

School Handbook

Mount Vernon Primary School



Headteacher: Gayle Clarkson

80 Criffell Road
Mount Vernon
Glasgow
G32 9JQ

0141 778 9616
www.mountvernon-pri.glasgow.sch.uk
Twitter: @mvpglasgow

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Mount Vernon Primary School Handbook



WELCOME!

Dear Parents and Carers,

We are happy to welcome you and your child to our school. The next seven years are very important and we are looking forward to sharing this time with you. We hope you will find Mount Vernon Primary School a warm and caring place where everyone can reach their full potential. This handbook has been written with you in mind. It aims to provide a rich source of information on every aspect of school life.

At Mount Vernon we wish to promote in children a positive attitude to work, self, others and the environment. We will provide a high-quality service and wish to work in close partnership with you in preparing your child to be a successful learner, confident individual, responsible citizen and effective contributor.

Many activities are organised throughout the school year, giving parents the opportunity to meet and work with the staff of the school. We look forward to seeing you at various occasions during the session.

The teaching and support staff are incredibly hardworking and talented professionals. We put children and young people first and greatly value our relationships with them. It is vital that children are happy, safe and achieving their potential.

Please feel free to make an appointment to speak with me or my Depute Head, Victoria Collins, if you have any worries or concerns about your child's progress or welfare. We will be happy to help at any point in the year and can be contacted through the main office or by e-mail.

I am incredibly proud of our school and hope that you and your child will be too.

Kindest regards,

Gayle Clarkson
Head Teacher

School Ethos: Our vision, values and aims

At Mount Vernon Primary we value:

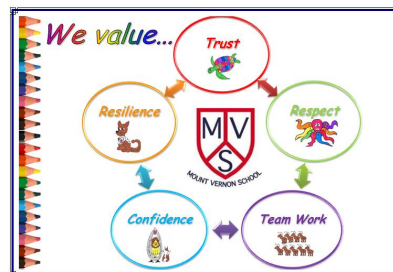
- ▶ Respect
- ▶ Confidence
- ▶ Team Work
- ▶ Resilience
- ▶ Trust

We value:

- ▶ working together and trusting one another
- ▶ respecting ourselves and each other
- ▶ being confident and resilient

We will:

- ▶ strive to create an ethos in which everyone feels valued, supported and inspired to reach their full potential.
- ▶ work together to develop, motivate and inspire happy, healthy, confident individuals.
- ▶ work in partnership to develop the skills vital for our children to lead fulfilling and productive lives.



As a school we embrace the principle that young people have rights as laid out in the Children's Charter for Young People in Glasgow's Educational Establishments. It is essential that children who attend Mount Vernon Primary School are safe, healthy and well cared for.

We aspire to provide the highest quality of learning and teaching in order to ensure that all children and young people achieve their full potential.

School Information

Name:

Mount Vernon Primary School

Address:

80 Criffell Road
Mount Vernon
Glasgow
G32 9JQ

Tel:

0141 778 9616

Fax:

0141 778 5583

Email:

headteacher@mountvernon-pri.glasgow.sch.uk

Website:

www.mountvernon-pri.glasgow.sch.uk

- Co-educational school
- Non-denominational
- Stages covered: P1-P7
- Total Roll: 295
- Capacity: 348



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School Staff

A full list of school staff is available on the school app and will be updated as required. The leadership team is as follows:

| | |
|------------------------------|---|
| <u>Head Teacher:</u> | Mrs. Gayle Clarkson |
| <u>Depute Head Teacher :</u> | Mrs. Lindsey Cullen (Acting) |
| <u>Principal Teachers:</u> | Mrs. Heather McDonald Mrs. Colette Kelly Mr. Michael Hopgood (Acting) |

School Information: School Hours

Primary P.1-P.7

| | | |
|-----------|----------------|----------------------------|
| Morning | Starting time: | 9.00am |
| | Interval: | Between 10.00am to 10.45am |
| | Lunch break: | Between 11.45am to 1.00pm |
| Afternoon | Starting time: | Between 12.30pm to 1.15pm |
| | Dismissal: | 3.00pm |

Due to current restrictions we have staggered break and lunchtimes. These are unique to each class.

