

# Cardonald Primary School



## School Handbook

Latest Update: OCTOBER 2022

## **Cardonald Primary School Handbook 2020-21**

### Welcome to Cardonald Primary School

Dear Parent/Carer,

I am delighted to welcome you to Cardonald Primary School. I hope that you will find this handbook helpful and interesting. At Cardonald we strive to have a nurturing, caring and friendly atmosphere and to provide an environment where our pupils feel safe, happy and have opportunities to learn in a stimulating and exciting way.

We aim to promote in children a positive attitude to work, self, others and the environment. We work hard to provide a high-quality service and wish to work in close partnership with you in preparing your child to be a successful learner, confident individual, responsible citizen and effective contributor.

Many activities are organised throughout the school year, giving parents the opportunity to meet and work with the staff of the school. We look forward to seeing you at various events during the session.

The teaching and support staff are incredibly hardworking professionals. We put children and young people first and greatly value our relationships with them. It is vital that children are happy, safe and achieving their potential.

We believe that education involves a close partnership between school and home and we take great care to encourage this bond. Our Parent Council works closely alongside us to provide a full, varied and interesting school experience for our children. Please contact the school office for details on how to contact the Parent Council.

If you wish to make an appointment to speak with a member of the management team to answer any questions you may have, we will be happy to help at any point in the year and can be contacted through the main office or by e-mail.



Martin Coogan  
Headteacher

## School Vision & Values

In Cardonald Primary School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

Values:

Our school community shares the following core values which were agreed in consultation with pupils, parents and staff:

- Respect
- Positivity
- Friendship
- Cooperation

## School Information

You may wish to cut out the following information and keep it on your fridge, purse or work desk for ease of finding the numbers required.

### Contact Details:

Cardonald Primary School

1 Angus Oval

Glasgow

G52

Phone: 0141 883 9668

Email: [headteacher@cardonald-pri.glasgow.sch.uk](mailto:headteacher@cardonald-pri.glasgow.sch.uk)

Further information about schools can be accessed online via the Glasgow City Council Going to School website at [www.glasgow-pri.glasgow.sch.uk](http://www.glasgow-pri.glasgow.sch.uk)

Cardonald Primary is part of the Rosshall Learning Community.

The school covers all stages from Primary 1 to Primary 7.

The school is co-educational (girls and boys) and non-denominational.

Children of all religious denominations are welcome.

School roll:

- Current Roll: **291**
- Maximum working capacity\* **444**

*\*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 staff

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

The leadership team is as follows:

Headteacher:	Mr Martin Coogan
Depute: P1 – 4	Mrs Pamela Waddell
Depute: P5-7	Miss Sandra Mohd
Principals Teacher – Literacy	Mrs King
Principal Teacher – Numeracy	Mrs Strang

### **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrol is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step.

Further information is available using the following

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

### **Organisation of Classes**

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

### **The School Day**

9am start  
10:30 Break  
12:15 Lunch  
3pm Finish

### **School Term Dates**

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

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

## **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 absences are 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 visits at various times during the year for routine health checks, vaccinations and medical examinations. 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 groupcall and twitter.

## **School Uniform**

The school uniform is:

- white shirt with school tie
- white polo shirt – available with school logo
- maroon sweatshirt - available with school logo
- grey or maroon sweater or cardigan
- grey trousers
- grey skirt or pinafore.
- red school dresses in the warmer months.

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from [aspireacademyglasgow.com](http://aspireacademyglasgow.com)  
Ties are available from school office.  
Our uniform was agreed in consultation with pupils and parents.

### **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.

On PE days pupils can come to school dressed in PE kit.

- Plain black shorts / leggings / joggers
- Plain white or school polo shirt
- Marron or school sweatshirt

Indoor shoes should be left in school. These will be changed into when required.

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, fake nails, jewellery) for more information on PE health and safety please see our website for the Glasgow City Council PE code of Practice
- 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 (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check 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/index.aspx?articleid=17885>

### **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Please inform the Headteacher. Children may also choose to bring a packed lunch.

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

Please assist use with the lunchtime routine and ordering of meals by selecting your child's lunch in advance via parent pay.

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 (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check 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>

### **Transport**

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online 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:

ROSSHALL ACADEMY

131 Crookston Road

Glasgow

G52 3PD

Headteacher: Ms Alison Mitchell

Telephone: 0141 582 0200

Email: [headteacher@rosshall-sec.glasgow.sch.uk](mailto:headteacher@rosshall-sec.glasgow.sch.uk)

[www.rosshallacademy.glasgow.sch.uk](http://www.rosshallacademy.glasgow.sch.uk)

Rosshall Academy staff work with all our pupils throughout P7 to prepare them for the transfer to secondary school. A series of transition information sessions is also organised for parents.

## **Communication with Parents**

At Cardonald Primary School we use a variety of ways to keep in touch. Our main form of communication is via group call. Please ensure the school office have an up to date email address to allow you to receive group call messages.

*Meetings* – Please call the school office and a member of the leadership team will take your call or get back to you.

*Newsletters* – will be sent out on a regular basis to keep parents informed about the work of the school. These will be sent out on groupcall and uploaded to our website

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

*School website* - this contains a great deal of information about the school. It is a good idea to check this regularly.

*Twitter* – It is good to check twitter regularly for updates. This is also where we showcase all the wonderful learning in school.

*TEAMS* – Your P2 - 7 child should have their own log in for TEAMS. This will have whole school and class updates.

*Seesaw* – For your P1 child you will be given a log in for Seesaw. This is where you should upload your child's homework. This is will updates from P1 teachers.

*Parents Evenings / Open Days:* Parents evenings are twice a year in November and May. There is a whole school open day in September. We also have various events throughout the year that parents will be invited to.

## **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.

### **Electronic and communication devices**

Children may bring phones to school. However, these must be switched off and placed in their bag before entering the school grounds. The same procedure applies to Smart and Apple watches which also must remain switched off throughout the school day. If a child wishes to contact home, they should request a call to be made from the school office.

### **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 Headteacher in the first instance.

Glasgow City Council complaints procedures are available :  
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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

## **Curriculum**

### **Curriculum for Excellence 3-18**

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of

Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education(BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at 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](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

### **Religious Observance**

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

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 3 occasions in any 1 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 May. An annual report is sent to parents at the end of term 3.

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 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.

### **School Improvement**

Our Standards and Quality reports can be found 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 Cardonald Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated in all areas of school life. Our school operates a system of Values and follows the PATHS programme.

The highest standards of behaviour are expected of pupils at all times. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

### **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. Parent Council minutes are available on the school website. The Parent Council also have a Facebook and Twitter.

## **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.

## **Extra-Curricular Activities**

We have a wide range of activities that run between Monday – Thursday 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.

## **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](http://www.connect.scot)

### **Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

### **Glasgow City Council**

Education Services  
City Chambers East  
40 John Street  
Glasgow G1 1JL  
Tel: 0141 287 2000

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