



St Brigid's Primary School Handbook 2019-20

Dear Parent/Carer,

Welcome to St Brigid's Primary School. Thank you for choosing to enquire about our school. This handbook aims to give you some advice and information which, I hope, will be helpful to you.

Should you require further information or wish to discuss any matter, please feel free to contact me.

We work very closely in partnership with our parents and carers and value your help and support in providing the very best all-round education with high standards and expectations. We provide a broad, progressive and challenging curriculum in line with local and national priorities. We encourage a pleasant, caring, well-ordered and purposeful environment where talents are recognised and achievements rewarded.

A strong emphasis is placed on our Catholic faith, with Gospel values being at the heart of our community of faith and learning. We are committed to pursuing excellence through the development of each young person's unique God-given talents. Our school community fully endorses A Charter for Catholic Schools in Scotland which you can find reproduced overleaf.

I look forward to working with you in the future.

Yours sincerely

Paul Cassidy
Head Teacher.

Our School Vision

St Brigid's Primary will be a supportive and caring environment where all children learn, live and love in the image of God.

Our School Values

Community of:

Hope

Independence

Love

Determination

Respect

Encouragement

Nurture

Teachers, support staff, pupils and parents were involved in reviewing our vision, values and aims which are discussed regularly in classes and at assemblies.



SCOTTISH CATHOLIC EDUCATION SERVICE

(published by the Scottish Catholic Education Service on behalf of the Bishops' Conference of Scotland)

A CHARTER FOR CATHOLIC SCHOOLS IN SCOTLAND

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents/carers as the first educators of their children
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all
- a commitment to ecumenical action and the unity of Christians
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

SCHOOL INFORMATION

You can cut out the following information and have it on your fridge, in your purse or on your work desk etc. for ease of finding the numbers required.

CONTACT DETAILS:

St Brigid's Primary School
4 Glenmore Avenue
Toryglen
GLASGOW
G42 0EH
Phone: 0141 647 3952
Email: headteacher@st-brigids-pri.glasgow.sch.uk
Website: www.st-brigids-pri.glasgow.sch.uk

BACKGROUND INFORMATION:

- Co-educational school: boys and girls admitted
- Roman Catholic
- Stages taught: P1-P7
- Current Roll: 303
- Capacity: 433

SCHOOL STAFF

A full list is available on the school website and parents will be updated on any changes as required. The leadership team is as follows:

Headteacher:	Paul Cassidy
Depute Headteacher:	Catriona Wishart

ENROLMENT

Registration of Primary 1 children takes place online in November www.glasgow.gov.uk/schoolenrolment and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office.

Families living outwith the catchment area are welcome to make a placing request to attend St Brigid's Primary but must enrol their child at their local school as a first step. Further information is available using the following

www.glasgow.gov.uk/schoolenrolment



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

Morning	09.00 -10.30
Interval	10.30 - 10.45
	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

SCHOOL HOLIDAYS 2019/20

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

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

PUPIL ABSENCE

Within St Brigid's Primary 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 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 or dental appointments: Parents and carers should call the Pupil Absence Reporting Line to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

Please phone the school directly to report the following absences: To make sure you receive the right support parents and carers should still contact the school directly to report absences of a sensitive or personal nature, such as: bereavement, serious illness (e.g. an absence which is going to last more than one week), injury (e.g. broken limb), contagious diseases or illness.

The pupil absence service is provided by a dedicated team of experienced Education support staff. The in-forma-tion you provide to the team is updated in the school's system when you call, so that we are immediately aware of all absence information.

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.

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 letters, texts, Twitter and the local media etc.

SCHOOL UNIFORM

The school uniform is:

- Pale blue shirt
- School tie
- Grey tailored trousers
- Grey skirt
- Grey v-neck sweater or cardigan

Our school uniform has been simplified to ensure affordability and has been agreed in consultation with pupils and parents.

School ties and badges are available for purchase at the school office.





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.

Our classrooms are carpeted and we ask that all children wear plain black gym shoes in school.

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 £15,860*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320. 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. Further information can be found here: [http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical Diet Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical%20Diet%20Leaflet%20-%20June%202017%20WEB.pdf). Please inform the Headteacher.

