

**St. Kevin's ASL Primary  
School Handbook**



**Welcome to St. Kevin's Primary**

I would like to welcome you and your child to St. Kevin's Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope that this handbook gives you a glimpse of life at St. Kevin's Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Donna K McKay  
Headteacher

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:**

Head Teacher: Mrs Donna K McKay

School Address: 22 Pinkston Drive, Sighthill, Glasgow G21 1NL

Phone: 0141 557 3722

Headteacher email: [headteacher@st-kevins-pri.glasgow.sch.uk](mailto:headteacher@st-kevins-pri.glasgow.sch.uk)

<http://www.st-kevins-pri.glasgow.sch.uk>

**Last up-date 31<sup>st</sup> October 2018**

## **INTRODUCTION**

St. Kevin's is a Roman Catholic, co-educational Primary school that caters principally for primary pupils with additional learning difficulties.

The school serves a catchment area that covers the whole of the city and the school roll is presently 24, with the children divided into 3 classes.

The maximum number of pupils in any class is 10. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which classes are organised.

## **PUPILS WITH AUTISTIC SPECTRUM DISORDERS**

Whilst, at St Kevin's we aim to provide a language and communication friendly environment across the school, some children who have an Autistic Spectrum Disorder require more specialised support. Experienced teaching and support staff utilise a wide range of strategies and children are offered frequent opportunities to practice the skills and strategies which will help them to integrate with their wider peer group. Strategies and expertise in dealing with pupils with Autism are shared across the school.

## **VISION, VALUES AND AIMS**

**HMIe commented that we have:**

**“A strong nurturing school ethos” which “ensures that children learn in a respectful and inclusive environment based on Catholic values”.**

**In St Kevin's, our caring staff know every child is special and we strive to create a Safe, Welcoming, Understanding and Helpful Ethos and Environment where every child and their family's needs are met. Our strong values and our commitment to our children encourage them to develop confidence and independence to further their skills for learning, skills for life and skills for work while embracing the diversity of our local community. We want happy children who love to learn.**

## **Enrolment**

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

However, parents must enrol their child at their local mainstream school as a first step. Registration of Primary 1 children takes place in November, enrolment forms and more information can be found on the Glasgow City Council website at

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



# A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

## Organisation of Classes

Class groups are organised by the management team taking into account the age and stage of the children as well as their additional support needs.

### PRESENT ROLL: 2018 - 2019

Primary 1	4 children	Primary 5	4 children
Primary 2	3 children	Primary 6	5 children
Primary 3	3 children	Primary 7	4 children
Primary 4	1 child		

Total number of children 24

### STAFFING

Head Teacher	Mrs Donna K McKay
Depute Head Teacher	Ms Lesley Ann D'Arcy
Principal Teacher	Mr McSween
Skye	Miss Somers
Arran	Miss Reid
Mull	Mrs Benjamin
Support for Learning/ Transition Teachers	Mrs Atkin/Mrs McBride
Visiting Music Specialists	Mr Richard Cairney
School Nurse	Jamie-Lee Woodward
Clerical Support Assistant	Mrs Macdonald
Support for Learning Workers (SfLW)	Mrs Catherine Barr Mrs Julie McDade Mrs Angelina Carmichael Mrs May Meighan Mr S Morris Miss A McGurn
Janitor	Mr Joe Campbell

The duties of SfLW include playground supervision, attending to minor incidents, supporting teachers in the classroom and assisting in the preparation of resources. One of our SfLW staff has an additional responsibility for the administration of First Aid.

### The School Day

School day starts	9.00
Morning Interval	10.30 - 10.45
Lunch Interval	12.15 – 1.00
Pupils leave school	3.00

## 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

Within St. Kevin's Primary good attendance is encouraged at all times and children rewarded accordingly. **Parents are asked to inform the school if their child is going to be absent, and to provide a letter explaining the absence on the child's return.** This should be done before **8.30** am, on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. **The school uses daily text messaging to inform parents and carers of absence if no contact is made.** All unexplained absence is investigated by the school and appropriate action is taken.

## Medical & Healthcare

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

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

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

## Emergencies

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

The school should be able to get in touch with parents or an emergency contact in case of accident or sudden illness of a child.

Parents are therefore requested to give a contact name and address and telephone number other than their own which the school can contact in an emergency.

## School Uniform

The school uniform is:

- Red/Black Sweat Shirt
- Red/Black Polo shirt
- Grey/black trousers
- Grey/black skirt

Sweatshirts and polo shirts with the school logo are available for purchase/or to order from the school office. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St. Kevin's Primary will adhere to this dress code.

**To avoid confusion/lost clothing it is essential that all items are labelled.**

## 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 £7,320) 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. Special diets for children with medical requirements 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 are accommodated in the dining hall.

All children in P1- P4 are entitled to a free school meal.

