

Eastmuir Primary School

School Handbook

2024-2025

Grow Together,

Learn Forever

**WELCOME**

to

Eastmuir Primary School

I would like to welcome you and your child to Eastmuir Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information. You are **always** welcome to discuss any aspects of school life and how you can become further involved.

I hope that this handbook gives you a glimpse of life at Eastmuir Primary. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Mr Dominic Martin

Head Teacher

**School Vision & Values**

In session 2020-2021 we re-visited, vision, values and aims with our pupils, staff and parents.

The Vision we have for our school, is represented in our motto,

**“Grow Together, Learn Forever”**

At Eastmuir, we aspire to be a nurturing, learning, community which makes education meaningful. We encourage pride in self, respect for others, and enthusiasm for learning.

We recognise that relationships, relevant and high standards are critical to successful learning and teaching.

We strive to provide consistently high quality education and care to equip our children with the necessary skills, knowledge and attributes to achieve success, form positive relationships and participate meaningfully in society.

**Our Core Values**

**Aims**

To provide a high quality, meaningful and progressive curriculum that supports each child in developing to their full potential, recognising each child’s individuality and social competences.

To provide a welcoming, nurturing and stimulating learning environment that fosters positive and healthy attitudes towards self and others.

To work in partnership with colleagues, parents and other professionals to develop skills for learning, life and work.

To acknowledge and celebrate success and achievement at all levels.

**School Information**

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

|  |
| --- |
| **Contact Details:****Eastmuir Primary School****211 Hallhill Road****GLASGOW****G33 4QL****Telephone: 0141 771 3464****Email:** **headteacher@eastmuir-pri.glasgow.sch.uk****Website:** [**www.eastmuir-pri.glasgow.sch.uk/**](http://www.eastmuir-pri.glasgow.sch.uk/)**Twitter: @eastmuir** |

**Background Information**

Eastmuir is a non-denominational school which caters for boys and girls aged 5-12 who have additional learning needs and Autistic Spectrum Disorders.

Present school roll is: 65

**School Staff**

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

Head Teacher Mr Dominic Martin

Depute Head Teacher Mrs Fiona Welsh

Principal Teacher Jenna Nisbet (0.6)

Principal Teacher Kiran Kaur

Principal Teacher Lauren Ramsay (0.4)

**Teaching Staff:**

Mrs G Kelly (0.6) Class Teacher

Mrs J Darby Class Teacher

Miss Vienna Kotlowski Class Teacher

Miss D Rodman Class Teacher

Miss C Baillie Class Teacher

Mrs S Tait Class Teacher

Mrs K Summers Class Teacher

Miss L Kelly Class Teacher

Miss O Campbell Class Teacher

Mrs M Moughal Class Teacher

Mr S Wright (0.4) PE Teacher

**Support for Learning Workers:**

Mrs C Donnelly

Ms R Stuart

Ms D Keown

Ms A McSorley

Ms T Kenna

Ms N McLaughlin

Ms K Henderson

Mrs K Gilmour
Ms C Maitland

Mrs L Kelly

Ms S Clifford

Ms S McMahon

Ms S Collins

Ms A McDonald

Mrs A Sahu

Ms J McQuarrie

Mrs C.A. McGeady (0.6)

Mrs N Mulrainey (0.6)

**Clerical Staff:**

Mrs P Blaker (0.6)

Mrs K McCaffrey (0.4)

**Janitor:**

Mr A Connolly

**Dining Hall Staff:**

Mrs M Moffat Breakfast Service

Mrs J Bow Lunchtime Service

**Enrolment**

Pupils are normally referred to the school by Psychological Services following rigorous assessment and planning for individual needs. During this process, parents and cares will be offered the opportunity to discuss their child’s additional support needs as well as the potential placement.

However, parents must enrol their child at their local mainstream school as a first step. Registration of Primary 1 children takes place in November and is advertised widely in the local press etc.

**Organisation of Classes**

Class groups are set by the management team based on the age and stage of the children as well as their additional support needs.

**The School Day**

The school day can be flexible to meet the needs of the children but will normally be:

|  |  |
| --- | --- |
| Image result for clock image 9am | Morning 9.00am - 10.30amInterval 10.30am – 10.45am 10.45am– 12.15pmLunch 12.15pm – 1.00pmAfternoon 1.00pm – 3.00pm  |

**School Holidays 2023-24**

|  |  |
| --- | --- |
| **Return date for teachers** | **Monday 12 August 2024 (IN SERVICE)****Tuesday 13 August 2024 (IN SERVICE)** |
| **Return date for pupils** | **Wednesday 14 August 2024**  |
| **September Weekend** | **Friday 27 September 2024****Monday 30 September 2024** |
| **First Mid Term** | **Monday 14 October to Friday 18 October 2024 (October week)** |
| **Christmas/New Year** | **School closes at 2.30pm on Friday 20 December 2024 returns on Monday 6 January 2025** |
| **Second mid term** | **Monday 17 February 2025****Tuesday 18 February 2025** |
| **Spring Holiday** | **School closes at 2.30pm on Friday 4 March 2025. Schools return on Tuesday 22 April 2025** |
| **May Day** | **Monday 5 May 2025** |
| **May Weekend** | **Friday 23 May and Monday 26 May 2025** |
| **School Closes** | **School Closes at 1pm on Wednesday 25 June 2025** |

