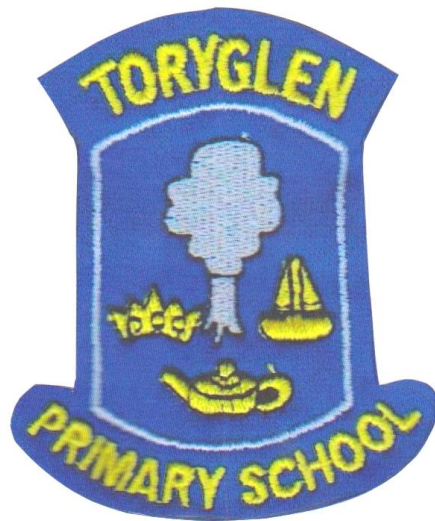


Toryglen Primary  
&  
Language and Communication  
Resource (LCR)  
**Handbook**



August 2019

# Handbook for parents

Dear Parents

We look forward to working with you and your child during your time at Toryglen Primary. This handbook contains a range of information you might find useful. Please do not hesitate to contact the school or check the website if you need more information.

We hope you find this a useful introduction to our school

**Karen Alston**

Head Teacher

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.

<b>Contact Details:</b>
<p style="text-align: center;"><i><b>Toryglen Primary School</b></i></p> <p style="text-align: center;"><i><b>6 Drumreoch Place</b></i></p> <p style="text-align: center;"><b>Glasgow G42 0ER</b></p> <p style="text-align: center;"><b>Tel: 0141 647 4396</b></p> <p style="text-align: center;"><b>Fax: 0141 647 6974</b></p> <p style="text-align: center;"><b>LCR: 0141 613 3840</b></p>
Email: <a href="mailto:headteacher@toryglen-pri.Glasgow.sch.uk">headteacher@toryglen-pri.Glasgow.sch.uk</a> <a href="http://www.glasgow-pri.glasgow.sch.uk">www.glasgow-pri.glasgow.sch.uk</a>

## Vision

We at Toryglen Primary school & Language and Communication resource provide a nurturing and supportive environment where children actively learn skills for life and strive towards their full potential. This supports them to become confident and valued members of their school, community and society.

## Values

At Toryglen Primary School & Language and Communication resource we look to realise our vision in an atmosphere which develops respect and consideration for others. We believe that an ethos of responsibility, inclusion, teamwork and determination to succeed should be promoted at all times. We place value on justice, trust, honesty and integrity.

## **Background information:**

- Co-educational school
- Non-denominational
- Language and Communication Resource (LCR)
- Nurture class known as Busy Bees
- Stages taught: P1-P7
- Current Roll: 106 & 22 LCR
- Capacity: 462 & 24 LCR

Glasgow City Council website for info on going to school:

[www.glasgow.gov.uk/en/residents/goingtoschool](http://www.glasgow.gov.uk/en/residents/goingtoschool)

## **School Staff**

<b>Head Teacher:</b>	<b>Karen Alston</b>	<b>Depute Headteacher:</b>	<b>Lorna Wallace</b>
<b>Principal Teacher:</b>	<b>Donna Newton</b>		
<b>Class Teachers:</b>	Mrs Lott	P1	
	Ms Porteous	P2/3	
	Ms Travers	P4/5	
	Miss Duncan	P6	
	Ms Murney/ Mr Jukes	P6/7	
	Ms Caldwell	challenge leader of learning	
<b>Nurture Class</b>	Mrs Newton & Mrs Gilles	Busy Bees	
<b>LCR teachers</b>	Mrs Stephen	Rm 11	
	Mr Lynn	Rm 10	
	Mr McCarroll	Rm 9	
	Ms Devlin	Rm 8	
	Mrs Bourke	Non class contact	
<b><u>Support Staff:</u></b>	Janitor	Mr Davey	
	Clerical staff	Mr McKay	
	Pupil Support Assistants	Mrs Gilles & Mrs Gaffney,	
		Ms McClure, Ms Brown, Mrs Dawson,	
		Mrs Jackson & Mrs Johnstone	

## **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.

## **School hours**

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 will remain in school until 15.00 from the first day of term.

