



St. Rose of Lima Primary School Handbook



St Rose of Lima Primary School
295 Mossvale Rd
Glasgow
G33 5QS
0141774 9397 tel
0141 774 3842 fax

Dear Parent

Welcome to St Rose of Lima Primary School. Some of you are already familiar with our school while others are meeting us for the first time. I hope you find our handbook interesting and informative. In it we have tried to give you an outline and brief profile of our school.

We believe that within our Catholic School we have created a caring, concerned, Christian community, wherein children can develop their full potential in well ordered stimulating surroundings. We strive to enable our children to become happy, industrious and well adjusted members of society.

At present we have a roll of 400 pupils. We are more than settled into our new build and believe it is a brilliant learning environment for all the children. Our school is shared with Garthamlock Family Centre with whom we have developed a wonderful working partnership.

We are looking forward to having you and your child join us in St Rose of Lima Primary School.

If you require any further information or details, please do not hesitate to contact me through the school office.

Yours sincerely,

Miss Kathleen Shiels
Head Teacher

Last updated August 2019



Vision

St Rose of Lima Primary School is a Catholic community with a distinct identity that welcomes, celebrates and nurtures the diverse cultures and faiths of all our learners. We have a clear sense of purpose and are fully committed to the principles of Catholic Education.

It is our vision, in line with the United Nations Conventions on the Rights of the Child that every child should be supported and encouraged to be the best they can, and that the best interests of our young people are top priority in all decisions and actions that are made.

We work together with pupils, staff, parents, carers, the Church and all our other partners to ensure that our pupils learn and develop in a safe, nurturing environment where everyone feels that they belong. We are committed to equipping our young people with the necessary skills for life, learning and work today and in the future.

Our school community is committed to creating citizens who respect and care for themselves, others, God and His world.

Values

In St Rose of Lima Primary School our values determine the character of our school and are central to the creation of a positive Catholic ethos. These include:

- Respecting the Rights of every individual
- Acknowledging and valuing parents and carers as the first educators of our young people and being committed to working in partnership with them to develop each individual as a Responsible Citizen, Confident Individual, Successful Learner and Effective Contributor
- Promoting the values of Catholic Education in the spiritual, moral, social, intellectual and emotional health and wellbeing of every child
- Integrating the Gospel values of Wisdom, Justice, Compassion, Integrity and Humility, which are central to everything we do
- Ensuring a holistic approach to our interactions and relationships through leading by example and valuing the cultures, beliefs and faiths of all in our school community
- Creating a safe, happy, secure and nurturing environment where all pupils feel safe and valued
- Valuing the contributions of our pupils in developing our school community and seeking pupil voice as often as possible
- Developing responsible citizens who show respect to all in society, irrespective of background, race, gender, religion or disability and respect for our environment
- Promoting fairness and equality for all
- This is ensured through high quality teaching and learning experiences and involving pupils, parents and carers and the Church in learning experiences.



Aims

In line with the Charter for Catholic Teachers and the United Nations Conventions on the Rights of the Child, all involved in the community of St Rose of Lima Primary School aim to do provide:

- Transformational education which will create virtuous adults.
- A broad, balanced and progressive Curriculum for Excellence which will equip pupils for the 21st century.
- A welcoming, safe and nurturing Catholic environment in which diversity of all is respected.
- Learning experiences which focus on collaboration, communication, critical thinking and creativity.
- An environment where success and achievement is recognised and celebrated.
- A highly motivated and skilled staff who work together to meet the educational, physical, social, spiritual and emotional wellbeing of every pupil.





