



# EASTBANK PRIMARY SCHOOL

SCHOOL HANDBOOK

SESSION 2021-2022



EASTBANK PRIMARY SCHOOL

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Winners 2014

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Winners 2014



WEB SITE: [www.eastbank-pri.glasgow.sch.uk](http://www.eastbank-pri.glasgow.sch.uk)



A very warm welcome to you and your child from the team at Eastbank Primary



School! We look forward to sharing the next seven years with you! We hope you will find Eastbank to be a warm and friendly place where every child can reach their full potential.

Teaching and Support Staff are highly dedicated and talented professionals who put our children first and greatly value their relationships with them. Our children need to feel happy and safe to achieve their potential.

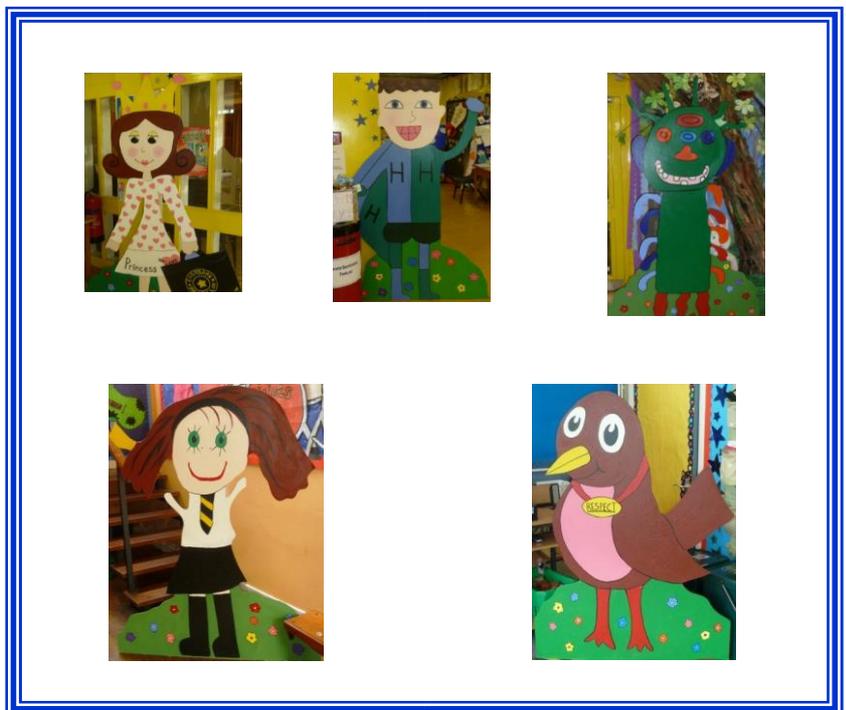
I am delighted to share that we are the proud winners of a Scottish Education Award, Scottish School of Co-operation Award, 4 Eco Green Flags and a Language and Communication Friendly School Accreditation. Our Eastbank Primary School family are highly committed to excellence in attainment & achievement and nurturing the positive emotional, mental, social and physical health and wellbeing of all pupils.

In partnership with you we will encourage your child to have a positive attitude to learning, to be confident in his/her ability, to contribute to the life of the school and to show good citizenship within the school, local community and the wider world.

At this time we are unable to welcome you into the school but we are available on the telephone or through Seesaw to talk to you about any concerns you may have and we are happy to help. Nothing benefits a child more than a close working relationship between school and home.

I hope that this handbook gives you a glimpse of life at Eastbank Primary School. I am so incredibly proud of our school and know that you and your child will be too!

Gayle Minnis  
Head Teacher





<u>CONTENTS</u>	<u>PAGE NO.</u>
Welcome	2
Contents	3
Vision and Aims	4
School Information	5-6
Staff Names	7
A Curriculum for Excellence	8 - 10
Curricular Areas	11 - 13
Assessment	14 - 15
Support for Pupils	15 -16
Home School Links Partnership with Parents	16 - 18
Equal Opportunities and Social Inclusion	18
Attendance at School	18 - 19
Promoting Positive Behaviour / School Councils	20 - 22
Anti Bullying / Medical and Health Care / Clothing and Footwear Grants	22 - 23
School Uniform / PE	23
School Meals - "Hungry for Success" and Transport	24 - 25
Child Protection and Child Welfare and Safety	25
Transfer from Primary School to Secondary School	25 - 26
Parent Forum/Parent Council	26
Data Protection Act	26
Information in Emergencies	27
Addresses and Contacts	27
School Holidays	27 - 28
Comments and Complaints	28

At Eastbank Primary School our aim is to be **FAB** . . .



