



Eastmuir School Handbook



School Session 2017 / 2018



WELCOME

to

Eastmuir Primary School



I would like to welcome you and your child to Eastmuir 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. You are **always** welcome to discuss any aspect of school life and how you can become further involved.

I hope that this handbook gives you a glimpse of life at Eastmuir 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.

Mrs Tina Donnelly
Headteacher

School Vision & Values

Our children, staff, parents and community partners will work together to promote a culture of mutual respect and lifelong learning where children are happy, motivated and have high self-esteem and confidence to enable them to realise their full potential.

The Vision we have for our school, is encapsulated in our motto,

"Grow Together, Learn Forever".

The core Values of our school are that everyone will be

- HEALTHY
- AMBITIOUS
- SUCCESSFUL
- RESPECTFUL

In session 2014-2015 we developed our four value characters with the pupils and the Pupil Council. They are Healthy Harry, Ambitious Abbie, Successful Steve and Respectful Rory.



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:

Eastmuir Primary School
211 Hallhill Road
Glasgow
G33 4QL
Telephone: 0141-771-3464



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

Website: www.eastmuir-pri.glasgow.sch.uk/



twitter: @eastmuir

Background Information

Eastmuir is a non-denominational school which caters for boys and girls aged 5-12 who have additional learning needs and Autistic Spectrum Disorders.

Present school roll is: 26

Agreed capacity of the school is 70



School Staff

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

Headteacher:	Mrs T Donnelly
Principal Teacher (0.6):	Mrs F Welsh
Principal Teacher (0.6):	Mrs C McMillan

Teaching Staff:

Mrs J. Nisbet	Class Teacher
Ms A. Capel	Class Teacher
Mr A Black	Class Teacher

Mr A Young (0.2)	Art & Design Teacher
Mr C Nelson (0.6)	PE Teacher

Visiting Specialists:

Ms L Thomas	Music Specialist
Mr R Cairney	Music Specialist

Support For Learning Workers:

Ms J Crichton	Mrs C Donnelly
Mrs M Munro	Mrs E McQuade
Mrs M McGrath (0.6)	

Clerical Staff

Mrs P. Blaker

Janitor

Mr Steven Watson

Dining Hall Staff

Mrs Moffat	Breakfast Service
Mrs Bow	Lunchtime Service

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 and is advertised widely in local press etc.

Organisation of Classes

Class groups are set by the management team based on the age and stage of the children as well as their additional support needs.

The School Day

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

Morning	09.00 - 10.30
Interval	10.30 - 10.45
	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00



School Holidays 2017-2018



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

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

Return date for teachers	Friday 11 August 2017
Return date for pupils	Tuesday 15 August 2017
September weekend	Friday 22 September 2017 to Monday 25 September 2017
First mid-term	Monday 16th to Friday 20 October 2017 (inclusive)
Christmas/New Year	Thursday 21 December 2017 to Wednesday 3 January 2018 (inclusive) * Please note that schools will close at 2.30pm on the last school day before the holiday
Return to school	Thursday 4 January 2018
Second mid-term	Monday 12 February 2018 Tuesday 13 February 2018 Wednesday 14 February 2018 (In-service day)
Spring Holiday (Easter)	Good Friday 30 March 2018 to Friday 13 April 2018 (inclusive) * Please note that schools will close at 2.30pm on the last school day before the holiday
May Day	Monday 7 May 2018 Tuesday 8 May 2018 (In-service day)
May Weekend	Friday 25 May 2018 to Monday 28 May 2018
School close	Tuesday 26 June 2018 * Please note that schools will close at 1pm on the last school day before the holiday

In-Service Days (Children do not attend in these days)

- Friday 13 October 2017
- Wednesday 14 February 2018
- Tuesday 8 May 2018

Pupil Absence

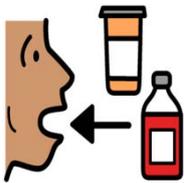
Within Eastmuir Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to inform the school if their child is going to be absent. This should be done before 9.30 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.



Medical & 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. Please include the chemist's labelled instructions with the medicine.

Appointments during school hours

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

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, twitter and the local media etc.

School Uniform



The school uniform is:

- Blue or yellow polo shirt
- Royal blue school sweatshirt
- Grey/black trousers
- Grey/black skirt

Sweatshirts, cardigans and polo shirts with the school logo are available to purchase from [TESCO online](#). It is expected that all children attending Eastmuir 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

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 homework tasks.

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<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. Please inform the Head Teacher.

Children who prefer to bring packed lunches are accommodated in the dining hall. All children in P1-3 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 £6,420), Child Tax Credit only (where income is less than £15,910*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at <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.

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.



Taxis & Buses: 0141 287 1056

Emergency Contact Information

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



Data Protection

Use of information about children and parents/carers

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy.

Curriculum

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.

The curriculum is adapted at Eastmuir to suit the needs of every child and we use a variety of strategies to ensure that all children can access the curriculum. Through the experiences we provide at Eastmuir 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.

curriculum for excellence



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

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

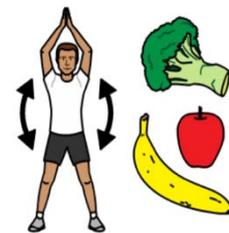
Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

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. We have a visiting specialist teacher to develop Art and Design. (see staff list).



