

# **Bankhead Primary School**

**“Working Together to Achieve our  
Best”**



## **School Handbook**

*Last updated: 20 October 2021*

# Welcome

Dear Reader,

On behalf of the entire Bankhead Primary School community, I would like to extend a very warm welcome to our school. We are extremely proud of our school and in the handbook which follows, we hope that you gain a sense of the caring, hard-working and nurturing environment that is evident in Bankhead Primary.

Your child's education is of paramount importance to our school team and we are privileged to work in partnership with you to ensure that your child achieves their academic, social and emotional potential. Our school team has high standards and expectations for both children's learning and behaviour and focus on providing high quality learning experiences which challenge and develop our pupils. Our school provides a range of extra-curricular activities and events which provide learners with further opportunities to develop skills necessary for life, learning and work.

We are aware that every child is an individual and we are keen to celebrate and develop our pupils' strengths, talents and achievements. We provide a warm, caring and supportive environment which emphasises the importance of respect, caring relationships and teamwork.

I very much look forward to sharing your child's educational journey with you as they grow and develop in the years ahead. If you should have any questions or comments, please do get in touch!

Warmest Wishes,



Vicky McCool

Head Teacher



## Our School

Bankhead Primary is a non-denominational, co-educational primary school situated in Knightswood, Glasgow. Our current school roll is 379 pupils ranging from P1-P7. The school is a one storey building constructed in 1930, and is therefore of traditional design. A new wing was opened in 1960, replacing part of the school damaged during the Second World War.

The school comprises of:

- ✓ 17 teaching areas
- ✓ School library
- ✓ Assembly hall with stage
- ✓ Gymnasium
- ✓ ICT Suite
- ✓ Dining hall with cooking facilities.



Our school is part of the Knightswood Learning Community. Our associated schools work very closely together to ensure we achieve the best outcomes for learners.

### **SCHOOL HOURS\***

School Open: 8.45am or 9.00am  
 Morning Interval: 10.30am – 10.45am  
 Early Lunch: 11.40am – 12.25pm  
 Late Lunch: 12.30pm – 1.15pm  
 Finish Time: 2.45pm or 3.00pm

\* Covid-19 precautions, staggered start/start times and lunch times. This varies by class and you will be notified of your child(ren)'s start/finish times.

Please Note – Breakfast Club is available from 8.00a.m. – 8.45a.m. every day.

Last entry for breakfast is 8.30a.m.

| <div style="display: flex; align-items: center;"> <b>Keeping in Touch</b> </div> |  |
|--|--|
| <b>School Address</b>  | Bankhead Primary School<br><br>66 Caldwell Avenue<br>Glasgow<br>G13 3AS  |
| <b>School Telephone</b>  | 0141 959 3531  |
| <b>Website</b>   | <a href="http://www.bankhead-pri.glasgow.sch.uk">www.bankhead-pri.glasgow.sch.uk</a>   |
| <b>Twitter</b>   | @BankheadGCC   |
| <b>School App</b>  | Our school app can be downloaded by Android and Apple users. The app is free. <div style="float: right; background-color: #76923C; color: white; padding: 5px; text-align: center; font-weight: bold;">                         School<br/>App for<br/>Parents                     </div><br>Search "School App for Parents"<br>Then log in to Bankhead Primary, Knightswood |
| <b>School Email</b>  | <a href="mailto:headteacher@bankhead-pri.glasgow.sch.uk">headteacher@bankhead-pri.glasgow.sch.uk</a>   |

## Our Staff

We have a hard-working staff team who perform a variety of important roles in supporting your child's needs. A full list is available on our website and parents will be informed of any changes as required.