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

All children in P1-P4 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 (where income is less than £7920*), Child Tax Credit only (where income is less than £16,500*), Universal Credit (where income is less than £7,320) 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 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 www.glasgow.gov.uk/index.aspx?articleid=8629

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Children and young people normally transfer between the ages of 11½ and 12½, 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 Primary 7.

Children from our school normally transfer to:

Holyrood Secondary School
100 Dixon Avenue
GLASGOW
G42 8AU
Phone: 0141 582 0120

Email: headteacher@holyrood-sec.glasgow.sch.uk
Website: www.holyrood-sec.glasgow.sch.uk

We work closely with Holyrood Secondary School staff to prepare our Primary 7 pupils for their transfer to secondary school.

COMMUNICATION WITH PARENTS

At St Brigid's we use a variety of ways to keep in touch.

Open Door Policy – the senior leadership team are available for all parents and carers at any time provided they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.

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

School website/Twitter – will contain a great deal of information about the school. It is a good idea to check this regularly.

Text messaging /email - You may also receive text reminders or emails about events/ school closures etc.

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. shared learning, information evenings, class performances, religious and other assemblies. The school newsletter and website 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 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 <http://www.glasgow.gov.uk/index.aspx?articleid=22069>

COMMENTS & COMPLAINTS

In St Brigid's 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: www.glasgow.gov.uk/educationcomplaints

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



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 Secondary 3 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 St Brigid's Primary 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 Education	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



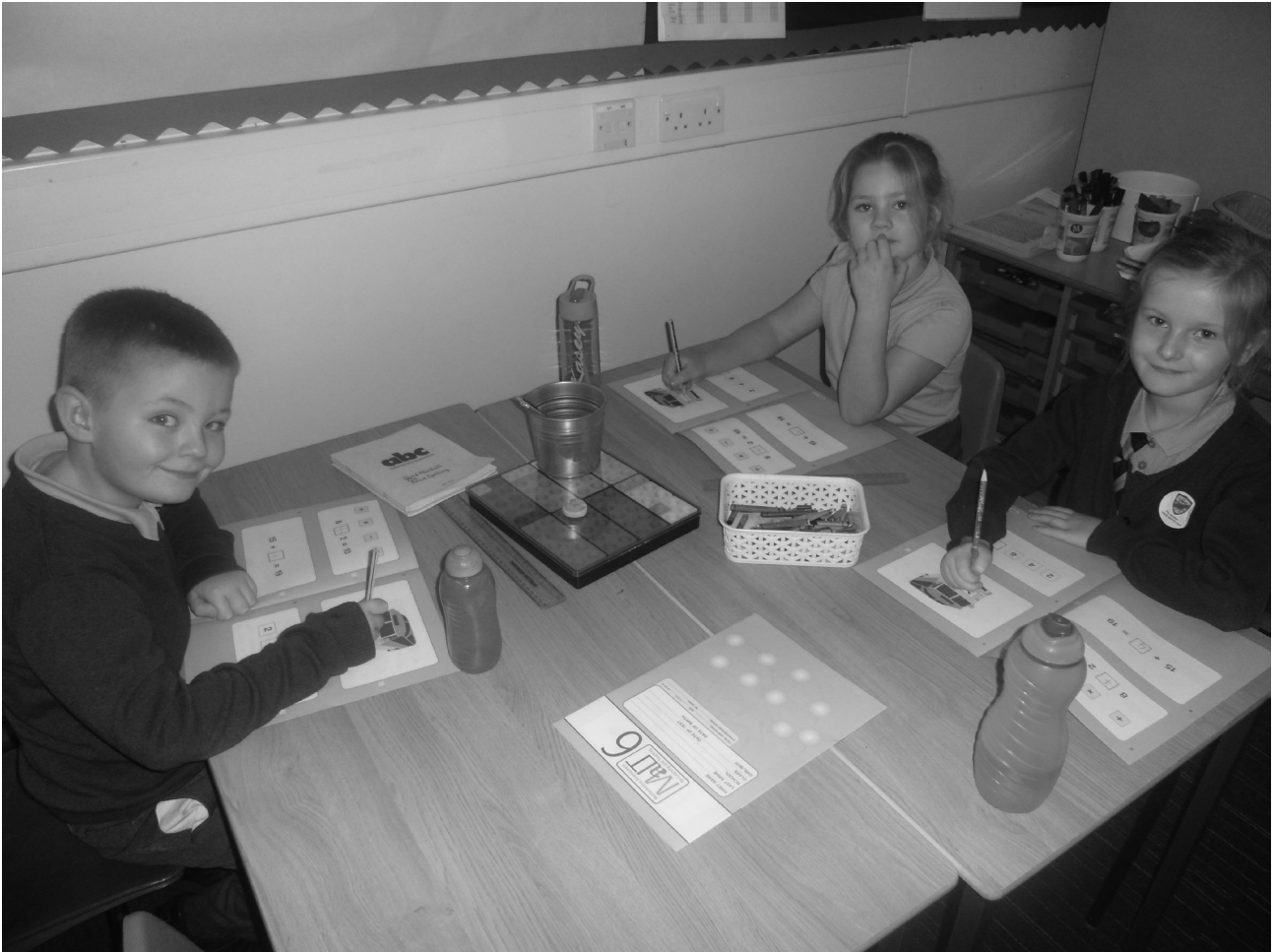
Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

