

**SCHOOL HANDBOOK
2015 –2016**

St Andrew's Primary

ST. ANDREW'S



PRIMARY SCHOOL



Authority Strategic Statement

Building Inverclyde through excellence, ambition and regeneration.

Goals and Values

Our Core values are: Respect, Honesty and Tolerance.

Our vision for the children and young people of Inverclyde is that they should be ambitious for themselves and be successful learners, confident individuals, responsible citizens and effective contributors.

To achieve our ambition of building Inverclyde through excellence, ambition and regeneration our children must be:

Safe: protected from abuse, neglect and harm by others at home, school and in the community.

Healthy: enjoy the highest attainable standards of physical and mental health, with access to healthy lifestyles.

Achieving: have access to positive learning environments and opportunities to develop their skills, confidence and self esteem to the fullest potential.

Active: active with opportunities and encouragement to participate in play and recreation including sport.

Respected and responsible: involved in decisions that affect them, have their voices heard and be encouraged to play an active and responsible role in their communities.

Included: have access to high quality services when required and should be assisted to overcome the social, educational, physical, environmental and economic barriers that create inequality.

Nurtured: educated within a supportive setting.

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Dear Parents and Carers,

I am delighted to welcome you to St. Andrew's Primary School. I hope you find our handbook helpful and useful.



Along with you, as first educators, we aim to provide an active, fun education for your children, which will enable them to use their God-given talents while developing and nurturing new ones, in order to fulfil their potential in every way.

At the centre of our work is the good and benefit of every St. Andrew's child. To develop as Responsible Citizens, Successful Learners, Effective Contributors and Confident Individuals we must ensure they are, and feel, Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

We welcome you in to the school and I ask that you do not hesitate to call or visit with any query or request.

I look forward to getting to know you and your family as we work together in developing our St. Andrew's community

Yours sincerely

Alan Connick

Head Teacher

School Aims



Below are the aims for staff and pupils in St Andrew's Primary. As a background to these specific targets, we are always keen to promote a positive, caring atmosphere in which we can carry them out. In order to achieve our aims we always work closely with parents and the community at large being aware that they have a great influence on the development of individual pupils.

One of our first tasks when we amalgamated was to ask the pupils, parents, staff and wider community of St. Andrew's what they see as the most important values for them. We recently reviewed these and, after consultation, the following three have been selected as our main focus :-

HONESTY

RESPECT

RESPONSIBILITY

OUR EDUCATIONAL AIMS

Working within 'Curriculum for Excellence' we strive to provide the highest quality learning and teaching. We try to ensure that all our children attain and achieve their full potential and acquire the full range of skills and abilities relevant to growing, living and working in the contemporary world.

We aim for our pupils to become:

SUCCESSFUL LEARNERS by providing the highest quality learning and teaching to ensure all our children achieve their potential

CONFIDENT INDIVIDUALS by encouraging self respect, ambition, and a sense of physical, mental and emotional well being with secure values and beliefs and by valuing and celebrating each child's attainment and achievement.

RESPONSIBLE CITIZENS by developing and fostering positive attitudes and skills for all pupils enabling them to have respect for themselves and others. We aim for our pupils to know and be proud of Scotland and our culture and to explore the culture of other countries.

EFFECTIVE CONTRIBUTORS by encouraging enterprising attitude, resilience independent learning skills and the ability to work as part of a team.

We aim to get it right for every child and to provide a caring environment in which all children feel safe, healthy, active, respected and responsible, included and nurtured.

School Information

<p>St Andrew's Primary Chester Road Greenock PA16 0TT Tele. 01475 715806 Fax. 01475 715807 Email address INStAndrews@glowscotland.onmicrosoft.com</p> <hr/> <p style="text-align: center;"><u>Type of School</u></p> <p>St Andrew's is a Denominational Co-educational Primary School</p> <hr/> <p style="text-align: center;"><u>Community Facilities</u></p> <p>Community Facilities are available in the school and details of the letting procedures are available from:</p> <p style="text-align: center;">Area Community Letting Officer Waterfront Leisure Complex</p>	<p><u>Capacity</u></p> <p>Present Roll 272 Agreed Capacity 394</p> <p>Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.</p> <p style="text-align: center;"><u>Roll at Each Stage</u></p> <table style="width: 100%; border: none;"> <tr><td>Primary 1</td><td style="text-align: right;">36</td></tr> <tr><td>Primary 2</td><td style="text-align: right;">43</td></tr> <tr><td>Primary 3</td><td style="text-align: right;">37</td></tr> <tr><td>Primary 4</td><td style="text-align: right;">32</td></tr> <tr><td>Primary 5</td><td style="text-align: right;">43</td></tr> <tr><td>Primary 6</td><td style="text-align: right;">43</td></tr> <tr><td>Primary 7</td><td style="text-align: right;">38</td></tr> </table>	Primary 1	36	Primary 2	43	Primary 3	37	Primary 4	32	Primary 5	43	Primary 6	43	Primary 7	38
Primary 1	36														
Primary 2	43														
Primary 3	37														
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<p><u>Daily Timetable</u></p> <table style="width: 100%; border: none;"> <tr><td>School Opens:</td><td style="text-align: right;">9.00am</td></tr> <tr><td>Interval:</td><td style="text-align: right;">10.30 – 10.45am</td></tr> <tr><td>Lunch:</td><td style="text-align: right;">12.30 – 1.15pm</td></tr> <tr><td>School Closes:</td><td style="text-align: right;">3.00pm</td></tr> </table> <p>Primary 1 only attend in the mornings (9.00am – 12.30pm) until September weekend holiday.</p>		School Opens:	9.00am	Interval:	10.30 – 10.45am	Lunch:	12.30 – 1.15pm	School Closes:	3.00pm						
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School Staff List