| Bankhead Primary Staff                            |                                 |   |                             |
|---|---------------------------------|---|-----------------------------|
| 2021/22   |                                 |   |                             |
| Senior Leadership Team                            |                                 |   |                             |
| HT  | Mrs V McCool                    |   |                             |
| DHT   | Mrs E Hamilton                  |   |                             |
| DHT (Acting)                                      | Mrs L Napier/Mrs F Earl         |   |                             |
| PT<br>(Acting)                                    | Miss A Douglas                  |   |                             |
| Teaching Staff                                    |                                 |   |                             |
| Stage   | Teacher's Name                  | Stage   | Teacher's Name              |
| P1a   | Mrs Gallagher                   | P4b   | Mr Grove                    |
| P1b   | Miss McKinstry                  | P5a   | Miss Gourlay                |
| P2a   | Mrs Moore                       | P5b   | Miss Verrecchia             |
| P2b   | Mrs Watson                      | P6a   | Mrs Watson/Miss Butterworth |
| P3a   | Mrs Barker                      | P6b   | Mrs Johnstone               |
| P3b   | Mrs Traynor                     | P7a   | Miss Lindores               |
| P4a   | Miss Matheson                   | P7b   | Mrs MacGregor               |
| NCC   | Mr Turner<br>Mrs Nolan          |   |                             |
| Intervention                                      | Miss Wakefield<br>Miss Cathcart |   |                             |
| EAL Teacher                                       | Mrs Sood                        |   |                             |
| Support for Learning                              |                                 |   |                             |
| Mrs Gaffney<br>Mrs Lees<br>Mrs Gray<br>Mr MacLean |                                 | Mrs Prior<br>Mrs Kernahan<br>Mrs Simpson<br>Mrs Alshabibe |                             |
| Clerical  |                                 |   |                             |
| Mrs McKirkle<br>Ms O'Donnell                      |                                 |   |                             |
| Janitorial/Catering/Cleaning                      |                                 |   |                             |
| Mrs H Whiteford<br>Mrs Turner<br>Mrs McFadven     |                                 |   |                             |

# Our Vision, Values and Aims

## SCHOOL VISION & VALUES

In Bankhead we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

## MOTTO

Bankhead Primary School: Working Together to Achieve Our Best

## VALUES

At Bankhead our values are:

- ✓ Safe
- ✓ Respect
- ✓ Ready to Learn

## AIMS

- ✓ To recognise and develop every child's potential across the curriculum and to maximize achievements in all areas, particularly in literacy and numeracy.  
To promote positive behaviour
- ✓ To encourage and develop the expertise of staff and to provide a stimulating learning environment for all school users.
- ✓ To provide a curriculum and ethos that promotes inclusion, health, welfare and equal opportunities for all
- ✓ To use systematic evaluation and assessment to determine next steps in learning and school improvements

We aim to foster respect, good citizenship skills and attitudes within the school based on our vision and values, working in partnership with parents, pupils and the wider community

Our Vision and Values underpin all we do and link closely to the Children's Rights as outlined by Education Services <http://www.glasgow.gov.uk/childrensrights>.



Sample Class Vision

# Our Uniform

## Primary School Uniform & Dress Code

At Bankhead Primary, we are extremely proud of our school uniform and expect all parents, carers and pupils to support our uniform policy. Uniforms in our school colours can be purchased from any shops, or you can order uniforms with the embroidered school badge from the school office.



Our uniform consists of:

- ✓ (P1-P6) Pale blue polo shirt **or** white shirt & striped Bankhead Primary School tie
- ✓ (P7) White shirt & navy blue Bankhead P7 tie
- ✓ Royal blue or grey jumper/sweater or cardigan
- ✓ Grey skirt, pinafore or trousers

**Please label all items of clothing and other belongings with your child's name.**

School ties and badges are available from our school office. Anyone wishing to purchase badged uniform items can do so by ordering from our online supplier.

### **Online Supplier Information**

School Wear Made Easy

<https://www.schoolwearmadeeasy.com/badged-school-uniform/a-d/b/bankhead-primary-school-knightswood>

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

The school sells attractive and hardwearing school sweatshirts, polo shirts, baseball caps and fleeces – these can be purchased by contacting the school office.

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing and footwear. 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.

### **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>

## **Parental Engagement and Involvement**

Parents are their child's first and best teacher and learning and development starts from the day your child is born and continues throughout their life. Parental engagement has a vital role to play in children's academic success and as such, schools and families who have strong partnership make the most difference to children. In Bankhead we value the contribution that parents make to children's learning, we strive to ensure that parents/carers have regular opportunities to contribute to our school. We aim to ensure that parents and carers:

- ✓ Feel welcomed and valued.
- ✓ Are informed about their child's strengths, needs and next steps.
- ✓ Are able to express their views and contribute to the direction of the school.
- ✓ Have opportunities to engage in their child's learning in a meaningful way.
- ✓ Have opportunities to develop their own skills

There are a number of ways you can assist in your child's learning at school, these will be outlined within this section!