We have a breakfast club in our cafeteria which offers breakfast to all pupils between the times of 8.00am – 8.45am. This costs £2.00 per day.

School Calendar

Details of school term dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

School Information: Communication

Keeping up-to-date

Each week the Head Teacher sends an e-mail containing the diary for the week ahead.

We also have the facility to send text messages to parental contacts. It is very important that you ensure this your mobile phone number is kept up-to-date. In the event of the school being closed due to an emergency you will be contacted by text.

Our school app contains a great deal of information. We do not send home anything by school bag post, unless it requires a signature. All newsletters and flyers are on our school app.

Home Learning and Reading Records

The children all have a Home Learning jotters for Literacy and Numeracy and P1-4 children also have a Reading Record. These are to allow children to complete home learning work at home. All Home Learning tasks are uploaded onto Seesaw to prevent items travelling to and



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from home and school. Seesaw will give you clear guidance on the home learning tasks classes are to undertake. Please sign the jotter and feel free to add your own comments before uploading onto Seesaw. All Home Learning should be completed by a Friday.

Termly Information

At the start of each term you will receive a leaflet about the learning your child will be undertaking in the coming term. This leaflet has information about the CORE curricular areas as well as interesting information about Curriculum for Excellence. These leaflets are available on our school app.

If your child is absent, late or they have an appointment

If your child is going to be absent on any school day or is going to be late please contact the Absence Reporting Line to report this. They will update the school. The line is open between 8am and 3.30pm. Alternatively you can use the online form on the Glasgow City Council website:

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

The teachers take a register at 9.00am. At 9.15am a member of the clerical team visits each class and lets teachers know who has called in. If there is any child absent and we do not have a record of their absence we will call you immediately. If your child arrives shortly after 9.00am they should come through the main door. They will be met by a Support for Learning Worker who will take them into the main office to sign the 'Late Book' and then escort them to class. This way we can ensure that they are safe.

Enrolment & Transition to Secondary School

New entrants

When your child is ready to begin school for the first time, you should make an online enrolment. Primary 1 registration takes place during November. The local authority will make an announcement in the press giving specific dates. Also look out for our own school literature in your child's nursery or playgroup. Further information is available using the following link:

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

Catchment or Placing Request?

If you are unsure which school is your catchment school please visit Glasgow Online at <https://www.glasgow.gov.uk/index.aspx?articleid=18426> for further information. You have the right to make a placing request for your child to attend a school of your choosing. Information on how to go about this can be found at:

<https://www.glasgow.gov.uk/index.aspx?articleid=18205>

Transfer to Secondary School

The associated secondary school for Mount Vernon Primary School is Bannerman High School. A three day visit is scheduled for June of each year. Pupils who need additional support can join the enhanced transition programme

The contact details for Bannerman High School are:

Ms. Sheonaid Black Head Teacher

Bannerman High School

Glasgow Road

G69 7NS

0141 582 0020

www.bannermanhigh.glasgow.sch.uk

School Policies and Practical Information: Medical and first aid



Routine medical examinations are carried out at various intervals, usually in Primary 1 and 7. Parents who are requested to be present are given notification of when the examination is to take place. Dental inspections are carried out annually and treatment, where necessary, is communicated.

Our own First Aiders are always on hand for minor ailments and first aid. Mrs. Lindsey Cullen ADHT is a trained first aider.

If your child has a medical need

It is particularly important that the school be informed of any child who may have particular medical requirements.

Pupils who require long term medication such as an asthma inhaler or anti-histamine medication are able to keep this medication in school. Their parent/carer must visit the main office and complete an 'Administration of Medicines' form giving permission for medication to be stored and administered in school. Children will have their own medicine box with their photograph clearly displayed on the outside.

Bumps, bruises and falls

These will be dealt with promptly and professionally by our first aiders. We will only contact you if we feel your child may require further care. Otherwise we will give them an 'I've had a bump' sticker.

Feeling unwell

If your child is unwell and we feel that they are unfit to continue with their day at school we will contact you to make arrangements for them to be collected.

Emergencies

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

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

Parental Involvement: The Parent Council

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. All parents/carers are automatically members of the Parent Forum for their school.