Promoted Staff and Remits

Alan Connick – Head Teacher

Overall responsibility for the running of the school
Management Issues
Pastoral care of all staff and pupils
Parental Communications
Class organisation / Staff allocation
Resourcing
School budget
Staff Development
Staff support
Pupil Support
School Policies
ePips co-ordinator

Margaret Ann McMahon – Depute Head Teacher

Pastoral care
Curriculum support
Deputising for HT as required
Student/NQT co-ordinator
Additional Support Needs co-ordinator
GIRFEC Champion
Sacramental Preparation
Support to colleagues
Staff development

Carol Boyle – Principal Teacher

Teach class as assigned – currently P7/6
Overall responsibility for Health and Wellbeing / Co-ordinator
GIRFEC Champion
1+2 Co-ordinator
Currently Mentor to NQT

Class Teachers

Primary 1	Gillian Deveney 0.8 FTE
Primary 2/1	Elaine Caldwell
Primary 2	Jacqueline Steel
Primary 3	Sharon Black
Primary 4/3	Cheryl Devlin
Primary 5/4	Erin O'Neill (NQT)
Primary 5	Paula McEwan
Primary 6	Colette Gisbey
Primary 7/6	Carol Boyle PT
Primary 7	Claire Coggins 0.8 FTE
RCCT Teacher	Lynn McGachy
RCCT Teacher	Keri McNeil
Nurture Teacher	Julie Hall
Support for Learning Teacher	Barbara McLean 0.1 FTE
	Julie Carroll 0.4 FTE

Support Staff

Pamela Watt – Senior Clerical Assistant

Pauline Devlin – Senior Clerical Assistant – Temporary

Eileen Wilson – Clerical Assistant

Eileen Harkins – Classroom Assistant

Jeanette Morrison – Classroom Assistant

Ian McLaren – Classroom Assistant

Janice Burns – Classroom Assistant

Moira Cook – Classroom Assistant

Linda Clarke – Classroom Assistant

Isabel Parker – ASN

Yvonne Lynch – ASN

Rosemary Gillen – ASN

Suzanne McAuslan – Classroom Assistant

Aileen Gilchrist – EYCO

Evelyn Daisley - EYCO

Mina Malcolm – Catering Manager

Gordon Millar – Janitor

School Calendar 2015 - 2016

ST ANDREW'S PRIMARY SCHOOL HOLIDAY LIST 2015 / 2016 - To be Confirmed

FIRST TERM 2014

Return Date for Teachers	Thursday 13 August 2015
Return Date for Pupils	Monday 17 August 2015
Schools Close	Friday 4 September 2015
September Weekend	Monday 7 September 2015
Schools Close	Friday 9 October 2015
First Mid - Term	Monday 12 October 2015 to Friday 16 October 2015 (inclusive)
Return Date for Teachers	Monday 19 October 2015
Return Date for Pupils	Tuesday 20 October 2015
Schools Close	Friday 18 December 2015
Christmas / New Year	Monday 21 December 2015 to Friday 2 January 2016 (inclusive)

SECOND TERM 2016

Return Date for Teachers & Pupils	Monday 4 January 2016
Schools Close	Friday 5 February 2016
Second Mid - Term	Monday 8 and Tuesday 9 February 2016
Return Date for Teachers	Wednesday 10 February 2016
Return Date for Pupils	Thursday 11 February 2016
Good Friday (school closed)	Friday 25 March
Easter Monday (school closed)	Monday 28 March
Schools Close	Friday 1 April 2016
Spring Break	Monday 4 April 2015 to Monday 18 April 2016 (inclusive) TBC

THIRD TERM 2015

Return Date for Teachers	Tuesday 19 April 2016
Return Date for Pupils	Tuesday 19 April 2016
May Day	Monday 2 May 2016
Schools Close	Thursday 26 May 2016 TBC
May Weekend	Friday 27 May & Monday 30 May TBC
Return Date for Teachers	Tuesday 31 May TBC
Return Date for Pupils	Wednesday 1 June TBC
Schools Close	Tuesday 28 June 2015



Enrolment



Legislation has given parents freedom regarding choice of school for their children.

It is however necessary for children to be registered for education at the school in their catchment area. Therefore parents may, if they wish, make a placing request to have their child enrolled in a school other than that which services their area. If a placing request to another school is being considered, the Head Teacher should be informed and will give the parents the necessary forms etc.

Children due to start school in August and who reside in St Andrew's catchment area, register here some time in January. A notice always appears in the Greenock Telegraph giving details of dates. Information regarding parental rights and all other matters concerning registration and enrolment will be given to parents on registration or indeed at any other time on request.

The same procedure applies to children who move into this area in the course of the session. They should be registered here but again it is open to parents to make a placing request for any other school.

Anyone wishing to enrol their children at St Andrew's Primary School, should telephone the school – 715806 – for an appointment with the Head Teacher Mr Connick.

Pupils within the catchment area of St Andrew's School who live over a mile away are entitled to free transport, please contact the education offices or the school for an application form.