All pupils can access the breakfast club any time from 8am until 8.20am during term time. They stay in breakfast club until 8.45am and then are escorted to the playground until 9am.

## **Language and Communication Resource**

We aim to understand and respond to children's individual needs, ensuring that all our children are supported to become successful learners, confident individuals, effective contributors and responsible citizens and as such, achieve the most positive outcomes possible. We are committed to developing and supporting our children and young people in terms of their strengths and development needs. Within the curriculum there is an emphasis on developing communication, social and life skills in response to the specific challenges of autistic children and young people. We value the importance of learning in the wider school and community as well as the importance of working collaboratively with parents.



*One of our LCR Classrooms*



## **What We Offer**

A skilled and up-to-date knowledge and understanding of autism by all staff informs the planning of the curriculum and meeting the needs of all learners. In the LCR, children are supported in small classes, with a teacher and support staff in each class. Childrens' progress is monitored in relation to readiness for inclusion and when appropriate, this is planned collaboratively between LCR and wider school staff. Planning includes identifying appropriate areas of the curriculum, preparation to develop relationships with adults and peers, sharing appropriate information to support each child. Inclusion is evaluated informing next steps for each child. Staff may provide outreach support in the South of the city.

## **Curriculum delivery**

Children's learning is planned through Curriculum for Excellence experiences and outcomes. Children are provided with the specific individualised support they require in order to engage meaningfully with the curriculum. We aim to provide children with opportunities to consolidate and generalise their learning within the wider school and community. Childrens' learning is understood in terms of strengths and development needs in relation to the Wellbeing Indicators. Targets address specific barriers to learning. Many children in the LCR require support developing learning behaviours and this is a focus when children attend initially.

## **Accommodation**

The LCR is located in its own corridor within the mainstream school. There are 6 classrooms, 2 of which are currently used as resource rooms and a quiet shared learning area.

## **Accessibility**

Our LCR is situated on the ground floor of the school, however there are stairs to access this from the admin corridor. There are also stairs at each exit to the playground. We have accessible toilets and access to the medical room in the mainstream for nappy changing.

## **Transport**

Children are provided with transport to school. Most children travel to and from school in a taxi. Each taxi has an escort. Parents are asked to escort their children to the taxi and pick them up from the taxi at the end of the day.

## **Opportunities to visit**

We welcome visitors to the LCR and would be delighted to organise a visit for you. Please contact the Head Teacher or Depute Head Teacher via the school office on 0141 647 4396 or 613 3840.

## **Who We Work With**

We work collaboratively with colleagues within Education Services as well as colleagues from a variety of agencies. These include Educational Psychologists, Speech and Language Therapists, Glasgow Dyslexia Support Service, English as an Additional Language Support Service, Occupational Therapist and Music Therapist. We work with colleagues from our Learning Community in relation to the Staged Intervention & Inclusion Meeting (SIIM) and Joint Support Team (JST). Most importantly we seek to work collaboratively with parents to meet the needs of the children.

## **Assessing Children's Strengths and Development Needs**

Children's strengths and development needs are understood in relation to the Wellbeing Indicators. When considering development needs and barriers to learning, referrals will be made to the agencies or services outlined above in order to identify further support in order to meet the needs of each child. This support can result in partners working directly with children, or working collaboratively with staff to further identify barriers to learning, and plan responsively in order to address the specific barrier. This intervention should be evident within the child's Wellbeing and Assessment Plan.

## **Enhanced Transitions**

Transitions into and out of the LCR are carefully planned and responsive to individual children. There is a transition programme in place for children transitioning from Pre-5 establishments into the LCR. This is adapted for children who transition into the LCR at other stages. Transition plans are drawn up collaboratively with staff from the school, the Educational Psychologists and parents. Staff will visit children in their current placement, parents and children visit the LCR and then time in the LCR is increased over a period of time. Secondary transitions are considered within the child's P6 year. Transition to secondary is planned collaboratively with the designated school.