HONESTY is always telling the truth.



Harry Honesty

POLITENESS is using good manners to live together in harmony.



Peter Politeness

RESPECT is treating everyone and everything with consideration and care.



Robin Respect

FAIRNESS is showing an awareness of all points of view.



Fiona Fairness

RESPONSIBILITY is making good choices for yourself and others.



Rebecca Responsibility



## School Information

PRESENT ROLL:	288
PLANNING CAPACITY:	429
WORKING CAPACITY:	402

### Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2 & 3	maximum 30
P4-P7	maximum 33
Composite classes	maximum 25

Parents/Carers should note that the working capacity of the school may vary depending upon the number of children at each stage and the way in which the classes are organised.

There are eleven classes ranging from Primary 1 to Primary 7.  
The school is co-educational and non-denominational.

### Introduction to the School

EASTBANK PRIMARY SCHOOL is situated at the corner of Shettleston Road and Gartocher Road. It was opened in 1968. Our school comprises of eleven Teaching Areas, Administration Offices, a Gymnasium, a Dining/Assembly Hall, STEM Central, Library, Art Room, Music and Drama Room, a STAR Hotel and a vibrant Garden Area.

We have our own kitchen which provides meals cooked and prepared freshly each day.

The accommodation in the school is used outwith school hours for after school clubs run by staff and visiting specialists including Dance, Rugby, Drama and Football clubs.

**EASTBANK PRIMARY SCHOOL** is one of 5 associated Primary Schools, 6 Pre-5 units and 1 secondary school (Eastbank Academy) which combine to form Eastbank New Learning Community.

We have an active Parent Council and Fundraising Committee and our pupils are well represented by our Pupil Council and Eco Committee.

### Our School Day-

School day begins	9am but we have a soft start from 8.50am to 9.15am
Morning Interval	10.30 am to 10.45am
Lunch Interval	12.00pm to 12.45pm, 12.15pm to 1.00pm
Afternoon session begins	12.45pm or 1.00 pm
End of school day	2.50pm for P1, P2/1 and siblings and 3.00 pm for all others



## **Breakfast Club**

We have a breakfast club in our cafeteria which provides breakfast to all children between the times of 8.00-8.45 a.m. This service is free to children who receive free school meals and there is a charge of £2.00 for all other pupils with £1.00 being charged for a sibling.

## **After School Care Service**

The school liaises with two local after school care facilities, Buddies (0141 774 3311) and Tic Tacs (0141 764 1483). Please call them directly for more details.

## **Enrolment**

Parents/Carers wishing to enrol their child may telephone at any point, enrolment details can be found here <https://www.glasgow.gov.uk/article/18426/Enrolment>.

## **Primary 1 Enrolment**

Children who are five years of age by the last day of February of the following year are normally registered using the online process during November of the year in which they start school.

Advertisements are placed in local papers by the Authority advising parents when online forms are available. Also we issue information for display in local nurseries and playgroups. Those parents considering a place at Eastbank are most welcome to call and speak with the Senior Leadership Team. We can answer any questions you may have.

Parents are reminded they will need their child's Birth Certificate and two proofs of address e.g. utility bills, driving licence in their name when enrolling their child online.

Families living outwith the catchment area are welcome to make a placing request to attend Eastbank Primary School but must enrol their child at their local school as a first step. Further information is available using the link above.

## **Primary 1 Intake**

Following Primary 1 Registration, Parent Induction visits and information letters will provide parents/carers with all the necessary information required for starting school. In May/June our new Primary 1 pupils will be given the opportunity to visit their future Primary 1 classroom to fully prepare them for starting school. There are restrictions on this at the moment and this might mean only one adult can attend with them for a short visit or children only. Home/School partnership is crucial and if this can return to two face to face visits we will action this asap.