Child Protection

Inverclyde Council Education Services has Child Protection Guidelines and Procedures which all schools and establishments are required to follow. Education Services work very closely with other agencies namely Police Scotland, Social Work Services, NHS Greater Glasgow and Clyde and the Children's Reporter to support children. Common responsibilities of all staff are to protect children from abuse and exploitation, to respond appropriately when abuse is identified, and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers.

2014 Winners of Jim Young Citizenship Award



Equalities

'Inverclyde Education Service is committed to ensuring that no children or members of staff or service users receive less favourable treatment on any ground including gender, race, disability, age, sexual orientation, religion or belief. We have a moral, social and legal obligation to mainstream and put equality at the heart of everything we do. We aim to promote a culture in which equality of opportunity exists for all. We are opposed to all forms of discrimination, direct or indirect, and aim to eliminate all discriminatory practices. We will ensure that, in our schools and other educational establishments, equality permeates the curriculum and underpins all our policies and practices in terms of access to education. We must ensure that all our children achieve their full potential to develop physically, emotionally and academically. Finally, we believe that equality and inclusion should be a given right, where everyone is valued and treated with respect.'



Curriculum For Excellence



The curriculum framework for all Scottish educational establishments 3 – 18, called Curriculum for Excellence, offers better educational outcomes for all young people and provides more choices and more chances for those young people who need them.

The aims of Curriculum for Excellence are that every child and young person should:

Know they are valued and will be supported to become a successful learner, an effective contributor, a confident individual and a responsible citizen;

Experience a traditionally broad Scottish curriculum that develops skills for learning, skills for life and skills for work, with a sustained focus on literacy and numeracy that encourages an active, healthy and environmentally sustainable lifestyle and builds an appreciation of Scotland and its place in the world.

The experiences and outcomes under Curriculum for Excellence are written at five levels, with progression to qualifications described under the senior phase.

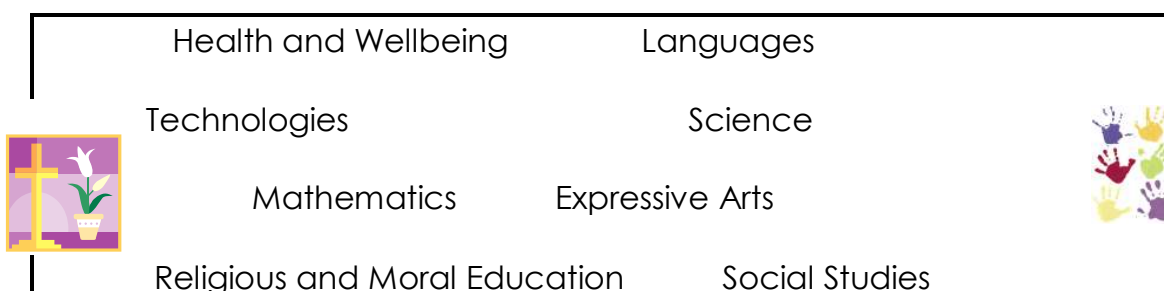
Early Level – the pre school years and P1 or later for some

First Level – to the end of P4, but earlier for some

Second Level – to the end of P7, but earlier for some

Third and Fourth – S1 to S3, but earlier for some

Senior Phase – S4 to S6 and college or other means of study



ORGANISATION OF THE CURRICULUM

The curriculum is organised under eight headings but every effort is made to link areas of the curriculum together to make learning more real and relevant.

The eight areas are: **Languages, Mathematics, Health and Well Being, Social Studies, Technologies, Expressive Art, Religious and Moral Education and Science.**

In the next few pages we have a brief description of each area.

Central to all areas of the curriculum is the methodology used by the teacher and the need to engage our pupils in their learning.

We are always looking for new, innovative ways to enhance pupil learning. A particular area of interest is outdoor learning.



Mathematics and Numeracy

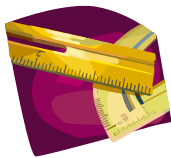
Information Handling:

- Data and analysis
- Ideas of chance and uncertainty



Number Money and Measure and Measure:

- Basic number processes
- Measure
- Patterns and Relationships



Problem Solving:

In each class, children are encouraged in this activity. A new programme of Class Problem Solving has been produced and is proving very successful.

Shape, Position and Movement:

- Properties of 2D and 3D objects
- Angle, symmetry and transformation

A variety of excellent resources are used for the teaching of Mathematics. We encourage an “active” approach to learning in all classes. Daily oral and mental maths and basic number work is fully covered and attention is given to each of the areas of Information handling; Shape, Position and Movement; number, Money and Measure and Problem Solving.

Language and Literacy

Language is at the core of thinking and at the centre of our learning. Through language our pupils gain much of their knowledge and many of their skills across the curriculum. The four main components of language are:

- Talking, Listening, Reading, Writing



The importance of **Spoken English** is emphasised in St Andrew's School.

From Primary 1 children are encouraged to develop their skills in talking and to articulate their learning.

At the early stages of reading **Jolly Phonics** is our initial phonics programme. This then progresses to **Jolly Grammar**.

A wide range of reading texts is used in all classes.

Reading for pleasure, as well as for information, is encouraged throughout the school and we have a well stocked library.



Writing

The area of Written English includes work on the techniques of language (punctuation, grammar, and spelling) which help the children to produce work which can be read and understood by others – work such as factual reports, imaginative stories, etc. We encourage the highest standards in the presentation of written work and foster the pupils' ability to express themselves in writing. All children have formal handwriting lessons.

