

Our Lady of Peace Primary School

School Handbook



**2017 - 2018
School Handbook**



“Live, love, learn and laugh”

Thank you for considering sending your child to Our Lady of Peace Primary School.

This handbook contains a range of information that you might find helpful and I hope it gives you a glimpse of life in our school.

We strive to provide the highest possible quality of education, in an ethos of equality and inclusion where the rights and opinions of the children are respected and valued.

We nurture their development as citizens of the world. We work in partnership with our community to promote security and confidence in our pupils.

Through challenging and stimulating learning experiences, we aim to raise expectations and wider achievement in a positive learning environment. We have attained “International School” status and received a certificate of Excellence from the British Council in recognition of the international dimension in our curricular activities and special recognition for our work in “Financial Education”.

If you require any further information, or if you have any concerns about your child’s education or welfare here, please do not hesitate to contact me here at school.

Yours sincerely,

Lorraine Wright
Head Teacher



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Our School Prayer

**Where you open your heart, you will show affection:
Where you have affection, you will have friendship:
Where you have friendship, your trust in each other will grow and
together you will find God.**

Our Lady of Peace Primary School was opened in November 2007 and is the amalgamation of two former schools, St Jude's and St John Ogilvie. The new school stands on the site of the old Barlanark Primary school.

The title, **Our Lady, Queen of Peace**, was an old reverence in France. During the First World War, Europe was being savaged by battles and millions were being killed. In an attempt to raise the status of peace, Pope Benedict XV, asked the world to pray for peace and **Our Lady of Peace** was added to the Litany of Loreto, a sacred prayer in liturgy. These intentions, along with Gospel values, are at the heart of everything we do.

We celebrate our feast day on the 8th of September, the birthday of Our Lady. We attend Mass in church and our new Primary 1 pupils process to the altar with cards and flowers.

During the course of the current session, we will "Celebrate 2018" – 100 years of Catholic Education in Scotland.



Our Vision, Values and Aims

Our vision for Our Lady of Peace Primary School is to have an inclusive school where:

- ✚ We provide a welcome and encouraging atmosphere, which promotes security and confidence in pupils.

- ✚ We provide conditions and experiences which promote the spiritual, moral, physical, social and intellectual development of our pupils.
- ✚ The curriculum is characterised by the highest standards of learning and teaching and by a search for continual improvement.
- ✚ Approaches to discipline reflect the Catholic values of the school, and emphasize patience, forgiveness and reconciliation.
- ✚ Staff are approachable and sensitive to pupils' emotional and social circumstances.

As a health promoting school we take an holistic approach to developing and supporting the physical, social, spiritual, mental and emotional wellbeing of our pupils and staff.

We work in partnership with outside agencies to help support the health and wellbeing needs of our school community.

We continually strive to raise attainment, recognise wider achievement and work together with children, their families and the community based on a shared sense of direction.

During the course of this session, we will be working collegiately to reflect on our vision, values and aims within our School Improvement Plan.

Everyone has a part to play in achieving our aims.



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the way, the Truth and the life, will feature the following characteristics:

- A commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- An inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- A commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- A commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- The provision of religious education programmes which enable young people to develop their understanding of Gospel values and of how to apply them to life;
- A commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- A commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- A commitment to ecumenical action and the unity of Christians;
- The promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- A commitment to support the continuing professional and spiritual development of staff;

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter. Parents will be updated on any changes as required.

Here is a message from our Pupil Council.



This is what some

of our pupils think of us!

Here in Our Lady of Peace we come to learn, build new friendships, have fun and learn skills that will help us become smart, confident, happy and capable individuals in the future. Our school expects us to turn up to school, on time and be dressed in full school uniform every day. Pupils must be well behaved and show respect for every member of staff as well as each other. Pupils from our Pupil Council have given us some reasons of why it is great to be at OLOP:

"We have trips for all of the classes in the school throughout the year and we have different classes & clubs on during school and also after school."

