



Holy Cross Primary School



Handbook 2015/2016



HOLY CROSS PRIMARY SCHOOL

SCHOOL VISION, VALUES AND AIMS

Our vision- Within the community of Holy Cross Primary we are engaged in the pursuit of excellent attainment and achievement for all our pupils. At the heart of our shared vision will be the provision of the highest quality of teaching and learning, the promotion of health and wellbeing and the care and welfare of all learners. The four capacities from Curriculum for Excellence underpin this vision. This provision will take place within an inclusive, nurturing, Catholic ethos where positive attitudes to diversity will continue to thrive. The fulfilment of our vision will be facilitated by partnerships with parents, Holy Cross Church, local and wider communities and other agencies.

Our values- These constitute our school's moral purpose and that which really matter to us as a community of learners.

- ✓ The Charter for Scotland's Catholic Schools inclusive of the promotion of gospel values.
- ✓ Our school motto *Curamus* which encompasses self-respect and respect for each other.
- ✓ Genuine children's voice in the life and work of the school whereby their rights are taken into consideration.
- ✓ High expectations of attainment and achievement.
- ✓ The highest levels of care and welfare.
- ✓ The highest quality learning experiences in order that children achieve their fullest potential.
- ✓ The promotion of health and wellbeing.
- ✓ Partnership working.

Our aims embrace the school's vision and values and are set out to link to our School Improvement Plan priorities.

To

- ✓ develop Sciences
- ✓ develop sustainability
- ✓ develop Holy Cross Primary as a fully nurturing school
- ✓ continue to develop Outdoor Learning
- ✓ continue to develop Planning, Assessment and Moderation
- ✓ support staff as Professional Update is implemented
- ✓ continue to foster our inclusive Catholic ethos and identity;
- ✓ make Holy Cross Primary a place to inspire and be inspired.

HOLY CROSS PRIMARY SCHOOL PRAYER

GOD OUR FATHER
HELP ME TO CARE FOR ALL THE
PUPILS IN OUR SCHOOL
BY WHAT I DO AND WHAT I SAY
HELP ME TO USE MY TALENTS
TO FILL THIS SCHOOL WITH LOVE AND HAPPINESS
GUIDE AND INSPIRE OUR TEACHERS
GRANT WISDOM AND PATIENCE TO OUR PARENTS
AND ENCOURAGE ALL OF US TO GROW IN YOUR LOVE
AMEN





Holy Cross Primary School
316 Calder Street
Glasgow G42 7NH
Telephone 0141 423 2538
Fax 0141 433 9217

Email: headteacher@holycross-pri.glasgow.sch.uk
Website: www.holycross-pri.glasgow.sch.uk

Dear Parents/Carers,

I am very pleased to take this opportunity to introduce you to our school. I hope you will always feel welcome here.

Today, you have entered a partnership in the education of your child. We will help you play a full and active role throughout your child's schooling. For our part we will try to do our best to develop in your child a sense of responsibility, a caring nature and personal achievement in all aspects of school life.

Throughout the session various activities, events and meetings will be arranged in order to involve parents/carers and the community as partners in the life of the school. Should you wish to discuss your child's progress or any other matter please do not hesitate to contact me. Parental/Carer interest is always welcome.

Yours sincerely,

Kevin Carr
Head Teacher

Glasgow City Council's Education and Learning Website
<http://www.glasgow.gov.uk/index.aspx?articleid=8597>



HOLY CROSS PRIMARY SCHOOL

Situated in Govanhill, on the south side of Glasgow, Holy Cross Primary is a denominational school, which currently caters for 509 children, with 17 classes covering all primary years from Primary 1 - Primary 7 on a co-educational basis.

The School has the capacity to cater for 599 children (parents/carers should note that the operational capacity of the school may vary, dependent upon the number of children at each stage and on the way the classes are organised).