## **School Term Dates**

Details of school term dates can be found on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=17204>

## **Pupil Absence Line**

**0141 287 0039**



Within Glasgow Primary School good attendance is encouraged at all times and children 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 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 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>

Parents will receive a text message every day their child is absent from school asking them to inform the school of the reason for the absence unless they have already provided the reason.

## **Medical care**

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**

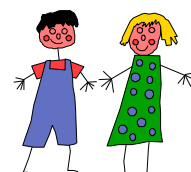
We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

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**

The school uniform is:

- White shirt & school tie or polo shirts and sweatshirts / cardigans,
- Grey/black/navy trousers
- Grey/black/navy skirt



Sweatshirts, cardigans, polo shirts and ties 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 Toryglen Primary School will adhere to this dress code.

## **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 & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) 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 (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) 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 outwith 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 should obtain an application form from the school or at

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

## 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:

**Our designated high school is**

Stonelaw High School  
140 Calderwood Rd  
Glasgow G73 3BP  
0141 643 0212

**but many of our children choose to go**

Holyrood Secondary  
100 Dixon Road  
Glasgow G42 8AU  
0141 582 0120

**OR** Kingspark Secondary  
14 Fetlar Drive  
Glasgow G44  
0141 582 0150

## Communication with Parents

At Toryglen 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.

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

## **Comments & Complaints**

In Toryglen 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 : <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

### 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 Toryglen 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

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.

**Literacy** Heinemann Story Worlds is used to support the teaching of fiction while Rigby Rocket and Starquest is used to support non-fiction in P1, P2 and P3. Phonics (sounding out words) are taught using Jolly Phonics while creative and personal writing is developed through the Big Writing approach. Children are encouraged to read all types of print and genre.

Project X Origins and Graphic novels are used as the core reading scheme in P4-7 for supporting fiction and non-fiction. Single word spelling is used to develop spelling skills as well as individual spelling work.



Listening skills are developed through a variety of materials and class tasks. Writing is developed through the Big writing programme.

**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](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### **Religious Observance**

Our school is fortunate to have a 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. 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. This includes a single word spelling test, PM benchmarking, writing and maths. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and March. An annual report is sent to parents towards the end of each school year.

We track our pupil's attainment and achievement through school tracking system and our record of achievements.









We have a welcome to school afternoon led by the children in September as an introduction to the school year. All parents are invited to attend and find out from the children what will be happening that year and to get an idea of how we are learning in school.

If you have any concerns about your child's progress do not hesitate to contact the school.

## Shared 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. Below is a two week sample of the activities that children are asked to complete as part of the home learning plan.

One night out of the week your children should read a book of their choice.

Draw a rainbow 	Collect 5 objects to recycle 	Count your teeth 	Water plants 
Learn a poem 	Try a new fruit or vegetable 	Make a collage 	Count how many steps to walk from the kitchen to your bedroom 



Name.....

Parent's Signature.....

Pupils who continually do not finish their work in school may be asked to complete it at home.

**No child is expected to spend more than 30 minutes each night on homework from P1-3 and 1 hour for P4-7.**

If you are concerned about any aspect of your child's homework please don't hesitate to get in touch with the Head Teacher.

## **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.

We have been allocated a challenge leader of learning who is charged with improving the attainment of all children in reading. We also have initiative in reading linked to our pupil equity funding including parent workshops, pupil support assistant and some resources.

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 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 a 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 the early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens the understanding of child development and enhances practice by responding to the need 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 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 and wellbeing. Our priorities for improvement are detailed in our school improvement plan which is discussed at Parent council, any other 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 Toryglen 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 code of conduct system called Growing Glasgow's Citizens which sets out the expected behaviour. This is celebrated through Conduct reward time every Friday for 1 hour, 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.

## **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 2 representatives from P1-P6 and 4 from P7. There are also representatives from the LCR classes. This is an important group which ensures the 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 drama, arts and crafts, 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 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** 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)