French

The Scottish Government has launched a new initiative titled 1+2 where all Primary age pupils experience a language other than English from Primary 1. This year we have introduced all of our pupils to French – learning some basic words and phrases as well as learning about France.

Social Studies, Science and Technologies

SOCIAL STUDIES

In Social Studies pupils look at societies at different times (history) and in different places (geography). This will, for example, involve them in studying important people and events in the past, investigating transport and communication networks at home and further afield; and in looking at the ways our communities are run.

Visits to places of educational interest are arranged whenever possible to allow the children the opportunity of seeing things at first hand. The experiences are designed to encourage links with other areas of the curriculum so that learners have deeper, more enjoyable and more active experiences.

SCIENCE

The new science curriculum within Curriculum for Excellence challenges us to ensure that all children must develop a secure understanding of important scientific concepts and that their experience of science in school should kindle a lifelong interest in science.

The science outcomes have been developed into seven areas

- Planet Earth
- Energy in the Environment
- Communication
- Forces and Motion
- Life and Cells
- Materials
- Topical Science

TECHNOLOGIES

As pupils study aspects of Technology, they learn about its impact in the home, in schools, in industry and in the wider community. They should also be given the chance to use their own skills and offer solutions to design problems, using different materials and resources. Information Technology should involve pupils in, for example, using and learning about audio-visual equipment (such as CD and DVD), computers and a variety of computer 'applications'.

St Andrew's Primary has excellent ICT resources

Expressive Arts



Drama

Using movement, mime and language. Communication, creating and presenting drama activities.

Art and Design

Drawing, painting, printing, collage, modelling and sculpture, design and appreciation of art and artists. You will see example of the children's work displayed throughout the school.



Music

Exploring sound, using the voice and instruments. Creating and performing and appreciating. We encourage a love of music and the children enjoy performing at our Christmas Concert, Scottish Opera visits and many other events throughout the year.



In St Andrew's Primary School, we have ongoing programmes on each area of Expressive Arts – Art, Music and Drama. Each area has its own body of content to be skills and techniques to be learned. We encourage all our children to develop their talents and to enjoy all aspects of Expressive Arts. This encourages their creative expression and fosters recreative activities, important in times of greater opportunities for leisure. We showcase the talents of our children in our Christmas Nativity Play, Pantomime and various other occasions throughout the year.



Health and Wellbeing

We are a Health Promoting School



HEALTH & WELL BEING

Health and Wellbeing Education is an important part of the work of St Andrew's Primary. It is concerned with all aspects of mental, emotional social and physical wellbeing now and in the future.

Health and Well Being is subdivided into the following areas:

- Mental, emotional social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and Health
- Substance misuse
- Relationships, sexual health and parenthood.

Pupils are given well planned opportunities to learn about their own health and well being, relationships and health and safety in the environment. We encourage **PE and we ensure that pupils have 1.5 hours quality Physical Education per week and are working towards the 2 hour target set by the Scottish Government.**

Parents should note that pupil activities may be restricted because health and safety requirements state that jewellery of any kind must not be worn where pupils are undertaking games or physical activities. This includes jewellery worn as a result of body piercing.



Citizenship and Enterprise Education

Both of these areas have a high priority in St Andrew's School. They develop confidence and self respect in our pupils. They help pupils to develop their decision making skills. They give them opportunities to work as part of a team and to show respect for differing opinions and other cultures. Most of all they encourage pupils to be creative and enterprising in co-operating with others as part of a team, showing care and respect for others, their opinions and their cultures.

Throughout the school year, every class has many opportunities to take part in Enterprising Activities and as well as being educational, they are always great fun!

Every teacher in St Andrew's School encourages good citizenship and an enterprising attitude in the classroom and across all areas of school life.



Religious Education

National Guidelines outline areas to be studied i.e.
**CHRISTIANITY, OTHER WORLD RELIGIONS, PERSONAL
SEARCH**

In accordance with your wishes, your child is taught the doctrine, prayers and practices of the Roman Catholic Church. He/she is prepared for the reception of the Sacraments of Reconciliation, Confirmation and Holy Eucharist. With your co-operation, we encourage him/her to become a practising member of the Church and part of the parish community. The school chaplain, Father Peter McGarry visits each class on a regular basis.

At daily prayers in class, weekly school assemblies, masses in class, school and St Andrew's Church, we all come together to worship God and share our faith.
Parents are welcome to participate in school/class masses or celebrations and are informed of these by letter.

Should any parent wish to withdraw their child from this religious programme, they should contact the Head Teacher and, if necessary, special arrangements will be made.

Spiritual, Social, Moral and Cultural Values

Parents from ethnic minority religious communities 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 in any one school session and the pupil noted as an authorised absentee in the register.

Sex and Relationship education is an integral part of a school's health education programme. It focuses on the physical, emotional, moral and spiritual development of all children. Teachers are central to the delivery of sex education from Primary 1-7 and work in partnership with parents/carers and appropriate health professionals. Parents/carers will be fully informed and consulted on the content and purpose of sex and relationship education in schools, and have the opportunity to raise concerns with school staff. On an occasion where a parent/carer wishes to exercise the right to withdraw his/her child from sex and relationship education they should discuss their concerns and alternative arrangements with school staff. (as per Inverclyde Council's policy "Sexual Health and Relationship Education").