The school is a three storey red sandstone building of the central well design, which was popular in the Edwardian era. The additional space that currently exists within the school building provides rooms for music, a reference library, an EAL base, a general purpose room and active learning rooms for infants and juniors/seniors.

OUR SCHOOL NAME

Our school is named after the Holy Cross of Jesus.

Many years after the Crucifixion, the Emperor Hadrian ordered that Calvary should be hidden away and this was done with a great terrace of stone a hundred feet long which covered the place. This meant that for hundreds of years the cross of Jesus was lost.

St. Helen, a British Princess, who became Empress of Rome through marriage, was concerned about finding the cross. At eighty years of age she went to Jerusalem to search for it and ordered that the terrace, built in the time of Hadrian, should be destroyed. Underneath, she discovered three crosses together. The Cross of Jesus was identified when a sick woman was instantly cured by touching it. Helen's son Constantine, became a Christian through his mother's example and was the first Christian Leader in the world.



SCHOOL STAFF

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

The Leadership Team is as follows:-

| | |
|---------------------|-------------------------|
| Head Teacher | Mr Kevin Carr |
| Depute Head Teacher | Mrs Claire Gray |
| Depute Head Teacher | Mrs Anne Marie McDonald |
| Principal Teacher | Mrs Sally Boyle |

ORGANISATION OF CLASSES

The following guidelines set by Scottish Government apply.

| | |
|---|------------|
| Primary 1 | Maximum 25 |
| Primary 2 & 3 | Maximum 30 |
| Primary 4 – 7 | Maximum 33 |
| Composite classes | Maximum 25 |
| Composite classes have pupils from more than one stage. | |

THE SCHOOL DAY

| | |
|------------------|-------------------------------------|
| School starts | 9.00am |
| Morning Interval | P1, P2, P4 and P7 10.30am - 10.45am |
| | P3, P5 and P6 10.45am - 11.00am |
| Lunch Interval | P1-P7 12.15pm - 1.05pm |
| Pupils dismissed | P1-P2 3.00pm |
| | P3-P7 3.05pm |



Primary 1 pupils are dismissed at 12.15pm as of the first full week in September, thereafter times as above. This year it is Monday 7 September 2015.

SCHOOL HOLIDAYS

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

www.glasgow.gov.uk/index.aspx?articleid=9418

PUPIL ATTENDANCE

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

The Head of Establishment can only authorise time off during term-time in exceptional circumstances. Exceptional circumstances include:

- short-term parental/carer placement abroad;
- family returning to its country of origin for family reasons;
- the period immediately after an illness or accident;
- a period of serious or critical illness of a close relative;
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

ENROLMENTS/NURSERY LIAISON

The enrolment of new entrants will take place during the second week in November. 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 Holy Cross Primary School but must enrol their child at their local school as a first step. Further information is available using the following

www.glasgow.gov.uk/index.aspx?articleid=8629

CHILDREN ENTERING AT OTHER STAGES

Parents/carers wishing to enrol children at other stages of the school should, in the first instance, telephone the Head Teacher to arrange an appointment to visit the school.

CURRICULUM AND ASSESSMENT

Learning Conversations are conducted by senior managers with pupils representing every class within the school. The information gathered from these meetings informs preferred learning styles and subjects to be followed within the Curriculum. Dialogue between pupils and teachers is also used to enhance pupil choice and involvement within their learning.



CURRICULUM FOR EXCELLENCE

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 Holy Cross 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.

LITERACY AND ENGLISH

Using a variety of relevant and stimulating experiences, we hope to develop in each child, confidence, competence and enjoyment in language use and positive attitudes to each other's language and literature. A variety of experiences and activities will be developed at all stages across the four main outcomes giving the children opportunities to listen, talk, read and write for a variety of purposes.



MODERN LANGUAGE

Children at the P4 to P7 stages are taught French by a member of the teaching staff, trained in this language.

