



Carmyle Primary School Handbook

Carmyle Primary School Handbook 2022-23

Welcome to Carmyle Primary School and Nursery Class!

I would like to offer a very warm welcome to you and your child to Carmyle Primary School and Nursery Class.

We look forward to having your child in our care and we hope that your child becomes a happy and successful learner in their time with us.

We are committed to working with you in a positive spirit of partnership in the important task of preparing your child to become a confident individual, a successful learner, and a responsible citizen.

We hope that this handbook gives you a glimpse of life at Carmyle Primary School, and provides useful information for you as your child begins school here.

If you require further information please do not hesitate to contact me personally, and I will be pleased to help.

Yours sincerely

*Arlene Henderson
Headteacher*

October 2022

School Vision & Values

Our school Vision and Values were updated in January 2020 following consultation with children, staff and parents.

Our **Vision** for Carmyle Primary School and Nursery Class is:

Working together, our school will be a place which provides a welcoming, nurturing, safe, inclusive and engaging environment where children are motivated and inspired to become confident, responsible and successful learners.

Our Vision is built on the **values** we all agree are most important to us. These are shared with our school community as:

Respect- for self, others and the environment

Ambition- for future achievements

Responsibility – for choices, decisions and actions

Equity- to include and enable every pupil



Our school symbol is a phoenix which celebrates new life and beginnings, as well as resilience and growth after overcoming challenges.

Our school Vision and Values link well to United Convention on the Rights of the Child, and further details about how this links to work of schools in Glasgow City Council can be found at this link.

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=31329&p=0>

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:

Hillcrest Road, Carmyle
Glasgow G32 8AG

Phone: (0141) 641 2269

Email: gw19hendersonarlene@glow.ea.glasgow.sch.uk

School App: download Scot Ed app free from usual platforms and select 'Carmyle PS and Nursery Class' from drop down menu

Twitter: @CarmylePS

Parent Council: Facebook P4P

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 188
- Capacity: 300

School staff

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

The leadership team is as follows:

Headteacher:	Ms Arlene Henderson
Depute Headteacher:	Mrs Angela Jamieson
Principal Teacher:	Miss Jennifer Kinsella

School Information

Stages Covered: Nursery 3-5 and P1-7

The pupil roll at each stage in October 2022 is as follows: -

P1	P2	P3	P4	P5	P6	P7
18	25	30	20	29	30	36

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.

Enrolment

A child who is 5 years old between 1 March 2023 and the 28 February 2024 will be due to start school in August 2023. Registration of Primary 1 children will take place in week 7th -11th November 2022 and is advertised widely in local press etc.

Prospective parents are welcome to visit the school before enrolling their child. If you have questions, please do not hesitate to contact the school office on 0141 641 2269. Enrolment is now conducted online, and can be accessed through the following link <https://www.glasgow.gov.uk/index.aspx?articleid=18007>

Families living outwith the catchment area are welcome to make a placing request to attend Carmyle Primary School **but must enrol their child online at their local school as a first step**. Further information is available using the following this link <https://p1enrolment.edhqwebmis.org.uk/>

In May /June the school usually holds at least 3 induction sessions for children entering our primary 1 class in August. On each of these visits, children will be able to spend time with their teacher and become familiar with their new surroundings while parents have the opportunity to discuss our approaches to teaching and learning and familiarise themselves with school routines and information.

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

At present we have one morning interval and staggered lunch times. These are as follows:

P1-P3

Morning (session 1)	09.00 -10.30
Interval	10.30 - 10.45
Morning (session 2)	10.45 - 12.00 noon
Lunch	12.00 – 12.45
Afternoon	12.45- 15.00

P4-7

Morning (session 1)	09.00 -10.30
Interval	10.30-10.45
Morning (session 2)	11.00- 12.20
Lunch	12.20 – 13.05
Afternoon	13.05- 15.00

P1 children will remain in school until 3.00pm from the first day of term.

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 is extremely important in ensuring your child has consistency in learning. 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 and telephone calls 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 which can be found at <https://www.glasgow.gov.uk/pupilabsence>

Medical & Healthcare

Health professionals visit at various times during the year for routine health checks, immunisations 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. We cannot administer any medications or supervise a child taking medications without this consent form being completed. Please contact the school office for this form or for more information.