Additional Support for Learning

Every teacher has a responsibility to support the learning of all pupils in their class. The type of support offered will vary according to the needs of pupils. This includes consideration given to children who have a disability, children with social, emotional and behavioural difficulties, children with learning difficulties of a specific or general nature, children who are exceptionally able, those who demonstrate underachievement relating to gender issues, children whose learning has been interrupted through absence or illness, bilingual children who have English as an additional language, travelling children and those children whose family circumstances impact on attendance and learning.

If a parent considers that his or her child has additional support needs and wishes to make enquiries about this they should contact the head teacher.

Children with learning difficulties, for whatever reason eg prolonged absence, are given extra help by Mrs McMahon our Learning Support Co-ordinator and by Mrs McLean our Learning Support Teacher. The work covered by Mrs McMahon, Mrs McLean and Mrs Carroll follows closely with the work done by the class teacher. This supportive work is extended to suit all levels of work within each classroom.

Multi-sensory programmes of work are developed for children with specific learning difficulties. Parents are kept fully informed of such programmes of work and are invited to school to discuss their child's progress on a regular basis.

Our Learning Support Facilities are used not only for those children experiencing difficulties, but also to encourage the more able children in their work and continue to present them with challenging resources.

It is the aim of the school to ensure that all pupils reach their full potential in all areas of the school curriculum. We have teachers trained in diagnosing Irlen Syndrome which affects visual perception.

We are very lucky in St Andrew's to have a Nurture Class where we can further meet the social, emotional and behavioural needs of all our pupils.

The School Psychologist is Ms Andrea Montgomery. Children may be referred to her for a variety of reasons, but parents are always informed first.

We will always work with parents for the benefit of the child.

If a parent considers that his or her child has additional support needs and wished to make enquiries on this they should contact the Head Teacher. Our Depute Head, Mrs McMahon, co-ordinates additional support within St. Andrew's. She is available to talk to parents if they have any worries. Please feel free to phone for an appointment or drop in to arrange a chat.

Additional Support for Learning (cont.)

St. Andrew's Primary and Inverclyde Council have a number of policies and procedures which support the implementation of the Education (Additional Support for Learning) (Scotland) Act 2009.

A child or young person's needs are identified at the earliest possible stage and can be met in a number of ways, for example by adaptations to the curriculum or learning environment, as well as input from the Support for Learning Teacher and on occasion support from visiting specialists. The appropriateness of the support is determined through a process of assessment, planning and monitoring, working jointly with parents and carers, and is regularly reviewed.

Learning outcomes for children and young people with additional support needs are set out in a plan and all educational establishments hold regular review meetings with parents and carers to determine needs and the most appropriate supports. Everyone's views are equally important in order to consider what is currently working and how to determine next steps

Children and young person's needs are identified in a number of ways, and the process of assessment is an on-going, shared process with partnerships with parents and carers at the forefront. On some occasions health service staff or other partner agencies make children known to Education Services. Other additional support needs may be notified to Education Services by parents themselves or identified by one of a range of staff working closely with the child.

Some children and young people will have additional support needs arising from complex or multiple factors which require a high degree of co-ordination of support from both education and other agencies in order that their needs can be met. In these cases, the school will hold a meeting to decide whether the child or young person meets the criteria for a co-ordinated support plan. The coordinated support plan is a statutory document which ensures regular monitoring and review for those children and young people who have one.

You have the right to ask the education authority to establish whether your child needs a coordinated support plan. Your child can make this request themselves, if they are aged 16 or over. You and your child, if they want to, will attend a meeting with staff at their school. Other professionals from different agencies who may be involved in providing support for your child will also attend. If your child does not want to attend meetings or feels unable to, their views must still be sought and considered.

Inverclyde's mediation service can be accessed by contacting Angela Edwards, Head of Inclusive Education, Culture and Corporate Policy at the address below

For further advice please telephone 01475 712842

Or write to;
Education Services
105 Dalrymple Street
GREENOCK PA15 1HU

www.enquire.org.uk

www.siaa.org.uk

www.sclc.org.uk/

Homework

Homework strengthens the liaison between home and school.

Why?

Homework keeps parents informed of progress.

Homework encourages parents to help and motivate their children.

Homework is useful in reinforcing work done in school (particularly when a new skill is being taught and additional practice is required).

Homework encourages initiative (eg Topic Work).

Homework enables the parent to be seen as joint educator of the child.

Homework is valuable.

Homework Concern

Child's Name _____ **Class** _____ **Date** _____

Dear _____

I have not received your child's homework _____ times over the last _____.

I knew that you would be concerned about this. Please don't hesitate to contact the school if you wish to discuss this matter.

Yours sincerely

Regular homework is encouraged in St Andrew's Primary School as a means of reinforcing work done in school and to involve our parents in their child's school work. Teachers will inform parents of the Homework Plan for the year at the Welcome Morning/Afternoon in September and a written Homework Contract will be sent home. A variety of homework will be given. This will generally be assigned on four evenings per week. This work should not take more than 30 minutes on each evening. If Homework is not received by the teacher on a regular basis, a 'Homework Concern' letter is sent to parents to keep them informed. We always welcome your views on this. Let us know if you would like us to arrange any parent workshops to help you with any area of your child's school work.

Assessment

National Guidelines on Assessment have been issued to all schools. As part of the development plan, assessment procedures in the school are being revised in the light of these guidelines.

We use formative assessment methods in class, for example, discussing the aims of lessons with the class before the lesson and recapping on what we have achieved at the end. Teachers assess continuously throughout their time in class. Pupils can decide how well they think they have done with this:



Good/No problems Good, but could be better I need more help

Teachers take time at the end of every day to have 'Feedback Time' when the pupils can share their experiences of the day.