School Information

ST Rose of Lima Primary



295 Mossvale Road
Craigend
Glasgow G33 5QS
Tel 0141 774 9397
Fax 0141 771 3842

e-mail: headteacher@st-roseoflima-pri.glasgow.sch.uk

Schools and Learning : <https://www.glasgow.gov.uk/education>

Head Teacher: Miss Kathleen Shiels
Roman Catholic Primary School
Co-educational

Stages Taught: P1 - P7
Present Roll: 480
Planning and Working Capacity: 524

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



Teaching Staff

Head Teacher
Depute Head Teachers

Miss Kathleen Shiels
Mrs Elaine Foster
Mrs Paula Grant
Mrs Mary Moore
Ms Lorraine Izzett

Principal Teachers

Child Development Office
Music Specialist
Digital Leader of Learning
Nurture Teacher

Mrs Sally Dearie
Mr Gerard Carr
Mr Paul McGinty
Mrs Roseann Woolfries

Primary 1a
Primary 1b
Primary 1c
Primary 2a
Primary 2b
Primary 2c
Primary 3a
Primary 3b
Primary 3/4
Primary 4a
Primary 4b
Primary 4/5
Primary 5a
Primary 5b
Primary 6a
Primary 6b
Primary 7a
Primary 7b

Mrs Laura Marshall
Miss Rosaleen Martin
Mrs Amanda McQuade
Miss Rebecca Houston/Miss Jodie Munn
Mrs Siobhan Walker
Mrs Claire McLure
Miss Lynn Duffy
Mrs Catherine Rafferty
Mrs Anne Margaret Hughes
Miss Lisa McPhie
Miss Laura Kerr/ Mrs Michelle McAulay
Miss Kirsty Love
Mrs Ewa Gronkowska
Mrs Alicia McGrory
Miss Nicola Miller
Miss Tanya Doherty
Mrs Anne McGlone
Mrs Jenna Gallagher/Miss Katrina Crickett

Office Staff

Mrs Carol Bullock Office Manager
Mrs Angela McGovern
Mrs Jenn Faulds

Pupil Support Assistant

Mrs Liz Kite
Mrs Norma McGarry
Mrs Carolyn Edgar
Mrs Marie Brown
Mrs Audrey Coyle
Mrs Anne Ross
Mrs Joan Taylor
Mrs Margaret Forbes
Mrs Agnieszka Adamska
Miss Lauren Bullock

Janitor
Catering Manager

Mrs Marie Muir
Miss Margaret Bowes



THE SCHOOL DAY

P1 – P5

Morning:	09.00am - 10.30am 10.45am - 12.00 noon.
Lunch:	12.15pm. - 1.00pm.
Afternoon:	1.00pm. – 3.00pm.

P6 and P7

Morning:	09.00am – 11.00am 11.15 am – 12.15
Lunch:	12.15pm. - 1.00pm.
Afternoon:	1.00pm. – 3.00pm.

Primary 1 children will be in school all day from the first day of term.

School Holidays

Details of holiday dates are available on Glasgow City Council website

www.glasgow.gov.k/index.aspx?articleid=17024

Pupil Absence

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. 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>

Medical & Healthcare

The school nurse service visit the school at various times during the year. 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.



St. Rose of Lima Uniform

Burgundy Sweatshirt

Grey Trousers

School Ties

Black Gym Shoes

Blue Polo Shirt

Grey Skirt/Kimono

Blue Shirt

Black School Shoes

Jackets, 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 Glasgow 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 £15,050*), 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

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.guelzoneprimary.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.

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



www.glasgow.gov.uk/index.aspx?articleid=17885

Transport

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. 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 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:

St Andrew's Secondary School

47 Torphin Cres

Glasgow

G32 6QE

Phone: [0141 582 0240](tel:01415820240)

Email: headteacher@glasgow-sec.glasgow.sch.uk

www.glasgow-sec.glasgow.sch.uk

Glasgow Secondary School staff work with our pupils throughout their Primary years and particularly from P5 onward to prepare them for the transfer to secondary school.

Communication with Parents

At Glasgow Primary School we use a variety of ways to keep in touch.

Appointments can be made to speak to class teachers, Principal teacher, Deputy Head Teachers or Head Teacher. Staff will respond to your request at their earliest convenience.

Newsletters – will be sent out electronically on a regular basis to keep parents informed about the work of the school. They will be attached to a Groupcall message, available on our school App and

Letters – further information which requires a response may be sent out in letter form.

Text messaging – You may also receive text reminders about events/school closures etc.

Blogs, Apps/Website – will contain a great deal of information about the school. It is a good idea to check these regularly.

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 will keep you informed.

Emergency Contact Information

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

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. **Appointment cards must be shown if you are removing your child during the school day.**

Comments & Complaints

In Glasgow 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 school in the first instance.