### **Ways to Stay Engaged 1 - Keep in Touch**

We have an ***Open Door Policy*** if you have any worries, concerns or questions regarding your child or their education, please contact us and we will endeavour to support you.

We issue monthly ***Newsletters***, these are published digitally on the school website and school app.

Our ***School website, Twitter and school app*** provide lots of information and insight into school and are a great way of opening up discussions with your child on their school day!

## **Ways to Stay Engaged 2 – Join the Parent Council**

Parent Councils play an important and active role in shaping the direction of our school. 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 website's news page

**Current Chair:** Mrs Sue Davidson

You don't need to have any specialist skills or knowledge to be involved in the work of the Parent Council, just a keen interest in working to support the school and its pupils!

### **Useful Websites about Parent Councils**

<https://education.gov.scot/parentzone/getting-involved/parent-councils/>

<https://connect.scot/resources>

<https://www.education.gov.scot/parentzone/getting-involved/parent-councils/about-parent-councils>

## **Ways to Stay Engaged 3 – Volunteer Your Time**

We are always grateful for an extra pair of hands in our school. In the past we have run a very successful paired reading initiative where parents, carers or friends of the school supported our children to enjoy a love of reading. We also involve parents in organising resources or helping with after school events. If you would like to find out more about volunteering your time, please get in touch and we will get you involved!

## **Ways to Stay Engaged 4 – Participate in Events**

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. We also have a range of family learning opportunities for parents and carers.

## **Ways to Stay Engaged 5 – Home Learning**

### **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific homework tasks.

Please visit our school website's [Links & Home Learning](#) webpage to stay up-to-date with the tools we have available to encourage your child's learning at home.

<kheadpri.glasgow.sch.uk/Menu/Menu.aspx?Menu=SiteMenus&SubMenu=Links%20&%20Home%20Learning>

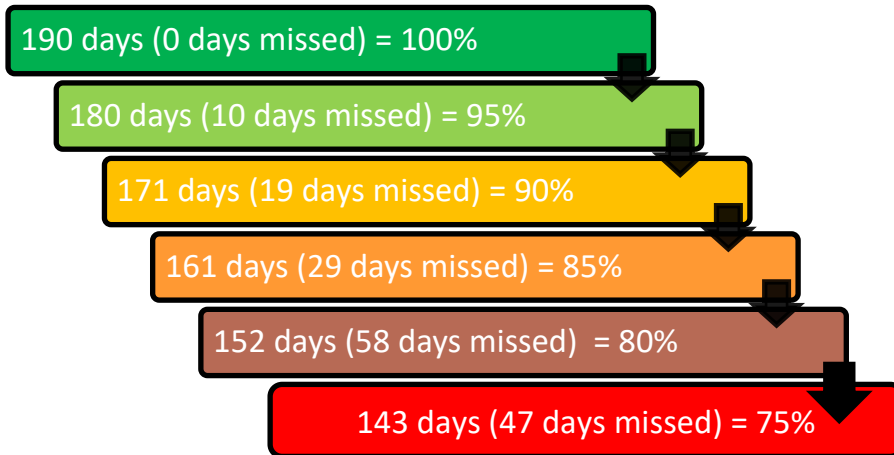


# School Attendance

**“Every child has the right to an education.”**

Article 28 - United Nations Convention on the Rights of the Child

At Bankhead Primary we believe that children should be included, engaged and involved in their education. Ensuring good school attendance and punctuality are crucial for the success of our learners. Unnecessary absence can have a detrimental impact on learning.



Whilst we promote good school attendance, we recognise that there may be times when absence is unavoidable, please read the section below to familiarise yourself with absence procedures.

## Pupil Absence

Within Bankhead Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence.

If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity.

The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken.

All calls must be made to the Pupil Absence Reporting Line on **0141 287 0039** or **0141 471 3710**. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

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

Please phone the dedicated absence team on 0141 287 0039 or 0141 471 3710 to report the following absences:

- Sickness absence: if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- Medical or dental appointments: Parents and carers should call the team to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

To make sure you receive the right support you require, parents and carers should contact the school directly to report absences of a sensitive or personal nature, for example:

- Bereavement
- Serious illness, for example, an absence which is going to last more than one week
- Injury, for example, broken limb
- Contagious diseases or illness

The pupil absence service is provided by a dedicated team of experienced Education Support Staff. The information you provide to the team is updated in the school's system when you call, so the school is made aware of all absence information.