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

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

**In Service Days (Children do not attend on these days)**

* **Monday 12 August 2024**
* **Tuesday 13 August 2024**
* **Friday 11 October 2024**
* **Wednesday 19 February 2025**
* **Thursday 22 May 2025**

**Pupil Absence**

Within Eastmuir Primary School good attendance is encouraged at all times and children are rewarded accordingly. Parents are asked to inform the school if their child is going to be absent. This should be done before 9.30am on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child’s absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

**Medical and Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of **all** contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office. Please include the pharmacist’s labelled instructions with the medicine.

**Appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher or phone the school and then collect them from the school office at the specified time.

**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, eg severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure, or re-opening by using letters, texts, twitter and local media etc.

**School Uniform**

The school uniform is:

* Blue or yellow polo shirt
* Royal blue school sweatshirt/cardigan
* Grey/black trousers
* Grey/black skirt

Sweatshirts, cardigans and polo shirts with the school logo are available to purchase from [www.myclothing.com](http://www.myclothing.com) It is expected that all children attending Eastmuir Primary School will adhere to this dress code.

**PE Kit**

It is important that pupils come prepared to learn and for PE. They require appropriate clothing.

**All jewellery should be removed.** Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

* Potentially encourage factions (such as football colours)
* Could cause offence (such as anti-religious symbolism or political slogans)
* Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
* Could cause damage to flooring
* Carry advertising particularly for alcohol or tobacco
* Could be used to inflict damage on other pupils

**Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child’s schoolbag for communication about home learning and specific homework tasks.

**Clothing and Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), or Child Tax Credit (with an Income of less than £16,105), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<https://www.glasgow.gov.uk/indiex.aspx?articleid=17885>

**School Meals**

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Head Teacher.

Children who prefer to bring packed lunches are accommodated in the dining hall. All children in P1-4 are entitled to a free school meal.

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**Transfer from Primary to Secondary School**

Children and young people normally transfer between the ages of 11 ½ and 12 ½,

so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of p7.

Children from our school normally transfer to:

1. Glasgow ASL Secondary School – Parkhill Secondary or Cardinal Winning Secondary
2. Other specialist provision

A Transition Planning Review takes place during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child.

Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

**Transport**

The education authority will normally provide free home to school transport for pupils who have been assessed to attend specialist school provision to meet the requirements of his/her Additional Support Needs.

Where free transport is provided, it may be necessary children to walk to the vehicle pick up point. It is the parent/carer’s responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent/carer’s responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

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Transport Coordination Centre – 0141 287 1056

**Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

  

**Data Protection**

**Use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council’s functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information is held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Education specific privacy statements can be accessed at

<https://www.glasgow.gov.uk/index.aspx?articleid=22069>

**Curriculum**

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3-18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

The curriculum is adapted at Eastmuir to suit the needs of every child and we use a variety of strategies to ensure that all children can access the curriculum.

Through the experiences we provide at Eastmuir Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.



|  |  |  |  |
| --- | --- | --- | --- |
| Expressive Arts | Health & Wellbeing | Languages | Mathematics |
| Religious & Moral | Sciences | Social Studies | Technologies |

Progress in learning is indicated through curriculum levels as detailed below

|  |  |
| --- | --- |
| **Level** | **Stage**  |
| Early | The pre school years and P1 or later |
| First | To the end of P4, but earlier or later for some |
| Second | To the end of P7, but earlier or later for some |
| Third & Fourth | S1-S3, but earlier for some  |

**Expressive Arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talents and develop their artistic skills. We have a visiting specialist teacher to develop Art and Design (see staff list).

We have, when possible, professional musicians, dancers and actors to the school to perform and do workshops. The children also visit the theatre when opportunities arise. Parents are invited regularly to the school to see their children perform.

**Health and Wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing. Several of our teachers are trained I how to teach our Sexual Health and Relationship Education Programme (SHRE). Parents wishing further information on this should contact Fiona Welsh at the school.

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society. We regularly visit the Science Centre and celebrate our learning during our annual Science Week.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions and supports the development of beliefs and values.

**Languages:** The main areas of language are listening, talking, reading and writing. Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

**Mathematics** : Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. We link with business partners wherever possible to deliver training.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Each child will also have a Wellbeing Assessment Plan, which focuses on meeting the children’s needs in relation to the wellbeing indicators: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included.