Glasgow City Council complaints procedures are available:
www.glasgow.gov.uk/index.aspx?articleid=2896

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.

Curriculum

Scotland is currently pursuing its biggest education reform programme for a generation under the Scottish Government’s Ambitious, Excellent Schools agenda.

The Curriculum for Excellence is central to this reform agenda.

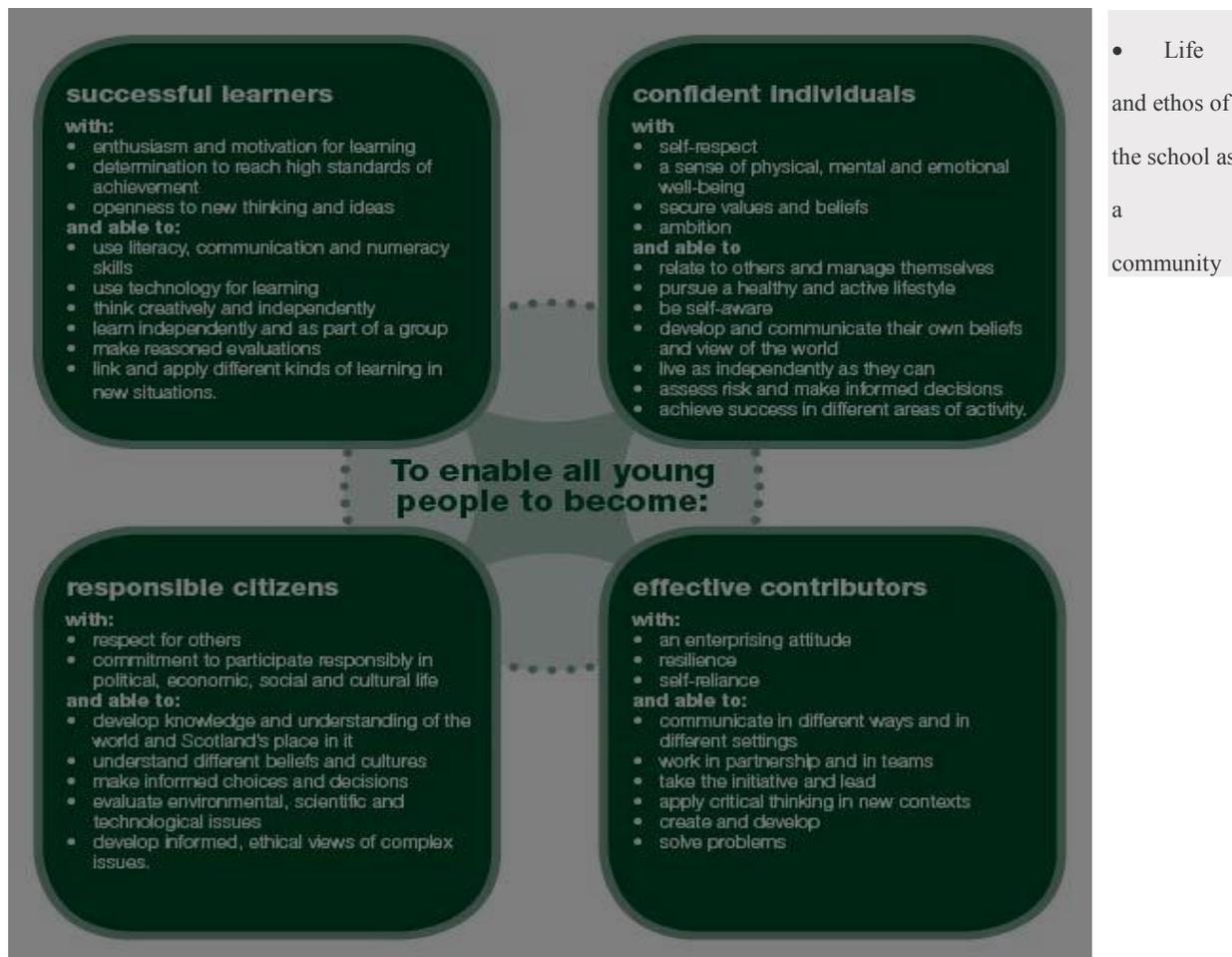
It aims to provide:

- More freedom for teachers
- Greater choice and opportunity for pupils
- A single coherent curriculum for all young people aged 3-18.

