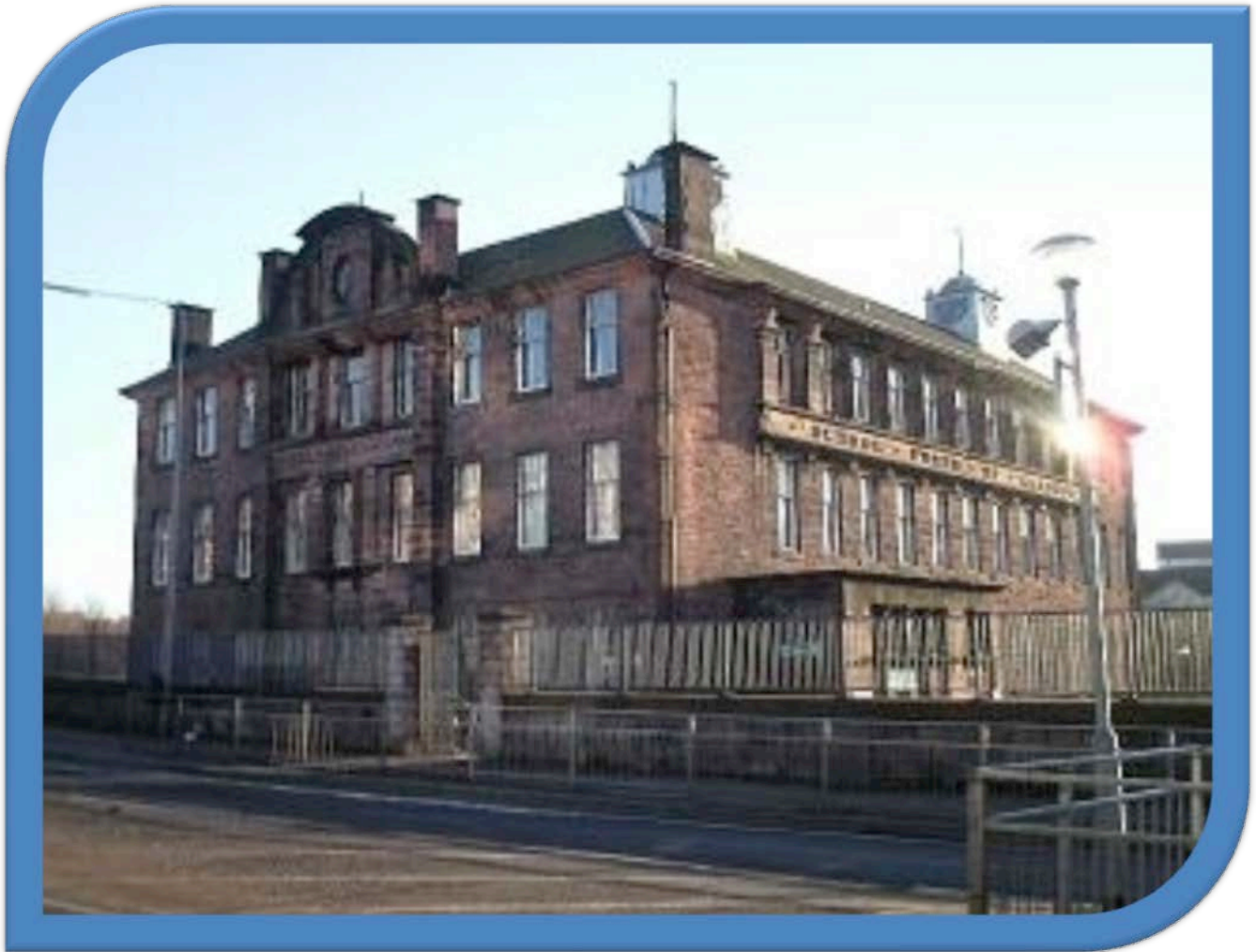




Elmvale Primary School



Handbook 2014-2015

Elmvale Primary School
712 Hawthorn Street
Springburn
Glasgow G22 6ED
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E-mail headteacher@elmvale-pri.glasgow.sch.uk
Website www.elmvale-pri.glasgow.sch.uk



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

(a) before the commencement or during the course of the school year in question.

(b) in relation to subsequent school years.





Introduction by the Head Teacher

Dear Parents/ Carers and Friends

Welcome to Elmvale Primary School. Elmvale has been serving the community of Springburn for over 100 years. It prides itself on being a safe, welcoming and friendly learning environment where staff, children and parents work together for the benefit of all. High standards of behaviour, manners and punctuality are expected and high levels of attendance are actively encouraged to ensure every child maximises their potential at Elmvale.

We work hard to make sure your child receives the very best education by providing learning experiences which are targeted at an appropriate level, fully involve your child and are as enjoyable as possible. We also strongly believe in providing a wide range of experiences such as educational visits, outdoor education residential visits and involvement in a variety of sporting activities and competitions as well as fundraising for the school, charities and local community. We believe in supporting children to learn outside and benefit physically, socially, mentally and emotionally from regular access to the outdoors.

We pride ourselves in our positive links with the local community. For example, our children donate harvest goods to the elderly in autumn. Alan Ford from Springburn Parish Church and Crawford Harvey from Springburn Baptist Church regularly speak at our weekly assemblies. The community police visit us regularly and often attend our end of term celebrations. Local businesses support us through their generous donations for our fundraising activities. North Glasgow College students assist us on developing various projects. We work in partnership with Caledonian University.

We are fortunate in our central location being close to Springburn Academy, Springburn Park, The Leisure Centre, Springburn Shopping Centre and Library. We are also able to make use of Springburn Academy's mini bus, the local buses and trains in order to transport children to various events and sights in the city centre.

Elmvale primary has a large library; huge playground with painted games; ICT suite; dinner hall and gym hall. The school shares a Soft Play Area with its nursery class, which is a fantastic resource for the physical development of its children as well as being a lot of fun! The nursery class aims to provide the best start for many of our children: A separate handbook is available on the website and on request. We also have a Breakfast and After School Club on our premises.

We work hard to develop and maintain strong links with parents and carers who organise various social events for both parents and children during the evenings throughout the year. Elmvale has a valued parent council.

Our roll includes children from out-with our area – everybody is welcome in Elmvale!

We are looking forward to welcoming you and your child and we know that they will have many happy and enjoyable years with us. Please don't hesitate to contact us at any time on any matter. We are here to help and take pleasure in doing so.

Yours sincerely

Grant MacLeod Head Teacher





ELMVALE PRIMARY & NURSERY CLASS

Mission Statement

- Our school and nursery class aim to provide a well-balanced and broad curriculum which will challenge but also support your child to reach his/her fullest potential.
- We aim to work with you and the wider community to provide your child with rich and varied experiences which will help him/her develop appropriate skills, knowledge and understanding of the aesthetic, intellectual, moral, physical, spiritual and cultural aspects of their education.
- We aim to provide this education in an environment which is well resourced and which takes account of national and local guidelines in all aspects of education.
- We aim to show by example and teaching the necessity for our school and community to work together to tackle racism and sectarianism and to encourage your child to develop attitudes which show tolerance of difference, care and respect for the environment and of one another.

All authorities are required by law to issue a copy of the school handbook incorporating current policies and practices of both the council and the school to certain parents in December each year for their use as appropriate.





Members of Staff

We are very fortunate in Elmvale to have an excellent team of staff who are all extremely hard working, nurturing, dedicated and always strive to make our vision, values and aims a reality!