Parent Council






The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children and young people at the school. Parent Councils



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are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. A Parent Council could get involved in:

-  *Supporting the work of the school;*
-  *Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;*
-  *Promoting contact between the school, parents/carers, children and young people and the local community;*
-  *Fundraising;*
-  *Involvement in the appointment of senior school staff.*

As a statutory body, the Parent Council has the right to information and advice on matters which affect children and young people's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. Each school's Parent Council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role

Membership of the Parent Council





In Mount Vernon Primary the Parent Council:

-  Will have a minimum membership of five parents/carers of children attending the school. The maximum membership is twelve
-  In the event of the number of volunteers exceeding the number of places set out in the constitution there will be a ballot of the Parent Forum
-  Will meet at least once a term



The Head Teacher has a right and a duty to attend the Parent Council meetings but does not have the right to vote. Should you wish to contact the Parent Council please do so through the Chair Person, Mrs. Lorna Mackechnie.

Parental Involvement: Home Learning

Home Learning is valuable for many reasons, including:

-  *It allows pupils to develop the practice of working independently*
-  *It can involve parents and others in the work of the school to their mutual benefit*
-  *It can allow valuable practise of skills learned in the classroom*
-  *It provides a daily link between home and school*




In P1-P7 homework is given out once a week with the week's homework being set on that day:


-  *2 numeracy activities – 1 written and 1 active task, perhaps Sumdog activities.*
-  *2 literacy activities - weekly spelling words and reading pages*

This means there is an element of flexibility should your family have other commitments on a particular evening.

Tasks set will be in line with the ability of the pupil. Home Learning will not be set for school holidays, nor will it be set if a pupil is taken out of school during term time for a holiday. Home Learning missed due to absence will not normally require to be completed.

Time taken for home learning:

-  *In P.1-3 homework should not exceed 10 minutes per night*
-  *In P.4-5 homework should not exceed 20 minutes per night*
-  *In P.6-7 homework should not exceed 30 minutes per night*

 It should be noted that these are maximum times

Promoting Positive Behaviour

We follow a positive approach to behaviour management where we reward those children who work hard and display positive behaviour; instead of punishing those who do not always keep the rules.

Promoting positive behaviour looks like:

- Calm, consistent approaches in class, assemblies and playground from all staff
- First attention for best conduct so teachers and support staff would notice when children do something good and record this.
- Relentless routines – children would come in quietly and be welcomed into class by their teacher using their name, possibly shaking their hands – making them feel valued.
- A consistent approach using the same script in every class if a child is disrupting learning.

There would be several actions to follow up misbehaviour which might be a restorative conversation, work sent home, a text to alert parents or intervention by the Senior Leadership Team.

Teachers would still send children to the Senior Leadership to manage behaviour if there has been bullying, aggression, racism, abuse, swearing or violence. These matters are considered very seriously and this won't change.

Our Pupils' Voices

This section has been written by some of our Primary 7 and Primary 1 pupils.

This is our school.



All our staff and teachers are caring and loving to all the children in the school.



This is our uniform. It is grey, blue and silver. The P.7 pupils wear a tartan tie made from our school tartan!



Our Head Teacher



Our Deputy Head

Our school is a friendly, joyful place where you can enjoy your school's life.



Your teacher will help you.



This is Millie. The wee ones can cuddle her if they are upset.



If you have a worry we have lots of different ways to help you. You can have a Bubble Time with your teacher or speak to Mrs. Clarkson or Mrs Cullen in the cafeteria or playground.



The Pupil Council are a strong team who work together to make our school a wonderful place.

Every year in every class we vote for a Pupil Council representative who goes to the meetings.

They help you with your worries, complaints or suggestions to make our school stronger!

The ECO Committee helps all the children in our school participate in lots of fun ECO lessons and activities like recycling and growing food.



The P.6 Playground Pals help you meet new friends and play all sorts of different games at playtime.



If you're in P.1 your P.7 Buddy will help you when you start school. They will show you round and tell you what things you have to do.

J.R.S.O. stands for Junior Road Safety Officer. They give us advice about road safety at assemblies.



The P.6 Reading Buddies visit Centre Playgroup every Friday and read stories to the children



Going to school is cool!



Team work, resilience, confidence, trust, respect

Our Values

Our values are really important. They remind us about the kind of people we want to be and the kind of school we want to belong to.



