



# Holy Cross Primary School



## Handbook 2020/21



## HOLY CROSS PRIMARY SCHOOL

### SCHOOL VISION, VALUES AND AIMS

**Our vision-** Within the community of Holy Cross Primary we will be 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 Parish, local and wider communities and other agencies.

**Our values** constitute our school's moral purpose.

- ✓ Our school motto *Curamus* – We Care encompasses self-respect and respect for each other.
- ✓ The Charter for Scotland's Catholic Schools inclusive of the promotion of Gospel values.
- ✓ Children's voice in the life and work of the school whereby their rights are taken into consideration to facilitate change.
- ✓ The highest levels of care and welfare.
- ✓ The promotion of health and wellbeing.
- ✓ High expectations of attainment and achievement.
- ✓ 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 ensure that every child achieves the highest standards in literacy and numeracy through high quality learning and teaching.
- ✓ To raise attainment by further engaging parents as partners in their children's learning.
- ✓ To ensure that every child has a range of skills for life, preparing them to be part of the young workforce.
- ✓ To further develop the skills of all teachers in order to meet the needs of our children.
- ✓ Strive to ensure that Holy Cross Primary remains 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  
Email: [headteacher@holycross-pri.glasgow.sch.uk](mailto:headteacher@holycross-pri.glasgow.sch.uk)  
Website: [www.holycross-pri.glasgow.sch.uk](http://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/carers interest is always welcome.

Yours sincerely,

*Claire Gray*

Head Teacher

## HOLY CROSS PRIMARY SCHOOL

Situated in Govanhill, on the south side of Glasgow, Holy Cross Primary is a denominational school, which currently caters for 574 children, with 20 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.

## 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/carers will be updated on any changes as required.

The Leadership Team is as follows: -

Head Teacher	Mrs Claire Gray
Depute Head Teacher	Miss Nicola Collum
Depute Head Teacher	Mrs Karlyn Ronnie
Principal Teacher	Mrs Jordanna Baillie
Principal Teacher	Miss Julie Collins
Principal Teacher	Mrs Caroline Docherty
Principal Teacher	Miss Patricia MacCormick

## 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 1	10.30am - 10.45am
Morning Interval 2	10.45am - 11.00am
Lunch Interval P1 – P7	12.15pm - 1.05pm
Pupils dismissed P1 – P2	3.00pm
P3 – P7	3.05pm



## SCHOOL TERM DATES

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

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

## PUPIL ATTENDANCE

Within Holy Cross Primary School good attendance is encouraged at all times. Parents are asked to inform the school if their child is going to be absent. This should be done as early as possible 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 Groupcall 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. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 8.00am – 3.30pm Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website:

[www.glasgow.gov.uk/index.aspx?articleid=18832](http://www.glasgow.gov.uk/index.aspx?articleid=18832)

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

Registration of Primary 1 children takes place in November and is advertised widely in local nurseries, Holy Cross Church and in the local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrolment is now conducted online.

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

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

## CHILDREN ENTERING AT OTHER STAGES

Parents/carers wishing to enrol children at other stages of the school should complete an 'In Term Enrolment' application using the following:

<https://www.glasgow.gov.uk/article/24569/In-term-Enrolment>

## CURRICULUM AND ASSESSMENT

### 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.

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

### LITERACY AND ENGLISH

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 main outcomes giving the children opportunities to listen, talk, read and write for a variety of purposes.

## **MODERN LANGUAGES**

Children at all stages are taught French by members of the teaching staff, trained in languages.

## **NUMERACY AND MATHEMATICS**

We place great emphasis on teaching our children the numeracy and 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.

## **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 and their beliefs and values.

## **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. The use of technology is integrated into all areas of the curriculum.

## **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.

## **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.

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.

## 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. Self and peer assessment are actively encouraged along with a range of evidence gathered to identify a child’s continuous progress. Our twice-yearly Parents/Carers/Pupil/Teacher meetings 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.

## 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.

## SUPPORT FOR PUPILS

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors

which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

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

Further information relating to Additional Support Needs is also available on the Glasgow City Council website <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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

## PROMOTING POSITIVE BEHAVIOUR

At Holy Cross Primary School, 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/carers, requiring mutual consideration. 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](http://www.holycross-pri.glasgow.sch.uk).

## SCHOOL POLICIES

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

## 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.

## 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](mailto: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 2019/2020, the first year of this cycle, we are developing the following broad aims:

- Glasgow Improvement Challenge – Numeracy and Mathematics
- Maintenance of Literacy for All
- Teaching and Learning – Supporting Improvement: Promoting Enquiry
- Family Engagement
- Responsive Planning

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

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

<https://education.gov.scot/what-we-do/inspection-and-review/reports>

## MEDICAL AND HEALTH CARE

The school nurse visits the school on a regular basis. 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 month with members of teaching and support staff to develop and take forward initiatives within the school. This year we have many pupil voice groups who lead developments across the school including Pupil Council, Sustainability, Health and Wellbeing, Digital Leaders, Outdoor Learning and Sports Leaders.

They have regular opportunities to share their progress through assemblies.

## 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 request from the school office.

## 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
- Bottle green socks or tights
- Bottle green blazer, bottle green fleece or bottle green waterproof jacket
- Black shoes

## 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>

## 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>

## SCHOOL MEALS

The Fuel Zone operates in the school dining hall from 12.15pm - 1.00pm. All children in Primary 1 – 4 are entitled to a free school meal. Halal cooked meals are also provided. Children may bring a packed lunch. Special diets for children with medical requirements can be provided. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet.pdf)

Please inform the Headteacher.

If you plan to send your child/children to breakfast club, you should inform 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 from schools and at

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

## 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

<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

email: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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

## OUT OF SCHOOL CARE

An excellent well established Out of School Care Club operates Monday - Friday between 3.00pm - 6.00pm. For further information, please contact the manager, Emmajayne Farrell, in Room 9/10 on the ground floor any time after 2.45pm or telephone 0141 423 6359.

## USEFUL CONTACTS

### Parentzone Scotland

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, 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](http://www.connect.scot)

### Enquire Scotland

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

<https://enquire.org.uk/>

### Glasgow City Council

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

0141 287 2000

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

## 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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the

General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see

[www.glasgow.gov.uk/index.apsx?articleid=18010](http://www.glasgow.gov.uk/index.apsx?articleid=18010)

Education specific privacy statements can be accessed at:

[www.glasgow.gov.uk/index.apsx?articleid=22069](http://www.glasgow.gov.uk/index.apsx?articleid=22069)