Abby from P7a

"I like the sports activities arranged by the school for example football and basketball after school clubs as well as other opportunities. All pupils selected to be involved must display excellent behaviour both in class and in the playground."

Hammad from P7b

"I am happy to come to OLOP to learn and to have fun."

Sophie from P6

"I enjoy coming to school and know it is important that the boys and girls learn that it is wrong to get involved in fighting."

Kelsey from P5

"I love coming to school to learn and I have been taught that vandalism and bullying are very wrong."

Lucas from P4

"I love to read and I think that the boys and girls need to read more."

Kian from P3

"I love learning to draw and read and doing my numbers."

Tayanah Misu from P2

"I enjoy school so far and love doing my number work."

Elyssa Mallon in P1



School Information

Our Lady of Peace Primary School
343 Hallhill Road
Barlanark
Glasgow G33 4RY
0141 773 0550

headteacher@ourladyofpeace-pri.glasgow.sch.uk



Follow us on Facebook (Our Lady of Peace) Web (olop.co.uk)
Twitter (Our Lady of Peace Pr @OLOPPr)

Glasgow City Council Schools and Learning
<https://www.glasgow.gov.uk/index.aspx?articleid=15894>

Working Capacity 330

School roll currently 297 (Oct 2017)

- Parents should note that the working capacity of the school may be dependent upon the number of pupils at each stage and in the manner in which the classes are organised.

Denominational Status

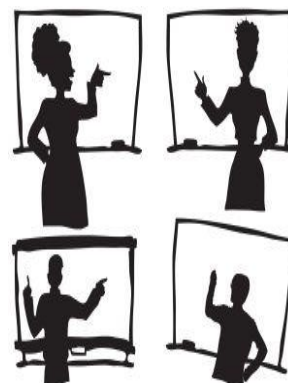
Roman Catholic Co-educational

Our lady of Peace Primary School is a member of the St. Andrew's Learning Community

School Personnel:

Senior Leadership Team

Head Teacher	Mrs Lorraine Wright
Depute Head Teacher	Miss Angela Black
Principal Teacher	Miss Laura Degnan
Principal Teacher	Mrs C Hughes



Teachers

Pr. 1a	Miss P McGuire
Pr. 1b	Mrs C Hughes
Pr. 2	Mrs M Regan
Pr. 2/3	Miss K Leggatt/Mrs J Lannigan
Pr. 3	Miss E Campbell
Pr. 3/4	Ms M Coyle
Pr. 4/5	Miss C Brown
Pr. 5	Miss L Cowan
Pr. 6	Mr Vornic (Probationer), Mr McFadden
Pr. 7a	Mr N Zeb
Pr. 7b	Miss L McAleese
Nurture/Rainbow Room	Mrs T Khalid
Pupil Wellbeing Support	Miss R Linning
EAL Support Teacher	Sister Kay
Child Development Officer	Mrs M Bannister

Organisation of Classes

The following guidelines set by the Scottish Government apply.

- P1 maximum of 25
- P2 and P3 maximum of 30
- P4 - P7 maximum of 33
- Composite classes maximum of 25

Support for Learning Assistants

Mrs P Dimeo	Ms R Wu	Mrs C Gilmore (Health)
Mrs M Duffy	Ms T Howitt (First Aider)	Mrs M Martin (Health)
Ms S Blackburn	Mrs N McKee	Mrs L McGill
Mrs K McIntyre (Rainbow Room)		

Clerical Staff: Mrs A Rae

Facility Officer (Janitor): Ms F Bowden

Additional use of school



Monday – Friday

8am School Breakfast Club

The school is used regularly outside school hours for sports clubs and events.

School Hours

Morning Session:	09.00 – 12.15
Interval	10.30 – 10.45
Lunch	12.15 - 13.00
Afternoon Session	13.00 – 15.00

Primary 1 pupils are dismissed at lunchtime until the first Monday in September after which they will remain in school until 15.00

School Year Holidays

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

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



Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Families living outwith the catchment area are welcome to make a placing request to attend Our Lady of Peace Primary School but must enrol their child at their local school as a first step. Further information is available using the following <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Absence of Pupils from School

Within Our Lady of Peace Primary School, good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if a child is going to be absent from school.