## **Whole School 'Soft Start'**

Following the success of our P1 Soft Start we have a 'soft start' for all our children. School will continue to officially start at 9.00am but all children are invited to make their way in to their cloakrooms/classrooms between 8.50am – 9.15am. This gives our children a chance to unpack, settle, play and chat until 9.15am when class teaching time will begin.

For any children attending Breakfast Club or being dropped off earlier, our support staff accompany children to their classrooms.



## SCHOOL STAFF

### TEACHING STAFF.

Head Teacher	Mrs Minnis
Depute Head Teacher	Miss McCabe
Principal Teacher	Miss McLaughlin
Acting Principal Teacher	Mr Kiernan

Primary 1A	Mrs Milligan
Primary 1B	Mrs Angely
Primary 2	Miss Steele
Primary 3/2	Mrs Lawson
Primary 3	Mr Cairns
Primary 4	Mrs Fleming / Mrs Campbell
Primary 5/4	Mrs Fraser / Mrs Pentland
Primary 5	Miss Hoy
Primary 6	Miss Crichton
Primary 7/6	Miss MacLachlan
Primary 7	Mrs Clark / Mr Kiernan
	Mrs Campbell – Literacy Raising Attainment Teacher
	Miss Hensman – Digital Literacy and Numeracy Raising Attainment
NCC	Miss
GDSS	Miss



### SUPPORT STAFF

#### Clerical Assistants

Mrs Kelly  
Mrs Henderson



#### Pupil Support Assistants

Miss Baird	Ms Krybus
Mrs Kelly	Miss MacIntyre CDO
Mrs Tobin	
Miss McGrory	

#### Janitor

Mr Kenny Scott



#### Crossing Patrol

Miss Linda Hamilton

#### Catering Manager

Mrs N. O'Neil



## A CURRICULUM FOR EXCELLENCE

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Eastbank Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

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

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

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

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

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

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

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

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

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



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

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

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

**P1 – P3 Curriculum Design:** Curriculum for Excellence encourages child-led creativity in the classroom. It promotes critical challenging and questioning. It really makes teachers think about how they teach; recognising that we learn in different ways and presenting lessons in ways that suit the learning styles of the children.

At Eastbank Primary we have adopted a more creative approach to teaching and learning in Primary 1 and 2 with elements of it moving up to P3, P4 and P5. We now provide children with more opportunities to learn through play and first hand experiences. These experiences help children to develop confidence in themselves as learners and build the necessary skills required to access the curriculum. We are also focusing on improving the children's vocabulary which also supports children with both their reading and writing.

There has been lots of research carried out in Scotland in the last few years, highlighting a gap in young children's vocabulary and enjoyment of reading. While we have made good progress in helping children read well in recent years, we are working extremely hard to ensure that literacy skills are developed throughout all areas of the curriculum and the children are equipped with the skills that they require as they progress through primary.

Active learning within Curriculum for Excellence doesn't mean that children are actively running around. It is learning that engages children and challenges their thinking.

Motivated children who are actively engaged with tasks that have a clear purpose will retain and learn more and will be more likely to transfer the knowledge and be able to apply it in different situations.

Right from the outset, young children will be partners in the learning process; actively participating in the planning, shaping and directing of their own learning.

Through play, children can:

- Work in partnership with others
- Express themselves
- Build their independence
- Make sense of their experiences
- Manipulate materials
- Test out new knowledge
- Develop new skills
- Make choices and decisions
- Solve problems... and lots more

### **Religious Observance**

Our school is fortunate to have a close link with the local church. The minister 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. This is not happening at this point in time due to COVID.