(Accurate in 2013)

Head Teacher

Mr Grant MacLeod

Depute Head Teachers

Mrs Mairi Baker

Mrs Linda Reed

Principal Teacher

Mrs Kirstin Glancy

Teaching Staff

Ms Stacey Gillespie

Mrs Dawn Murray

Ms Stephanie Chambers

Ms Amy McNulty

Ms Alison Drain

Mrs Alyson Renwick

Ms Angelina Lamberton

Ms Audrey Hutchinson

Mrs Wendy Etherington

Mr Donald Feist

Ms Pauline McMullan

Mrs Jennifer Lang

Ms Kirstie McGuinness

Ms Sarah Leishman

Mrs Claire Rowan

Mrs Zoe Higgins

Nurture Teacher

Ms Joyce Davidson

Nurture Assistant

Mrs Caroline McClune

Pupil Support Assistants

Mrs Angela Donohue

Mrs Elsie Kemp

Mrs Lori O'Dell

Ms Gwen Hocknull

Mrs Janis Paterson

Ms Elizabeth Mitchell

Mrs Janice Thomson





Clerical Assistants

Mrs Elizabeth Miller
Mrs Gillian McCabe
Ms Sandra Stirling

Dining Staff

Ms. Avril Black, Ms. Elaine Ross, Ms. Michelle Gallacher, Ms. Julie Devlin and Ms. Elsie Reid are our catering assistants. These ladies serve the school meals and provide a very friendly service to the children. They encourage the children to eat well and sensibly.

Cleaning Staff

Elmvale Primary and Nursery has a team of very efficient cleaners led by Mrs Moira Murray. Her team members are, Ms. Yolanda Currie, Sandra and Ms. Isabel Turner

Janitor

Our whole establishment is kept in superb order by our Janitor, Mr Stevie Ronaldson.





SCHOOL INFORMATION

Elmvale is a non-denominational school for girls and boys and is part of the Springburn Learning Community. It can accommodate 512 children, including our nursery children, which caters for 40 children in the morning and 40 in the afternoon. Elmvale Primary was opened in 1901 and is now a listed building of architectural interest. Children spend 7 years at Elmvale from Primary 1 to Primary 7 before transferring to Secondary.

Example Roll at Each Stage (2013-2014)

<i>P1</i>	<i>P2</i>	<i>P3</i>	<i>P4</i>	<i>P5</i>	<i>P6</i>	<i>P7</i>
54	45	46	37	51	53	37

Parents and carers should note that the working capacity of the school may vary dependent upon the number of children at each stage and the way in which the classes are organised.

Layout of School

<i>Basement</i>	The Dining Hall, Nursery Play Room
<i>Ground Floor</i>	The Nursery Class, P.E. hall, General Purpose Classroom and Administration areas
<i>First Floor</i>	Primaries 1-4, Turus Room
<i>Top Floor</i>	P5-7, Library and ICT Suite

The school is surrounded by a large playground, half of which is for the sole use of our P1-3 children and P4-7 play in the other half. Both playgrounds have been significantly upgraded in recent years and now have adventure play equipment, climbing walls, places for playing football and basketball and opportunities to explore nature in our mini orchard and garden area. Pupil Support Assistants and the Janitor patrol the playground in the morning and at lunchtime. The Senior Management Team also patrol the playground. Children have easy access to a member of staff if they feel unwell or hurt.





Facilities

After School Care

Elmvale hosts an after school group, staffed and organised by Milton Out of School Care. This group provides care for children from 3.00 pm to approx 6.00 pm. and also opens during school holidays. Children from P1-P7 can attend by arrangement.

For further details and enquiries please contact:
Marie-Claire (Team Leader) on 07765823418

Breakfast Club – A healthy & sociable start to your child’s day...

We have a Breakfast Club which opens to serve breakfast from 8.15 am to 8.55 am.

Children are served cereal, milk, fruit juice and toast. Supervision is provided by assistants in the dining hall and also in the playground for children who finish their breakfast before 9.00 am.

The Breakfast Club is free for those on income support and 50p for all other children. There is no limit to the number of children who can attend. Currently approx. 20 children have their breakfast with us each day.

School Lets

Any enquiries about lets of school premises should be made to:-

Glasgow Life
20 Trongate
Glasgow G1 5ES.
Tel 0141 302 2814/2815

Pupil Council and Eco Committee

Our Pupil Council was formed in 2005 and has been actively involved in making changes for the better in Elmvale. The council consists of two children from P4, P5, P6 and P7. They meet with the Principal Teacher every month and give regular updates to the rest of the children at our weekly assemblies. The eco committee was formed in 2006 and consists of children from the nursery up to P7. The committee work hard to ensure Elmvale is as eco friendly as possible. We achieved our first green flag in session 2011-2012 and are now working hard for our second green flag.





ELMVALE NURTURES ALL CHILDREN

For some children, being a member of a large class in school can present difficulties. For a number of reasons, children may have difficulty settling in school. This has huge consequences on what they will achieve. It has been shown that some children benefit from the support the “Turus Class” can offer. (‘Turus’ means ‘journey’ in Gaelic)

The Turus Room

The journey of a thousand miles begins with one step...

WHAT DO WE DO?

We can provide an environment which has elements of both home and the classroom. The curriculum features structured play and many practical experiences, including various educational outings. There is particular emphasis on the following areas:-

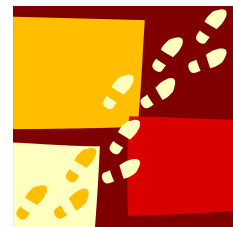
- Language development
- Task completion
- Personal targets

There is close liaison between the child’s class teacher and the “Turus Room” staff. Your child will spend part of each day in the “Turus Room”

PARENTAL INVOLVEMENT

It is important that parents are involved. You can contact us by telephoning the school, making an appointment or by calling at the “Turus Room” at 8.50am and 3.00pm, most days. We run classes where together, we can explore ways of how best to manage your child’s needs. You will receive regular updates on your child’s progress and will be consulted about your child’s return to full time, mainstream class.

Coordinator (DHT) – Mrs L. Reed
Nurture Teacher – Ms J. Davidson
Nurture Assistant – Mrs C. McClune





Elmvale Nursery Class

Elmvale Nursery Class provides education and care for children from their 3rd birthday to school age. Application forms are available at the School Office and at the Nursery Class. Elmvalle Nursery Class is situated just off the main Hall. It has a separate entrance to the rear of the school. A separate handbook is available from the nursery.

Staff in the Nursery are as follows:

Head Teacher
Depute Head Teacher
Team Leader
Child Development Officers

Catering Assistant
Janitor
Cleaning Staff

Grant MacLeod
Linda Reed
Maura MacArthur
Lesley Gibson
Norma More
Elaine Clark
Elaine Ross
Stevie Ronaldson
Moira Murray



Celebrating St Andrew's Day with music, drama, dancing and stories.



Chopping the vegetables for some home made soup. Learning about healthy eating and how to be independent and confident!



Home and School Links

Elmvale enjoys a close and supportive relationship with its parents & carers and the local community. We encourage participation of parents and carers in the life of the school and the involvement of our children in all local events. We are always interested to hear ideas/suggestions and feedback and have a suggestion box located at the office.