This should be done on as early as possible on the first day of absence. The school uses text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. Parents/carers should contact the **Pupil Absence Reporting Team on 0141-287-0039 from 08.00 until 15.30, Monday to Friday.**



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.

School Uniform

Given that there is substantial parental approval of school uniform, schools in Glasgow are encouraged to develop their own school and PE uniform. In encouraging school uniform, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals are subject to

wide consultation with parents, carers and children. Our Lady of Peace School Council also wishes to encourage school uniform.

Our school uniform is as follows:

Boys

White shirt
Black trousers
School jumper (green)
School slipover
School tie
School jacket (optional)

Girls

White blouse
Black skirt/Trousers
School cardigan (green)
School slipover
School tie



Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Our Lady of Peace Primary will adhere to this dress code. School ties are available to buy at the school office. School jumpers, cardigans and jackets can be bought from BE Schoolwear, 35 Argyle Street, Glasgow, G2 8AH.

PE

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are unable to participate 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. All pupils have 2 hours planned physical activity per week. Black shorts, white T Shirt, trainers should be worn indoors.

These are forms of dress which are unacceptable in school, such as items of clothing which:

- Potentially encourage factions, eg football colours
- Could cause offence, such as anti religious symbolism or political slogans
- Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings
- Are made from flammable material, eg shellsuits in practical classes
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on others or be used by others to do so.

Under no circumstances will children be deprived of any educational benefit as a result of not wearing clothing conforming to the school uniform.

Medical and Health Care

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



Outdoor Learning

All classes are timetabled for learning using the natural environment outdoors. It is therefore extremely important that pupils come to school dressed appropriately for the weather. Wellingtons will necessary during wetter and colder months.



***All pupils require a change of shoes for indoors.**

Clothing and Footwear Grants



Parents/carers receiving income support, Job Seekers Allowance (income based), working tax credits (with a total annual income of less than £15,050*), Housing Benefit or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from school and at

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



School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher. Children who prefer to bring a packed lunch are accommodated in the dining hall. All children in P1-P3 are entitled to a free school meal.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,105*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from school or at

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



Transport

The education policy has a policy of providing free transport to all pupils who live out with a certain radius from their catchment 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 should obtain an application form from the school or at

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

Transfer of Children from Primary to Secondary

Normally children transfer between the ages of 11 ½ and 12 ½ years, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year of P7. The secondary school to which children from Our Lady of Peace transfer is:

St Andrew's Secondary School

47 Torphin Crescent

Glasgow

G32 6QE

Telephone: 0141 582 0240

www.glasgow-sec.glasgow.sch.uk



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

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Every child leaving primary school has their key achievements in school, at home and in the community documented within the P7 profile. The content of the profile is decided by the pupil. 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.

Enhanced Transition meetings are also held regularly before a pupil with additional support needs, comes to school and/or transfers to secondary school.

The views of Parents/carers are welcomed at meetings and may include representatives from other partner agencies such as educational psychology, speech and language and social work.

Parents/carers wishing to enrol children at other stages, or at different times of the year, should telephone the school to make an appointment with the Head Teacher.



Parental Involvement



At Our Lady of Peace Primary School, we use a variety of ways of keeping in touch. Parents/carers, friends and visitors are welcome to join us at other events throughout the year eg Liturgical Celebrations, school shows, Christmas and Summer Fairs, Charity events and Family events.



Open Door Policy

The Senior Leadership Team is available for all parents/carers at any time providing they are not in class or in other meetings. Please pop into school office or phone for an appointment. We guarantee to see/speak to you at the first opportunity.

Home/School Partnerships

Parents/carers are welcome in this school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work. Parents/carers are welcomed into classes at least once per term to see what their children are learning, how they are behaving and targets set. Further information which requires a response may be sent out in letter form.

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 any changes to your telephone numbers or to those of your emergency contacts throughout the year.