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.



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. We offer French and Spanish and Gaelic tasters.

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 computer science, craft, design, engineering and graphics.

Religious Education and Observance: Our religious education is provided in accordance with the teaching of the Roman Catholic Church which is specifically developed through *This is our Faith and God's Loving Plan*. Learning through religious education enables children to develop knowledge and understanding of the Catholic faith and to investigate and understand the relevance of the Catholic faith while questioning the truth and meaning of life. Religious Education aims to develop and foster values, attitudes and practices which are compatible with a positive response to the invitation to faith. It aims to inform conscience when making moral decisions, and to nurture prayer life through communal and personal prayer. We plan religious observance in consultation with Father Byrne, parish priest. Parents and carers who do not wish their child to participate in the school's RE programme should speak to the headteacher.



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

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. Children at P1, P4 and P7 stages will also undertake the Scottish National Standardised Assessment for their stage. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October 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.



PUPIL PROFILES

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

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.



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 is 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 service should contact the headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website- www.glasgow.gov.uk/index.aspx?articleid=8642

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=8642

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 St Brigid's Primary is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated through Golden Time, 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.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young Person Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

The Named Person in St Brigid's Primary School is Mr Paul Cassidy the school's Additional Support Needs Co-ordinator.

PLACE2BE

We are fortunate to have **Place2Be** in school as an additional support for children. **Place2Be** provides a one to one counselling service. This service is for children who have been referred by school staff, parents or carers, or the children themselves – though no work would go ahead without parental consent. When children need some extra support and it is having an effect at home or school or both, they can spend time with a counsellor once a week in a specially designed playroom in the school. Parents are also supported during this time. **Place2Talk** is a drop in service for all the children in the school (unless parents say that they do not want their children to take part). Children can make an appointment to talk about things that are worrying them, or to share a piece of good news.

Any parent or carer seeking further advice regarding this service should contact the headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website – www.glasgow.gov.uk/additionalsupportneeds

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <http://www.glasgow.gov.uk/index.aspx?articleid=8642>

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.

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 of the committee at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

CHILDREN'S VOICE

We have a number of school councils to ensure that all pupils have a voice in the life of the school and in improving the work of the school.

The Pupil Council is the spokespeople for all the children in their class. They are the children's first port of call if they feel that anything in the school is not working as well as it could be. They also help to advertise and organise events in the school.

The Health Committee endeavour to encourage fitness and healthy eating. They also help to organise fundraising events and raising awareness of any events or initiatives the school is working on.

The Eco Committee are responsible for litter picking and improving the school grounds. They raise awareness for saving energy and recycling.

EXTRA CURRICULAR ACTIVITIES

Please check your child's schoolbag for information as places are popular and usually limited.

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

Useful addresses:

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

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

Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document:

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years