We recognise the very important role that parents and carers play in their child's education. Therefore we arrange a wide variety of events to encourage your involvement in the life of the school and we try to keep you up to date with our monthly *newsletters* and *website*, which give information on what is happening in both the nursery and primary:

- Sometimes you may be invited into school to find out about curriculum developments, home learning and classroom activities.
- We have a dedicated and very hardworking PTA, who organise social events for both parents/carers and children, fund raising events throughout the school year and help out on some of our many educational visits.
- At least twice a year, a Parent's Night is organised. On these occasions parents and carers are formally invited to the school to look over your child's work and discuss your child's progress in a confidential private meeting with the class teacher.
- At other times you will also be made welcome to take part in Celebrations (Harvest, Christmas, Easter and Summer) and Activities (Sports' Days, Burns or St Andrew's Day, School shows, Projects, Displays, Fund-raisers etc).

If you have worries or concerns about your child in school - or indeed your child at home - you can call in to the office or phone to make an appointment with the Head Teacher or Depute Head Teachers. We care about your child and will always do our best to be available to support and help. If you wish to see your child's Class Teacher, this is a little more awkward to organise and you may be asked to come back at a time when we can free the Class Teacher to allow you to talk together in confidence. **PLEASE NOTE THAT IN THE INTERESTS OF SCHOOL AND CHILD SECURITY ALL PERSONS MUST FIRST REPORT TO THE SCHOOL OFFICE.**
(main entrance, up 5 steps, turn left)

If you take an interest in your child's learning, then your child is more likely to want to try hard and learn...

*Find out more at 'Parentzone':
<http://www.educationscotland.gov.uk/parentzone/>*





Enrolment

You have a right to choose at which school you wish to enrol your child. There are many children who live outside our catchment area but choose to come to Elmvale. Everyone is welcome! Enrolment normally happens in January each year.

- At Elmvale Primary therefore you are welcome to visit the school, speak to the Head Teacher and visit the P1 classroom **BEFORE** you decide to enrol your child with us.
- Please phone to arrange a time for this. Most requests can be met at a time that suits you and regular hours available are from 8.00 am to 5.00 pm. If you decide to enrol your child at Elmvale, the procedures are as follows:
- Call into the school and ask for the Head Teacher or a Depute Head Teacher. They will then speak to you and complete the relevant forms. These forms are straightforward - name, address, emergency contacts etc.. Please bring along your child, his/her birth certificate and proof of address. Questions are welcome.
- Enrolment for P1 children is early. It is now the November the year prior to the child starting school. Details of the dates are in the local press and news boards of shopping centres etc. After you enrol your child nothing much happens until after Easter when you will be contacted and asked to visit the school on a few occasions (See Home School Links).
- If you have moved into the area your child will, after routine enrolment, be placed in a class the next day. A first day friend will be appointed to help your child settle.
- If you have any worries or concerns regarding your child's education please don't hesitate to discuss them with the Head Teacher at the point of enrolment.
- If your child is enrolled at Elmvale but has not yet started school you will be invited to 2 or 3 consecutive meetings (afternoons or mornings) usually just after Easter. On these occasions, the Head Teacher or Deputes will explain and discuss school policies as well as the more ordinary – uniform, clothing grant and first week arrangements. These visits are a great opportunity to get to know the staff and the school. Catering Direct (the company that is responsible for school dinners) will also be present to explain school meals in terms of quality and the choice available.
- Whilst you are meeting with the Head Teacher your child will be with his/her P1 classmates and enjoying fun, puzzles and games, as well as seeing a bit of the school and meeting the teacher, and classroom assistant.
- In September you are invited back for further meetings, this time to meet with your child's teacher, sit in your child's seat and have a look at the programmes of work. The teacher will explain how you can support your child at home with reading and home learning.





REMITTS OF PROMOTED STAFF

HEAD TEACHER: Mr. MacLeod

- The leadership, management and strategic direction of the school (Primary & Nursery).
- School Effectiveness and Continuous Improvement
- Curriculum Management and Development
- Staff Management and Development
- Quality Assurance
- Behaviour management
- Parental Involvement, Liaison & Partnership
- Liaison with Outside Agencies (Social Work, Psychological Services) , schools and other professionals
- The management of the health and safety of all within the school premises.
- Welfare & Child Protection
- Implementation of Council Policies
- To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs
- To take part in the selection and appointment of the staff of the school
- Financial Management
- Enrolment and Attendance
- Record Keeping, Planning and Assessment
- Adviser to the Parent Council.
- Fire Warden
- Residential Trips
- School Website
 - Manages Nursery, Turus Room and Infant Department (P1-2)
 - Supports behavior management, pastoral care, communication with parents, development of staff
 - Ensures individual needs are met
 - Undertakes Child Protection duties
 - Leads aspects of curriculum development
 - Carries out duties assigned by the Head Teacher

DEPUTE HEAD TEACHER: Mrs Mairi Baker

- Manages P3-7
- Supports behavior management, pastoral care, communication with parents, development of staff
- Ensures individual needs are met
- Undertakes Child Protection duties
- Leads aspects of curriculum development
- Carries out duties assigned by the Head Teacher





School Hours

The school hours are as follows:

<i>Primary 1</i>	August to First Full Week in September	9.00 am – 12.15 pm.
	Interval	10.30 am until 10.45 am.
	Lunch	11.50 am
	(September to June – same as P2-3 below)	
<i>Primary 2-3</i>	Start	9.00 am
	Interval	10.30 am - 10.45 am
	Lunch	12.05 am - 1.00 pm
	Close	3.00 pm
<i>Primary 4-7</i>	Start	9.00 am
	Interval	10.30 am - 10.45 am
	Lunch	12.15 pm - 1.00 pm
	Close	3.00 pm

PLEASE NOTE:
IT IS IMPORTANT THAT CHILDREN ARE IN THEIR LINES FOR 9AM TO START THEIR DAY WELL
ALL CHILDREN ARE DISMISSED AT 3.00 PM

If parents or guardians are unable to pick child up at 3pm, they must call the school office to let them know whenever possible. All children should be encouraged by parents to go to the school office if they are not collected at three. Children will remain unsupervised at the office until collected and signed out in the record book by a guardian if they remain after 3pm.

For more information on going to school:
Glasgow City Council website
www.glasgow.gov.uk/education





THE SCHOOL YEAR

Holidays and In-Service

2013-2014 and 2014-2015

School Year 2013 – 2014

Christmas/New Year	Monday 23 December 2013 to Friday 3 January 2014 (inclusive)
	2014
2014 Return to school	Monday 6 January 2014
Second Mid-Term	Monday 10 and Tuesday 11 February 2014
Spring Holiday	Monday 7 to Monday 21 April 2014 (inclusive) Good Friday is 18 April and Easter Monday is 21 April 2014
May Day	Monday 5 May 2014
May Weekend	Friday 23 and Monday 26 May 2014
School Close	Wednesday 25 June 2014

In-Service Days – Schools closed to children: Wednesday 12 February and Thursday 22 May

School Year 2014-2015

Return Date for Teachers	Monday 11 August 2014
Return Date for Pupils	Wednesday 13 August 2014
September Weekend	Friday 26 and Monday 29 September 2014
First Mid-Term	Monday 13 to Friday 17 October 2014 (inclusive)
Christmas/New Year	Monday 22 December 2014 to Friday 2 January 2015 (inclusive) * Please note that schools will close at 2.30pm on the last school day before the holiday
	2015
2015 Return to School	Monday 5 January 2015
Second Mid-Term	Monday 9 and Tuesday 10 February 2015
Spring Holiday	Friday 3 to Friday 17 April 2015 (inclusive) Good Friday is 3 April 2015 and Easter Monday is 6 April 2015 * Please note that schools will close at 2.30pm on the last school day before the holiday
May Day	Monday 4 May 2015
May Weekend	Friday 22 and Monday 25 May 2015
School Close	Wednesday 24 June 2015* Please note that schools will close at 1pm on the last school day before the holiday