NUMERACY AND MATHEMATICS

We place great emphasis on teaching our children the mathematics they will need for life. Opportunities are provided to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

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. As a health promoting school, we have allocated two hours in each class timetable for Physical Education. Structured programmes in Physical Education develop the children's abilities in gymnastics, games, fitness and athletics. Our **Nurture Class** supports children in primaries one and two with social and emotional health and wellbeing.



SOCIAL STUDIES

The development of Social Studies within Holy Cross will be mainly through an in-depth study of a particular topic or theme. Within the Social Studies, children will study People, past events and societies (History), People, place and environment (Geography) and People in society, economy and business (Modern Studies).

SCIENCES

With the Sciences, study will include Planet Earth, Forces, Electricity and Waves, Biological Systems, Materials and Topical Science.

TECHNOLOGIES

Within Technologies, children will experience a range of opportunities, including craft, design, engineering, graphics and information and communication technology. Desktops and laptop computers are in use throughout the school. The use of computers is integrated into all areas of the curriculum and all children are given the opportunity to experience their use and develop their computer skills.

EXPRESSIVE ARTS

Our Art & Design programme encourages children to express themselves by using a wide range of materials and techniques. The Music programme enables children to gain musical knowledge, understanding and skill by actively taking part in musical experiences. Children become inventors, listeners and performers. Much of the work in Drama is developed using the Glasgow City schools Drama packs.



RELIGIOUS AND MORAL EDUCATION

As a Roman Catholic school, part of each day is set aside for religious education which fosters a code for living and serves to nurture the social, moral and spiritual development of children. Our religion is essentially a way of life and not merely a subject to be studied. This therefore involves us in the community life of the parish of Holy Cross Church.

The religious programme which we use, and which encourages the involvement and co-operation of parents, is "This is Our Faith". In conjunction with parents/carers and priests the children are prepared for the Sacrament of Reconciliation, Holy Eucharist and Confirmation. Father Donnachie, our school chaplain, visits all classes in school on a regular basis.

Parents/carers who elect to send their children to Holy Cross have, in essence, opted for a Catholic education for their children. All parents/carers, however, share the right, should they wish, to make arrangements to withdraw their child(ren) from religious instruction.

The curriculum provides regular opportunities for learning beyond subject boundaries, so that children and young people can make connections between different areas of learning (interdisciplinary learning).

Through outdoor learning, pupils regularly have the chance to develop skills in all curricular areas. This development has improved standards across the curriculum, particularly in Literacy & English, Numeracy & Mathematics and Health & Wellbeing.



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.

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 |

Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens, building on Scotland's reputation for great education.

Children's achievements in these four capacities are regularly celebrated at weekly assemblies.

SUCCESSFUL LEARNERS

(enthusiastic, motivated, determined and open to new ideas)

- Use literacy, communication and numeracy skills
- Use technology for learning
- Think creatively and independently
- Learn independently and as part of a group
- Make reasoned evaluations
- Link and apply different kinds of learning in new situations

CONFIDENT INDIVIDUALS

(confident, secure and ambitious)

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self-aware
- Develop and communicate their own beliefs and views of the world
- Live as independently as they can
- Assess risk and take informed decisions
- Achieve success in different areas of activity

RESPONSIBLE CITIZENS

(respectful, committed and participative)

- Develop knowledge and understanding of the world and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Evaluate environmental, scientific and technological issues
- Develop informed, ethical views of complex issues



EFFECTIVE CONTRIBUTORS

(enterprising, resilient and self-reliant)

- Communicate in different ways and in different settings
- Work in partnership and in teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems

USEFUL WEBSITES

www.curriculumforexcellencescotland.gov.uk

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

ASSESSMENT/REPORTING

Through structured continuous assessment we are able to build up a clear picture of each child's strengths, highlight areas for development, and track progress. Assessment enables us to diagnose and remedy any difficulties which may arise and check on the effectiveness of teaching methods and resources. Since it is an integral part of teaching and learning, a child may be unaware that a specific piece of work will be selected for assessment purposes. Self and peer assessment are actively encouraged along with a range of evidence gathered to identify a child's continuous progress. The various sources of evidence are gathered and form the basis of written and verbal reports to parents/carers. Our twice yearly Parents/Carers/Pupil/Teacher meetings, held in October and April provide an opportunity to view children's work and discuss next steps with the class teacher.