#### **Medical appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

#### **For More Information on Attendance**

<https://www.gov.scot/publications/guide-parents-school-attendance/pages/2/>

# Promoting Positive Behaviour

## Promoting Positive Behaviour

The highest standards of conduct are expected of pupils at all times. Our school uses a range of positive behaviour strategies to encourage pupils to aim high. Examples include:

- ✓ Certificates presented at assemblies each week.
- ✓ Golden Folder
- ✓ Lighting Up Learning awards
- ✓ Kindness Award
- ✓ Monthly Pupil Recognition
- ✓ School House System



Certificate Winners

Developing good relationships and positive behaviour in the classroom, playground and wider community is essential for creating the right environment for effective learning and teaching. Where children and young people feel included, respected, safe and secure; and when their achievements and contributions are valued and celebrated, they are more likely to develop self-confidence, resilience and positive views about themselves. This includes taking restorative approaches to conflict resolution. These approaches are grounded in the understanding that individuals are responsible for their actions and when an action has caused harm, those involved have a responsibility to put things right.

Our older pupils are encouraged to set behaviour standards and help younger pupils at all times. P6 & P7 pupils help out in the dining room, playground and at wet intervals as playground pals, class buddies and table monitors.

Our three school values and rules provide guidelines for good behaviour for everyone in our school. The Pupil Councils, Circle Time and School/Class suggestion boxes encourage pupils to discuss a wide range of issues and find practical solutions to any problems. Anti-bullying week at the beginning of each session and anti-bullying leaflets for parents and pupils help everyone develop consistent anti-bullying strategies. P7 pupils are trained as peer mediators and work on a rota basis in our P4-7 playground helping pupils' resolve their playground disputes.



Learning about UNCRC

Bankhead Primary has recently begun its journey towards becoming an accredited 'Rights Respecting School.' Both adults and children work together to create safe, healthy and inspiring environments which place children's rights at the heart of learning. Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos.

When a child is experiencing difficulty within school, staff will work closely with pupil, parents and if necessary outside agencies to find a solution which supports behaviour.

Bankhead School has always enjoyed the support and co-operation of the parents in this matter, and confidently expects this to continue in the future.

### **Pupil Voice**

Pupil voice is an essential vehicle for creating a positive learning climate. Within our school we promote pupil participation and active voice in a range of ways. We have an active Pupil Council, Rights Group, Learning Committee, Sports, ECO, Health and Wellbeing, Road Safety, House Captains and Vice Captains. This gives children the opportunity to promote 'pupil voice' in different ways, shape improvement and learn valuable skills for life and work.



P7 House Captains

## Our Curriculum

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. You can find more information about the [Curriculum for Excellence](http://education.gov.scot) from the Education Scotland website at <http://education.gov.scot> or from [www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk) [www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

The four capacities are central to Curriculum for Excellence and through carefully planned learning experiences learners should become; successful learners, effective contributors, confident individuals and responsible citizens. (Image Credit: <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>)



We are committed to providing children with a broad general education and focus on eight curriculum areas.

- ✓ Expressive arts
- ✓ Languages and literacy
- ✓ Health and wellbeing
- ✓ Mathematics and numeracy
- ✓ Religious and moral education
- ✓ Science
- ✓ Social studies
- ✓ Technologies

| Progress in Levels |   |
|--------------------|---|
| Level              | Stage   |
| Early              | The pre-school years and P1 or later            |
| First              | To the end of P4, but earlier or later for some |
| Second             | To the end of P7, but earlier or later for some |
| Third & Fourth     | S1-S3, but earlier for some                     |

### Expressive Arts:

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills. Children learn skills in Art, Craft, Drama, Movement, PE, Dance and Music. Children are encouraged to develop their own talents within these subjects.) The children share their learning through concerts, class and whole school assemblies and whole school shows.



P3 Hallowe'en Art

### 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. We are developing our Restorative Practice approaches to



We love yoga!

help children resolve their differences; we teach resilience skills through our Emotions Work programme. P7 pupils each session take part in an exciting Peer Education Project on the dangers of drugs and alcohol over a period of 6 weeks culminating



P7 Blairvadach

in a showcase event. All our pupils participate in Glasgow's Sexual Health and Relationships programme.

