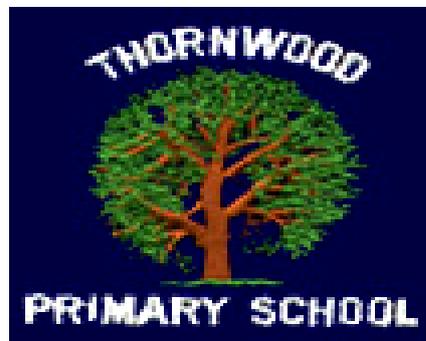


Thornwood Primary and Nursery Class

Our School Values

Respect



*Doing your
Best*

Honesty

*Good
Sportsmanship*

Kindness

School Handbook
2017/18

Dear Parent / Carer,

A very warm welcome to Thornwood Primary School and Nursery Class. Throughout your child's stay with us, it is our wish that your child is happy and successful. As you know, the early years in a child's life are the most important. During these years they will be forming attitudes towards themselves and others and learning about the world they live in. Home, family and school play important roles in laying these foundations so the working partnership that we form with you as parents and carers is very important in supporting your child throughout their learning experience.

At Thornwood, we aim to make learning stimulating, interesting and enjoyable. Children need to have a sense of achievement and satisfaction, therefore the work we provide is varied so that the children have the opportunity to achieve targets at whatever level they are working at.

Our core values are Respect, Honesty, Kindness, Good Sportsmanship and Doing your Best. We promote these values through all that we do.

We hope the following pages will give you a flavour of our school. Should any questions remain unanswered, we will be only too happy to help.

Kind Regards

Caroline E. Dunleavy
Head Teacher

School Ethos

VISION STATEMENT

At Thornwood Primary School and Nursery Class we provide a safe, caring and welcoming environment where every child and staff member will 'be the best they can be'.

Our School Aim

We aim for excellence.

Our Shared Values are

- Respect
- Good Sportsmanship
- Honesty
- Kindness
- Doing Your Best

School Information

You may wish to cut out this information and have it on your fridge, purse or work desk etc for ease of finding the numbers required.

Contact Details:

Thornwood Primary School
11 Thornwood Avenue
Glasgow G11 7QZ

Primary School
Nursery Class

TEL: 0141 334 4271
TEL: 0141 339 7445
FAX: 0141 334 6317

EMAIL: headteacher@thornwood-pri.glasgow.sch.uk

WEBSITE: www.thornwood-pri.glasgow.sch.uk

TWITTER: www.twitter.com/ThornwoodPri

Background Information:

- Co-educational school
- Non-denominational
- Stages taught: Nursery- P7
- Current Roll: Primary 224 and Nursery 40:40
- Capacity: 279

Please note that a Nursery Class Handbook is available on request from the school office or on our school web site.

School Staff

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

The leadership team is as follows:

Headteacher: Mrs Caroline E. Dunleavy

Acting Depute Head Teacher: Miss Rhone McKenzie

Principal Teacher: Vacancy

Pupil Equity Fund Acting 0.5 Principal Teacher: Mrs Amanda Archibald

Enrolment

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

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

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Organisation of Classes

The following guidelines set by the Scottish Government apply.

P1 maximum 25

P2&3 maximum 30

P4-7 maximum 33

Composite classes maximum 25

Composite classes have pupils from more than one stage.

Nurture Class

A Nurture Class is a school based educational resource which tries to meet the underlying needs of the children, to relieve their anxiety and build their self-esteem. We are very fortunate in Thornwood Primary to have a Nurture Class (The Lighthouse) with a designated teacher and Support Assistant.



Most children start school with confidence and enthusiasm, but for a number of reasons, a few do not. These children can benefit by becoming part of the Lighthouse.

While the children remain part of their own class and join in with some class activities, such as P.E, registration and assemblies, they spend each morning with the Lighthouse teacher and assistant within a small group of around 6 children or less working on their own curriculum.

This takes place within a dedicated room (The Lighthouse) that combines features of both home and school. Each child follows the mainstream curriculum at their individual pace and the class teacher and the Lighthouse teacher work together to ensure continuity for the child. Children may work with the Lighthouse for up to 4 terms, after which reintegration into the mainstream class is a priority.

Although the nurture class is a very specific way of educating children, the theories and skills that underpin it are common to the school generally. It relates closely to the values and attitudes within Thornwood Primary and has a strong link with Health and Wellbeing.

The School Day

Nursery

Morning Session: 08.30-11.40

Afternoon Session: 12.50-16.00

Primary

Morning 09.00-10.30

Interval 10.30-10.45

10.45-12.30

Lunch 12.30-13.15

Afternoon 13.15-15.00

P1 children are dismissed at lunchtime until the last Monday in August after which they will remain in school until 15.00.