Our senior pupils participate in an annual residential trip to Blairvadach Outdoor Centre ([www.blairvadach.org.uk](http://www.blairvadach.org.uk)) where they have the opportunity to participate in activities such as hill walking, mountain biking, rock climbing, assault course and orienteering.

We encourage the use of local as well as wider community facilities. There are weekly class visits to places of interest and educational significance eg swimming, visit to local woods and museums. Pupils also go to the local shops to increase their knowledge, develop their self confidence, independence and communications skills.

Useful websites: 

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

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

**Religious Observance**

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



**Assessment and Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept and form the basis of discussion at Parents’ Evenings in November and May. An annual report is sent to parents towards the end of the school year.

If you have any concerns about your child’s progress do not hesitate to contact the school.

**Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children’s needs.

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

Further information relating to additional support needs is avilable on the Glasgow City Council website –

<https://www.glasgow.gov.uk/index.aspx?articleid=1894>

Information on the Glasgow City Councils’ Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Enquire are the Scottish Advice Service for Additional Support for Learning. For further information visit their website at [www.enquire.org.uk](http://www.enquire.org.uk)



**Safeguarding**

GIRFEC stands for ‘Getting it Right for Every Child’. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

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

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, coordinating help for the child or parents.

The Named Person will be a promoted teacher within the school your child attends. The name of the individual Named Person for your child (ren) is the Head Teacher.

Please do not hesitate to contact the school if you want to speak with your child’s Named Person.



**School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality Report. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health and wellbeing. Any parent or carer seeking a copy of the plan can contact the school office.

Our priorities for improvement are detailed in our School Improvement Plant.

This session key priorities –

1. Continue to further embed the 6 principals of nurture, focusing on the Nurture Principles 1 & 3.
2. To improve teaching, learning and assessment of numeracy across the school.
3. To continue to raise attainment in literacy with a particular focus on improving the teaching, learning and assessment of reading and writing for all learners.
4. To ensure that teachers develop a shared understanding of standards within the broad general education.

**Promoting Positive Relationships**

Children’s Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Eastmuir Primary School is to build a positive ethos that demonstrates care and respect for all.



We are proud to have achieved the Recognition of Commitment award for our work so far.

Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated at assemblies, shared on Twitter and certificates sent home to parents etc.

**Pupil Profiles**

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

**Home/School Partnership**

Education establishments, parents and the community have a shared role and responsibility to work together to educate children.

We at Eastmuir Primary School aim to encourage and empower parents to be involved in the work for school. We provide a wide range of opportunities and information to help parents/carers be active partners on behalf of their children.



**Communication with Parents**

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

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

**Class diaries –** will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

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

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

**School website/ Twitter**  - will contain a great deal of information about the school. It is a good idea to check this regularly. Please follow us on Twitter for all our latest news. <https://twitter.com/eastmuir>

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

**Meetings –** Parents and carers are welcome in the school to discuss any aspect of their child’s development and progress. To avoid disappointment, it is advisable to make an appointment.

**Parents’ Evenings** – There are two parents’ evenings per academic year when parents can discuss their child’s progress with the class teacher and view the child’s work.

**Reports -**  Two written reports will provide clear information and feedback on a child’s progress and how well she/he is doing against agreed expectations. These will be sent home twice a year.

**Emails –** We use a system called ‘Groupcall Xpressions’ which enables us to text and email parents and carers listed as the main contact.

Parents and carers are welcome at other events throughout the year eg workshops, information afternoons, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

School staff may be able to give parents advice and support with issues that may arise at home such as behaviour, toileting, sleep issues etc. Please contact us if there are any matters that we can assist you with.

**Parents Representatives**

All parents who have a child attending school are automatically members of the Parent Forum.

As a member of the Parent Forum, parents can expect:

* To receive information about the school and its activities
* To be invited to be involved in ways and times that suit them.
* For the school to work with parents to identify times and location to suit as many parents as possible.
* To be given the opportunity to express their opinion by the Parent Council on issues relating to the school and the education it provides.

**Parent Council**

We have a newly established Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. A list of current members and the Parent Council minutes will be available on request from the school office.

**Pupil Voice**

All of our children are involved in ‘Growing Good Citizens of Glasgow’. Each class has responsibility for an aspect of our work and have an opportunity to be actively involved in taking forward

* Eco School and Health Promotion
* Citizenship
* Enterprise

**Comments and Complaints**

In Eastmuir Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complains procedures are available:

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team

Customer and Business Services

Glasgow City Council

City Chambers

GLASGOW

G2 1DU

Tel: 0141 287 0900 email: customercare@glasgow.gov.uk

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

Useful addresses:

Education Services

City Chambers East

40 John Street

GLASGOW

G1 1JL

Tel: 0141 287 2000 [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Disclaimer

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

1. Before the commencement or during the course of the school year in question
2. In relation to subsequent school years