An annual written report on progress in all curricular areas will be prepared by class teachers and issued to parents/carers in June.

We use Personal Learning Plans (PLPs) to further engage parents/carers and children in the learning process. Children are invited to identify targets and next steps in their learning and are supported by parents/carers and teachers. 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 our 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 buildings to address the needs of children with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing to a phone contact system to provide direct feedback to parents and carers.

Group and class teaching methods ensure that strengths and areas for development are highlighted quickly. Additional Support Needs is applicable at some time to all children and particularly those who experience difficulty or are more able. Support for learning is essentially the responsibility of the class teacher who will ensure that a suitable differentiated curriculum is planned and delivered but occasionally, after consultation with the parent/carer, we may call upon the aid of psychological services or other agencies to diagnose and help to remedy a learning difficulty.

Support is also offered to children with English as an Additional Language. Pupil Support Assistants are in post to offer additional help. A member of senior management will co-ordinate all aspects of the support programme.

(a) the authority's policy in relation to provision for additional support needs, GCC Policy-Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

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

Further information relating to Additional Support Needs is also available on the Glasgow City Council website www.glasgow.gov.uk/index.aspx?articleid=8627

Information on Glasgow City Council's Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=8642

PHYSICAL ACCESS

The school has a ramp at one entrance, double doors at all doorways and a chair/stair lift to the first floor. There are two disabled toilets on the ground floor. One for boys and one for girls.

There is no access to the second floor except by the stairs.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright

ENGLISH AS AN ADDITIONAL LANGUAGE

Support is available for pupils for whom English is an additional language and specialist staff liaise with home to provide an appropriate curriculum.

We make regular use of Glasgow City Council's Interpretation Service to strengthen communication with home and school.

COMMUNICATION

Parents/carers meetings are held in classrooms but where parents/carers cannot access this, a room is made available on the ground floor and staff will conduct the interview and ensure examples of school work will be available in that room. Parent Council meetings take place in the ground floor room.

CURRICULUM

Children who require physical support are catered for within the classroom and aids such as chairs, sloping boards, pencil grips and colour screens are available as required. PSA's are allocated to class and have responsibilities for support across the curriculum and also have a pastoral role during play activities.

Children are supported to adjust to school and make friendships through circle time strategies.

Topics are undertaken at stages in the school to help the children to be aware of the differing needs people may have.

STAFF DEVELOPMENT

All staff have access to information on a variety of conditions and disabilities. Staff who deal with particular children have the opportunity to meet with other key workers and are involved in case discussions. A member of staff has undertaken Disability Equality Training in order to in-service other members of staff.

TRANSITIONS

Arrangements to support children with additional support needs during transition phases will be tailored to the needs of the individual, involving specialist agencies where appropriate and staff from the receiving school. Enhanced transitions are provided where required. Parents/carers will be fully involved in all arrangements made for their children.

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Pupils are normally transferred between the ages of 11½ and 12½ so that they will have the opportunity to complete at least four years of secondary education. Parents and carers will be informed of the School arrangements no later than December of Primary 7.

The secondary school to which pupils normally transfer to is:

Holyrood Secondary School
100 Dixon Road
Glasgow
G42 8AU

Phone: 0141 582 0120

Email: headteacher@holyrood-sec.glasgow.sch.uk

Website: <http://www.holyrood-sec.glasgow.sch.uk/>



SCHOOL IMPROVEMENT

School development planning operates to a three year systematic cycle, based on an audit of key stakeholders and evaluation. Each year a new development plan will support the aims outlined in the three year plan. For session 2014/2015, the first year of this cycle, we are developing the following broad aims:

- Nurtured and Included
- Curriculum for Excellence – Sciences
- Sustainability

Full details of our School Improvement Plan and Standards and Quality Report are available on the school website.