In-Service Days

Day 1	Monday 11 August 2014	All Schools
Day 2	Tuesday 12 August 2014	All Schools
Day 3	Thursday 18 September 2014	All Schools
Day 4	Wednesday 11 February 2015	All Schools
Day 5	Thursday 7 May 2015	All Schools





Curriculum for Excellence

Bringing learning to life and life to learning

Staff, parents/ carers and children work closely together to make sure attainment in learning continues to develop and improve. Learning and Teaching is based on the values purposes and principles of Curriculum for Excellence (CfE). The guidelines are available to view – just ask at the school Office or visit the CfE website: <http://www.educationscotland.org.uk/thecurriculum>

The screenshot shows the Education Scotland website. The header includes the Education Scotland logo (Foghlam Alba) and the tagline 'Transforming lives through learning'. A navigation menu contains links for 'The curriculum', 'Learning, teaching and assessment', 'Supporting learners', 'Community learning and development', 'Inspection and review', and 'Using Glow and ICT'. The main content area is titled 'The curriculum in Scotland' and features a video of two girls in a music classroom. Text on the page states: 'The Scottish Government's lifelong strategy aims to ensure that everyone develops the attributes, knowledge and skills they will need for life, learning and work. The curriculum is all the experiences that are planned for learners to support the development of these skills.' Other sections include 'My Experiences and Outcomes' and 'Key documents'.

Curriculum for Excellence has now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.





It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy and from 2013/14 new National 4 and 5 qualifications will be in place. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There's personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

The school offers a broad and balanced curriculum made up of Languages and Literacy, Mathematics and Numeracy, Social Studies, Expressive Arts, Religious and Moral Education, Health and Wellbeing, Sciences and Technologies.

Every child is given the same opportunity to attain his/her potential in all 8 areas of the curriculum. Below is an indication of the breadth of our curriculum and details of particular programmes used.

Language and Literacy

Children are taught skills in **Listening, Talking, Reading and Writing**.

Reading

We follow Glasgow's policy for the teaching of reading by using the New Horizons approach. This involves teaching our children important strategies to enable them to make progress in reading. We use commercially produced schemes in the teaching of language skills, namely Oxford Reading Tree (P1-P3), and Literacy Links Plus or Literacy World (P4-P7).

Phonics is taught by an onset and rhyme approach using Jolly Phonics.

Elmvale places great importance on developing in children a love of books from as early as possible. Our Nursery Class runs a very active and successful book lending library. Children are encouraged to read for pleasure both in school and at home. Our Primary sevens and sixes are trained for paired and shared reading sessions where they work with children in classes from P1-4. Parents are encouraged to take a keen interest in their child's reading.





Primary 6 and 7 children buddy up with the nursery children and Enjoy Reading Together. **READING IS FUN** in Elmvale!

Writing

Staff plan to cover the experiences and outcomes through stimulating, contextualised and enjoyable lessons in writing. Children are encouraged to work independently, in groups and through whole class lessons. A variety of resources, including interactive lessons on the smart board, the use of whiteboards, peer learning partners, traditional texts such as Scholastic, electronic texts through the internet and formative assessment techniques are used as a stimulus for the development of writing. We work hard to encourage children to start writing as early as possible using the 'Have a go' approach in the infants and gain great satisfaction as they develop into skilful writers. This year we are piloting 'Big Writing' in Elmvale across the school. This focuses on vocabulary, connectives, openers and punctuation (VCOP) and incorporates them into pieces of writing. Every year Scottish authors are invited to Elmvale to explain how they write their books and they reinforce the important message that writing can be fun. Handwriting is taught using the Nelson style. Spelling is taught through a multi-sensory approach and through resources such as 'A Hand for Spelling' for P1-4 and Nelson Spelling P4-7.

Talking & Listening

In Elmvale, our children are supported to continue to develop as confident individuals and successful learners by all staff. We believe that confident and effective talking and listening skills are crucial to becoming successful in reading and writing. We create many opportunities to listen effectively as part of an audience during class time, at our regular assemblies and through our positive futures programme. Our children work hard to develop communication skills and can often be found showing their developing skills off to audiences of their peers, staff and the wider community at many events across the year.

Children also take part in a variety of activities such as re-enacting stories in 'the theatre' zone, through class talks and poetry recitals in order to develop their skills in this area. Reading and Writing activities often involve opportunities to develop skills in Talking & Listening.

Foreign Languages – French, French is taught in primary 5 to 7.





Numeracy and Mathematics

Children are taught skills in Number, Money, Measure, Problem Solving, Shape, Position and Movement.

Emphasis is put on the acquisition of mental skills and an interactive approach to teaching and learning is used. Glasgow's Guidelines and Policies are followed. Numeracy skills are rigorously taught. We use the core scheme of Scottish Heinemann Maths in Primaries 1-5 as a framework. Primaries 6 to 7 use Maths In Action which is used by all local primaries and Springburn Academy. These schemes are supplemented by other materials if and when appropriate.

Social Studies and Sciences

Social Studies covers Social Subjects, Understanding People and Places (Geography), Understanding People in the Past (History), Understanding People in Society. There is an emphasis on the teaching and progression of skills such as collecting evidence, interpreting and evaluating information as well as knowledge and understanding. Every unit has an element of developing informed attitudes to areas such as history or the environment. Map work is taught through discrete lessons.

Each class goes on at least one educational trip which is related to Social Studies in order to develop a clear understanding and make links to the world outside school.

Glasgow's education department has developed and introduced a number of topics to support teacher and children in this area.

Expressive Arts



This includes Art, Music, Dance and Drama. We follow Glasgow's guidelines for the above. These play an important part in a child's education. As well as increasing performance and ability in other curricular areas they allow the children to relax and gain skills or interests to enable them to use their leisure time in a satisfying and enjoyable way.

We use the Strathclyde Art Pack, Borders Council Art and other resources to develop our children's skills in this area.



Music is taught throughout the school using the Borders Council Music pack. We are fortunate in having Jim McCulloch from Springburn Academy to teach our children a variety of musical instruments - recorder, flute, clarinet and saxophone.

In addition we have John Milne who teaches brass and we also have a visiting music specialist Martin Douglas who works with various classes on the development of rhythm.

Infant classes use the literacy zones to gain performance skills within the theatre zone. Skills are taught through stories, poems and short plays. Elmvale uses the 5-14 Drama pack for the development of skills in this area. We are fortunate in having members of staff who take many after school clubs for seniors and juniors/infants. These children then get to test their skills in our annual Christmas show, Nativity, show of learning days and many other creative opportunities throughout the year.

Technologies

All of our classrooms are now equipped with 'Smart boards' which enhance the teaching process and really bring learning to life. All classes have access to computers and laptops and use these as an everyday part of the learning process.

The school is very fortunate to be equipped with a new ICT suite where focussed learning through the use of technology is facilitated. Children at Elmvale are taught basic word processing skills and basic computer application skills e.g. how to make a database, how to copy, paste, how to save to file etc.

There are also a wide variety of games to provide enjoyable activities to reinforce mathematical concepts and / or aspects of language.

