



Together Everyone Achieves More

Avenue End Primary



School Handbook

****Updated January 2022*



W E L C O M E



Dear Parents/Carers,

We are delighted to welcome you and your child to our school.

We hope you will find Avenue End Primary a warm, caring and safe place where your child is happy and feels part of our large 'family'.

You are always welcome to discuss any aspect of school life and how you can become further involved.

We look forward to your support and working together in partnership.

Yours sincerely,

*David McNulty
Headteacher*

Our School Vision

In Avenue End Primary we aim to support the development of the personalities, talents and abilities of all of our young people in an inclusive and health promoting establishment.



Our School Aims

- To provide a secure, welcoming, safe and nurturing environment
- To foster a climate of respect, co-operation and tolerance which promotes self esteem
- To deliver a meaningful curriculum which offers, breadth, balance and progression
- To provide opportunities for staff to facilitate life-long learning
- To effectively liaise with parents
- To encourage children to become responsible members of their community
- To continue working in partnership with external agencies



School Information

Address: 290 Mossvale Road, Craigend, Glasgow, G33 5NY
E-mail address: headteacher@avenueend-pri.glasgow.sch.uk
Telephone Number: (0141) 774 9454

Present Roll :

Infants	134
Middle	84
Upper	89

Capacity:* 429

- 11 General Classrooms
- 2 GP Rooms
- Nurture Class
- Assembly/Dining Hall
- Media Suite
- 2 GP Rooms
- Games Hall

****Parents/carers should note that the working capacity of the school may vary dependent upon how the classes are organised.*

Stages Covered: Primary 1 – 7

Denominational Status: Non-Denominational

Sex of Pupils: Co-Educational

Avenue End Primary Website: www.avenueend-pri.glasgow.sch.uk

Avenue End Twitter Account: [@AvenueEndPS](https://twitter.com/AvenueEndPS)



We are a **TEAM**:
Together **E**veryone **A**chieves **M**ore



School Staff

A full list is available on the school website and parents will be updated on any changes as required. The **Senior Leadership Team** is as follows:

Headteacher: – Mr David McNulty

Depute Headteacher: – Mr John Cuthbertson

Principal Teachers: – Miss Nicola Muir and Mr Liam Redmond

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Enrolment is now conducted online. Enrolment forms and more information can be found on the Glasgow City Council website at

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

During enrolment week for our future Primary 1s, parents and children are invited to visit the school.

The School Day

School opens	9.00am
Interval P1-P7	10.30am – 10.45am
Lunch P4-P7	12.00pm – 12.45pm
Lunch P1-P3	12.15pm – 1.00pm
Dismissal	3.00pm

School Term Dates

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

<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the **Pupil Absence Reporting Line** on **0141 287 0039**. The line is open 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Medical and Healthcare

The school nurse can visit at various times during the year for routine health checks. Parents and carers are kept informed by letter.

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

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

Emergencies

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

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Uniform

Our school uniform is:

- ❖ White Polo shirt
- ❖ Red Sweatshirt
- ❖ White shirt and school tie
- ❖ Black or grey skirt
- ❖ Black or grey trousers



School polo shirts, sweatshirts, ties, gym kit and school bags can be bought online from: Aspire Academy <https://aspireacademyglasgow.com>
You can also call 0141 882 3875 for any assistance.

Uniforms can also be bought from **BE Schoolwear (TRUTEX), 35 Argyle Street Glasgow, G2 8AH Tel: 0141 221 4472.**

****Pupils are required to change their shoes when they come into school & need 'indoor' sandshoes. Please write your child's name on all labels.*

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery (including earrings) must 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 (see link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (see link below for thresholds) 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/article/17885/Clothing-Grants-and-Free-School-Meals>

School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here: <https://www.glasgow.gov.uk/fuelzone> or email the headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-5 are entitled to a free school meal.

If you plan to send your child/children to Breakfast Club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (*see link below for thresholds*), Child Tax Credit only (*see link below for thresholds*), Universal Credit (*see link below for thresholds*) 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>

Primary to Secondary Transition

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: **Smithycroft Secondary**

Enhanced transitional support will be arranged for pupils with additional support needs. This will be arranged through liaison between primary and secondary school parent/carers and pupils. External agencies may also be involved.

Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

Communication with Parents & Carers

Open Door Policy – The Senior Leadership Team are available for all parents/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.

At Avenue End Primary, we keep our parents and carers informed in the following ways:

- By letter, text or via our school app
- School Monthly Newsletters
- Class 'Keeping You Posted' Newsletters
- Class Visits
- Assemblies and School Shows
- Parent Evenings
- School Reports

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

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

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

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

Appointments during school hours

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

Comments & Complaints

At Avenue End Primary, 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 or
education.customercare@glasgow.gov.uk

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

Curriculum for Excellence

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

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.

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.

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.

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.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. All children in Primary 7 have their own iPads.

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

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

Religious Observance

Our school is fortunate to have links with the local church. Parents have the right to withdraw their child from religious observance and should inform the school in writing. We hold weekly assemblies, which play an important part in bringing our 'school family' together

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to three occasions in any one school session.

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. 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 Our 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/article/18941/Meeting-Additional-Support-Needs>

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.

School Improvement

On an annual basis, we share our Standards and Quality report via our school app. Copies from previous years are available on request from the school. 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 further information regarding our school improvement priorities can contact the school office or email the headteacher.

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 Avenue End Primary is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Each year pupils design 'Class Codes of Conduct' and these are used as the framework for any discussions regarding behaviour.

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

Home learning provides an opportunity for children to consolidate, reflect and build upon their learning in the classroom. It can promote self-reliance and discipline as pupils are encouraged to take responsibility for their own learning. Home learning gives parents/carers an opportunity to participate in their child's learning and provides a further link between school and home. Home learning also helps teachers to monitor the effectiveness of learning and teaching.

Home learning is issued from Monday to Thursday. Home learning tasks reflect ongoing class work across the curriculum. Home learning is differentiated and each pupil should be able to complete the tasks given.

Time spent on home learning should increase as the pupils progress through school, for example:-

- Primary 1 – Primary 3 up to 20 minutes
- Primary 4 – Primary 5 up to 30 minutes
- Primary 6 – Primary 7 up to 40 minutes

Extra Curricular Activities

We have a wide range of after school activities and lunchtime clubs to extend the learning experience. 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.

Parent Council

We have a very 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 request from the school office.

Pupil Council

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

Child Protection and Safeguarding

Management Circular 57

CHILD WELFARE & SAFETY and CHILD PROTECTION



All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children/young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/young person's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare and safety and protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the head of the establishment. The Head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise social work services of these concerns.

Please note that Mr McNulty (*Headteacher*) is the Child Protection Coordinator.

Further Information

Director of Education: Douglas Hutchison
Head of Service NE: Gerry Lyons

Glasgow City Council

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 2000
www.glasgow.gov.uk

Local Councillor(s): Maureen Burke (*Telephone:0141 287 5865*)
Ruairi Kelly (*Telephone:0141 287 4057*)
Mandy Morgan (*Telephone:0141 287 5629*)

Address: City Chambers
George Square
Glasgow
G2 1DU

Glasgow Life: Letting Section, Emirates Arena
1000 London Road
Glasgow G40 3HY
Phone: 0141 302 2814/2815

Psychological Services c/o St. Anne's Primary, 35 David Street,
Glasgow G40 2UN

Child Health Service: Royal Hospital for Children,
1345 Govan Road Govan G51 4TF

Parentzone Scotland - is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>

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

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



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