Our most recent HMle report can also be found at Education Scotland:

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

PROMOTING POSITIVE BEHAVIOUR

As a school that has achieved 'Respect Me' status, it is important that we create a community in the school where you know that your child will be safe and happy. The school as a society requires rules and these must be obeyed by every child. Good behaviour is therefore very much our concern. The relationship between children and teacher is similar to that between a child and a parent/carer, requiring mutual consideration. Most cases of indiscipline can be rectified by a quiet word from the class teacher or a reprimand from the Head Teacher. We try to have a positive approach to discipline by encouraging and rewarding good behaviour with a variety of awards. The school has an Anti-Bullying Policy. We stress that any concerns regarding bullying should be reported to the Head Teacher. A copy of this policy is available in the school office or on our website: www.holycross-pri.glasgow.sch.uk.

HOME LEARNING

We believe homework must be relevant to the classroom curriculum, undertaken outwith formal teaching time and primarily be the responsibility of the learner himself/herself.

Maximum time for Homework

| | |
|-----------|-------------------------|
| P1 and P2 | 10-15 minutes per night |
| P3 | 15-20 minutes per night |
| P4 and P5 | 20-25 minutes per night |
| P6 and P7 | 30-40 minutes per night |

These are maximum times. Parents/carers are requested to stop their child(ren) if homework is not finished. Parents/carers are asked to check and sign all homework tasks.

EXTRA CURRICULAR ACTIVITIES

Session 2013/2014 was once again a most eventful and rewarding year for our children, staff and parents/carers.

Our Summer Time Talent Competition was won by Musa and Abdullah Rana.

A variety of activities through the year achieved both of its objectives, to have lots of fun and raise money for school funds. The money raised was used to subsidise events, outings and purchase classroom activity materials. A number of charities, including Mother India, Marie Curie Cancer Care and the Prince & Princess of Wales Hospice were the recipients of the children's generosity.

Our Christmas Concerts were most enjoyable. Primary 5 – 7 welcomed the students from the Royal Conservatoire of Scotland to support in the creation their performance. Other events such as our Mother's Day Service, curriculum workshops for parents/carers, St Andrew & St Patrick's Day Festivals, the Hallowe'en Parade and sports day proved very popular and were well attended.

Four of our pupils won the Glasgow City Council Euroquiz which is organised by Scottish European Educational Trust. The children went on to attend the national event at Holyrood and came seventh in the National Final.

The Senior School Choir performed very well and entertained local community groups with their fine voices.

This year we operated a number of successful after school activities including; dance, netball, badminton, running and athletics.

Our Fairtrade group were successful in renewing the school's Fairtrade status for their work in school and with the local community.

Our developments in Outdoor Learning were recognised by the Royal Horticultural Society who awarded us the Five Star Gardening School Award.

We won three awards at the Determined to Make Movies for our short film 'Welcome to Glasgow'. We scooped the 'Best Documentary', 'Best DVD Cover Design' and 'The People's Choice' awards.

Our Athletics team performed well at the Glasgow Championship and Cross Country events.

The Pupil Council participated in several events including Talk2Gether conferences.

EDUCATIONAL VISITS AND OUTINGS

Every year, we organise school outings to consolidate learning.

Last year visits included:

Paris, France

Jeely Piece Club

Pollok Country Park

Holy Cross Church

The Glasgow Science Centre

Queens Park

Rouken Glen Park

Kelvingrove Park

Bellahouston Sports Centre

Govanhill Library

Govanhill Baths

Citizen's Theatre

The Peoples Palace

Riverside Museum

Kelvingrove Art Gallery & Museum

Hunterian Museum

Scotland Street Museum

We also welcomed visits from theatre groups and musicians to undertake children workshops and perform pantomimes in school.



