

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

X formerly known as Twitter: [@KelvindalePS](https://twitter.com/KelvindalePS)



Kelvindale
Primary School



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Primary School

Last updated: September 2023

Welcome

Dear Parent/ Carer,

I would like to extend a warm welcome to your child and family, as you join the Kelvindale community. We aim to ensure that you embrace school life and quickly feel a sense of belonging within our community, contributing to its continued success. It is my hope that all of us will work together to provide a strong foundation for your child's education, based on high quality learning experiences and wider opportunities.

We have a set of shared values which we all hold dear: Kindness, Respect, Equality and Trust. The children learn how they should keep true to these values. We promote positive behaviour through these shared values. In Kelvindale Primary School the children are proud of their reputation for being kind and welcoming. We are often told by visitors that our children are well-mannered, engaging and responsible. They are a credit to their families and to our school.

Children are consulted and are given opportunities to lead school improvement. We have a range of Pupil Voice Groups. Children, staff and families are involved in identifying the priorities for school improvement.

With our work built on trust, mutual respect and positive relationships, I am confident that we can realise all that we hope to achieve, keeping children and families at the centre of all that we do.

I do hope your time with us at Kelvindale Primary School will create memorable experiences as your child embarks on new adventures of discovery, creativity and exploration.

Best wishes,

Mrs G Roulston

Mrs Cillian Roulston
Acting Head Teacher
headteacher@kelvindale-pri.glasgow.sch



Kelvindale
Primary School

Kelvindale Primary School Vision, Values and Curriculum Rationale



Kelvindale
Primary School

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

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.

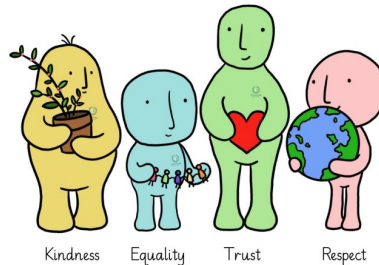
Our Vision

With a nurturing ethos and equity at the heart, we learn together to uphold our values and be all we can be.

Values

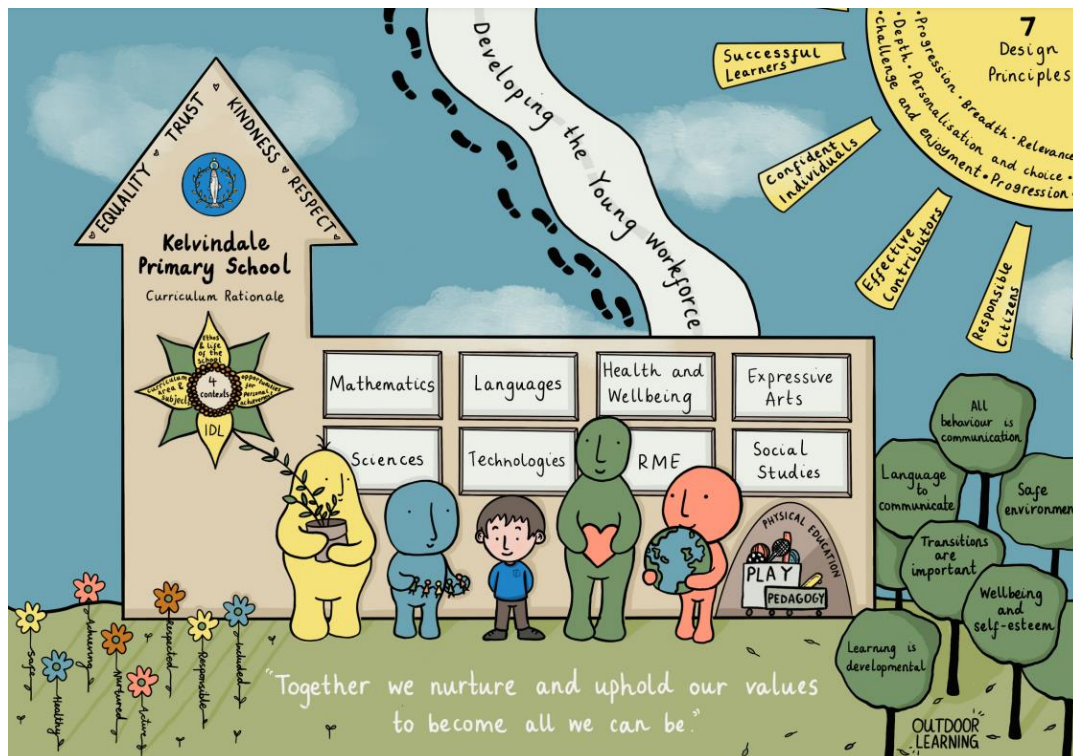
The Kelvindale School Community promotes and upholds the following shared values:

-  Kindness
-  Equality
-  Trust
-  Respect



Kindness Equality Trust Respect

Curriculum Rationale



School Information

Kelvindale Primary School is a non-denominational, co-educational school for children from Primary 1 to Primary 7. We have the pleasure of welcoming children from all over the world; 40 different languages are spoken within our culturally diverse school community. Our school is situated in the Kelvindale area in the North-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

X formerly known as Twitter: [@KelvindalePS](https://twitter.com/KelvindalePS)

Staffing

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

The leadership team is as follows:

Acting Head Teacher with responsibility for Early Level (Primary 1) Mrs Gillian Roulston

Acting Depute Head Teacher with responsibility for First Level (Primary 2 - Primary 4):

Mrs Sheila Thompson

Acting Depute Head Teacher with responsibility for Second Level (Primary 5 - Primary 7):

Mrs Debbie Lambert

Enrolment

Registration of Primary 1 children takes place in November. Prospective parents/carers are welcome to contact the school office should they have any questions. Enrolment is now conducted online, please see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Kelvindale Primary School, however their child must be enrolled online 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 Scottish Government apply:

Primary 1 maximum 25

Primary 2 – Primary 3 maximum 30

Primary 4 – Primary 7 maximum 33

Composite classes maximum 25

Composite classes have children from more than one stage.

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

Classification at time of publication

P1a	P1b	P2a	P2b	P3a	P3b	P4a	P4b
22	23	27	27	29	30	27	29

P5/4	P5a	P5b	P6a	P6b	P7a	P7b
24	24	27	25	22	24	25

Total Roll: 385

Primary 1 Information Sessions

Families of children enrolled for the upcoming session will be invited to information sessions in April, May and June. 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](#)

The School Day

Please see below for the breakdown of the School Day. As ever, we encourage our families to be punctual, as transitions are important in children's lives and they help support a positive start to the day.

The School Day	
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 – Primary 7 Lunch Break
12:30 – 13:15	Primary 1 – Primary 3 Lunch Break
15:00	Departure

Entry and Exit to School

On arrival, children should enter the school grounds via the main or side gate. Gates will open at 08:45. At the gate, your child will be greeted by a member of the Kelvindale Team, before they enter the school grounds.

On departure, all Primary 1-3 children, should be collected from the playground. The main gate, situated on Dorchester Place, and the side gate will open at 15:00. To ensure the safety of all children, parents/carers should distance themselves from the circles in the playground to allow the staff a clear view. All infant children should notify their class teacher before leaving their circle.

In the unlikely event that you are late to collect your child, please notify the School Office, and on arrival please collect your child from the Main Entrance. Please also notify the office if an adult, not listed as an emergency contact, is collecting your child.

For reasons of safety, dogs are not permitted in the school grounds.
Thank you for your cooperation to ensure the safety of our school community.

School Car Free Zone

Kelvindale Primary School is part of Glasgow City Council's 'Car Free School Zone' initiative. Only permitted vehicles are allowed to access Weymouth Drive and Dorchester Place between 08:30 and 09:15 and 14:45 and 15:30. Permitted vehicles are those displaying a blue badge or a resident's permit. Thanks for your co-operation.



We value positive relationships with our neighbouring residents. We encourage children to respect our neighbours' gardens, walk on the pavement and ask that all are mindful of respectful parking. Thank you for your cooperation in promoting respectful relationships with our wider community.

School Terms Dates Session 2023-2024

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

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

Pupil Absence

Within Kelvindale Primary School high attendance is encouraged at all times. Parents/carers are asked to advise if their child is going to be absent. This should be done as early as possible on the first day of absence.

Parents/carers or a named contact person can report their child's absence using the online form at <https://www.glasgow.gov.uk/pupilabsence> you should register with *myaccount* to access this.

Alternatively, you can phone the Pupil Absence Reporting Line on 0141 287 0039 or 0141 471 3710; the line is open between 08:00-15:30 Monday to Friday.

If the absence lasts more than one day, parents/carers are required to call on subsequent days to provide an update.

To ensure you receive the appropriate support required, parents/carers should still contact the school directly to report absences of a sensitive or personal nature, for example:

Bereavement

Serious illness, for example, an absence which is going to last more than one week

- Injury, for example, broken limb
- Contagious diseases or illness

The school uses Groupcall (add 06EC076@groupcallalert.com to your email safe senders) to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken.