School Holidays

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

<https://www.glasgow.gov.uk/index.aspx?articleid=9418>

Glasgow School Holidays

2018

January

- Thursday 4 January 2018 (Return to school)

February Mid-term break

- Monday 12 February 2018
- Tuesday 13 February 2018
- Wednesday 14 February 2018 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30pm on Thursday 29 March 2018
- Friday 30 March 2018 (Good Friday)
- Monday 2 April 2018 (Easter Monday)
- Schools return on Monday 16 April 2018

May

- Monday 7 May 2018 (May Day)
- Tuesday 8 May 2018 (In-service day)
- Friday 25 May and Monday 28 May 2018 (May Weekend)

June

- Schools close at 1pm on Tuesday 26 June 2018

Session 2018-19

August

- Monday 13 August 2018 (Return date for teachers)
- Tuesday 14 August 2018 (In-service day)
- Wednesday 15 August 2018 (Return date for pupils)

September Weekend

- Friday 21 September 2018
- Monday 24 September 2018

October

- Friday 12 October 2018 (In-service day)
- Monday 15 October to Friday 19 October 2018 (October Week)

December - Christmas and New Year

- Schools close at 2.30pm on Thursday 20 December 2018
- Schools return on Monday 7 January 2019

January

- Monday 7 January 2019 (Return to school)

February Mid-term break

- Monday 11 February 2019
- Tuesday 12 February 2019
- Wednesday 13 February 2019 (In-Service day)

April - Spring Holiday

- Schools close at 2.30pm on Friday 29 March 2019
- Schools return on Monday 15 April 2019
- Friday 19 April 2019 (Good Friday)
- Monday 22 April 2019 (Easter Monday)

May

- Monday 6 May 2019 (May Day)
- Tuesday 07 May 2019 (In-Service day)
- Friday 24 May and Monday 27 May 2019 (May Weekend)

June

- Schools close at 1pm on Friday 28 June 2019

Pupil Absence

Within Thornwood Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents/carers are asked to inform the school if their child is going to be absent. This should be done by 9.30 on the first day of absence. If a 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.

The number to call to report pupil absences is 0141 287 0039 (lines open from 8am).

Medical and Healthcare

The school nurse visits the school at various times throughout the year for routine health checks, vaccinations and medical examinations. Parents/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/Carers should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts, our website and Twitter and announcements in the press and on local radio. Please make sure you let us know if your mobile phone number changes, as this is the contact we use to relate information in extreme circumstances. Thank you.

School Uniform

At Thornwood, we strongly encourage the wearing of school dress code. Encouraging our pupils to be smart and easily identified as pupils of Thornwood Primary encourages them to feel part of the school community and contributes positively to the school ethos and school security.

We are eager to promote high standards in all aspects of school life and wish the school's dress code to reflect this. It is expected that all pupils attending Thornwood Primary School will adhere to this dress code.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Thornwood Primary Dress Code consists of:</p> <ul style="list-style-type: none">• white polo shirt with school logo• white school shirt/school tie• navy sweatshirt with school logo• grey trousers• grey skirt/pinafore• navy cardigan or jumper <p>Sweatshirts, polo shirt & ties with the school logo/colours are available for purchase/order at the school office.</p> | <p>Also available to order:</p> <ul style="list-style-type: none">• navy fleece with school logo• navy hooded sweatshirt with school logo• Thornwood badges for blazers• Thornwood book carriers |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment.

This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

Our PE kit comprises of

- Navy shorts
- White T-shirt or if possible a T- shirt in House Colour
- Gym Shoes

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- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
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Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050*), 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 school and at www.glasgow.gov.uk/index.aspx?articleid=8629

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 Headteacher.

Children who prefer to bring packed lunches are accommodated in the dining hall.

All children in P1-3 are entitled to a free school meal.

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 £16,105*) 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 at

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

Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

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:

**Hyndland Secondary School
9 Lauderdale Gardens
Glasgow G12 9RQ**

Telephone: 0141 582 0130

**Email: [headteacher @hyndland-sec.glasgow.sch.uk](mailto:headteacher@hyndland-sec.glasgow.sch.uk)
www.hyndland-sec.glasgow.sch.uk**

There is a transition programme in place which has a range of events over the P7 year.

For pupils with identified additional support needs the transition planning will begin during their P6 year to ensure that appropriate information is passed on and arrangements put in place in plenty of time.

Communication with Parents

At Thornwood 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 in to 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.

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. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

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

Emergency Contact Information

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

Data Protection – use of information about children and parents/carers

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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>

Appointments during school hours

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

Comments & Complaints

In Thornwood 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 complaints procedures are available :

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

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk

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

Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of 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.

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

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

Progress in learning is indicated through curriculum levels as detailed below.

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

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

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

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

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

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

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

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

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

Useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Religious Observance

Our school is fortunate to have a close link with the local 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 & Reporting

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

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

Pupil Profiles

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

Support for Pupils

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

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

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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

The Named Person

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 GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support 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, co-ordinating help for the child or parents.

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

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. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate

with the school in encouraging a sense of responsibility and good behaviour in their children.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

Parent Council

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

What parents/carers can do for the school

- Become a member of the Parent Council (see below)
- Attend parents nights, parental workshops, information evenings, social and fund-raising events
- Attend class presentations, concerts or debates given by the children
- Share your talents and skills as a speaker or a helper with particular activities
- Offer your time to help with educational visits, school shows, Golden Time
- Give your views and opinions on how the school can improve by completing questionnaires

Pupil Council

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

Extra-Curricular Activities

We have a wide range of activities that run between Monday – Friday to extend the learning experience. These include a variety of sports and dance. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Useful addresses:

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

Tel: 0141 287 2000

www.glasgow.gov.uk

Local Councillors

| | |
|-----------------|---------------|
| Ade Aibinu | 0141 287 5620 |
| Feargal Dalton | 0141 287 4448 |
| Maggie McTernan | 0141 287 5616 |

City Chambers
George Square
Glasgow
G2 1DU
www.glasgow.gov.uk