Glasgow has also developed topics for the teaching of technologies and they are tied into the Social Studies and Sciences programme.

Religious and Moral Education

Religious and Moral Education is part of the school curriculum. It deals with the development of the person in relation to self-awareness, relationships with others, and the realm of beliefs, values and practices which go to make up a spiritual, social and moral outlook on life. Cultural and religious differences are acknowledged and children are encouraged to respect and understand these differences.

Children are helped to develop a consistent set of beliefs, values, attitudes and practices which form part of the Christian culture. The Christian Festivals of Harvest, Christmas and Easter are celebrated. As well as teaching the basic Christian principles we also introduce children to and give them knowledge of other world faiths such as Islam and Hinduism. We do this because it is important for children to realise that we live in a world and indeed in a city where many faiths and cultures exist. By encouraging attitudes of compassion and understanding - respect for all irrespective of colour, creed or sect then we can hopefully guide your child towards becoming a tolerant and helpful adult capable of taking full part in making our society more harmonious.





We are fortunate in having a visit from one of our two ministers regularly at our assemblies, Crawford Harvey from Springburn Baptist Church and Alan Ford from Springburn Parish Church.

As a parent or carer please note you have a statutory right to withdraw your child from religious education or observance and if you wish to do so, you should let the Head Teacher know.

PLEASE NOTE:-

Parents and carers from religions other than Christianity may request that their children 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 not more than three occasions (days) in any one school session and the child or young person noted in the register using code REL on these days.

Health and Wellbeing

Elmvale is a school with a warm, friendly ethos and the children are encouraged to be aware of the needs of others as well as their own. Children are supported in their physical, social, emotional and mental wellbeing. We want the children to be happy and healthy in their class and in the playground and offer support and guidance in every situation. We recognise the benefits of fresh air and the larger spaces provided in our school grounds to explore and learn. We regularly take children outdoors to learn, to help them to make connections to the outside world and to gain from the health benefits of this.

Our primary 7 children take turns in supervising the infant playground working closely with our classroom assistants, making sure all our infants enjoy their morning interval and lunchtime. The senior children also buddy our primary 1 children at lunch time, making sure they go to the playground safely. Both the primary 6 and 7 classes are involved in paired and shared reading with



children from P1-4 at different times throughout the year. These types of activities help to build confidence, self-esteem and concern for the wellbeing and safety of all the children in our school.

Teachers make a positive effort in encouraging your child to try their very best in their work attitude and behaviour.

This can be done through role playing, citizenship activities, circle time or class discussion. School rules, praise for good behaviour, attendance, manners, effort in wearing uniform and working hard are also covered at weekly, whole school assemblies.

At times within Health & Wellbeing there may be 'sensitive' subjects discussed such as drug awareness, sexual health and relationships or tobacco use. Please feel free to discuss with school management the content of such lessons if you have any questions. An annual parent workshop on the sexual health lessons taught is available.





Health & Wellbeing is now the responsibility of all adults involved in a child's education. All adults have a responsibility to promote physical wellbeing; we actively encourage all Elmvale children to eat healthy snack and lunches and aim to foster a lifelong habit of being able to make healthy choices. We teach children about healthy choices, through specific lessons and by encouraging healthy habits on a day-to-day basis. We do prefer plain water or milk, fruit or healthy snacks for break time rather than chocolate or chewy sweets...and encourage children to view these as occasional treats. A healthy packed lunch or hearty school meal are preferable for lunch times. We ask that no fizzy juice or energy drinks, lolly pops or nuts are brought into school. This is for the health and safety of children as some children have disclosed nut allergies.

We celebrate birthdays in class by acknowledging them with our children and always wish our children many happy returns! However, due to our health promotion policy and a possibility of allergies, we are unable to accept cakes or sweets for individual birthdays to be shared in class.

Physical Education

Games, gymnastics, athletics and dance are taught throughout the school. This has positive physical benefits for the long-term good health of your children as well as encouraging them to get involved in sport at an early age. We take part in the Youth Sport Games in March and the Scotstoun Athletics competition in May. Our after school sports clubs include netball, basketball, football. These involve playing games with other schools throughout the year. We also get involved in as many extra activities as possible, which has included – dance, swimming and extra football coaching.

Swimming lessons are provided by Glasgow's Education Dept. for all P7 children and most P6 children. Swimming is assessed and certificates awarded. It is compulsory.

Participation in physical education and being prepared for outdoor learning is encouraged at all times. We encourage ear piercing to be done during summer holidays so that children do not miss out on this important aspect of the curriculum. As part of our responsibility to promote and encourage healthy habits for life, we expect Elmvale children to participate unless there are exceptional circumstances. This is monitored carefully.

We now have an Elmvale gym kit. This comprises of navy shorts, a blue crew neck t-shirt and a gym bag with the school badge on it. All of these items are reasonably priced and can be purchased from the school office.

Home learning

Home learning can help to improve achievement and raise attainment of individual children where it is meaningful, purposeful and enhances the learning experience. It can promote positive attitudes for children taking responsibility for their own learning.





'Homework or home activities make an important contribution to the progress children and young people make at school. Homework also provides an opportunity for young people, parents and teachers to work together.'
(Learning and Teaching Scotland)

Home learning will be relevant to the child's work in class and will include a variety of skills i.e. oral, written work, non-written work or research. These will reflect on going class work and will be based around the curriculum.

Following consultation with parents/carers and staff a new initiative has been introduced from P1 to P7. This entails children being issued with a grid of activities to be completed over a four week period. This allows children, parents and carers to decide what and when they will do tasks. Parents/carers are asked to tick or sign tasks as children complete them on the grid.

We hope that parents and carers support the school ethos of the importance of home learning tasks. Parents and carers will be asked to sign the home learning policy at the beginning of the school session to confirm they have read the document.

Home learning tasks should be handed in on time. This gives the children valuable experience of working to a deadline/ sharing resources and facilitates staff with their planning and marking schedules.

Homework in Primary 1 and 2 should last 10-15 minutes (approximately) and should be given four nights a week. Homework in Primary 3 should last 15-20 minutes (approximately) and should be given four nights a week. Some of this time can be dedicated to tasks from the grid.

Homework in Primary 4 and 5 should last the equivalent of 20-30 minutes for four nights a week. Homework in Primary 6 and 7 should last approximately 30-40 minutes. Some of this time could be dedicated to tasks from the grid.

Children should be aware that if home learning tasks are not handed in on the due day, appropriate action will be taken.

1. The class teacher will speak to the child to ascertain the reason and ask for the task to be handed in the next day.
2. If the task/s are not handed in the next day, teachers will note this and make a member of the management team aware.

The member of the management team will take appropriate action ranging from withdrawal of a privilege, completion of work during breaks and/or contact the parent or carer.





Curriculum for Excellence in Action in Elmvale!

An example of Interdisciplinary Learning

The children at Elmvale Primary make the most of the London Olympics in 2012! From nursery through to Primary seven all classes worked on a topic with the Olympic theme at the centre. A huge opening ceremony for the Olympics was held with our Olympic torch being carried by a torch bearer from every class. Our 'torch security' did a fantastic job. Our children worked together and learned a dance for the opening ceremony that we performed for parents, carers and friends. The children learned about healthy living (Health & Wellbeing), working together and had to communicate effectively (literacy) whilst showcasing learning to a large audience





Assessment and Arrangements for Reporting to Parents and Carers

We regularly check and monitor how your child is progressing. Staff informally assess children in all areas of the curriculum and the information gathered is used to assist staff in planning next steps. Records are kept and report cards are issued during the fourth term. You are welcome to see assessment records at any time. Just ask to see the Head Teacher. We routinely use formative assessment strategies as they fully involve your child in monitoring their own progress.