Parents Evenings are held in October and May. A written report on the general development of each child is sent to parents in October and May before the Parents' Evening.

Parents are welcome at all times in the school and arrangements can easily be made for parents to discuss their child's progress at any time during the school year. We really value your input and your partnership in your child's learning.

Our assessment procedures fulfil three purposes

- To diagnose areas of difficulty
- To provide reliable information on pupil progress
- To provide the basis for communicating to parents areas of strength and concern



Home and School Links

In St Andrew's Primary School we work closely with parents and value their input into school life. Parents are kept closely informed of all the activities and happenings in the school by a monthly newsletter from the Head Teacher.

We have a hard working Parent Council and Parent-Teacher Association and all associated in any way with the school are encouraged to play an active part in school life.

Welcome Afternoons are held in all classes, when parents are invited to come along and meet their child's teacher, look at the resources being used, the homework to be covered, etc. Parent's Evenings are held in October and May when parents are invited to come to the school to discuss their child's work with the class teacher.

A pre-school group is held in June. This gives the children, who will be starting school in August; the opportunity to get to know the teachers, visit the classroom etc, so he/she finds it easier to settle down when school begins. It also gives parents a chance to find out what their child will be doing in school and how best they can prepare him/her. Topics such as writing, phonics, reading, counting, the school health programme etc, are also discussed.

Parents are invited into the school regularly for workshops or to celebrate pupils' learning in topics.

Any parent who wishes to contact the school with any concern or complaint should phone on **01475 715806** to make an appointment to speak to Mr. Connick, Head Teacher or **come in to the school personally**. On such occasions we will attempt to speak to you immediately regarding your concern or complaint.

In such events we will attempt to answer your query as quickly as possible, depending on how quickly the matter can be investigated.

We appreciate your support in this process and will speak to you in person or by phone as soon as possible after the initial meeting.

Children Absent from School through Ill Health And Attendance at School

Young people of school age may be unable to attend school for a wide range of reasons including illness, accidents or long term medical conditions. In general there will be an automatic referral by the school for education outwith school after 15 days of continuous or 20 working days of intermittent absence, within a single session, for verifiable medical reasons.

Parents should inform the school by telephone every morning of an absence and provide a reason for the pupil's absence. The school will contact the pupil's main contact by text message if we have not been contacted. This contact will be made in the morning and by direct phone call early after the restart after lunch in the case of an afternoon absence. Other agencies may be contacted if no contact with the pupil's family can be achieved and if there are continuing or emerging concerns about a pupil's safety or wellbeing. On return to school parents should provide a note explaining the reasons for absence.

Parents should keep the school informed of any changes of address or home and mobile telephone numbers, both their own and those of the emergency contacts.

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child 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 absence from school to be recorded in the school register as authorised: i.e. approved by the authority and unauthorised: i.e. unexplained by the parent (truancy) or temporarily excluded from school.

The Scottish Government has provided guidance on the management of attendance and absence in Scottish schools in its publication Included, Engaged and Involved-part 1: Attendance in Scottish Schools. Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. It has been clarified that family holidays should not be recorded as authorised absence, except in exceptional domestic circumstances, where a family needs time together to recover from distress, or where a parent's employment is of a nature where school-holiday leave cannot be accommodated (e.g. armed services or emergency services). It is for local authorities and schools to judge when these circumstances apply and authorise absence, accordingly.

The categorisation of most term-time holidays as unauthorised absence has been a contentious issue for some families, many of whom are concerned at the higher cost of holidays during school holiday periods. The Scottish Government has no control over the pricing decisions of holiday companies or flight operators. Our main focus is to encourage parents and pupils to recognise the value of learning and the pitfalls of disrupting learning for the pupil, the rest of the class and the teacher.

Clearly where an absence occurs with no explanation from the parent, the absence is unauthorised. Schools investigate unexplained absence, and Education Services has the power to write to, interview or prosecute parents, or to refer pupils to the Children's Reporter, if necessary.

School and the Community

St Andrew's Primary School works closely with the local community.

We enjoy a very close working relationship with Aileymill Primary School. Our schools join together alternately in St Andrew's Church and St Ninian's Church, Larkfield for the celebration of Harvest and Christmas.

Our children take part in charity events and local sports activities. We also collect for local charities.

Pupil Groups/ Pupil Voice

We have various groups where pupils and staff work together to help develop our school. Each representative was elected through whole class elections. The groups we have at the moment are:

Pupil Council	ECO	Rights Respecting
Health	Enterprise	Fundraising
Fair Trade	Outdoor Learning	
Gardening	Communication	Junior Road Safety

Each group work with school staff and meet regularly to share ideas and suggestions.

Extra Curricular Activities

In St Andrew's School we offer a variety of lunch time and after school activities throughout the school year. At the moment we have an Athletics Club, Football Coaching, Netball Team, School Choir and Drama Group who meet at lunch-time and after school

Promoting Positive Behaviour

In order that pupils can learn in a calm environment and that learning can continue without interruption and to preserve safety in the playground and corridors, pupils are expected to conform to certain rules of behaviour

In St Andrew's Primary School, we consistently try to encourage positive attitudes and we make use of a simple merit scheme, whereby children are rewarded for good behaviour and for special effort in class.

Children are awarded with a Head Teacher's award sticker for good behaviour, work and manners.