Data Protection – use of information about children and parent/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 regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information for Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

We use social media to promote teaching and learning in the school, it is vital that parents/carers inform the school should they **NOT** want their child's photo/image to be displayed in school or on social media sites that we use.

School T.V/Social Media



We have installed a T.V screen at the entrance to the school which will display photos etc. and provide information about future events. We also regularly publish posts and photos on our Facebook (*Our Lady of Peace*) and Twitter page (*Our Lady of Peace Pr@OLOPPr*). Please join us and "like" us.

Text Messaging

You may also receive text messages and reminders about events, school closures etc.

Newsletters/Letters/Questionnaires

Newsletters are sent out at the beginning of every month highlighting events, learning and activities taking place in school. Your views are very important to us!

Please do not hesitate to let us know what you think or feel about what is happening in our school. You can add a review on our Facebook page. Have a look and see what other people think about our school.

A **Visitor's Book** is also available at the school entrance for any comments you may have. Why not come in and read some of the lovely comments that have been written about the OLOP Family.

Home Learning



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

Monday to Thursday inclusive

Pr. 1 to Pr. 3	10-15 minutes
Pr. 4 to Pr. 5	15-20 minutes
Pr. 6 to Pr. 7	20-30 minutes

If the tasks are not completed within these guidelines, it is sufficient for parents to sign the homework and return it to school. When children are taken on family holidays during term time, they obviously miss the direct teaching and guidance of the class teacher.

For this reason, it is not our policy to give class work to be completed by children on holiday (Please ask for a copy of our Homework Policy should you require more information).

There are many ways for our parents/carers to become involved in the life of this school. (More information can be found on the “Parental Involvement Strategy” at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>)

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 at the school. A Parent Council could get involved in:

- Supporting the work of the school
- Gathering and representing parents’ views to the Head Teacher, education authority and HMIE
- Promoting contact between school, parents/carers, children, young people and the local community
- Involvement in the appointment of senior school staff
- Fundraising

All parents are welcome to attend parent council meetings and can become members at the AGM in September. Our Lady of Peace Primary School Council was established in 2007. The membership can vary however; presently Ms K Bavidge is the Chair Person. Father Francis Okereke is the Church representative and Mrs Wright (HT), represents the school staff. The Head Teacher has a duty to attend the meetings, to advise the Council but does not have the right to vote. The Chair Person can be contacted via the school office – **0141 773 0550**.

Pupil Led Learning

It is important that the views of our pupils are heard. Our Pupil Council is made up of one representative from each class. In their time in Our Lady of Peace Primary, most of our pupils will experience leading learning.

Curriculum for Excellence 3-18 **Bringing Learning to Life and Life to Learning**

Curriculum for Excellence has been introduced to raise standards of learning and teaching in 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. All children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Here in Our Lady of Peace we aim to offer a broad curriculum which is both challenging and enjoyable. In this way we enable children to become

- **Successful Learners**
- **Confident Individuals**
- **Responsible Citizens**



- **Effective Contributors**

This curriculum framework balances the importance of **knowledge** with **skills**. It develops **skills for learning, life and work** to help young people to go onto further study, secure employment and navigate life. It brings real life into **Quality Assurance**. We continually seek out opportunities for our pupils to develop skills and improve confidence with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Maths
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	Pre-school, P1 or later
First	End of P4 but earlier or later for some
Second	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.

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



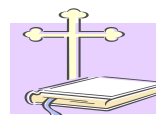
Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Subjects



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

Roman Catholic - Religious and Moral Education (RERC)



Our school is fortunate to have a close link with our local parish, St Judes and St John Ogilvie. Our school chaplain is Father Francis Okereke. As a Catholic school, we aim to present the Catholic Christian message and way of life systematically to the children, at a level and pace appropriate to their age and development. Catholic attitudes and beliefs are fostered and integrated across the curriculum. We use “**This Is Our Faith**”, and “**God’s Loving Plan**” for teaching here in Scotland. Parents will be informed about sensitive aspects of learning eg moral relationships. Parents, priests and staff work closely in preparing children to receive the Sacraments of Reconciliation, Confirmation and Eucharist. The school community attends First Thursday Masses and Holy Days of Obligation. This session, our P7 pupils will receive the Sacrament of Confirmation in November. Our P6 and P7 children are enrolled in the “Pope Francis Award” programme. We are justifiably

proud of our tradition of helping others. Each year children and families take part in events to raise money for charities.