Diagnostic tests are used to provide staff with more information as to why children may be struggling in particular areas of their work. Any problems are discussed with yourselves and if necessary a support plan is compiled for your child. If required, we may ask you for permission to contact speech and language support or possibly the educational psychologist if necessary. You will **always** be asked for your permission and you will be fully informed of all outcomes. Please note that you can request assessment for your child too. It may be necessary at some stage to introduce a formal ASP (additional support plan) but this will be discussed with you first. If an ASP is implemented, you will be kept up to date each term on progress made.

Making Links with the Community and Working in Partnership

We aim to foster good links with all education providers in the area and work closely with the Police, North Glasgow College, School Health Personnel and Caledonian University. By working with these agencies, additional curriculum related experiences can be given to the children which help broaden their horizons and encourage aspirations for life beyond school.

Children who are learning English as an additional language and mono-lingual children are taught together. Children with special educational needs are similarly taught with all other children. Most learning/teaching takes place within the main classroom but on occasions children are withdrawn to other areas for specific support and instruction.

Extra-Curricular Activities

We regularly have afterschool clubs. These clubs change and reflect our children's interests. Some examples include:

- Football
- Netball
- Drama
- Hockey
- Athletics
- Running
- Home learning





Equal Opportunities and Social Justice Provision

Elmvale is made up of children and staff who come from and are of different cultures, faiths and races.

We take pride in this diversity and aim to celebrate the richness of experience it gives us.

We strive to uphold the values of justice, fairness, respect and equality for all and to make our school a place where everyone feels welcome and included.

Some of the things we do to illustrate this are as follows:

We accept and fully implement Glasgow's policy on "Presumption of Mainstream" i.e. Any child who has Special Educational Needs and Disabilities will be taught alongside peers and every attempt will be made to support this placement by adapting the curriculum, the building, allocating special needs auxiliaries and supporting the parent or carer in order that the child or children can access school life as fully as possible.

Children who have English as an additional language are taught in their appropriate class from time of entry to School. They are supported in class by additional staff who assist colleagues in adapting the curriculum to suit. We use translators to enable parents to take part in their children's education.

It is the responsibility of all staff to ensure that equal opportunities are created and maintained and that the school and Council's policy on Social Inclusion is followed.

Advice for Parents/Carers on these issues is available from the Head Teacher. Information is also available on

Glasgow City Council's Website:-

www.glasgow.gov.uk/education.

The Education Authority requires every school to produce its own Race Equality Policy to comply with the Race Relations (Amendment) Act 2000. A copy of the policy is held in the school office.





Additional Support Needs/Accessibility Strategy

It is Elmvale's policy to provide education for children which suits their abilities and needs.

Children progress and develop at different rates and we take this into account by teaching in groups, making sure that the work is at a suitable level for your child to progress.

If your child runs into difficulties with learning e.g. beginning to find the pace of work too fast or not coping with new work, we can provide extra learning support on either an individual or small group basis (2 or 4 children). Similarly if your child needs stretching because routine class work is too easy, additional support can be provided.

Usually it is the teachers who identify problems with learning. However, if you feel anxious about your child's progress at any time you are welcome to call into the school to discuss the matter with the Head Teacher and/or Class Teacher. If your child requires extra support we will contact you and discuss the matter with you, for by working together we can provide what is best for your child.

We have access to Speech Therapists, a School Nurse, the Social Work Department and the advice and expertise of an Educational Psychologist. The Head Teacher or Deputies will discuss the involvements of these persons if it is required.

If you, yourself have difficulties filling in forms or reading and you need some help we can give assistance.

The school has a duty to ensure that all our children and young people have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of children and young people with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their children. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parents and carers.

From the Education (Additional Support for Learning) (Scotland) Act 2009 Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning.





We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/ young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

Further information relating to Additional Support Needs is also available on the Glasgow City Council website – <http://www.glasgow.gov.uk/additionalsupportneeds>

The Scottish Government recommends the following organisations, where advice, further information and support to parents of children and young people with Additional Support Needs can be found.

- Children in Scotland: Working for Children and their Families, trading as “Enquire”
- Scottish Independent Advocacy Alliance
- Scottish Child Law Centre

Physical Access

All classes are accessed via stairs. We have no lift. There are handrails on all stairs. At present we have no ramps in the school so we are unable to provide access to wheelchair users.



Attendance at School

Section 30 of the 1980 Education Act lays a duty on every parent/carer of a child or young person of "school age" to ensure that their child or young person attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's or young person's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised: e.g. unexplained by the parent/carer (truancy) or temporarily excluded from school.

Elmvale procedures for attendance

School is a safe place to learn and play. We work hard at providing very good quality education so that your child won't be the one who as an adult says "I could have been...-if only I had gone to school."

We firmly believe that it is the right of every child to receive an education and we will take every step necessary to enforce this right and take steps to prosecute any parent who denies their child this right.

We have a computerised registration system and the register is taken twice daily. If your child is going to be absent, please phone the school and let us know. When your child returns, please provide a note for the attention of the class teacher giving the reason for absence. If you forget, a reminder note will be sent to you. *Without any note your child's absence will be recorded as unauthorised and the Attendance Officer will be informed.*

- If your child has between 95% and 100% attendance, we are happy.
- If your child has less 95% attendance, you may be asked to school to discuss what the problem is, especially if there is a pattern e.g. every Friday off or absences are unexplained.
- Although it is better that your child attends than not at all, late comings are very disruptive to learning and will also be monitored carefully.
- If your child has an unacceptable level of attendance or late comings, your child may be referred to the attendance council and the attendance department (Liaison Officer) will become involved and visit you at your home.

If your child has been absent due to a long illness we will help them to mix with other children on their return as they can often worry about being left out.





Exceptional Circumstances for Authorised Absences

Parents/Carers do not have an automatic right to take their child out of school without permission during term-time. The Head of Establishment can only authorise time off during term-time in exceptional circumstances.

Exceptional circumstances include:

- Short-term parent/carer placement abroad;
- Family returning to its country of origin for family reasons;
- The period immediately after an illness or accident;
- A period of serious or critical illness of a close relative;
- A domestic crisis which causes disruption to the family home, causing temporary relocation.

Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- Availability of cheap holidays or desired accommodation;
- Holidays which overlap the beginning or end of term.
- Clearly with no explanation from the parent or carer, the absence is unauthorised.

The authority has the power to write to, interview and/or prosecute parents/ carers who do not send their child to school regularly.



School Discipline- Reaching for the Stars!

We encourage children to show one another, and adults, kindness, consideration and respect. We in turn show the children the same. Parents/Carers and Children are asked to sign a contract stating they understand the rules we have all created and be supportive of these to ensure all children are able to learn in Elmvale.

Elmvale Rules Are: (Developed with the children)

- I will be kind and helpful
- I will always do my best
- I will always be honest
- I will show respect and good manners to everyone
- I will look after property belonging to myself, others and the school.



Elmvale has been developing 'restorative approaches' as part of the improvement process. This uses recent research about how to support children to work through behaviours and to resolve difficulties and prevent them in future. Some of our children are trained as peer mediators, where they support other children to resolve minor difficulties in the playground.