The Curriculum

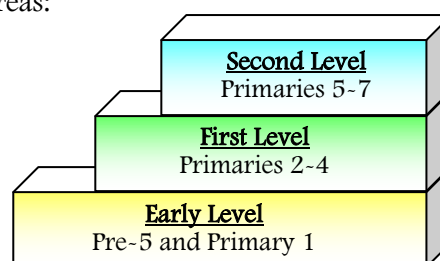
The Curriculum: Curriculum for Excellence

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Within Curriculum for Excellence there are 8 curricular areas:

-  Literacy and English
-  Numeracy and Mathematics
-  Health and Wellbeing
-  Social Studies
-  Sciences
-  Technologies
-  Expressive Arts
-  Religious and Moral Education



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.

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

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

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

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

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

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

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

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

Useful websites

Education Scotland www.education.gov.scot







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

The Curriculum: Assessment

Assessment is a way of collecting information allowing teachers, pupils and staff to measure pupil progress.

Assessment in Mount Vernon Primary is integrated into the planning process: in the teaching; in summarising success and progress and in providing useful feedback. Assessment measures the success of learning, teaching and pupil achievement and informs the next steps for learning. It is continuous throughout the year and is important in ensuring that each child receives the education suited to his/her own individual needs. The teachers assess through observation of normal daily work and regular group and individual tasks and activities.

We aim to use assessment in many ways:


-  To recognise success and achievement
-  To support learning
-  To provide feedback to pupils and parents
-  To encourage high expectations of all pupils
-  To provide information to measure attainment throughout the school
-  To provide evidence to inform the next steps in learning



Assessment is on-going throughout the year in all areas of the curriculum. Every pupil has a 'Learning Log' in which they record their new learning throughout the week. They reflect upon their successes and achievements. At the end of the term they complete their Learning Log Termly Review. This picks out key areas of success and allows them to include evidence of their learning. This 'Learning Journey' follows them throughout their time at primary school and shows his/her progression from Primary 1 through to Primary 7. Each parents' evening you will be asked to comment on your child's progress as part of this process.

As well as devising assessments and tracking your child's progress on a day-to-day and termly basis we also have four different standardised tests which we use to further support our professional opinions about children's progress. We use:

 *Single Word Spelling Test*

 *STAR Maths*

 *STAR Reader*

Children are tested in Primary 1, 4 & 7 and their progress plotted on an individual graph. You are able to examine your child's tests and discuss their strengths and next steps at any time. Please make an appointment to speak to the Head Teacher or Depute Head Teacher.

Should you be concerned about your child's progress, please do not hesitate to contact the school at any point throughout the year.

The level your child is working at will be reported to you in his/her school report from the teacher. Your child should be aware of the level they are working at and their next steps in learning.



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The Curriculum: Reporting to parents and carers

You can make an appointment to view your child's work, meet their teacher or meet the Head Teacher and Depute Head Teacher at any point throughout the year. There are also several formal opportunities planned when you may speak to your child's teacher:

| | |
|----------|---|
| November | Interim Report & interview by appointment |
| March | Interview by appointment |
| June | Annual Progress Report & interview on request |

Before the first formal opportunity in November you will receive your child's short Interim Report.

In Primary 7 we encourage children to join the family at the Parents' Evening meeting. This gives them the opportunity to contribute to the discussion.

Please note, at this time due to restrictions around Covid-19, there will be no parents' evenings held.

Support for Pupils

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 suffering 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 educational 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.

Support for Pupils: Additional Support Needs @ Mount Vernon Primary

Lindsey Cullen ADHT has responsibility for Additional Support Needs and Additional Support for Learning. As a school we seek to get to know your child's strengths in learning as soon as they arrive. If they are a new entrant we meet your child prior to them starting school at the three pre-entrant afternoons. This gives us the opportunity to meet them, get to know their personalities and assess their strengths. On the first day you will be asked to complete a short booklet about your child letting us know lots of details about them: from their favourite games to the name of the family pet. We want to form a rounded picture of your child as an individual. Transition records from nursery also help us get to know the children and school staff make every effort to visit each child at their nursery.