Appointments during school hours

If your child has an unavoidable appointment, please inform the Pupil Absence Reporting team and then collect them from the School Office at the specified time.

A pupil's appointment absence can be reported up to 4 weeks in advance.

Medical & Healthcare

The school nurse visits at various times during 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, they may require to be sent home. Please ensure that the school is 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/carers 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 make every effort to let you know about the details of our closure or re-opening by using letters, emails, texts and the local media etc.

School Uniform

We invite all children to proudly wear their school uniform. Uniform can be purchased online or in store from our uniform supplier, Baru Clothing:
www.kitmykid.co.uk/Kelvindale-Primary

In addition, our pre-loved uniform rail is situated at the Main Entrance. To reduce landfill, please take any item/s your child needs and donate any items your child has out-grown.

Our uniform was agreed in consultation with children and parents/carers. It is expected that all children attending Kelvindale Primary School will adhere to this dress code.

Children should bring a PE kit to school on the first week of term. Kit should include shorts, (preferably blue/black), t-shirt (preferably white/blue) and gym shoes. PE kits will remain in the cloakroom and will be sent home to be laundered at the end of each term. Children should avoid wearing jewellery, as learning is often active, school is busy and PE timetables can be subject to change. For safety reasons, children are not permitted to participate in PE if wearing earrings.

Outdoor clothing should reflect the Scottish weather, unpredictable and often cold and wet. On Woodland Days children should bring a waterproof and warm footwear.

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 Lunch Hall. All children in Primary 1 – Primary 5 are entitled to a free school meal. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly.

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>

To minimise waste and to ensure that your child receives a lunch they will enjoy, parents/carers must pre-order school lunches in advance via ParentPay www.parentpay.com. This includes meals for pupils on Free Schools Meals (FSM) or Universal Free School Meals (UFSM). You will be able to order meals until 08:00 each morning or alternatively, you can order up to four weeks in advance.

ParentPay activation letters, for all new entrants, will be issued once full enrolment is complete with meal selection taking place in school until then.

If you are preparing a packed lunch for your child, **please remember we are a nut free zone.**

School Snacks

To help foster a healthy diet and support your child's focus in class, you may wish to pack a healthy snack for your child to enjoy at morning interval (10:30). When choosing a snack for your child, please remember we are a nut free zone.

Your child should bring a bottle of water to school, juice is not permitted in our learning spaces.

Transport

The education authority has a policy of providing free transport to all children 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 and young people normally transfer between the ages of 11½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. If transferring to our local secondary school, parents and carers will be informed of the school arrangements no later than December of P7. If not transferring to our learning community school, parents and carers will be informed of the school arrangements later in spring.

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
www.cleveden-sec.glasgow.sch.uk

Cleveden Secondary School staff work with our children from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents/Carers

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

- 🕒 Open Door Policy – the Senior Leadership Team is available for all parents and carers at any time, provided they are not teaching or in another meeting. Please contact the school office for an appointment
- 🕒 Seesaw – Homework guidance from your child’s class teacher will be issued via the online platform, Seesaw. A copy of your child’s Home Learning Code with step-by-step instructions to access their profile will be sent home. Please keep the code safe as you may need it in the future to add Seesaw to a new device. In the unlikely event you are unable to access your child’s account, please contact the school office.
- 🕒 Digital Newsletters – Microsoft Sway newsletters will be sent out on a regular basis to keep parents/carers informed about the work of the school
- 🕒 Letters – further information which requires a response may be sent out in letter form
- 🕒 School website/X, formerly known as Twitter – contains a great deal of information about the school; it is a good idea to check this regularly
- 🕒 Groupcall/e-mail – you may also receive text or email 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. At our Progress in Learning meetings in November and March, parents/carers can discuss their child’s progress with the class teacher and view the child’s work.

Parents/Carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. Letters and emails will keep you informed.

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.

Emergency Contact Information

At the start of each school session, parents/carers will be issued with an Annual Data Check. If you have signed up to [Parents Portal](#), you will receive an email link allowing you to access and complete it online. Alternatively, a paper copy will be provided. 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 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>

Education specific privacy statements can be accessed at:

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

Curriculum for Excellence 3-18

Curriculum for Excellence 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 Primary 1 or later

First	To the end of Primary 4, but earlier or later for some
Second	To the end of Primary 7, 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 Promoting Alternative Thinking Strategies (PATHS) programme and Relationship and Sexual Health Programme (RSHP).

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. Our Primary 5 – Primary 7 pupils have 1:1 iPads, deployed as part of Glasgow City Council's Connected Learning programme. There are shared iPads for Primary 1 – Primary 6 children to access.