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 the school app Groupcall texts and social media etc.

School Uniform

The Carmyle Primary School uniform is:

- White shirt
- School tie (available to purchase from the school office)
- Grey/black trousers
- Grey/black skirt
- Red jumper/sweatshirt /cardigan
- Black shoes

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from <https://www.schoolwearmadeeasy.com/>

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Carmyle Primary School will adhere to this dress code. We also require children to have a pair of indoor gym shoes/trainers which can be worn indoors. This is important, especially in wet weather, as children's shoes and socks can get wet. Indoor shoes allow them to have dry warm feet in school while we try to dry out their shoes.

PE Kit

It is important that pupils come prepared to learn and for PE - this requires appropriate clothing. In accordance with Glasgow City Council policy, all jewellery should be removed. This includes earrings. Covering earrings with plasters is not acceptable, please bear this in mind if your child is having their ears pierced as we will require all earrings to 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. Due to the lack of changing facilities in school, we request that children should come to school in PE kit on days

when they are doing PE. Class teachers will advise the days allocated to PE for their class.

PE kit is

- Black joggers/leggings/shorts
- White T-shirt /polo shirt
- Sweatshirt
- Waterproof jacket
- Trainers

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 (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/article/17885/Clothing-Grants-and-Free-School-Meals>

School meals

Our school provides a lunch service which offers a variety of meals and snacks with vegetarian and halal options. Medical diets for children can be provided on request, and parents and carers should contact Arlene Henderson, Headteacher in the first instance. All school meals for pupils in P1-5 are free. School meals for pupils in P6 & P7 cost £1.90. School lunches must be ordered and paid for if required through Parent Pay online portal. Parents will be given a unique username to allow them to create an account on parent pay to access the portal. We are unable to accept payment in school.

Further information can be found here <https://www.glasgow.gov.uk/fuelzone>

Children are welcome to bring packed lunches from home. All children eat together in our dining hall. Water and free milk is available to all pupils.

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

Catering Manager: Alexis Rogan

Telephone: (0141) 483 3093

Children and young people in P6 and P7 of parents/carers receiving Income Support, income-based Job Seekers Allowance, and 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/article/17885/Clothing-Grants-and-Free-School-Meals>

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 their child is eligible can apply online at <https://www.glasgow.gov.uk/schooltransport>

All children and young people aged 5 - 21 year of age can now travel by bus free by applying for a **National Entitlement Card (NEC Card)**. Therefore Glasgow City Council will no longer be issuing free school bus passes for public service buses for those who qualify for transport. You must now apply for your National Entitlement Card for your child to travel for free. Details on how to apply for your child's NEC card are provided below <https://freebus.scot/>

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:

Bannerman High School
Glasgow Road
Glasgow
G69 7NS
Phone:0141 582 0020
Email: <http://www.bannermanhigh.glasgow.sch.uk>

Glasgow Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

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

✓The senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone the school office for an appointment.

✓The School App is our main way of communication with parents quickly and efficiently. The app contains a lot of important information about many aspects of school life. Ensure that you download the ScotEd App to your device, and search for Carmyle Primary and Nursery Class from the drop –down menu. Please enable alerts in order to stay up to date with any developments.

✓ **Parent Pay** is the online payment solution used in all mainstream primary and secondary schools in Glasgow. ParentPay is used to pay for all school trips, meals, concert tickets, uniforms, etc and will enable us to remove all cash and cheques from schools. It is also used to update contact details, and to complete permission and consents for school trips and events. More information is available here <https://www.glasgow.gov.uk/index.aspx?articleid=29317>

✓ Newsletters are available for download from the school app.

✓Carmyle Primary School uses Twitter to keep parents and carers updated @carmyleps is our Twitter handle

✓All pupils are issued with Log In details to enable them to access Seesaw(P1-6) or Showbie(P7) online learning platform, and this is used to support home learning which is an important aspect of your child's learning. We feel it is vitally important that school and parents and carers work together to support children's learning and achievement. Your child's teacher will provide log in details at the start of the academic year.