Children learn at different paces throughout their school careers and sometimes a small amount of additional support is all that is required to help them master a new concept. Teaching staff are very skilled in supporting children's learning in the classroom. Sometimes it may be possible that there is another teacher available to work with a small group within the class to support them on aspects of their learning. At other times a Pupil Support Assistant will be made available to help them with their concentration or help them practise their times tables, reading or spelling.



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Children need to be given appropriate time to learn basic skills and so we monitor their progress very carefully throughout their primary education. When a child has had a degree of additional support and is still struggling with their learning we look to our partners for advice and guidance.

In the first instance we will contact you to discuss our concerns. Very often parents and carers will have had similar concerns. You can contact us first if you are worried about your child's progress. When we have shared our concerns we will conduct some further assessments based around those concerns. These include:

Literacy and numeracy diagnostic assessments

Classroom/playground observations

Basic skills assessments and checklists

Learning conversations

We will then decide together the best course of action. This can include referral to:

- *The Education Psychologist*
- *Speech and Language Therapy*
- *Child and Adolescent Mental Health Services*
- *School Nursing*
- *Occupational Therapy*

At all times in the process you and your family will be fully supported by Mrs Collins DHT: we are working in partnership to support your child's learning. You will receive information about meetings and the outcomes of these meetings as well as clear guidance on how to help your child at home and the types of support your child will receive in school. Your child will be given a level within 'Staged Intervention'. This will make clear the level and type of support they will require.

A Wellbeing Plan may be written to support your child. This is a plan that focuses learning development on the specific needs of your child. In consultation with you, your child and their class teacher long term targets are drawn up to give a focus for learning for the academic year. These are broken down into steps which last a term. Everyone has a role to play in supporting the child's learning including the child themselves and everyone will take responsibility for a different part of the plan.

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

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

School Improvement

School Improvement: Key documents

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



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School Policies and Practical Information






Attendance and late-coming

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, etc Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised: i.e. approved by the authority, or unauthorised: i.e. unexplained by the parent (truancy) or excluded from school.



Parents and carers should inform the school by letter or phone, if their child is likely to be absent for some time and to give the child a note on his or her return to school confirming the reason for absence.

Parents / guardians *do not* have the automatic right to take their child out of school without permission during term time. The Head of Establishment can only authorise time off during term time in exceptional circumstances.

Exceptional circumstances include:

-  short term parental 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

Time off during term time for the following reasons is not acceptable and will be recorded as unauthorised absence:

-  availability of cheap holidays or desired accommodation
-  holidays, which overlap the beginning or end of term

It should be pointed out that the Education Liaison Officer will investigate unexplained absence and the authority has the power to write to, interview or prosecute parents / carers, or to refer pupils to the Reporter of the Children's Panel if necessary.

If your child has an appointment during school hours – e.g. doctor/dentist, he/she MUST be collected by a parent of carer. This, of course, is in the interests of safety.

The Head Teacher monitors attendance termly and will notify parents/carers if their child's attendance falls below 93%.

Late-coming

If your child arrives after 9.00am they will be required to enter through the main door. This is for their safety. They will sign the 'Late Book' before going to class.

Late-coming will be recorded by the Head Teacher and should a child be late on more than 4 occasions in a term their parent/carers will be notified.

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:

http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf.

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



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If your child has a special medical diet requirement please seek a referral from your dietician. Please then contact your catering manager who will deal with your request.

For information on entitlement to free school meals please visit <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School uniform

Pupils attending Mount Vernon Primary School dress for success and all wear school uniform. This uniform is:

-  Blue shirt/school polo shirt
-  School tie – elasticated version available
-  Grey skirt/trousers
-  Grey school sweatshirt

Pupils in Primary 7 wear the senior school tie which is in our school tartan. These ties are purchased by the Parent Council each year and are presented to the P.6 pupils at the annual award ceremony in June.

Items of uniform may be purchased from the school office where a small stock is kept. Otherwise there are two opportunities to order uniform throughout the year: normally October and March. New entrants can order uniform at the pre-entrant afternoons in May. Uniform order forms are available from the main office and the schools website. Please contact Janice Young, Clerical Assistant for more details.

For information on entitlement to clothing grants please visit <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Kit for Physical Education



Your child should bring a pair of shorts on P.E. days. They can also wear their blue polo shirt and indoor shoes.

