

Kelvindale Primary School Handbook



11 Dorchester Place
Kelvindale
Glasgow
G12 0BP
Tel: 0141 334 5005

Email: headteacher@kelvindale-pri.glasgow.sch.uk

Website: www.kelvindale-pri.glasgow.sch.uk

Twitter: [@KelvindalePS](https://twitter.com/KelvindalePS)



INTERNATIONAL EDUCATION
Excellence Award



Last updated: December 2021

Welcome

Dear Parent/ Carer,

We are happy to welcome you and your child to Kelvindale Primary School. We hope you find the information in our school handbook informative and useful.

We have a team of dedicated and talented professionals who work together to achieve:

- a nurturing school where we educate the whole child and everyone feels safe, happy, valued, respected and listened to
- a happy, stimulating, secure and effective learning environment
- the highest standard of teaching and learning by providing planned learning experiences matched to the needs of all our pupils ensuring children grow in confidence and understanding, developing skills for life

We support all our pupils; encouraging them to be happy, confident and achieving their potential. We encourage and motivate our pupils to take responsibility for, and have a positive attitude towards, their learning.

We support all our pupils to be:

- successful learners
- confident individuals
- responsible citizens
- effective contributors

We enjoy working in partnership with our parents and carers to enhance our happy learning environment. Many activities are organised throughout the school year, giving you the opportunity to meet and work with school staff.

We hope, like us, you will see our school as an integral part of the community and that you will become involved in activities and events within the school.

This handbook may not answer all your questions about the school, therefore please feel free to contact the school for an appointment to discuss matters with myself or our Depute Head Mrs Sarah Watret.

You will also find information about our school on our school website:

www.kelvindale-pri.glasgow.sch.uk.

We look forward to getting to know your child and working in partnership with you.

Best wishes,

Cillian Roulston

Mrs Cillian Roulston

Acting Head Teacher

headteacher@kelvindale-pri.glasgow.sch



Kelvindale Primary School

Vision, Values, Aims and Motto



In Kelvindale Primary School we provide a welcoming and friendly environment, which celebrates the diversity of our community.

Motto

If you believe, you can achieve

Our Vision

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction. In each of our pupils we aim to instil respect, resilience, diversity and self-belief by equipping them with a global perspective and the skills and attitudes to reflect this.

Values

The Kelvindale School Community promotes and upholds the following shared values

- Respect
- Resilience
- Diversity
- Self-belief

Aims

Our school community is guided in our sense of purpose and direction through our School aims to ...

1. Create a happy and nurturing environment
2. Foster an ethos of mutual respect
3. Ensure every child is actively engaged in their learning
4. Work together as part of the KPS community to enable children to reach their full potential.

Our aims reflect the rights of our pupils as contained in the United Nations Convention on the Rights of the Child (UNCRC)

School Information

Kelvindale Primary School is a non-denominational, co-educational school for children from Primary 1 to Primary 7. The school is situated in the Kelvindale area in the West of Glasgow and is part of the Cleveden Learning Community.

The school contact details are as follows:

Kelvindale Primary School

11 Dorchester Place

Glasgow

G12 0BP

Tel: 0141 334 5005

www.kelvindale-pri.glasgow.sch.uk

Twitter: [@KelvindalePS](https://twitter.com/KelvindalePS)

Staffing

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:

Acting Head Teacher with responsibility for Early Level (P1) Mrs Gillian Roulston

Depute Head Teacher with responsibility for First Level (P2-P4): Mrs Sheila Thompson

Depute Head Teacher with responsibility for Second Level (P5-P7): Mrs Sarah Watret

Organisation of Classes

The following guidelines set by Scottish Government apply.

P1 maximum 25

P2-3 maximum 30

P4-7 maximum 33

Composite classes maximum 25

Composite classes have pupils from more than one stage.

Please note that the working capacity of the school may vary each session dependent upon the number of pupils at each stage and the way in which classes are organised.

Classification at time of publication

P1a	P1b	P2/1	P2a	P2b	P3a	P3b	P3c
22	21	23	27	27	22	17	23

P4a	P4b	P5a	P5b	P6a	P6b	P6c	P7a	P7b
27	25	30	32	23	23	23	31	27

Total Roll: 423

The School Day

In line with national guidance, our staggered day will end on Friday 1st April 2022. This is regularly reviewed and changes made accordingly. From April 2022, our school day is as follows...

Primary 1-7 School Day (Term 4)	
Time	Details
08:00	Breakfast Club
08:45	Arrival at main or side gates
09:00	Children transition to class
10:30-10:45	Morning Interval
12:15-13:00	Primary 4-7 Lunch Break
12:30-13:15	Primary 1-3 Lunch Break
15:00	Departure

School Terms Dates Session 2021-2022

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

<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to contact the school office should they have any questions. Enrolment is now conducted online – see the link below.