✓You may also receive text reminders through Group Call about events/school closures etc. Please ensure your phone and email contact details are up to date.

✓Parents and carers are welcome to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment if you wish to meet with a member of the Senior Management team. There are usually various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work. However, due to current Covid restrictions, in school parents' evenings, workshops etc have had to be restricted.

Emergency Contact Information

At the start of each school session, parents will be asked to update their contact details and information with the annual data check. This is completed online through Parent Pay online portal.. **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. No child will be allowed to leave school on their own.

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

Through the experiences we provide at Carmyle 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 digital technologies including coding, 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 Observance

Our school is fortunate to have links with the local church, Carmyle Parish Church which provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing. An annual programme of assemblies is structured to provide opportunities for spiritual and moral development, which will allow all children, regardless of faith or no faith, to participate.

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 which are usually held 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.

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

On an annual basis we produce our Standards and Quality report which provides an outline of the work in the school over the previous year. 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 Headteacher or access a copy on the school app.

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. In Carmyle we are very proud to have achieved Right Respecting Schools Bronze award in March 2022, and we are now working towards our Silver Rights Respecting School award. 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 class reward systems, 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

The school sets home learning on a regular basis mainly through Seesaw.

The objectives of home learning are:

1. To provide opportunity to practise and consolidate learning and skills taught in school.
2. To provide opportunity to extend learning through open ended creative tasks
3. Establish independent learning, self-organisation and responsibility
4. Allow parents to support and contribute to their child's learning

The quality of work produced is important and should reflect the ability of the child.

When implemented effectively, home learning can stimulate further thinking and challenge and facilitate deeper learning for children. It can include a wide range of activities aimed at promoting the all-round development of our young people while supporting families to engage with the learning taking place in school.

Parents are encouraged to participate where possible and we would appreciate it if parents could acknowledge they have seen and approve of the content and quality. Please encourage a high standard of presentation but do not do your child's work for them. If you find your child is having any difficulties, or you do not understand the work which has been set, please inform the teacher. We do expect all homework to be completed and handed in on time. Although homework set by school is important, we also value the learning which children undertake by participation in out of school activities and clubs, and we love to hear of the achievements of our children in their chosen hobbies.

Parent Council

We have an active Parent Council that represents the views of all parents. The Parent Council is a group of parents/carers selected by the parent body or through self-nomination approved by the parent forum to represent all the parents/carers of children at school. The term of office is usually for 2 years. Parent Councils are very flexible bodies and the parent forum can decide on the type of group it wants to represent their views. Parent Council roles can include

- Supporting the work of the school and Headteacher
- Gathering and representing parent/carers' views to the Headteacher, education authority and HMI
- Promoting contact between the school, parents/carers, children and the local community
- Fundraising
- Involvement in the appointment of senior school staff

All parents are welcome to attend Parent Council meetings and can become members at the AGM in September/October. Parent Council meetings are usually held in school after school hours. Parent Council minutes are available on the Parent Council Facebook page or on request from the council members.

Extra-Curricular Activities

We usually have a range of activities that run between Monday – Thursday to extend the learning experience. These have included multi sports, netball, dance, and football. Details of after school clubs will be sent to parents and carers of children in appropriate classes.

Pupil Voice

Pupils from across the stages in the school are encouraged to take responsibility for decision making in a number of areas. We have an active Pupil Council , comprising of elected pupils from each class. Our pupils are organised into four ‘houses’ which are guided by elected House Captains and Vice-Captains. Our Junior Road Safety Officers continue to drive forward messages about road safety to all school stakeholders. We also have teams of Sports Leaders, Digital Leaders as well as a Buddy system where younger pupils are supported by older pupils.

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

Glasgow City Council

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

Tel: 0141 287 2000
www.glasgow.gov.uk

Comments, Compliments and Complaints

In Carmyle 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 Headteacher in the first instance.

If the Headteacher does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- Take a neutral stance in fully investigating your complaint
- Acknowledge receipt of your complaint within 5 working days
- Give a full written response within a further 20 working days , unless another timescale has been agreed

Glasgow City Council complaints procedures are available:

<https://www.glasgow.gov.uk/complaints>

Customer Care Team
Customer and Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU
Tel: 0141 287 0900