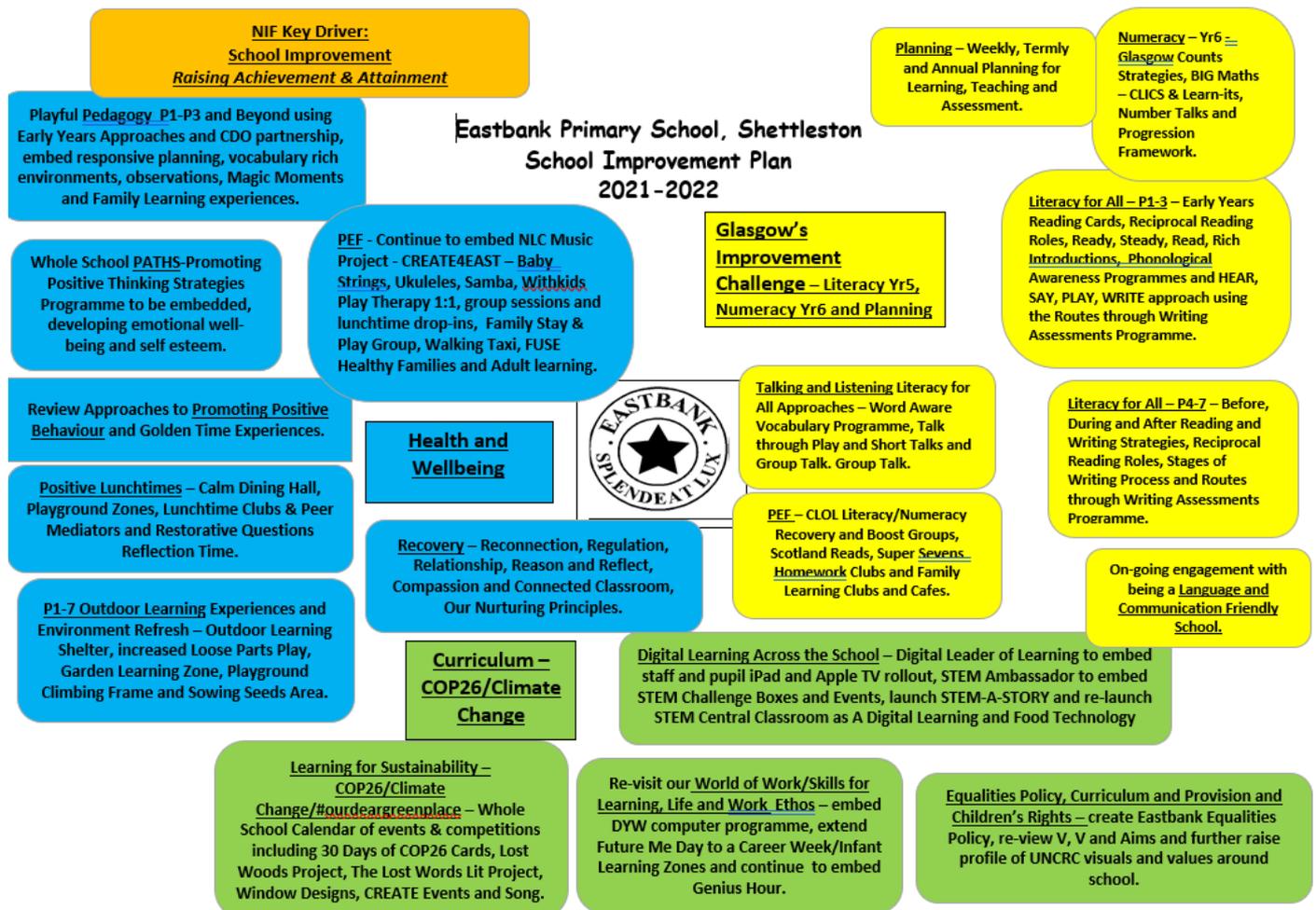
## Our Journey to Excellence

As a school we work hard to embrace the key philosophies of A Curriculum for Excellence by supporting our children to become:-

Successful Learners  
Confident Individuals

Responsible Citizens  
Effective Contributors

Our School Improvement Plan for 2021/2022 has the following priorities:-





## LITERACY

Within Curriculum for Excellence, literacy is defined as a set of skills which allows an individual to engage fully in society and in learning, through the different forms of language, and the range of texts, which society values and finds useful. At Eastbank Primary, literacy experiences and outcomes promote the development of skills in language, and recognise the importance of listening and talking.