Each staff member has a 'Good News' Book where pupils are noted for a wide number of reasons which are mentioned at our assemblies.

As you can see we positively encourage good behaviour and good manners.

If any child's behaviour gives us cause for concern, we will consult with the parents immediately.

We aim to work with our parents to ensure a happy, well disciplined working atmosphere in St Andrew's Primary School.

We are a Rights Respecting School and this encourages a positive attitude to each other and a school as a whole.





School Security

Doors

After the children come in at the 9am bell, all doors are closed. These are security doors and can only be opened from inside and can be opened easily by even the smallest child in an emergency. Anyone entering the building must use the front entrance. This door has a bell system with video and intercom at the right of the door. Please press for entrance. Stand in front of the panel to be seen on the video and to enable the staff member to talk to you through the intercom. All doors apart from the main door are "Pupil Only" doors.

Visitors' Badges

After ascertaining the identity of the parent/visitor, whether from the video or the intercom, the door lock is released for entry. All visitors must then report to the reception. If collecting children during school hours, school staff will tannoy for the child or go to collect them from class. If visiting any other area of the school, all visitors must sign in and wear a visitor's badge.

Supervision of Playgrounds

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

At Playtime and including lunchtime, the doors into the playground are open to allow children out and in with access to the toilet. All visitors are still required to come in through the front door. Adults should not walk through the playground.

There may be exceptions to the rule eg class masses, fetes, concerts. At these times the door will be open but managed by a member of staff. At Parents' Evenings, the door will be open and a member of staff will be present in the foyer.

Our aim is to make our school safe, happy and welcoming for everyone. These measures have been drawn up to keep the children, staff and visitors to our school safe. We welcome parents and visitors to our school, but ask that all pay special attention to our security procedures.

Clothing and Uniform

(Please put your child's name on his/her clothing/uniform)

Girls

- Navy skirt or pinafore.
- White blouse with tie
Or
School polo shirt
- Navy cardigan/jumper
Or
School sweat shirt
- Navy or white socks/tights
- Dark shoes
- In summer, blue checked school dresses may be worn
- Navy blazer
- In the winter, girls may wear navy school trousers



Boys

- Navy trousers
- White shirt with tie
Or
School polo shirt
- Navy jumper
Or
School sweat shirt
- Navy or white socks
- Dark shoes

P.E. Kit

Navy or white T-shirt and navy shorts.
We encourage the purchase of the school P.E. Kit.

School sweat shirts, polo shirts, P.E. kit, fleeces, pinafores and rain jackets are available from Smith's Sports Shop in Greenock. These are popular with both parents and children as they are very smart. **It is important for formal occasions that each child has a white shirt and tie.**

For reasons of health and safety at P.E. times, all children are encouraged to wear sand-shoes, the school P.E. kit – navy/white T-shirt and navy shorts – available from Smith's. Football shirts should not be worn for P.E. Jewellery should not be worn for any P.E. activities.

Clothing and Uniform Cont...

Inverclyde Policy on Uniform

Given that there is substantial parental and public approval of uniform, schools in Inverclyde are free to encourage the wearing of school uniform. In encouraging the wearing of uniform account is 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 the parents and pupils. Against this background it should be noted that it is the policy of the Education & Lifelong Learning Committee not to insist on pupils wearing uniform or having specialist items of clothing as a prerequisite of their attending and engaging in all of the activities of the curriculum.

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, or clothing made from flammable material for example shell suits in practical classes;
 - carry advertising, particularly for alcohol or tobacco;
- and could be used to inflict damage on other pupils or be used by others to do so.

In addition jewellery such as dangling earrings and large rings could cause health and safety difficulties and are unacceptable to be worn in school

Parents of children receiving one or the following benefits will normally be entitled to monetary grants for footwear and clothing for their children:

- **Income Support**
- **Income-based Job Seeker's Allowance**
- **Child Tax Credit, but not Working Tax Credit, and where income is less than £15,860 (as assessed by the Inland Revenue)**
- **an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999**
- **Any income related element of Employment and Support Allowance**
- **Parent or carer is in receipt of Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit (currently income below £6,420).**

Approval of requests for such grants made by parents in different circumstances is at the discretion of the Corporate Director Education and Social Care. Information and application forms may be obtained from schools and from Education Services, 105 Dalrymple Street, Greenock, PA15 1HU.

The council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents 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.

School Meals

A cafeteria system operates. Pupils may have hot meals or picnic snacks. All prices are set at £1.85. Children who receive free school meals may have the meal of their choice.

From January 2015 all pupils in Primary 1,2 & 3 will be entitled to a free school meal, regardless of personal/family circumstances.

It should be noted that a special diet is available to any child who requires such on medical grounds.

The pupils who bring packed lunches have their meals in the school canteen.

Children of parents in receipt of one of the following benefits are entitled to a free midday meal:

- **Income Support**
- **Income-based Job Seeker's Allowance**
- **Child Tax Credit, but not Working Tax Credit, and where income is less than £15,860 (as assessed by the Inland Revenue)**
- **an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999**
- **Any income related element of Employment and Support Allowance**
- **Parent or carer is in receipt of Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit (currently income below £6,420).**

Information and application forms for free school meals may be obtained from schools and Education Services, 105 Dalrymple Street, Greenock, PA15 1HU. In addition such children will be entitled to free milk.

It is our intention to work towards making our school a "Health Promoting School", through improved health awareness, greater opportunities for physical activity and healthier school meals and tuck shop provision.