Children are encouraged to and rewarded for being honest, helpful, truthful and caring. We want them to feel confident in themselves and happy at school and to this end we use a positive approach to discipline. This means we watch for the good behaviours and praise and reward them. This helps children develop a sense of self-worth and responsibility towards one another and they quickly learn what is acceptable behaviour.

Elmvale has many strategies to promote positive behaviour. We believe that all adults must lead by example and that it is important to catch and praise good behaviour. Every class follows a 'Rocket System' where children are able to visibly have the rules reinforced: If the children stay on the green section of the rocket- they receive Golden Time on a Friday as a reward for their good behaviour. They may be given warnings for breaking a rule, which can lead to loss of some Golden Time. The children can also be rewarded with 'Star Lotto' tickets from any member of staff for following the school rules: Children have an opportunity to win the lotto each week if they have been rewarded a lotto ticket. One pupil from each class who has shown improvement in any area of the curriculum in a week is awarded a 'Pupil of the Week' certificate. His/her photograph is taken, his/her name is printed underneath and this is displayed in the gym hall.

When children do not behave appropriately the following sanctions are used: - loss of golden time, lines, kept in at interval, letter of apology, withdrawal of privileges, including out of school and after school treats (particularly if there is an issue about safe conduct outwith school) 5.

For repeated or extremely serious offences, your child will be suspended or excluded formally and if more than one suspension occurs in a school year the Head Teacher may decide to ask the Education Authority to interview you and your child. Acts of premeditated or "gang" violence may be considered assault and the Police would be involved.





When a child returns from a period of suspension or exclusion every attempt is made to re-integrate the child. Re-integration is managed in a positive way – and regular contact is maintained between parent and school via the behaviour programme. This behaviour programme is discussed fully with yourself and your child and your child sets own targets for improvement.

Support is given to you both and attempts to meet targets are praised and success rewarded. This arrangement is confidential between child, class teacher and Head Teacher and you are informed **daily** of progress and invited to participate in adding your own comments.

Generally speaking, this behaviour management programme is successful but only when we have your full co-operation.

Please note that acts of bullying behaviour are taken very seriously and staff will take immediate action to deal with any such allegations. We define a bullying behaviour as being **any** behaviour which makes some one feel uncomfortable or excluded.

Please do not hesitate to contact us if you feel that your child is unhappy at school however trivial it may seem.

As far as possible we keep you informed of what is happening and we aim to work with you to **prevent** your child getting in to serious trouble at school.





Dealing with Racial Harassment

The Race Relation Act of 1976 makes it unlawful to discriminate against someone because of her/his colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, “Dealing with Racial Harassment” were issued to assist all teaching staff in dealing with such incidents.

The adopting of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child or young person in Glasgow has the right to be happy and secure at school.

As with bullying any incident which is considered to be racially motivated either by “accident” or deliberately will be dealt with immediately. Support will be given to the victim **and** to the perpetrator.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council’s educational establishments. All children in Glasgow’s educational establishments have an entitlement “*to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination*”. (A Standard for Pastoral Care in Glasgow Schools).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in the light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.





Playgrounds – Facilities and Supervision

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Children) (Scotland) Regulations, 1990.

The playgrounds are continually developing. We now have a climbing wall, mini-orchard, murals, planters, adventure course and basketball hoops. At intervals and lunch time the Senior Management , Pupil Support Assistants and the Janitor are out and about in the playground. The children **always** have someone to come to if they have hurt themselves or if they have complaints. Because of the many and important health and wellbeing benefits, **your child will be expected to go out and play/get fresh air in most weather conditions.** Elmvale believes in the famous saying ‘There is no such thing as bad weather, only bad clothes!’ Therefore, please make sure that your child wears appropriate clothing for wet weather e.g. boots and jacket with hood, hats, scarves and gloves etc. Extra socks or a change of shoes in wet or cold weather are encouraged. Shelter is provided in both playgrounds.





Clothing and Uniform

Given that there is substantial parent/carer and public approval of a dress code, schools in this authority are encouraged to develop a school dress code. In encouraging a dress code policy account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents/carers and young people. Against this background it should be noted that it is the policy of the Education and Social Work Services /Committee to encourage schools to develop an appropriate dress code policy.

There are forms of dress which are unacceptable in school, such as items of clothing which:

- potentially, encourage faction (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, dangling earrings;
- are made from flammable material for example shell suits in practical classes;
- could cause damage to flooring;
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children and young people or be used by others to do so.

Elmvale does have a uniform and all children are encouraged to wear it **every day** .The uniform is available for purchase at the school.

- The school tie is navy and yellow and costs £4.
- The school sweatshirt is navy with the school emblem embroidered on the left breast. Sizes are ¾, 5/6, 7/8, 9/10, 11/12 Price £8.00
- Polo shirts in sizes ¾, 5/6, 7/8, 9/10, 11/12 are also available at a cost of £6.50 per item.
- A fleece jacket is available at a cost of £14.00 and a rain jacket at a cost of £16.00. There is also a combined fleece/rain jacket, price £21.00.
- A blazer is available at £30.
- Hair Accessories are available from hairbands to bows, starting at £3
- Homework bag £2.50
- Waterproof suit 2 piece £12

*These prices are subject to change and are correct as at Oct 2013.

For skirts and trousers grey, black and navy are acceptable with white or grey or pale blue shirts.

Parents/Carers receiving Income Support or Job Seekers Allowance (Income Based), housing benefit or council tax benefit will normally be entitled to monetary grants for footwear and clothing for their child or young person. Approval of any requests for such grants made by parents/carers in different circumstances is at the discretion of the Executive Director of Education. Parents/ Carers in receipt of working tax credit with an income of less than £15, 050 may be entitled to a clothing grant also. Information and application forms may be obtained from schools and from Grants Section at Education Services and www.glasgow.gov.uk/index.aspx?articleid=8629





Free school meals and milk as well as Clothing Grant forms are available from May 2013 for session starting August 2013. If your child is already at school and your circumstances change you can apply at any time.

Assistance with completion will be provided at the School Office if required. Ask Mrs McCabe, Mrs Miller or Ms Stirling at the Office for a form.

Please note that the school will NOT issue any ticket until confirmation has been received of successful application from the Education Department.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Please also note that your child should be discouraged from bringing expensive toys or games to school. The reasons for this rule are:-

- a) Other children want to play with it and this can lead to tussles and breakages.
- b) Theft is possible.
- c) It can get lost or swapped.

When we see such an item we take it from the child for safe-keeping and return it at the end of the day.

Clothing for P.E. and Swimming

Children should have shorts (not boxers) and T-shirt to wear for P.E. Both these items should allow for ease of movement and ventilation. Different shoes than outdoor shoes, should be changed into with non-slip soles such as trainers or sand shoes and **MUST BE WORN**. Without a kit your child will not be allowed to take P.E. This is for safety reasons. Similarly on P.E. days **ALL JEWELLERY MUST BE TAKEN OFF**. This includes earrings. Again this is for safety reasons.

Football colours are not permitted.

As physical education is also a statutory element of education, participation is recorded and monitored. We appreciate parental support in ensuring children are equipped to take part in weekly P.E. lessons.





Meals

School Meals are prepared in St. Catherine's and sent to us at Elmvale. The food is then set out and served by dinner staff in our dining hall. It is a cash cafeteria system and your child will be able to make a choice between a hot or cold meal, snack or main meal. Vegetarian meals are available daily. Special diets can be provided if needed by your child.