### Reading

At Eastbank we recognise the importance of reading as a skill required to access all other areas of the curriculum. To assist staff in constructing a programme for reading, suitable for the various abilities within our curriculum we use a wide range of resources and approaches:-

- ❖ We follow the citywide Literacy Programme Literacy for All which focuses on teaching pupils the tools and strategies required to decode, comprehend and engage with a range of texts. Before, During and After Reading strategies are integral to this approach
- ❖ We teach phonics beyond our Infant Department all across the school (P1-P7) 'Phonological Awareness' is the ability to hear, recognise and differentiate between sounds and the spoken language. This is a vital reading skill that allows our pupils to 'word attack' and 'decode' unfamiliar words.
- ❖ We use PM Benchmark Reading Materials. PM Benchmark is a reading assessment module that ensures that books your child is reading are at just the right level for them – not too hard and not too easy! All the books are accurately levelled, and include a variety of fiction and non-fiction. We assess each pupil individually in order to identify the correct level for each pupil and have many class reading sessions throughout the week.
- ❖ We have a large number of novel studies to provide each class with many opportunities to explore and read a novel together.
- ❖ We use 'Jolly Readers' in P1-P5 which build on the skills and sounds introduced using the Jolly Phonic Programme and Ginn Reading in P4-P7 as well as a wide range of Literacy Circle reading books and approaches. Literacy Circles allow children to read and reflect together in small groups.
- ❖ We encourage pupils at all stages to utilise class libraries to select books to enjoy at home. Our aim is to raise pupil attainment in reading and nurture the love of reading for life in all of our pupils!

### Talking and Listening

Children are provided with many opportunities to express themselves confidently in the spoken word, through e.g. drama, storytelling, debating, solo talks, presentations and to develop active listening skills.

### Writing

All types of writing are taught, Personal, Imaginative, Functional and Writer's Craft with teachers providing children with opportunities for "writing for a purpose." We aim to develop in our children the ability to convey information accurately using suitable writing contexts, language and structures.



We also provide opportunities for pupils to express their feelings, reflect on ideas and experiences and use their imagination to gain pleasure in writing. We use BIG Writing VCOP strategies – Vocabulary,

Connectives, Openers and Punctuation and the Roots through Writing Programme to assess learners progress.

### **Phonics/Spelling**

In the Early Years spelling and phonics are taught as part of our Jolly Phonics and Jolly Grammar Programme involving a wide range of multi-sensory experiences and resources.

In the Upper Years we also follow a multi-sensory approach based on 'Jolly Grammar' – Look & Say, Trace & Cover, Write & Check!

### **Numeracy**

Numeracy and mathematics are important in our everyday life, allowing us to make sense of the world around us and to manage our lives. Using mathematics enables us to model real-life situations and make connections and informed predictions. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Our Numeracy programme covers the following areas:- Number, Money and Measure, Information Handling, Shape, Position and Movement with a particular emphasis on Problem Solving and utilising skills and concepts in real life situations. We follow the citywide programme called Glasgow Counts focusing on strategies and learning through concrete, abstract and pictorial approaches.

Children are shown how to collect, organise, display and interpret information from graphs and databases and these skills can be used in other areas of the curriculum e.g. I.C.T and Social Studies. We use a range of mathematical resources to aid learning including Heinemann Mathematics, Tee Jay materials, I.C.T. programmes, calculators, measuring equipment, puzzles and games.

Our pupils are encouraged to be actively involved in their numeracy learning through practical experiences and discussion.

### **Inter-Disciplinary Learning**

In order to achieve the large number of Curriculum for Excellence Social Studies and Science Outcomes and Experiences pupils will learn through a range of topics and projects. Each class enjoys a selection of topics each session and participates in as many educational visits e.g. museums, local parks as possible. We also organise and welcome input from visitors to our school. For example we have good partnerships with SOS, Generation Science, The Glasgow Science Centre, RSPCA etc.

### **Expressive Arts**

Children are provided with a balanced Expressive Arts Programme which consists of Art, Drama and Music. P5-P7 pupils have the opportunity for violin, brass and woodwind tuition by our specialist teacher.

In recent years we have expanded our music curriculum via the CREATE4EAST Baby Strings Programme – a transformative and Innovative Project across 4 primary schools in the Eastbank Learning Community (Wellshot, Quarrybrae, Eastbank and Thorntree) using Pupil Equity Funding to raise attainment and close the poverty related equity gap.



CREATE4EAST uses whole class delivery in P1-P4 by two specialist string instructors, working to develop vocabulary, rhythm, pitch, rhyme, talking and listening and motor skills. All children play a violin, viola or cello and enjoy performing at a range of concerts and events.