Information about this programme is given to parents in advance and any parent who has a question about it should contact the Head Teacher. Each year our senior pupils are given the opportunity for a residential visit. Last year the children visited Blairvadach.

### 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. Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. In Bankhead Primary the children engage in a wide range of collaborative investigative tasks, which enables them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.



Investigating static electricity

Learning and teaching in science will take place across the main five science organisers.

- ✓ Knowledge and understanding of scientific ideas
- ✓ Principles and concepts of Planet Earth
- ✓ Forces, electricity and waves
- ✓ Biological systems



- ✓ Materials
- ✓ Topical science

### Social Studies:

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

As they mature our children's experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic, economic and political changes that have shaped Scotland. Our children will learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship.

The learning and teaching programmes focus on;

- ✓ People, past events and societies
- ✓ People, place and environment
- ✓ People in society, economy and business

### 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. Growing up in an increasingly diverse Scottish society our children are entitled to develop the knowledge and skills they need to navigate this multi-cultural, multi-faith country, confident that their own beliefs and moral values matter. A deepening awareness of others and of self will support our children to respond responsibly to issues of prejudice, discrimination and intolerance at local and national level. Learning in religious and moral education enables to understand and evaluate the consequences of different actions and attitudes.

Bankhead Primary aims to teach our children tolerance and respect for all faiths and culture and to value difference and diversity in our world. Our children visit local places of worship within the community and in Primary 7 we participate in joint learning opportunities with children and staff from Corpus Christi Primary.



Sectarianism workshops

### Religious Observance:

Our school is fortunate to have a close link with the local church St. David's. The minister, Rev Graham Thain assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events.

Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

We aim to have eight Religious Observance events in school each year;  
Christian- Harvest, Christmas, Easter,  
Islam- Ramadan  
Judaism- Purim and  
Multi-faith/Non-faith- ECO, Anti-Bullying, Health Promoting

### Languages:



Language and literacy are of personal and economic importance. The development of language skills is fundamental and central to pupils' learning. It is given high priority in the curriculum for excellence framework in both literacy and literacy across learning. All pupils must be equipped with knowledge and skills in language and an ability to use these with confidence.

We love writing!

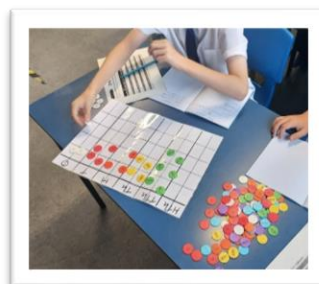
In Bankhead Primary the emphasis is on the teaching of key skills, the integration of the different elements of language and the confident use of language in a wide variety of contexts that reflect all forms of modern communication. We will take every opportunity to teach specific skills and knowledge developing pupil's confidence in the context of all curricular areas. Pupils will experience a language rich environment. Knowing other languages and understanding other cultures are a 21<sup>st</sup> century skill set for students as they prepare to live and work in a global society. French is taught to all pupils from Primary 1-Primary 7.

### Mathematics:

Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. Mathematics is a means of communication requiring knowledge, skills and understanding. It is best seen as a problem solving activity supported by a body of knowledge which will help children understand the world about them and prepare them to act effectively in work, in recreation and in society in general.

Our aim is to provide our pupils with the skills required to work with problems and enquiries involving mathematics; and to teach the concepts, facts and techniques required to use and apply mathematics. We teach maths across the three aspects of;

- ✓ Number, money and measurement
- ✓ Information Handling
- ✓ Shape, Position and Movement



Glasgow Counts



### Technologies:

The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. Each class in Bankhead Primary has access to two computers, a Smart board, a digital projector, laptops, cameras, DVD recorders to encourage the development of computing skills. The school also has an up-to date Computer Suite which further enhances the children's learning. Children's learning is planned round the following organisers;

- Technology development in society
- ICT to enhance learning
- Business contexts
- Computing science contexts
- Food and textiles contexts
- 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.

### Extra-Curricular Activities

We have a wide range of activities that run between Monday – Friday to extend the learning experience. These currently include table tennis, Karate, basketball, drama, football, multi-sports and football. All P1-P3 children participate in lunchtime clubs. Please check your child's schoolbag for information as places are popular and usually limited. In March 2015 Bankhead was successful in becoming Jump2It's Glasgow Champion Basketball Team and they were crowned Central Scotland's Champion of Champions in April 2015. In June 2018 Bankhead received a Sports Scotland Silver Award.



Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

### Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and June. An annual report is discussed with parents at the last set of parents' evenings.

Assessment is integrated at the planning process and measures the success of learning, children's understanding and informs next steps. In Bankhead Primary

School class teachers use Formative Assessment in their day to day measurement of children's progress.

Formative Assessment focuses on:

- ✓ sharing the learning outcomes with the children
- ✓ children measuring how well they have learned by assessing their own
- ✓ work (self-assessment) and their classmates work (peer-assessment)
- ✓ teacher's providing feedback which includes next steps for learning.

Assessment by teachers and pupils is on-going throughout the year and to help with this process the children reflect on their learning on a weekly basis.

In addition to teacher devised assessments for specific areas of the curriculum we use standardised assessments in literacy and numeracy to further support our professional opinion of children's progress. From then, certain diagnostic tests in literacy and numeracy are used at regular stages in the child's development.

If you have any concerns regarding your child's progress please do not hesitate to contact the school at any point throughout the year.

### **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 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 Head teacher in the first instance. We will then develop support arrangements for the child, updating them regularly as the child's needs change throughout their time here at Bankhead.

- Our school maintains compliance with the **Education (additional Support for Learning) (Scotland) Act 2009 which includes –**
  - (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.

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

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at [www.glasgow.gov.uk/index.aspx?articleid=17870](http://www.glasgow.gov.uk/index.aspx?articleid=17870)

The following organisations are specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- (a) Children in Scotland: Working for Children and Their 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;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

### **Nurturing City**

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping

to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

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

### **GIRFEC and the Named Person**

GIRFEC isn't an extra thing people have to do; it's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

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

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

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

What Getting it Right for Every Child means:

#### **For children, young people and their families:**

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible

They will have experienced a more streamlined and co-ordinated response from practitioners

#### **For practitioners:**



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

If you would like to access support from the Named Person Service, please contact the school. (For Early Years establishments this should be “please contact your Health Visitor”)

# School Improvement

## **School Improvement**

On an annual basis, our Standards and Quality report is available on our website and from our school office. Copies from previous years are also available upon request from the school office. 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 website.

Information about our school's performance can be found on the Education Scotland inspection website at <https://education.gov.scot/education-scotland/inspection-reports/>

## **Our Priorities for this year**

1. Implementation of Classroom Culture and Introduction of Rights Respecting Schools
2. To raise attainment in Literacy and Numeracy by embedding approaches based on Glasgow Counts and Literacy for All Frameworks and strategies.
3. To improve attainment through a consistent approach to formative assessment
4. Strategic planning and evidence of attainment moderated, discussed and embedded into tracking process.
5. Implementation of digital literacy strategy'



## Useful Information for Parents/Carers

### **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press etc.

Enrolments are done online on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18007>

Prospective parents are welcome to visit the school and should contact the school office to make arrangements after enrolling online.

### **Primary 1 Induction Programme\***

In May your child's teacher will visit your child in their Early Years Establishment. You and your child will be invited to attend two afternoons in May/June where your child will be introduced to their class teacher, their classmates and their P7 Buddy. Parents will have an opportunity to meet with Senior Leadership Team and discuss any concerns or raise any questions. Early Years Staff will provide information about your child's learning to ensure there is a seamless transition from Early Years Education to Primary School.

Families living out with the catchment area are welcome to make a placing request to attend Glasgow 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=18426](http://www.glasgow.gov.uk/index.aspx?articleid=18426)



**\*Due to Covid-19 precautions, these are subject to change. You will be notified of any changes**

### **Medical and Healthcare**

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

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

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

### **Emergencies**

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

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

### **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided (please inform the Head Teacher).

Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical Diet Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical%20Diet%20Leaflet%20-%20June%202017%20WEB.pdf)

Children who prefer to bring packed lunches are accommodated in the dining hall.  
All children in P1-4 are entitled to a free school meal

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

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



### **Transport**

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

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

### **Transfer from Primary to Secondary**

Children and young people normally transfer between the ages of 11½ and 12½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.