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

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

Please note, that due to current government guidance, we are unable to welcome families in to the school for a tour, and this will be reviewed in March 2022.

Primary 1 Information Sessions

Families of pupils enrolled for the upcoming session will be invited to an information session in May/June. The format of this event will reflect the National guidance at that time. We will contact families closer to this time with more information. Please follow the link below to view our Nursery/Primary Transition video.

[Nursery to School Transition Video](#)

Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Medical & Healthcare

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

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

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

Emergencies

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

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

School Uniform

All pupils wear our school uniform. Our school colours are: -

- Kelvindale royal blue school sweatshirt
- Plain dark grey trousers, skirt or pinafore
- Kelvindale polo shirt or blue school shirt with tie

We are currently sourcing a new uniform provider. Please check our website for updates. We have a selection of pre-loved uniform on the rail at the Main Entrance please do take what you need.

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

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) 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/index.aspx?articleid=17885>

School meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here: [Medical Referred Diet - Information Leaflet](#). Please inform the Headteacher.

Children who prefer to bring packed lunch will dine with their peers in the dinner school.

All children in P1-4 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Transfer from Primary to Secondary

Children from Kelvindale Primary School normally transfer to Cleveden Secondary School. Cleveden Secondary is our Learning Community Secondary School. Contact details are...

Cleveden Secondary School
42 Cleveden Road
Glasgow G12 0JW
Tel: 0141 582 0060
Email: Headteacher@cleveden-sec.glasgow.sch.uk

Parent/ Carer Contact

Unfortunately, due to the pandemic, we are unable to communicate with our families in the usual ways. Instead we will be using creative and innovative ways to share your child's progress in learning.

Communication will, for the most part, take the form of one of the following:

- Open 'phone' 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 contact the school office for a telephone appointment.
- Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.
- Letters – further information which requires a response may be sent out in letter form.
- School website/Twitter – contains a great deal of information about the school. It is a good idea to check this regularly.
- Text messaging/e-mail – You may also receive text reminders/e-mails about events/school closures etc.

Emergency Contact Information

At the start of each school session, parents will be issued with an 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)/e-mail address 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 Z4-871657) 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>

School Access

Kelvindale Primary School is part of Glasgow City Councils 'Car Free School Zone' initiative. As such, only permitted vehicles are allowed to access Weymouth Drive and Dorchester Place between 0830 and 0915 and 1445 and 1530. Permitted vehicles are those displaying a blue badge or a resident's permit. Thanks for your co-operation.

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

At Kelvindale 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 or education.customercare@glasgow.gov.uk

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

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 Kelvindale 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. Our Health and Wellbeing delivery is underpinned by the PATHS (Promoting Alternative Thinking Strategies) programme.

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.

Literacy and Languages: Guided Reading sessions focus on increasing fluency and phrasing, decoding unknown words and comprehension. We develop these skills and increase reading mileage through a variety of texts and genres within our Book Banded Library.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. We use a variety of approaches when teaching mathematics, and children explore concepts through pictorial, concrete and abstract means. Children are then encouraged to apply knowledge to real-life contexts.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. Our P7 pupils have 1:1 iPads, deployed as part of Glasgow City Council's Connected Learning programme. There are shared iPads for P1-P6 pupils to access.

The Wider Curriculum

Team Partnership Working (Enterprise Education)

Each year pupils are involved in enterprise experiences; creating, presenting, organising or displaying. This provides children with the experience of teamwork, planning, decision-making and evaluating their completed project.

Eco Schools

Eco Schools is an international programme which rewards schools for working hard on environmental topics to make the world a better place. It works by involving the whole school - pupils, staff, parents and members of the local community. We have an Eco Committee with an elected representative from each class in the school.

Kelvindale Primary was awarded its first Green Flag in 2008. We have gained 5 Green Flags since then, our latest being in May 2019. We recycle paper and plastics and have grown organic vegetables in our Organic Garden at the Main Entrance to our school. We conserve energy by switching off lights when not in use. As an Eco school, we continually monitor to ensure current initiatives are maintained as well as looking for new ideas as we continue on our journey to achieve our next green flag.



Sports

We regularly take part in competitions such as Gymfest, City of Dance, Basketball, Netball & Football Tournaments, the Glasgow Schools Athletics Championships and the Glasgow Schools

Cross Country Championships. We ensure that as many pupils as possible get the chance to represent the school at these events.