Curriculum for Excellence challenges us to think differently about the curriculum. It encourages those working in education to plan and act in new ways.

The curriculum for Excellence wants all young people to become:

A Curriculum for Excellence is organised into four contexts for learning: -





- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement.

In St Rose of Lima, we plan for every context to ensure a well balanced approach to learning at every stage. We plan and assess every curricular area and have built opportunities for pupil choice across all stages and curricular areas. Pupils are taught through relevant topics which are responsive to pupil needs and interests.

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 Glasgow 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.

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

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Religious Education and Observance

The Religious Education of children is a partnership between the home, the school and the Parish. Your role as parents is the most important of the partnership because it is your example which will have the most lasting effect on your children.

Religious Education forms a daily part of every class and the school has School Masses on regular occasions and assemblies are held weekly, throughout the school year. Whilst recognising the right of parents to withdraw their children from Religious Education and Religious observance in school, we would expect parents who choose to send their children to a Catholic school to recognise the implications of that decision. Parents therefore are expected to accept the Catholic traditions observed in this school and their children should attend all religious instruction and observance.

We are fortunate in our close proximity to St Dominic's Church (served from St Joseph's Cardowan) and St Maria Goretti Church, the children attend services regularly. Fr O'Brien and Fr Rooney are regular and most welcome visitors in the school.

The school follows This Is Our Faith programme as prescribed by the Diocese of Motherwell and Glasgow.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised events. Any such requests must be put in writing.

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 November and March. 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.



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. In St Rose of Lima Primary support is available in our Nurture base, our Enhanced Nurture base, our Sensory room and playgroup

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 the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing. St Rose of Lima provides nurture support through The Caterpillar Room and Marley's Meadow (Enhanced Nurture/ASN support). We are accredited as a Nurture Communication establishment.

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school 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. 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.

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.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office. Mrs Moore is our coordinator for Family Learning and we welcome many volunteers who work closely with us.

Parent Council

We have an active 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/school app and on request from the school office.

Pupil Voice

We have many forums for pupils to share their opinions and we have a Teaching and Learning Steering Group to give quality feedback on our learning experiences. The membership for this group is made up from pupils from across the school.

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

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland



Enquire is a national advice service for families with additional support needs.
www.enquire.org.uk

Homework

Year Group	Time Allocation	Homework
Primary 1	15 Minutes per evening	Daily Reading Occasional Maths/sounds Active maths and language games
Primary 2 & 3	15/20 minutes per evening	Daily Reading Weekly Spelling Occasional Maths Active maths and language games
Primary 4 & 5	15/20 minutes per evening	Daily Reading Weekly Spelling Maths Tues/Thurs Termly Homework Grid
Primary 6 & 7	20/30 minutes per evening	Reading Weekly Spelling Maths Tues/Thurs Termly Homework Grid

Our newly reviewed Homework Policy offers pupils a wider range of experiences to enhance the four capacities and A Curriculum for Excellence.

Extra Curricular Activities

Children in the school are taken to places of Educational interest, particularly if this is relevant to the topic they are working on in class. These visits include Art Galleries, Theatres, People’s Palace, Parks, Transport Museum and the hugely popular Scotland Street School. Our topic work is closely tied in with these visits.

Every year there is a range of afterschool clubs run by staff, last year over 80% of pupils attended at least one PE focused afterschool club.

To promote citizenship and encourage responsibility pupil led clubs are organised during most lunchtimes. These clubs are organised and run by the pupils.



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The school boasts a splendid all-weather football pitch and this is well used by our pupils for activities such as football, games and sports day events.

We have a wide range of activities that run between Monday – Friday 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. We have wonderful relationships with a number of partners who provide after school activities for our pupils. Miss Bullock, Sports Coordinator oversees all our clubs.

Glasgow City Council

Education Offices

Glasgow City Chambers East
40 John Street
Glasgow
G1 1JL