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

Religious Observance

Parents may withdraw their children from religious observance but must give prior written notice of this intention to the Head Teacher.

Languages



Knowing other languages and understanding other culture is a 21st century skill set for pupils as they prepare to live and work in a global society. All classes are taught basic Spanish words, numbers and greetings, with more structured Spanish being taught for one hour every week. Learning other languages enables children to make connections with different people and their cultures.

Learning a new language encourages children to broaden their horizons as they explore the language and its associated culture. We have moved towards the 1+2 model of modern language provision. This means that all pupils from P5 upwards will experience 1 language (their mother tongue) and 2 other languages (Spanish and one other) through shared learning, topics and cultural events.

International Education

The school is registered with the British Council and ETwinning. The school was recognised as an International School and received official recognition by the award of “Foundation Status of **International School Award**”. The school was presented with the “International Education Excellence Award” by the British Council in September 2016.



Maths

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



Glasgow’s Improvement Challenge – “Glasgow Counts”

Glasgow schools have developed competencies to move from “good” to “great”. As part of our School Improvement Plan and to support Glasgow’s Improvement Challenge (GIC), we have a Challenge Leader of Learning (GCOL) who will use Concrete, Pictorial and Abstract (CPA) approaches to teach numeracy. This has led to increased motivation in pupils who are becoming more aware of more than one way to solve problems.

Literacy including Digital Literacy

Developing a Reading Culture

It is our aim to install in all of our pupils, a love of reading. We have recently set up a fantastic new online reading community using “The Reading Cloud” to engage all pupils, parents and teachers which all pupils can access to borrow books in school and online from home. We use the latest technologies to capture the imagination of pupils, linking real and virtual reading experiences to drive up reading standards and develop core reading skills. We are also able to track which reading materials our pupils are choosing and order which books they would like. This information will inform our attainment data. Children are given opportunities to read independently, to experience the pleasure of reading alone and to build reading stamina.

All staff are encouraged to model these strategies in each class. Children will also experience listening to stories, demonstrating how to read with expression and



fluency. We track reading skills through each level of CfE with clear reference to Literacy Benchmarks.

Reading into Writing



Parents/Carers of Primary1 pupils are invited into the classroom to find out how reading and phonics are taught at early stages. Phonics are introduced at a very early stage in P1 using a variety of materials and reinforced through oral and written activities. Early literacy strategies are taught daily. Early handwriting skills are developed using a variety of materials in the class. Creative writing is developed using “Big Writing”. Creative writing may also be aided by the use of digital technologies which allows children to concentrate on content rather than being concerned with presentation.

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/carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful Websites

www.curriculumforexcellencescotland.gov.uk

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

Assessment and Reporting



All children are assessed both formally and informally throughout the year. Written reports are sent out to parents/carers in November (Interim) and June (Final). 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 Parent’s Evenings in November and March. The school’s rigorous **pastoral care** and **review** system successfully helps young people fulfil their potential and make the most of their opportunities with additional support and referral to other partner agencies when required. The **progress** and **achievement** of all pupils are discussed regularly with relevant partners. Should you have any concerns about your child’s progress or **wellbeing**, please do not hesitate to contact the Headteacher.

All staff are regularly updated on **Child Protection** procedures and take responsibility for children’s health and wellbeing to ensure that the school is a place where children are **safe, healthy, active, nurtured, achieving, responsible, respected and included..**

We have introduced a new online reporting tool for pupils and parents called “**Tootoot**” and we are currently the only school in Scotland using this. All pupils will have their own logins and will be able to report any concerns they have, from outside school and this will be accessed by the Senior Leadership Team to act upon if necessary. We really do strive to “**Get it Right for Every Child**”.