### French

Children across the school are introduced to French, following the GCC programme allowing pupils to a range of key vocabulary using talking, listening, reading and writing approaches.

### STEM (Science, Technology, Engineering, Maths)

We have a full programme of learning experiences to promote STEM in our school.....

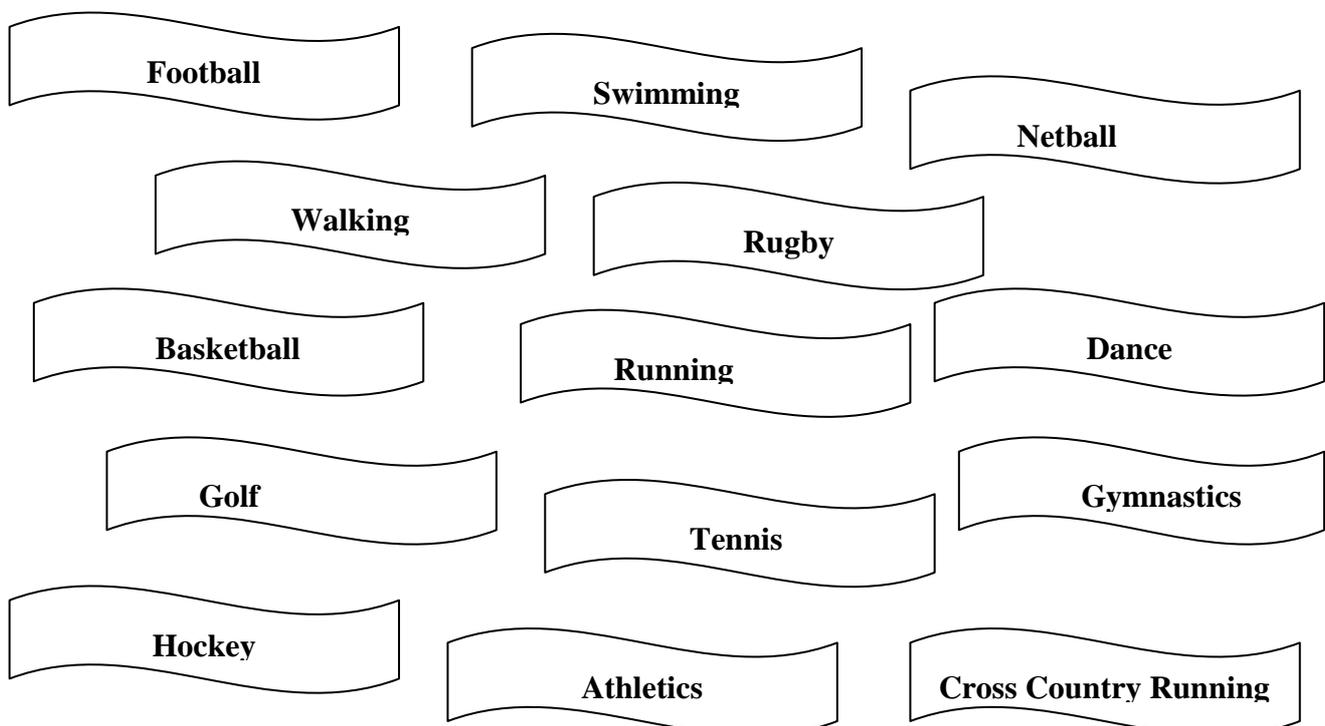
- ❖ Science Progression Planners
- ❖ Weekly STEM Challenges
- ❖ Pupil STEM Ambassadors
- ❖ Pupil Tech Team
- ❖ Digital Literacy Programme
- ❖ Range of Digital Learning Resources
- ❖ Engineering Club
- ❖ Links to World of Work / Real-Life STEM contexts

### Health and Well-being

We are a recognised Health Promoting School and through our Health Programmes of Study and extensive Physical Education Programme we aim to foster a positive attitude to an active lifestyle, concern for physical wellbeing and healthy eating. We use a range of programmes including PATHS (Promoting Alternative Thinking), Circle Time, Positive Play and Restorative Practices to conflict resolution.

Talented staff as well as a range of sport coaches ensures worthwhile experiences are provided for our pupils. In addition to P.E. sessions our pupils can enjoy additional physical activity sessions throughout the school year at break times and after school.