We have, when possible, professional musicians, dancers and actors to the school to perform and do workshops. The children also visit the theatre when opportunities arise. Parents are invited regularly to the school to see their children perform.

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. Several of our teachers are trained in how to teach our Sexual Health and Relationship Education Programme (SHRE). Parents wishing further information on this should contact Tina Donnelly at the school.

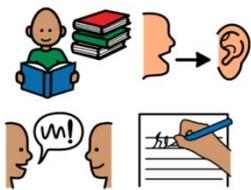


Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society. We regularly visit the Science Centre and celebrate our learning during our annual Science Week.



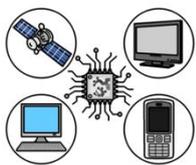
Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

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: The 4 main areas of language are listening, talking, reading and writing. 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. We link with business partners wherever possible to deliver training.

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.

Each child will also have a Wellbeing Assessment Plan, which focuses on meeting the children's needs in relation to the wellbeing indicators: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included.



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 form the basis of discussion at Parents' Evenings in October and March. An annual report is sent to parents in December and also towards the end of each school year.

If you have any concerns about your child's progress do not hesitate to contact the 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=1894>

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

Enquire are the Scottish Advice Service for Additional Support for Learning. For further information visit their website at www.enquire.org.uk.



The Named Person

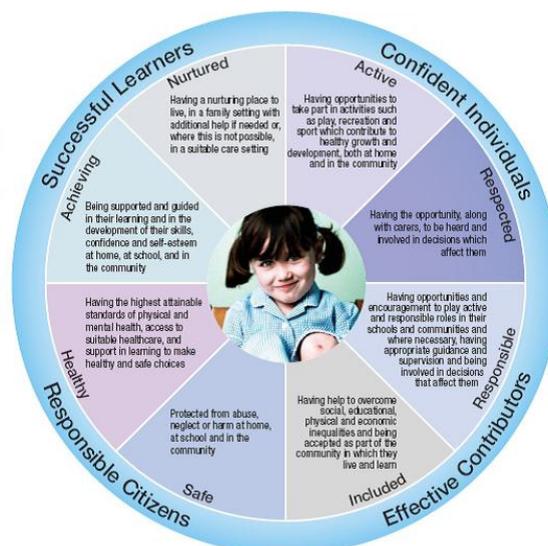
GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

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.

The Named Person will be a promoted teacher within the school your child attends. The name of the individual Named Person for your child(ren) is the Headteacher, Mrs Tina Donnelly.

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



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. Any parent or carer seeking a copy of the plan can contact the school office.

Our priorities for improvement are detailed in our School Improvement Plan.

This session key priorities –

- Develop whole school nurturing approaches to improve the children's social and emotional skills.
- Improve learning and teaching in and through the use of digital technologies.
- Improve attainment in literacy with a particular focus on phonological awareness.

Promoting Positive Relationships

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 Eastmuir Primary School is to build a positive ethos that demonstrates care and respect for all.



We are proud to be on the journey to becoming a Rights Respecting School and are delighted to have achieved the 'Recognition of Commitment' award for our work so far.

Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

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.

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 and 12 so that they will have the opportunity to complete at least 4 years of secondary education.

Children with additional support needs who are approaching transition to secondary school will have their plan reviewed in P6 and again in P7 with a view to planning pathways and appropriate supports. This allows 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.

Home/School Partnership



Education establishments, parents and the community have a shared role and responsibility to work together to educate children.

We at Eastmuir Primary School, aim to encourage and empower parents to be involved in the work of the school. We provide a wide range of opportunities and information to help parents/carers be active partners on behalf of their children.

Communication with Parents

At Eastmuir 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.

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. Please follow us on Twitter for all our latest news. <https://twitter.com/eastmuir>

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' Evenings - There are two parents' evenings per academic year when parents can discuss their child's progress with the class teacher and view the child's work.

Reports – Two written reports will provide clear information and feedback on a child's progress and how well she/he is doing against agreed expectations. These will be sent home twice a year.

Emails – We use a system called 'Groupcall Xpressions' which enables us to text and email parents and carers listed as the main contact.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information afternoons, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

School staff may be able to give parents advice and support with issues that may arise at home such as behaviour, toileting sleep issues etc. Please contact us if there are any matters that we can assist you with.

Parent Representation

All parents who have a child attending school are automatically members of the Parent Forum.

As a member of the Parent Forum, parents can expect:

- to receive information about the school and its activities
- to be invited to be involved in ways and times that suit them.
- for the school to work with parents to identify times and location to suit as many parents as possible.
- to be given the opportunity to express their opinion by the Parent Council on issues relating to the school and the education it provides

Parent Council

We have a newly established 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 will be available on request from the school office. A list of current members is available on the website.

Pupil Council

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

Comments & Complaints

In Eastmuir 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

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

Useful addresses:

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Disclaimer

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

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