



Broomlea Primary



Keppoch Campus

School Handbook 2016 - 2017

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Welcome to Broomlea Primary



Dear Parent/ Carers,

I would like to welcome you and your child to Broomlea Primary School. This handbook contains a range of information that you might find helpful.

In Broomlea we strive to offer education of the highest quality to develop every child's potential within a happy, stimulating environment to enable them to enjoy as fulfilling and independent a life as possible, as a valued member of the Community.

We are extremely proud of the excellent educational experience we provide for our children in partnership with parents. There are lots of ways in which parents/carers can become involved and informed about their child's learning. We welcome your partnership in making our school the very best it can be for all our pupils.

We are also very committed to partnership working with a wide range of education and health professionals to ensure that all children are appropriately supported to be as independent and as successful in their learning as they possibly can be.

Please do not hesitate to contact the school if you need more information.

Warmest Regards

Fiona Shields

Head Teacher

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: Broomlea Primary Keppoch Campus 65 Stonyhurst Street Glasgow G22 5AX Phone: 0141 336 8428 Email: headteacher@broomlea-pri.glasgow.sch.uk
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Head Teacher	Mrs Fiona Shields
School Hours	9.15 am - 3.00 pm
Denomination Status	Inter Denominational
Type of School	Co-educational
Present roll	40
Capacity	48
Stages Covered	Primary
Learning Community	Springburn

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 the classes are organised.

School Hours

The school day is 9.15am to 3.00pm

Supervised playtime	10.45 am - 11.00 am
Lunch	11.30 am - 12.30 pm
Supervised playtime	12.30 pm - 1.15 pm
Children leave	3.00pm

School Profile

The school forms part of Keppoch Campus which is a purpose built facility. The Campus is made up of five establishments, namely Stepping Stones for Families, Keppoch Nursery, Broomlea Primary School, Saracen Primary School and St Teresa's Primary School. Each school operates as a separate establishment but housed within the one building.

Broomlea primary features 8 classrooms, a playroom, soft play room, multi-sensory room, hydrotherapy pool, staff base and parents' room. There are also shared resources- library/ICT suite, gym hall, social street, double GP room, dining area and conference room. The school offers the highest standard of accommodation to support effective learning and teaching. There is an attractive, enclosed safe play area which offers an excellent facility for outdoor activities, and playtimes. There is also a wider external playground with Pirate Adventure trail, garden and all weather football pitches which pupils have planned access to.

School Staff

The staff is made up of teachers and support staff. Parents will be kept informed of the class staff working directly with their child.

School Leadership Team

Head Teacher	Mrs Fiona Shields
Depute Head Teacher	Ms Fiona Lindsay
Principal Teacher	Mrs Lesley Connacher

School Holidays 2016-17

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

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

Enrolment

Broomlea Primary is a school for pupils with complex learning needs. Details of Glasgow's process for planning appropriate pathways for children with additional support can be found on the Glasgow City Council website.

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=27168&p=0>

Following confirmation of a placement at Broomlea Primary a visit is arranged for parents and a pre-admission review date is set. The review meeting usually involves the Head or Depute Head Teacher, the referring psychologist, a staff member from current placement and parents/carers. A transition programme will be set up for your child.

Priority for places is given to children who reside in the catchment area of North West Glasgow. Placing requests for Broomlea Primary from within the authority are at the discretion of the Head of Service.

Admission criteria are as follows:

- The child has complex additional support needs
- The child lives within the North West catchment area
- The parents/carers agree on the suitability of the placement

Out of Authority Placement

All out of authority placements are made at the discretion of the Head of Service.

Organisation of classes

Classes will usually have 6-7 pupils. Classes are based on chronological age but will often consist of pupils from a range of stages e.g. p2-4 or p5-6. Our classes are made up of pupils with a similar learning style and needs profile. Due to the nature of the school the number of pupils entering and leaving each session varies. This means that as your child moves through the school they may not necessarily be in the same class group.

Attendance

Within Broomlea Primary School good attendance is encouraged at all times. Parents are asked to inform the school if their child is going to be absent. The school office is open from 7.30am. It is important that we know as early as possible if a child is going to be absent so that the bus escort knows. The school will be in touch to ask about the child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. In order to arrange transport parents should notify the school before 3pm the day before the child returns to school. If your child should have a hospital appointment during the school day you should inform the school either by telephone or in writing giving the appointment details, under no circumstances should this information be given to the escort or driver.

If your child has unexplained sickness or diarrhoea (three or more very loose or liquid bowel movements) then he/she should not return to school until 48hrs after

the last episode. On return to school your child should not access any pool (including school hydrotherapy) for a fortnight.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absentee in the register. Any absence with no explanation from the parent is unauthorised.

Appointments during school hours

If your child should have an unavoidable appointment during the school day you should inform the school either by telephoning the Head Teacher or writing to the Head Teacher giving the appointment details.

Medical and health care

Health care support is provided by Health and Wellbeing Support Workers who have completed a comprehensive training programme delivered by the school nurse. The school Nurse will carry out Nurse led clinical assessments and community medicines.