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 their profile is decided by the young person. The profile is a positive record of their achievements and the emphasis is on their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with parents, teachers and secondary schools.

Any parent/carer seeking further advice regarding this policy should contact the Head Teacher in the first instance. Further information relating to additional support needs is available on the Glasgow City Council website at

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>



Support for Pupils

The school has a duty of care 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/carers to ensure that they are fully involved in any decisions about support for their children's needs.

The Named Person



GIRFEC stands for “**Getting it Right for Every Child**”. This is the Scottish Government led approach to making sure that all our children and young people-and their parents/carers- can get help and support when needed from birth through to age 18 (or beyond if still at school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The **GIRFEC** approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a **Named Person**, as a single point of contact. The **Named Person** has responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child and parents/carers.

The **Named Person** will be a promoted teacher within the school. The name of the individual **Named Person** for your child is Mrs Lorraine Wright, Head Teacher. Please do not hesitate to contact the school if you want to speak with her.



School Improvement

On an annual basis, you will have available to you, a copy of our Standards and Quality Report. The Standards and Quality Report (**SQR**) highlights progress in key curricular areas such as literacy, numeracy and health and wellbeing (**HWB**). Our priorities for improvement are detailed in our School Improvement Plan (**SIP**) which is discussed with our Parent Council. Any parent/carer seeking a copy of the plan can contact the school office or check out our website. Our current priorities are:

- Raising attainment in Numeracy (Glasgow Challenge – “Glasgow Counts”)
- Curriculum for Excellence – Improving standards in reading – Understanding, analysing and evaluating

- Meeting the needs of all learners with a clear focus on children's mental health.
- Vision, Values and Aims – “Celebrating 2018” and “RESPECT framework – Commando Joe”.



Promoting Positive Behaviour

Children's Rights as outlined in the **UNCRC** (United Nations Conventions on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others.

Therefore, the approach within Our Lady of Peace Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.

Our school operates a system of class charters to set our expected behaviour. Staff are encouraged to devise class rules in consultation with their pupils. These, and school rules, exist mainly in the interests of the children's safety. Positive behaviour is celebrated through Golden Time, Golden Lunch, assembly awards, certificates, house points and Headteacher Post Cards which are posted to homes.

We are fortunate here in Our Lady of Peace Primary that most of our children come to school well prepared and eager to learn. The high degree of parental support and co-operation and the commitment of staff to promoting positive behaviour, especially through “It's Good to Be Green”, ensures that challenges with discipline are dealt with quickly and effectively. Many teachers now use Class DoJo.

Golden Rules

- Be gentle
- Be kind and helpful
- Work hard
- Look after property
- Listen to others
- Be honest



The highest standards of behaviour are expected at all times. There are occasions, however, when rudeness, disobedience or anti-social behaviours are displayed. Each class teacher is responsible for normal day-to-day discipline, but sometimes the teacher / Support for Learner worker may feel it necessary to refer an incident to a member of the Senior Leadership Team. If the incident is particularly serious, or if there is persistent failure to observe normal standards of behaviour, the school will contact parents/carers. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children. We employ nurturing principles and use solution focussed strategies such as “Direction, Rule, Reminder” as a means of maintaining positive behaviour and attitudes. (Please ask for a copy of our Behaviour Policy should you require more information). We expect OLOP staff to be treated courteously and with respect at all times.

Bullying



If any parent is concerned about bullying, the school should be informed so that we can deal with it immediately. Such concerns are taken seriously and dealt with promptly. We have an effective and robust Anti-Bullying policy. All findings and outcomes are reported back to parents at the earliest opportunity. Pupils

and parents can also use our new online reporting tool called “**Tootoot**” if they have any concerns and worries that need to be addressed.

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

Parents/carers have a significant role to play in helping to address these situations. For this reason, any anti bullying strategy must stress the partnership with parents / carers.