Religious Observance

Our school is fortunate to have a close link with our local church, St John's Renfield Church on Beaconsfield Road. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents/Carers have the

right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents/carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any one school session.

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 learning, each child's 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.

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and next steps in learning. A variety of assessment methods are used to enable staff to pass on information to parents/carers about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Progress Evenings. An annual report is sent to parents/carers 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 judgements on children's progress:

1. Ready, Steady, Read P1
2. New Group Reading Test P2-P7
3. Single Word Spelling Test P2-P7
4. Progress Through Maths P2-P7
5. National Standardised Assessments 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 children 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>

GIRFEC (Getting it Right for Every Child)

We strive to 'Get It Right For Every Child'. Often, we work in partnership with other agencies, for example, Speech and Language, School Nurse, Social Work.

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 Khalil, 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

We value equality and equity is at the heart of all that we do. 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. [Please click here to see the link to our Equalities policy.](#)

The Wider Curriculum

Developing the Young Workforce

Each year children are involved in a range of activities and experiences relating to skills for life, learning and work. As a school, we understand the importance of developing skills as a tool for supporting our young people to thrive in an unknown and unpredictable future. Learners are encouraged to identify, discuss and profile their skills development, using the Skills Development Scotland Meta-skills framework.

Sustainability

We have an Eco Committee with an elected representative. We recycle paper and plastics and grow organic vegetables in our Organic Garden at the Main Entrance to our school. We conserve energy by switching off lights when not in use.

PEPASS (Physical Education, Physical Activity and School 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 have the opportunity to represent the school at these events.

Extra-Curricular Activities

Our children 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 learning. Each year, Primary 7 pupils have the opportunity to have a 'residential experience'. Primary 6 enjoy whole day outdoor experiences at Pinkston Watersports in Glasgow.

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. Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

School Improvement

On an annual basis, a copy of the Standards and Quality report will be shared with parents and carers. Copies from previous years will be made available upon request. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. The Standards and Quality report for 2023-2024 is available on the Kelvindale Primary School website or from our school office. This outlines our main achievements and progress from last session and our priorities for this session.

Our priorities for development are detailed in our School Improvement Plan, which is discussed with our Parent Council. It can be found on the Kelvindale Primary School website or from our school office.

[Please click here to see the link to our Standards and Quality report](#)

[Please click here to see the link to our School Improvement Plan](#)

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 Kelvindale Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.

The highest standards of behaviour are expected of children at all times. Where this is not the case, a variety of restorative approaches are used. Parents/Carers are asked to work in partnership with the school in encouraging a sense of responsibility and good choices in their children.

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

Bullying 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.

[Please click here to see the link to our Anti-Bullying policy.](#)

Child Protection

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

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

The Child Protection Co-ordinator for Kelvindale Primary School is: Mrs Gillian Roulston

The Child Protection Depute Co-ordinator for Kelvindale Primary School is: Mrs Sheila Thompson

Parent Council and PTA

We have an active Parent Council that represents the views of all parents. All parents/carers 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.

kelvindaleppc@hotmail.co.uk

Our PTA is a group of parents/carers who meet regularly to discuss events to promote our school community and fundraise to support the school. They are always looking for new members.

kelvindalepta@yahoo.com

Useful Contacts

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Connect

Connect is a national organisation that provides advice and resources for parents and carers.

www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs.

www.enquire.org.uk

Education Scotland <https://education.gov.scot/>

National Parent Forum of Scotland www.npfs.org.uk

RSHP <https://rshp.scot>

Glasgow City Council

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

Tel: 0141 287 2000
www.glasgow.gov.uk

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.

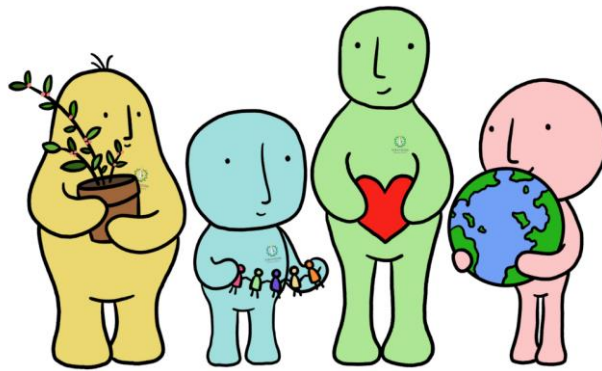
Information in this handbook is correct at time of printing.

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



Kindness

Equality

Trust

Respect