Earrings and other jewellery **MUST** be removed to prevent injury.

Covering earrings with tape is not permitted under any circumstances.

Indoor Shoes



As the classrooms are carpeted we ask that the children bring a pair of shoes to wear indoors. Most people purchase a paid on plain black plimsolls.

Swimming



In Primary 5 your child will benefit from the opportunity to attend swimming lessons during curricular P.E. time. Girls must wear a one piece suit: bikinis and tankinis are not permitted. Boys must wear trunks: baggy shorts are not permitted. Children with long hair must cover it with a swimming cap.

Anti-bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement *"to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination"*. (A Standard for Pastoral Care in Glasgow Schools).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and



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Clubs and trips

There are many opportunities throughout the school year for our children to participate in a wide range of interests, e.g. Sports related activities, football, art and craft, various outings and visits, drama, health education, visiting theatre groups.

Each year the Primary 7 group go on a residential week. This is an extremely popular trip which enables pupils to build their confidence and skills in a number of outdoor activities. It is also a wonderful opportunity to further develop relationships with staff.

Throughout the year children have a number of educational trips and visits to complement their studies in class. Visits are planned in advance and we always take particular care when risk assessing venues. Management Circular 48 provides clear guidance to managers about taking children on trips outwith the school. Should you have any concerns about a trip please do not hesitate to contact the school.

Transport to school

The education authority has a policy of providing free transport to all primary pupils who live more than 1.2 miles 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 Education Services. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate officer has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

The authority has an Exceptional Circumstances policy relating to e.g. homelessness, parental disability, etc. Details are available from the school. There is also a procedure to request transport on medical grounds. The school can advise on procedures or look at:

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

PLACING REQUESTS

The education authority does not provide transport for those pupils in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.

Emergency Situations

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.

We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio. You can also use the Glasgow City Council website and Twitter Page as a source of information.

The most effective way to be notified of an emergency closure is through the school's texting service. Please ensure your child's main contact has an up-to-date telephone number listed with the main office.



Mount Vernon Primary School Handbook



Supervision of playgrounds

An adult presence is provided in playgrounds at break times. At Mount Vernon Primary there are normally at least 4 adults in the playground at all times. These could include, Mr. Cassidy the school janitor, Mrs. McGurn, Mrs. Sharp, Mrs. Clarke, Miss Higgins and Mrs. Coull who are all Support for Learning Workers.

The Equalities Act

The Equality Act 2010 protects certain characteristics. In the delivery of education the characteristics that are protected are:

- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex or sexual orientation
- Pregnancy and maternity

When making decisions in relation to admissions, exclusions, the provision of education, benefits, facilities and services and any other relevant decisions the school has a duty to have due regard to the need to:

- *Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010;*
- *Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- *Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

Further information and advice on this matter can be obtained by contacting the Head Teacher.

Data Protection Act 1998

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administration duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

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 public bodies 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 :
www.glasgow.gov.uk/indx.aspx?articleid=18010






Mount Vernon Primary School Handbook



Comments and complaints

If you have a comment or complaint please approach the Head of Establishment in the first instance. This is called 'frontline resolution' and we will try to resolve your complaint immediately. If we cannot do that we will endeavour to resolve the complaint within 5 working days.

If the Head of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Care Centre who will:

-  Take a totally neutral stance in fully investigating your complaint;
-  Acknowledge receipt of your complaint within 5 working days;
-  Give a full written response within a further 20 working days, unless another timescale has been agreed.

Glasgow City Council complaints procedures are available :
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

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

Tel: 0141 287 0900
e-mail: customercare@glasgow.gov.uk

Useful Contacts

EXECUTIVE DIRECTOR OF EDUCATION:

Mrs. Maureen McKenna

EDUCATION OFFICES:

City Chambers EAST
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 2000
www.glasgow.gov.uk

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

Mount Vernon Primary School



I hope that this handbook gives you a glimpse of life at Mount Vernon Primary School.

If you have any further questions please direct them to:

Mrs Gayle Clarkson HT

headteacher@mountvernon-pri.glasgow.sch.uk



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[@mvpglasgow](https://twitter.com/mvpglasgow)



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