Extra-Curricular Activities

Our pupils enjoy a wide and varied programme of activities before, during and after school. We are grateful for the amount of personal time teachers and parents/carers give to these extra-curricular activities and value their commitment and dedication. If you have talents to offer our children, please come forward and get involved.

We also make use of the environment to enrich and extend pupil learning. Each year, Primary 7 pupils have the opportunity to have a 'residential experience'.

Homework

Children will be given homework to reinforce work already taught in class and to help develop their study skills. Homework will usually be issued at the start of the week and should be completed throughout the week. Homework tasks are issued via SeeSaw, our online digital learning platform.

Helping with homework:

- If your child has any difficulty, or you or your child is unsure what the child has to do, please inform the class teacher.
- Resource materials used may not be familiar to you. We will be happy to explain their use to you. Please do not hesitate to ask at any time.
- Homework should normally not take any more than half an hour, unless it is research for Projects.
- Homework time is an opportunity to share experiences after a busy day. Please try to avoid stressing or unduly pressuring your child. You will probably have a good idea of when they have had enough!

After homework is completed, please encourage your children to take up hobbies and other leisure pursuits. Just as adults need to relax after a day at work, so do children after their day's work at school.

Assessment

Assessment is fundamental to the process of effective Learning and Teaching. It is continuous throughout the school session and ensures each child receives the education suited to their individual needs. Teachers assess through observation of work/ activities, pupil application of knowledge, discussion and questioning, both individually and in groups. High quality assessment promotes continuity and progression, raised attainment and a quality assurance framework.

We use assessment in a variety of ways:

- To recognise success and achievement



- To support learning
- To encourage high expectations in children
- To provide feedback to children and adults
- To provide evidence to inform next steps in learning
- To provide information to measure attainment across school

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 March. An annual report is sent to parents towards the end of each school year.

In addition to the on-going teacher assessment and tracking of children's learning we also use *Standardised Assessments* to further support our professional opinions on children's progress:

1. PI Phonological Awareness Assessment, Ready Steady Read
2. New Group Reading Test P2-P7
3. Single Word Spelling Test P2-P7
4. Progress in Maths P1-P7
5. Scottish National Standardised Assessments (SNSA) in P1, P4 and P7

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

Supporting Learning

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=1894>

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

If a child has a particular difficulty we may use an objective or diagnostic test to help plan a suitable programme of work to support the child's learning. Class teachers may access additional help or advice from the Support for Learning Teacher, Mrs Salt or our Depute

Head Teachers. Mrs Watret is the Support for Learning Co-ordinator for P5-P7 and Mrs Roulston is the Support for Learning Co-ordinator for P1-P4. Parents are always fully involved in any decisions about their child's learning. If you require additional information/ advice about how the school identifies and supports pupils with additional learning needs please contact Mrs Watret or Mrs Roulston.

Each class teacher is responsible for meeting the learning needs of every child in their class. The Additional Support Needs Co-ordinators are available to provide advice and guidance re in class strategies to support a child's learning needs/ barriers to learning. If, after implementing appropriate strategies to best support a child in class, in the teacher's professional judgement he/she believes a child may need additional support the teacher will:

1. Engage in professional dialogue about the child's learning needs with the appropriate Depute Head.
2. Complete a Support for Learning Referral Form, detailing nature of learning needs/ barriers to learning and the strategies class teacher has already implemented.
3. The DHT will then arrange to meet with class teacher to discuss the referral. This meeting will address ways to support a child e.g. further in class support strategies, in school ASL/ EAL teacher support, pupil assessment, a Support Plan, Support for Learning Worker support, outside agency referral. Arrangements would be made at this stage to meet with the child's parent/ carer to discuss the learning needs.
4. Parents/ carers will always be involved and the Additional Support Needs Co-ordinators are always available to provide advice and guidance.

GIRFEC (Getting it Right for Every Child)

We strive to 'Get it Right' for every child. Often we work in partnership with health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting it Right for Every Child means:

For children, young people and their families:

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood

- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

English as an Additional Language

To ensure all children have equal access to the curriculum, language support is provided for children where English is an Additional Language (EAL). Our EAL Teacher, Mrs Dade, supports children in the classroom or study base as appropriate for the child.

Support is offered throughout the school, as although good social communication can be achieved within 2 years in a second language, it may take up to another 7 years to achieve the necessary language skills for advanced academic purposes.

We can arrange the support of a translator for parental/ carer meetings. Please contact the school office to arrange this as required.

Equal Opportunities and Social Inclusion

Kelvindale Primary is committed to Glasgow City Council's aims for the promotion of social justice and equal opportunity for all their schools. We strive to provide education tailored to the needs of the child as an individual regardless of wealth, gender, race, faith or disability. We are particularly proud of the fact that our school successfully integrates all children and accepts them as they are.