If your child is entitled to a free school meal, the teacher will issue a ticket to him or her at lunch time. The current cost of a full school meal is £1.40. If you wish your child to bring a packed lunch, the gym hall is available and supervision will be provided. Meal times are supervised by school and catering staff.

Healthy choices are encouraged by all staff at all times, whether children are choosing from the dinner hall or bringing their own packed lunch.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £15,910) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and from Grants Section at Education Services headquarters or on Glasgow City Council's website.*

www.glasgow.gov.uk/index.aspx?articleid=8629

NB Parents/Carers who are in receipt of Child Tax Credit **and** Working Tax Credit are **not** entitled to a free midday meal.

***Income amount effective from 1 April 2011 and may be changed by the Department for Work and Pensions.**

Water

The Council recognises that water is essential for good health and brain functioning and therefore parents may supply their child with a water bottle which can be filled in school at a drinking water tap. The sterilization of the bottles is a *parental or carer responsibility*.





Getting To School -Transport

By Foot

Our crossing is situated on Hawthorn Street at the corner of Fernbank Street. It is very awkwardly placed and therefore it is *imperative* that every co-operation be given to the crossing patroller.

PLEASE IMPRESS UPON YOUR CHILD THE IMPORTANCE OF DOING EXACTLY AS THE CROSSING PATROLLER SAYS.

If you see a driver ignoring the Crossing Patroller take a note of the registration and report it to the Head Teacher *immediately*. He will phone in the number to the Police who will in turn caution the driver. In this way we can keep our children safe.

By Car

Please **DO NOT** drive your car into the playground when you drop off or collect your child. The gates are closed to all traffic during break times but are available for deliveries etc. out with these times, closely supervised by Mr Ronaldson.

By Taxi

Please advise your driver to stop and wait for you in Fernbank Street or in the Nursery Car Park at the rear of the school.

DO NOT PARK OR WAIT ON THE ZIG-ZAGS PLEASE!

General

The Education Authority has a policy of providing free transport to all primary children who live more than 1.2 miles 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 Education Services. These forms should be completed and returned before the end of February for those children beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate officer has discretion in special circumstances to grant permission for children to travel in transport provided by the authority, where spare places are available and no additional costs are incurred. The authority has an Exceptional Circumstances Policy relating to e.g. homelessness, parental/carer disability etc. Details are available from the school. There is also a procedure to request transport on medical grounds. The school can advise on procedures.





Pick Up Points

Where free transport is provided, it may be necessary for children and young people to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's/carer's responsibility to ensure that their child or young person arrives at the pick-up point in time. It is also the parent's/carer's responsibility to ensure the child or young person behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child or young person losing the right to free transport.

Placing Requests

The educational authority does not provide transport for those children and young people in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.





Medical and Health Care

Routine medical and dental inspection are available in the school and you will have signed a consent form for this at enrolment.

The school doctor calls to school and you will be invited to accompany your child to any medical.

If your child has a medical condition which requires regular medication **PLEASE LET US KNOW**. We can in these circumstances administer medicines but only with your **written** permission. Just ask at the office for details. If your child is temporarily receiving medicine e.g. antibiotics and needs them 4 times daily, we will give him/her the necessary dose only if it is a prescription medicine. Remember we cannot and will not give painkillers to children even on a one-off occasion without your written permission. We are unable to administer non-prescription medicines.

If your child has a fall and gets a minor cut, we will clean it, put on a plaster (please inform us if your child is allergic to plasters) and administer large dollops of sympathy. This is usually enough to effect an instant cure. However, there are times when the bump or knock may be more serious and require medical attention. On these occasions we will contact you or your named emergency contact immediately and ask you to come to the school. If required we will take you and your child to the hospital.

In less serious circumstances, when your child has an upset stomach or is sick in class, we will again contact you and ask you to take your child home.

At the beginning of each school year you will be asked to complete a contact form. Please make sure that you give accurate details especially of the stand-by contact. If possible choose someone who knows where to find you most times, has a telephone and lives reasonably close to the school.

Information in 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 closure or re-opening. We shall keep you informed by texting, using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio.

It is crucial that emergency contact details are kept up to date in school records at all times. Parents and carers should inform the school of any changes immediately by contacting the office.





The Parent Forum and the Parent Council

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

Parent Forum

The membership of the Parent Forum is made up of all parents/carers who have a child or young person at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents/carers. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

Parent Council

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children and young people at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. A Parent Council could get involved in:

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

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children and young people's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. Every school's Parent Council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role.





Membership of the Parent Council

Generally, members of the Parent Council must be parents/carers of children and young people who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

The Parent Council can be contacted c/o Elmvale Primary School:

***712 Hawthorn Street
Springburn
Glasgow
G22 6ED***

Tel 0141 558 5238





Transfer from Primary School to Secondary School

Children and young people are normally transferred between the ages of 11 1/2 and 12 1/2, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the School arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Elmvale staff work hard to support our children through this important step in their lives and to help make the transition smooth. They work with secondary colleagues and provide the children with opportunities to learn more about secondary and to meet prospective teachers. They are often involved in joint projects with the local secondary schools and develop passports which transfers important information with the children as they move on to the next stage.

Names and addresses of schools to which children normally transfer

Springburn Academy (Majority of children from Elmvale)

151 Edgefauld Road
Glasgow G21 4JL
0141-582-0230

St. Roch's Secondary (Some children from Elmvale)

40 Royston Road
Glasgow
G21 4NF
0141 582 0270





The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges; and the police.

Public authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reasons for decisions made by it.

The legal right of access includes all types of recorded information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council website:

<http://www.glasgow.gov.uk/index.aspx?articleid=2999>

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

Data Protection Act 1998

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.





Comments and Complaints

If you have a comment or complaint please approach the Head of Establishment in the first instance. If the Head Teacher does not resolve the issue to your satisfaction, you should contact the Flexible Support Hub at Education Headquarters who will:

- Take a totally neutral stance in fully investigating your complaint
- Acknowledge receipt of your complaint within five working days;
- Give a full written response within a further 10 working days, unless another timescale has been agreed.

The Flexible Support Hub can be contacted by phone or e-mail:

Phone 0141 287 5384

E-mail education@glasgow.gov.uk

Flexible Support Hub
Education Services
Glasgow City Council
City Chambers East
40 John Street
GLASGOW
G1 1JL

Useful Addresses

Executive Director of Education

Glasgow City Council
City Chambers East
40 John Street
GLASGOW
G1 1JL
0141 287 2000

North Glasgow College

110 Flemington Street
G21 4BX
0141 558 9001

Local City Councillor

Red Road Woman's Group

10/20 Petershill Court
Glasgow G21 4PY
Tel 557 5571

Child Line Bullying Line

Tel 0800 441111
www.childline.org.uk

Parentline

0800 800 2222



The names of the local City Councillors are Mr Allan Stewart and Mr James Todd.



Glasgow City Council Management Circular 57-
Child Welfare & Safety

Child Protection Policy

Child Protection Policy

All adults employed in Elmvale Primary School and Nursery Class will adhere to Glasgow City Council Education Services Policy as drawn up in Management Circular 57:

All educational establishments and services must take positive steps to help children 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 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's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children 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 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.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there **may be grounds for concern** regarding the welfare or safety of any child must then **immediately** advise the duty senior social worker at the local Social Work Services area office of the circumstances.

More information on responsibilities of all school staff can be found on Glasgow City Council's website