MEDICAL AND HEALTH CARE

The school nurse, Sister Morag Lynas, visits the school on a regular basis. Her room is on the top floor. When required, and after consultation with parents/carers, children are referred to the school doctor or relevant local clinic. Talks are given to the children in school, on subjects such as dental health, general hygiene and positive health care during class and assembly time.

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.

PUPIL VOICE

Our pupils play an active role in the life and work of the school through Pupil Voice groups. They meet every three weeks with members of teaching and support staff to develop and take forward initiatives within the school. This year we have sixteen pupil voice groups who lead developments across the school including Pupil Council, Eco, Health, International Education and Fairtrade.

They have regular opportunities to share their progress through assemblies and the Pupil Voice noticeboard.

PARENT PARTNERSHIP PROGRAMME

The school actively encourages the involvement of parents/carers in the educational development of children. Taking a supportive interest in your child's schoolwork, including learning at home, is an obvious means of demonstrating interest and sharing in the child's learning. It is important to your child's success that you value what they do at school, that you ensure that they attend regularly and on time.

Our Parent/Carer Focus Group consult with promoted staff regularly on a range of issues. A crucial part of an effective partnership is the recognition of our shared aims and for our children to recognise that school and home value one another. We seek parents/carers views on a range of matters, through questionnaires and informal discussions at parent pupil teacher events. Parents/carers play a vital role in supporting children's learning by assisting them with their Personal Learning Plans.

INFORMATION IN EMERGENCIES

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

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

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.

The Parent Council can be contacted by email:

schoolboard@holycross-pri.glasgow.sch.uk

SCHOOL UNIFORM

Our school uniform consists of:

- White shirt and school tie
- Bottle green jumper/cardigan
- Grey tailored trousers (boys and girls) or short grey trousers in good weather
- Bottle green skirt/pinafore
- Grey socks or bottle green tights
- Bottle green blazer, bottle green fleece or bottle green waterproof jacket
- Black shoes

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

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 (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 schools and at

www.glasgow.gov.uk/index.aspx?articleid=8629

SCHOOL MEALS

The Fuel Zone operates in the school dining hall from 12.15 - 1.00pm at a cost of £1.50. There is a wide selection of meat and non-meat dishes available. A three week menu is on display in the dining hall. A daily choice of hot meals, vegetarian and sandwiches are offered. Halal, Asian cooked meals are also provided. A Pick 'n' Mix Salad and Fruit Bar is freely available to children with all meals. Children may bring a packed lunch. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

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 £15,910*) 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

<http://www.glasgow.gov.uk/index.aspx?articleid=8629>

TRANSPORT

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at www.glasgow.gov.uk/index.aspx?articleid=8629

SCHOOL POLICIES

A list of school and local authority policies are available on the school website.

COMPLAINTS/CONCERNS/COMPLIMENTS

In Holy Cross 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 at www.glasgow.gov.uk/index.aspx?articleid=2896

Customer Liaison Unit
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 5384

Email: education@glasgow.gov.uk

OUT OF SCHOOL CARE

An excellent well established Out of School Care Club operates Monday - Friday from 7.30am - 9.00am and 3.00pm - 6.00pm. For further information, please contact the supervisor, Margaret Farrell, in Room 9/10 on the ground floor any time after 2.45pm or telephone 423 6359 or 07922 533 532.

USEFUL ADDRESS/WEBSITES

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
0141 287 2000

www.glasgow.gov.uk

www.curriculumforexcellencescotland.gov.uk

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

www.scotland.gov.uk/topics/education/schools/welfare/ASL

Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;

www.enquire.org.uk/publications/parents-guide

www.enquire.org.uk/what-is-additional-support-for-learning

www.enquire.org.uk/yp

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576;

<http://www.siaa.org.uk/>

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

<http://www.sclc.org.uk/>

PRIVACY STATEMENT AND DATA PROTECTION

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things, that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, 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 further information please see our full privacy statement at <http://www.glasgow.gov.uk/index.aspx?articleid=2908>

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

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years.