Definition

“Bullying is an abuse of power which is often repeated” It may be:

- Verbal
- Social
- Written
- Material
- Psychological
- Physical

In Our Lady of Peace Primary, we have the highest standards and expectations in terms of behaviour and attitude to school. We constantly strive to give pupils opportunities to reflect and act appropriately using solution orientated strategies. We raise awareness in children, staff and parents by:

- Sharing and understanding the school’s behaviour plan with all partners.
- Sharing knowledge & understanding of rights and responsibilities.
- Class discussions and individual talks with pupils and parents.
- Promoting positive behaviour – catch them being good!
- Supervising corridors and playgrounds.
- Providing playground games and incentives.
- Encouraging bullying and racial incidents to be reported.
- Having clear and effective procedures in dealing with anti-social behaviour.

Pupil Reporting Worries or Concerns



This session, all pupils will have access to an online reporting tool called “**Tootoot**”. All pupils will have their own personal login which will give them access to a text box to type in any worries or concerns and send to a special mail box directly to a member of the school leadership team. This will be opened daily and appropriate support put in place. Although anonymous, the Head Teacher will be able to identify the writers only in matters of Child Safety and Protection. All classes also have “worry boxes” for pupils to report any worries or concerns. We take the safeguarding of our pupils very seriously.

Extra-curricular Activities / Out of School Learning

The children have wonderful opportunities to achieve fantastic things outwith the classroom and away from home. To enhance teaching and learning in a fun and secure environment, our pupils experience:

- Planned opportunities for Outdoor Learning.
- Additional classes during lunch and after school. These include sports, curricular and community events.



- Regular educational visits and trips for every class, every year
- Residential educational experiences. This year, Primary 5 will visit Lockerbie Manor, Primary 6 will visit Blairvadach and P7 will visit Shrophshire (Alton Towers, Cadbury's World and Chester Zoo).
- Scottish themes and contexts eg Artie (Singing Kettle) on St Andrew's Day and Scottish authors and books.
- School shows (Nativity and End of year musical)
- Community Fundraisers and Fun days.

Please check your child's schoolbag for information as places are popular and usually limited.

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

Comments and Complaints

In Our Lady of Peace 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 approach the Head Teacher in the first instance.

Glasgow City Council complaints procedures are available

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

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



Phone 0141 287 0900

Email: customercare@glasgow.gov.uk

Useful addresses:

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

0141 287 2000

www.glasgow.gov.uk



We All Care

Here in Our Lady of Peace Primary, we want all our children and parents to want to come here and do very well.

We really strive to create a caring and nurturing ethos within our school. Our children know that they can speak to any adult if there is something bothering them. We hope

our parents/carers understand that any issues that may affect their child in school will be dealt with sensitively and confidentially to ensure the best outcomes for all concerned.

Please contact the school directly if you have any concerns or questions and we will do our best to help you.

Thank You,

Lorraine Wright,

Head Teacher, Our Lady of Peace Primary School, Glasgow

Helpful Terms

ASN	Additional Support Needs
Curriculum	Subjects taught throughout the school
CfE	Curriculum for Excellence -The curriculum for children from 3 to 18 years. These are national guidelines to inform learning and teaching
SfLW	Support for Learning Worker
EAL	English as an additional language
GCC	Glasgow City Council
NCCT	Non class contact time
NQT	Newly qualified teacher
SIP	School Improvement Plan, prepared annually to identify how the school intends to improve learning and teaching
EPR	Education Perspective Report
GCLOL	Glasgow's Challenge Leader of Learning
GIC	Glasgow's Improvement Challenge
VCOP	Vocabulary, connectives, openers and Punctuation used in the Big Writing Programme
RR	Rainbow Room
SEAL	Stages of Early Arithmetical language
CPA	Concrete, Pictorial and Abstract (approaches to Numeracy)
UNCRC	United Nations Conventions of the Rights of the Child

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

- *Before the commencement or during the course of the school year in question*
- *In relation to subsequent school years.*