Children from our school normally transfer to:  
Knightswood Secondary School  
60 Knightswood Road  
Glasgow G13 2XD  
Phone :0141 582 0160  
Email: [headteacher@knightswoodknightswood-sec.glasgow.sch.uk](mailto:headteacher@knightswoodknightswood-sec.glasgow.sch.uk)  
Website: [www.knightswoodsecondary.org.uk](http://www.knightswoodsecondary.org.uk)

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

### **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

#### **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 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 <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069>

### **Comments & Complaints**

In Bankhead 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  
City Chambers  
Glasgow G2 1DU  
Tel: 0141 287 0900  
e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or [education.customer@glasgow.gov.uk](mailto:education.customer@glasgow.gov.uk)

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

### **Healthy Eating/Healthy Lifestyle**

We have achieved the status of a Health Promoting School. This means our commitment to promoting health and wellbeing has been recognised and rewarded.

We promote a healthy lifestyle in a wide variety of ways:

- Water bottles/water in class
- P.E./active playtimes lunch time and after school clubs
- Healthy school meals
- Breakfast club 8.00 – 8.30a.m.
- Health & social education programme
- Tooth brushing for P1 and P2.

We would ask all parents to promote and support teaching our pupils/your children basic health habits of:

- Drinking water
- Eating fruit/vegetables
- Taking plenty of exercise
- Establish a good sleep



Please consider your child's health and development when giving snacks and packed lunches. **Items to avoid include fizzy/sugar-laden drinks, chocolate, sweets and full fat crisps.**

### **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 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](http://www.connect.scot)

**Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

**Glasgow City Council**

Education Services  
City Chambers East  
40 John Street  
Glasgow G1 1JL  
Tel: 0141 287 2000  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

**Local Councillors:**

Bill Butler, Michael Cullen, Chris Cunningham and Eva Murray  
All can be contacted at:  
City Chambers  
George Square,  
Glasgow G2 1DU

# School Term Dates

## **School Term Dates – Session 2021/22**

Up-to-date details of school term dates are available on the Glasgow City Council website:

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

### **August**

- Thursday 12 August 2021 (Return date for Teachers & In-Service Day)
- Friday 13 August 2021 (In-Service Day)
- Monday 16 August 2021 (Return date for the pupils)

### **September Weekend**

- Friday 24 September 2021
- Monday 27 September 2021

### **October**

- Friday 8 October 2021 (In-Service Day)
- Monday 11 to Friday 15 October 2021 (October Week)

### **December - Christmas and New Year**

- Schools close at 2.30 pm on Wednesday 22 December 2021
- Thursday 23 December 2021 - Tuesday 4 January (Christmas holidays)

### **January**

- Schools return on Wednesday 5 January 2022

### **February Mid-term break**

- Monday 14 February 2022
- Tuesday 15 February 2022
- Wednesday 16 February 2022 (In-service day)

### **April - Spring Holiday (Easter)**

- Schools close at 2.30 pm on Friday 1 April 2022
- Good Friday 15 April 2022
- Easter Monday 18 April 2022
- Schools return on Tuesday 19 April 2022

### **May**

- Monday 2 May 2022 (May Holiday)
- Thursday 5 May 2022 (In-Service day to coincide with Scottish Local Government Elections)
- Friday 27 May 2022

### **June**

- Thursday, 2 June 2022

- Friday, 3 June 2022 - Queen's jubilee.
- Schools Close at 1.00 pm on Friday 24 June 2022

## **School Term Dates – Session 2022/23 (Proposed)**

### **August**

- Monday 15 August 2022 (Return date for Teachers)
- Tuesday, 16 August 2022 (In-Service Day)
- Wednesday, 17 August 2022 (Return date for Pupils)

### **September**

- Friday, 23 September and Monday, 26 September 2022 (September weekend holiday)

### **October**

- Friday, 14 October 2022 (In-Service Day)
- Monday, 17 to Friday, 21 October 2022 (October Week)

### **December - Christmas and New Year**

- Schools close at 2.30 pm on Thursday, 22 December 2022
- Friday, 23 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

### **January**

- Schools return on Wednesday 4 January 2023

### **February mid term break**

- Monday, 13 February 2023
- Tuesday, 14 February 2023
- Wednesday, 15 February 2023 (In-service day)

### **April - Spring Holiday (Easter)**

- Schools close at 2.30 pm on Friday, 31 March 2023
- Monday, 3 April - Friday, 14 April 2023 (Spring Break)
- Schools return on Monday, 17 April 2023

### **May**

- Monday, 1 May 2023 (May Holiday)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

### **June**

- Schools Close at 1.00 pm on Friday 23 June 2023