If a child becomes ill during the course of the day, he/she may need 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. These are issued annually at the start of session. Parents should request a new form if there are any changes to medication.

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.

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:

- Yellow polo shirt
- Navy sweatshirt,/cardigan
- Navy or grey trousers/skirt/pinafore

Uniforms are ordered from School Trends via the school office this usually happens once a year in May.

Clothing and Footwear Grants

Parents/Carer 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 school and at:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=11896&p=0>

School Meals

Health promotion and the development of appropriate eating and drinking skills supported by a healthy diet is an extremely important area of development for our pupils. We offer a wide choice of food, promoting healthy eating. We also offer a range of specialist diets and work closely with both the Campus catering manager, dietician and speech language therapists to ensure we cater for all pupils' individual needs. Meals are provided free for all pupils as they are considered part of our pupil's educational programme. The lunch menu can, on request, be sent home to parents in order to select preferences.

Transport

Transport with appropriate seating is provided by the Education Authority. There is an escort on each bus or taxi to supervise pupils. All children wear appropriate safety harnesses/seat belts and some have special supportive seats.

Parents are asked to co-operate towards the smooth running of the school by ensuring that their child is ready when the bus calls and is escorted to the bus. The driver is only allowed to wait 3 minutes after which they must continue with their run to ensure they keep to their timetable. Escorts are not allowed to leave the bus at any time. When the bus arrives to drop off your child at the end of the school day a parent or responsible adult, known to the escort, must be there to collect the child.

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.

The education authority does not normally provide transport for children in receipt of a placing request.

Comments & Complaints

Broomlea Primary School aims 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 Head Teacher in the first instance.

Glasgow City Council complaints procedures are available:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=33402&p=0>

Customer Liaison Unit
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 5384

e-mail: education@glasgow.gov.uk

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

School Ethos

Vision statement

We aim to offer education of the highest quality to develop each pupil's potential within a happy stimulating environment to enable him/her to enjoy as fulfilling and independent a life as possible as a valued member of the community.

Values

We embrace the values of equality of opportunity and success for all. All staff actively promote the celebration of diversity in our campus community and beyond. We strongly believe in the combined strengths and skills of partnership working; seeking to work together to benefit pupils learning and development; ensuring all are safe, active, nurtured, valued, successful, respected and included. We place great emphasis on the professional development of staff and on the process of self-evaluation to which staff, specialist staff and parents all contribute. Team spirit permeates the school. The school has a happy relaxed atmosphere conducive to learning. There are high but realistic expectations for our pupils from both staff and parents and we aim for pupils to achieve both personally and socially.

Aims

- To ensure each pupil has access to an appropriate curriculum
- To help each child achieve his/her full potential in all areas of learning
- To ensure equality of opportunity for all across the school and campus
- To ensure effective working practice with staff specialists
- To work in full partnership with parents and families
- To maximise links with the local and wider community

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. All of our pupils are valued as individuals in their own right and it is against this value base that we strive to

achieve an ethos of positive behaviour within Broomlea Primary.

The relationship between staff and children is very important and a positive attitude to working with the pupils is encouraged at all times. Appropriate behaviour is aimed for in all circumstances and this is generally achieved by a low key calm approach to pupils by staff. Should there be behavioural difficulties with any pupil the staff, school psychologist and the parents are involved in establishing a programme to overcome them. All pupils with challenging behaviour have a risk assessment and positive behaviour planning.

In accordance with Glasgow City Council's Policy on Promoting Positive Behaviour Broomlea Primary School uses the C.A.L.M. framework [Crisis and Aggression Limitation Management] to manage challenging behaviour in the school. This is a whole school approach in which all staff are engaged. This training is designed to keep both child/young person and staff safe. In line with Council policy all violent incidents are recorded and also logged with the Councils Corporate Health and Safety Services.

Parental Involvement

At Broomlea we recognise the importance of good communication with parents/carers and we actively encourage participation in the life and work of the school. Each child has an annual review where there is the opportunity to look at the child's progress in learning. One of our Parent's Evenings is held in September when we take the opportunity to discuss each child's Wellbeing Assessment and Plan with parents. End of session school reports are sent home in May followed by another Parent's Evening where parents can discuss these reports with all staff concerned.

Parents are also kept up to date on a regular basis through the home/school diary. Staff write a brief entry in pupil diaries each day to share information with parents. There are a variety of formats to support a child's learning profile and family circumstances. This is a two way communication system and parents are encouraged to use the diary to communicate information to staff about what has been happening with your son/ daughter at home.

The Head Teacher provides regular updates on the work of the school. We send out a newsletter and calendar, once per term. This contains information, items of interest and a calendar of events. You may also receive text reminders about school events/ school closures.

Parents/Carers are encouraged to contact the school at any time. If parents/carers have any concerns about their child's progress or development, they can telephone the school at any time and speak to the Head Teacher or Depute Head Teacher.

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.