Children and young people of parents/carers receiving Income support, income based Job Seekers Allowance, Working Tax Credit (where income is less than £7,920\*), 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 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. An escort supervises children on the bus.



more than one hour.

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

## Emergency Contact Information

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

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

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

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

## Appointments during school hours

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

## Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

1. Mainstream Secondary School within the child's local community.
2. Mainstream Secondary School with an Inclusion Centre to support children with Additional Learning Needs.
3. ALN Secondary School.

Taking account of the Children and Young People's Act (2014), Glasgow's policy '**Every Child is Included**' outlines its commitment to Inclusion.

***'Every child and every young person will grow and learn in a caring and nurturing environment where they are safe and happy, active, nurtured and achieving, respected, responsible and included. They, and their families, will know they are valued and their needs will be understood and met.***

***Almost all children with identified additional support needs will go to school within their community and with their peers, with appropriate support based on robust, collaborative assessment.***

***Together, staff, families and young people will plan appropriate pathways for those few young people who require a very high level of additional support'***

A Transition Planning Review takes place during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child. Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

### **Communication with Parents**

At St. Kevin's 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 into the school office or phone for an appointment.

*Class Diaries* – will let parents know what homework has been set and is 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.

### **Comments & Complaints**

In St. Kevin's 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 St. Kevin's 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.

<b>Level</b>	<b>Stage</b>
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 are central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

**Languages:** Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

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

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

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

### **Useful websites**

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

## **Religious Observance**

St. Kevin's is a Roman Catholic School and throughout the curriculum the Gospel message "Love God and Love your neighbour as yourself" is integral. The school ethos emphasises dignity and worth of each person in the community and pupils are encouraged to value themselves and value and show love to others.

Religious Education lessons follow the Diocesan programme 'This is our Faith' which incorporates the experiences and Outcomes outlined in the Curriculum for Excellence. Children join with daily prayers, and lessons involve discussion, drama and other activities based on children's experiences at home, in school and at play. We aim to lead children to understand and to do what is right and good. Children take part in religious assemblies, the Liturgy of The Eucharist and are supported in their preparation for the Sacraments of Reconciliation, Confirmation and the Eucharist.

Our school chaplain is from the local parish of St. Mungo's. From 2010 we have also received support from the Chaplaincy Team led by Father Patrick Duffy based at the Xaverian Global Education Centre.

Teachers, pupils and parents are our main resource for learning/teaching and we use a variety of resources as well as affording opportunities for practical Christianity such as raising money for charity as our main text.

Parents and carers from religions other than Christianity may request that their children be permitted to be absent from school to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions (days) in any one school session and the pupil noted in the register using code REL on these days.

Any parent wishing to withdraw their children from Religious Education may contact the Head Teacher to discuss it.

## **Assessment & Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child.

Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October and June.

Each child has a Wellbeing and Assessment Plan, based on the following Wellbeing indicators:

**SAFE HEALTHY ACTIVE NURTURED ACHIEVING RESPECTED RESPONSIBLE**

and

**INCLUDED**

This is agreed with parents and children as part of the regular review process. An annual report is sent to parents towards the end of each school year.

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

## **Pupil Profiles**

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

## **Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

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

<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>

## **School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality report. 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 St. Kevin's Primary 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 rules, in addition to the "Golden Rules" for the whole school, and this sets out expected behaviour. Positive behaviour and other pupil achievements are celebrated through Good Citizen Awards at assemblies and certificates are issued.

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.

## **The Named Person**

GIRFEC stands for “Getting It Right for Every Child”. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents and carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland’s children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

This Named Person will be a promoted teacher within the school your child attends. The name of the individual Named Person for your child(ren) will be provided.

Please do not hesitate to contact the school if you want to speak with your child’s Named Person.

## **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. Children will only be given tasks that they have been working on in school that are for consolidation.

## **Parent Council**

We have an elected Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council Meetings and can become a member at the AGM in January. Parent Council minutes are available from the Chairperson and on request from the School Office.

## **Pupil Voice**

In order that all children will have the opportunity to have their views heard classes contribute regularly to Assemblies, sharing learning and celebrating success. There is also a pupil council with representatives from each class. Pupils have opportunities to be part of other whole school committees such as Eco Committee at various points throughout the year.

## **Supervision of Playgrounds**

An adult presence is provided in playgrounds at break times. In St. Kevin’s the Support for Learning Workers will be present in the playground to supervise the children. In order to ensure the safety of our children at all times, any adult in the playground or within the school building without authorisation will be challenged, and we would appreciate your support in this matter. (Safety and supervision of Pupils) (Scotland) Regulations 1990.



## **Extra-Curricular Activities**

We have a wide range of activities that run between Mondays – Thursday to extend the learning experience. These currently include Samba, yoga and football.

Good links with community organisations and our Active Schools CoOrdinator 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>.

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Glasgow G1 1JL

Tel: 0141 287 2000

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

**Although this information is correct at 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