Every effort is made to encourage children to choose their food sensibly. Primary 1-3 pupils are given free fruit once per week as part of "The Fruit for Schools" Project.

Vegetarian dishes are also available.

Breakfast Club

We have a popular breakfast club in St Andrew's School every day from 8.00-9am. Breakfast Club staff run the club and the children enjoy cereal, juice and toast followed by games and physical activity in the hall. (Our numbers are limited).

Please phone the school if you would like further details.

Transport

General

The Council has a policy of providing free transport to all primary pupils who live more than one mile 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 who consider they are eligible should obtain an application form from the school or Education Services at 105 Dalrymple Street, Greenock, PA15 1HU. These forms should be completed and returned before the end of February for those pupils 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 pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred

Pick up Points

Where free transport is provided it may be necessary for pupils 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 responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a child losing the right to free transport.

Placing Requests

Education Services does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances. In the case of under-age placing requests if the child is offered a place in his/her catchment area school, transport will be provided in accordance with Council policy stated above.

Medical and Health Care

The children have routine medical examinations at five years of age and some at eleven years of age. A questionnaire and consent form is issued by the School Nurse. Routine hygiene examinations go on each session throughout the school. There are also hearing and eyesight tests.

In the case of minor accidents at school, the child will receive attention from Mrs Parker our First Aider. Should a child become ill at school, the parent/carer is notified and asked to accompany the child home. If they are unavailable, the emergency contact (name, address and telephone number is on a child's confidential record) is notified.

If a child has an accident, arrangements similar to those above are operated. However, if the accident is of a serious nature and immediate hospital attention is required, the Head Teacher or, if necessary, an ambulance will take the child to hospital, at the same time notifying parents either at home or at work of what is happening.

ALLERGIES/PEANUT FREE ZONE

As some of our pupils are allergic to peanuts and peanut products and could suffer an anaphylactic reaction if exposed to them we ask that children do not bring peanuts/peanut products to school.

INHALERS

In accordance with the National Asthma Campaign – if your child is Asthmatic please ensure they have a spare inhaler that they can keep in their class.

SCHOOL DENTIST

The school dentist visits the school annually and indicates where treatment is necessary. Parents may choose to send their child to the school dentist or to make their own arrangements.

In St Andrew's Primary School, we endeavour to promote good health in every way possible. We have a structured programme of health education throughout the school.

If parents wish to send medicine to school with a child, a medication form with details must be completed, signed and handed in to the office. (These are available from the office). Only medicines prescribed by a doctor will be administered.

Parent Forum and Parent Council

Scottish Schools (Parental Involvement) Act 2006 led to the establishment of Parent Councils in primary, secondary and special schools. The Act recognises the vital role that parents play in supporting their children's learning. It places a duty on authorities to promote the involvement of parents in children's education and the wider life of the school. It aims to help parents to be:-

- Involved with their child's education and learning
- Welcomed as an active participant in the life of the school
- Encouraged to express their views on school education generally

Information must be provided on whether or not a Parent Council has been established and the reason(s) given for the non establishment or disestablishment of a board.

Information should be given about the members of the council. Details of where/how the Parent Forum can access minutes of meetings and constitution should be given.

Procedures for electing parent representatives should be set out.

The Parent Council, as a statutory body, has the right to information and advice on matters which affect children's education.

Parents who are involved on a regular basis in schools should undertake an enhanced disclosure through Disclosure Scotland.

Transfer to Secondary School

St Columba's High School

Pupils are normally transferred between the ages of 11½ and 12½ years, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Excellent liaison with the Head Teacher and staff of St Columba's High School ensures that the transition to secondary school is as easy as possible for the pupils.

Specific transition meetings occur in January/February for ASN pupils and in May for all Primary 7 pupils.

A successful outcome of the liaison has been the introduction of an induction period when the pupils from Primary 7 spend time in St Columba's High School in June of each year. They are introduced to the staff, get to know the building, the school rules etc. They follow a secondary timetable, thus receiving an introduction to all subjects.

Staff from St Columba's work with our pupils throughout the year and liaise with our teaching staff. We have visiting teachers who work with our P7 pupils in several areas of the curriculum eg Language, Maths and Personal and Social Development.

The Head Teacher of St Columba's High School also makes arrangements to meet the parents of these pupils in the term before they enter the school. The address of St Columba's High School is:

**St Columba's High School
Fletcher Avenue
Gourock
Tel. 715250**

Useful Addresses

Corporate Director of
Education, Communities &
Organisational Development

Patricia Cassidy
105 Dalrymple Street
PA15 1HU
Greenock
Tel. No. – 01475 712850

Head of Education

Wilma Bain
105 Dalrymple Street
Greenock
Tel No. – 01475 712824

Provost Robert Moran
Inverclyde Council
Municipal Buildings
Greenock

Councillor Terry Loughran

Convenor of Education and
lifelong Learning Committee
Municipal Buildings
Greenock

Councillors – Inverclyde South
West

Councillor Gerry Dorrian
Councillor Ciano Rebecchi
Councillor Innes Nelson

Community Learning and
Development (CLD)
1 Aberfoyle Road
PA15 3DE
Greenock
Tel No – 01475 715450

School Health Department
Greenock Health Centre
20 Duncan Street
Greenock, PA15 4LY
Tel: 501274

Free Meals & Clothing Grant
Customer Service Centre
Wallace Place
Greenock, PA15 1LZ
Tel: 712893

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 in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio.

Please note:

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.