After School Care

We are fortunate to have an After- School Club which runs Monday – Wednesday from 3.00pm – 5.30pm each evening. For further information, contact the Head Teacher or Depute Head Teacher.

Parent Council and Parent Forum

The Scottish Schools (Parental Involvement) Act 2006 changed the arrangements for parental/carer representation in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

We are proud that there are lots of ways in which parents/carers can become involved and informed about their child's learning. We welcome your partnership in making our school the very best it can be for all our pupils.

Parent Forum

The membership of the Parent Forum is made up of all parents/carers who have a child at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents/carers. One of the ways parents/carers in the Parent Forum will be able to express their views will be through the Parent Council.

Parent Council

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children and young people at the school. The aims of Broomlea Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote Partnership between the school, its pupils and all its parents
- To develop and engage in activities which support the education and welfare of the pupils

- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

The Head Teacher has a right and a duty to attend all meetings of the Parent Council but does not have a right to vote. The Parent Council have an AGM in April to which all parents are invited.

Curriculum

Our **curriculum** is based upon national guidance as set out in a Curriculum for Excellence. 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 Broomlea 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

We provide a learner centred curriculum planned from sound **assessment** of individual strengths and needs delivered through a wide range of active, relevant, and motivating learning experiences. If you would like more detail please refer to the **Curriculum at Broomlea** booklet that is available to all parents. 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

<http://www.educationscotland.gov.uk/learningandteaching/thecurriculum/whatiscurriculumforexcellence/>

www.educationscotland.gov.uk/parentzone/index.asp

Assessment and Reporting

All learners are assessed through ongoing formal and informal assessments, assessment grids and skill checklists as appropriate. From initial admission parents knowledge of their child is central to the multi - professional assessment. Once a full picture of each child is established a list of strengths and needs is

drawn up. From this assessment, an Additional Support Plan is developed in conjunction with parents and professionals. Priority additional support needs are identified and long and short term targets are established.

Every pupil has an annual Review of their Additional Support Plan / Coordinated Support Plan at which parents, school staff and other professionals discuss their learning profile, educational targets, progress in learning and additional supports required. This discussion feeds back into individual and class planning. Parents/school/psychologists can call a meeting for a child at any time.

Additional Support Plans are reviewed termly by class staff and senior management identifying next steps in learning and any issues specific to individual pupils will be raised between class teams and other professionals.

Reporting

There are two Parents' Evenings in each session in Term 1 and Term 4. These individual appointments are an opportunity to discuss individual targets, home-school communication and home learning.

An annual report is sent to parents in May. A parental comment sheet accompanies the report and we appreciate parents taking the time to respond.

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>

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right 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 if they need it.

Transition

In our school, in line with Glasgow City Council policy on inclusion, 'Every Child is Included - Getting it Right in the Nurturing City', and the legislation in place in Scotland, we aim to meet the identified additional support needs of all our children. We want to ensure that every child grows and learns in a caring and nurturing environment where they, and their families, feel valued. We carefully assess children's individual needs and plan their progress within the staged intervention framework, using the wellbeing assessment and plan. We regularly review children's progress towards meeting the targets set within wellbeing assessments and plans and we do this in consultation with children and their parents/carers.

We carefully plan transition to secondary for all our children from P6 onwards, involving children themselves and their parents and carers. We will discuss what supports will be needed within their secondary education. An options appraisal will be completed which will consider different pathways before a recommendation is made for the most appropriate placement.

Primary 7 pupils visit their proposed Secondary School during their final year at Broomlea so that staff and pupils become acquainted before the transfer. When a

child leaves Broomlea they take with them their transition passport which contains important information about them.

School Improvement

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.

Legislation and Glasgow City Council Policies

All Glasgow City Council and Broomlea Primary School policies are available from the Head Teacher on request

Council Policies are available by visiting:

Internet facilities are provided at Public Libraries and Real Learning Centres.

Privacy Statement and Data Protection – Use of Information about Children and Parents/Carers

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things, that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, 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 further information please see our full privacy statement at

<https://www.glasgow.gov.uk/index.aspx?articleid=18009>

Provision for religious observance

Under the Education (Scotland) Act 1980, education authorities have a statutory requirement to provide religious observance and religious education in Scottish schools. Mindful of national and local guidelines, Religious and Moral Education in Broomlea primary we seek to address the development of the child in relation to spiritual health, self-awareness, relationships with others and the area of

beliefs, values and practices which make an important contribution to the personal and social development of the child.

Parents have a statutory right to withdraw their children from religious education and a parallel right to withdraw their children from religious observance as set out in the Education (Scotland) Act 1980.

Parents and carers from religions other than Christianity may request that their children 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 not more than three occasions (days) in any one school session and the pupils noted in the register using code REL on these days.

Glasgow City Council Policy – Additional Support Needs

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

Further information relating to Additional Support Needs is also available on the Glasgow City Council website :

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

Organisations which provide advice further information and support to parents of children and young people with ASN.

(a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

Useful address:

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 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