Accessibility Strategy

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

Physical Access

The school's main building has 2 disabled parking spaces outside main entrance and ramp access at:

- entrance to main building
- from main building to playground
- entrance to infant building
- entrance to chalet and hut buildings

In the event of access becoming a requirement, the head teacher would refer any reasonable requests to Glasgow City Council.

Communication

Parent/teacher consultations, interviews and progress reviews can be undertaken by telephone where parents/carers have difficulty accessing the building. A variety of mediums will be employed, as appropriate, to ensure all parents/carers have equal access to communication with the school. Staff are made aware of accessibility issues.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC 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 Kelvindale Primary School is to build a positive ethos that demonstrates care and respect for all.

The highest standards of behaviour are expected of pupils at all times. Parents are asked to work in partnership with the school in encouraging a sense of responsibility and good behaviour in their children.

Standards of behaviour are consistently high across the school and we focus on upholding our school values, with positive and respectful relationships.

Kelvindale Primary Policy for Bullying

It is any behaviour in which an individual or group exerts power in an abusive way with the intention of demeaning, humiliating or harming another individual or group. It is normally (but not necessarily) a process that is repeated over a period of time. Many of these behaviours can also take place online, through social media or through messaging platforms. Bullying may be:

- Verbal – name calling, making abusive comments

- Social – ignoring or excluding another person
- Written – messages, texts, emails, graffiti, internet sites
- Material – damage to possessions, stealing or extortion
- Physical – assault
- Psychological – being forced to conform

What can children who are experiencing bullying behaviour do?

- Tell – it is vital that children should speak to and tell a member of staff (teacher, pupil support assistant or office staff)
- Take responsibility for what is happening to others and themselves and tell, so that help and support can be offered

What can the school do?

- Create an ethos in which bullying behaviour is unacceptable
- Create an environment where children feel comfortable to challenge racism and bullying
- Listen to and support children
- Work together with parents/carers and children
- Challenge racist language in a way that avoids making children feel defensive, and encourage reflection on the meaning and impact of what was said
- Encourage children and parents/carers to notify the school of any incidents
- Investigate, monitor, record incidents in line with GCC procedures
- Use curricular opportunities to openly discuss bullying and anti-bullying strategies
- Encourage empathy, perspective taking and provide examples to actively counter stereotypes
- Provide opportunities for the development of active citizenship skills
- Help those displaying bullying behaviour to understand and change their behaviour
- Provide staff training, pupil awareness sessions and information for parents
- Provide an adult presence during break times

What can parents/carers do?

- Work with their children to develop social skills, self-awareness and to understand the school behaviour policies
- Work together with the school to support the anti-bullying policy and positive behaviour policies
- Familiarise themselves with our anti-bullying approach through the advice leaflets or workshops

Child Care & Welfare

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the differences between appropriate and inappropriate behaviour on the part of another person, no matter who.

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

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Staff are trained annually in Child Care & Welfare procedures and follow these if they have a concern regarding the welfare or safety of any child.

- Staff report their concerns to Head Teacher (or Depute Head Teacher in Head Teacher absence)
- Concern logged
- Head Teacher, or person deputising for her, decide if there may be grounds for concern regarding the welfare or safety of any pupil
- If the Head Teacher judges there is a concern she immediately advises duty social worker at local social work services area office of the concern.
- Head Teacher follows advice from Social Work

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Parent Council

We have an active PTA and Parent Council who both represent the views of all parents. All parents are welcome to attend 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.

Standards & Quality Report 2021-22

This is will be available on the Kelvindale Primary School website or from our school office, from November 2021. This outlines our main achievements and progress from last session and our priorities for this session.

School Improvement Plan 2021-2022

Our priorities for development in our School Improvement Plan this session is on the Kelvindale Primary School website or is available from our school office.

HMIE Report May 2018

Kelvindale Primary was inspected by HMIE in May 2018. The Inspection Report, the Summarised Inspection Findings and Additional Inspection Evidence were published on the 28th August 2018. These are available on the school website and in the Inspection Reports section of the Education Scotland website.

Comments & Complaints

In Kelvindale 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 Mrs Roulston (Acting Head Teacher) in the first instance.

Glasgow City Council complaints procedures are available on the following link:

<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.

Information in this handbook is correct at time of printing. Sections may inevitably become out of date through this challenging period as new advice appears, we will keep you up to date via our communication channels.

Thank you for reading our School Handbook.
Please do not hesitate to contact me, I am always happy to help.

Gillian Roulston

Acting Head Teacher

headteacher@kelvindale-pri.glasgow.sch.uk

