle yet significant steps each child may take to progress in their learning. Teachers at Croftcroighn adopt a variety of assessment methods and through professional enquiry and collaborative working have developed an assessment tool using the Foundation Milestones to measure levels of engagement and progress.

All children at Croftcroighn have an individualised Additional Support Plan (ASP). In consultation with parents and partners specific areas for individualised focussed learning will be identified at the start of each school session.

Long and short term targets are established and reviewed by teachers each term. Our school based Review process ensures that each pupil's progress is formally reviewed at least once during the school session.

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 please do not hesitate to contact the school.

Individualised 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, as 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>

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

Getting It Right For Every Child (GIRFEC)

The GIRFEC approach ensures that all staff working in children's services work together to support families and ensure that our children's needs are met and they can reach their full potential.

www.scotland.gov.uk/gettingitright

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

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will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Croftcroighn Primary School & Nursery is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school has Golden Rules which are very simple but help our pupils gain an understanding of acceptable behaviour. Class teachers establish class rules at the start of each session in consultation with pupils.

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. A copy of our home learning policy is available on the website and on request from the school office.

Parent Council

We have a newly elected Parent Council, 'Friends of Croftcroighn', that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in October. Parent Council minutes are available from the Chairperson and on request from the school office.

Pupil Voice

We are committed to ensuring that our pupils are supported to have a strong voice and given the opportunity to have their views heard. Pupils take an active role in sharing their learning and celebrating successes at weekly assemblies. There is also a pupil Council with representatives from every class and an pupil ECO Committee.

Extra Curricular Activities

We hope to re-start our weekly After School Club and further extend extra-curricular activities in the near future.

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

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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 the time of printing, there could be changes affecting any of the matters dealt with in this document :

- 1) Before the commencement or during the course of the school year in question
- 2) In relation to subsequent school years

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