Throughout the session children can participate in a huge variety of physical activities





We also promote a healthy lifestyle through our Breakfast Club, nutritious school meals and healthy snack policy. We also provide chilled water for pupils to enjoy throughout the day.

### **ASSESSMENT**

Eastbank Primary is an Assessment for Learning (A.I.F.L.) school – a place where everyone is learning together.

#### **Aims:-**

All learners will have the skills and opportunities to identify personal learning targets and to monitor their own progress against their goals.

Children, teachers and parents will engage in focused dialogue about children’s learning to celebrate achievement and identify next steps.

All learners will have an Assessment Portfolio.

All stakeholders will apply a range of “Assessment for Learning” skills to monitor and review progress.

#### **Methodology:**

Daily for example:

- Traffic light in jotters
- Help cards e.g ‘I can do it’ or ‘I’m not sure yet.’
- Thumbs up
- Post It board

#### **Weekly Learning Logs / Floor-books**

Learning logs are completed on a weekly basis, children record:

- What I have learned this week
- Magic moment of the week
- Target for the coming week

#### **Continuous Formative and Summative Tracking:**

##### **Say, Write, Make and Do Pupil Profiles and Personal Learning Planning**

Each pupil has an individual portfolio entitled a ‘Say, Write, Make and do Profile which pupils and teachers use to store a range of evidence from all curricular areas, this is stored on Seesaw for all learners and parents to see. Each pupil completes a Weekly Learning Log which is used to support learners to identify personal targets and to monitor their own progress.

#### **Monitoring Progress/Moderation**

A whole school Monitoring Programme incorporates reviewing written Planners, SLT and Peer Classroom Observations, Pupil Work Monitoring and Pupil Focus Group learning discussions. Follow-up oral and written feedback focuses on evidence, next steps and improvements shared by SLT and Peer Visitors.



Throughout Primary 1 - 7 assessment of each child's progress in spelling, reading and numeracy skills is carried out using Screening and Diagnostic Tests on an individual basis. We work closely with our Learning Community Partners to moderate and enhance pupil progress.

Pupil progress is measured continuously both formally and informally by the class teacher and members of the Senior Leadership Team.

### **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.

Further information relating to additional support needs is available on the Glasgow City Council website – [www.glasgow.gov.uk/index.aspx?articleid=8627](http://www.glasgow.gov.uk/index.aspx?articleid=8627)

### **Getting It Right For Every Child (GIRFEC)**

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

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright). We work closely with a range of partners to support all learners including a Speech and Language Therapist, Play Therapists, GDSS (Glasgow Dyslexia Service) and Family Learning officers.

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 is 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, 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).

## Home School Links- Partnership With Parents

Parental attitudes and interests are important in helping children to develop a favourable impression of school. Children feel more secure and will achieve more when they realise that the Parent and Teacher have the same ends in view. The following are ways in which the school encourages links with parents:

- **Open Door Policy**

The Senior Leadership Team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please phone for a consultation, there may be an in person meeting called if necessary, however, Scottish Government guidance still applies.

- **Parent Teacher Evenings.**

In the current climate parent and teacher evenings have been via additional written reports and telephone calls.

- **Infant Induction Sessions**

Primary 1 Parents/Carers are invited along to the school for a short visit to their child's class and a presentation used on the ways used to teach the children to read and how parents can help at home is on the school website. This programme will adapt and expand as guidance changes.

- **SEESAW**

Throughout the year Parents/Carers of children at P1 - P7 stages are sent information, videos and pictures from the school via Seesaw with the aim for parents/carers to be fully aware of the balanced curriculum being provided at Eastbank throughout their time in primary school.

- **Parent Council**

The Parent Forum represented by the Parent Council have an active fundraising group that meets monthly and gives valuable support to many school ventures and arranges regular fundraising activities for the benefit of the children.



We recognise the importance of the home school partnership for the benefit of your child and we issue regular **newsletters** and welcome your support, educational, social, and/or fundraising. We regularly send **text messages** to parents acting as reminders of events and update our **school website/twitter** with photographs and information on a regular basis too! Our Parents are important to us!

### Seeking Parent/Carers Views

Self-evaluation is an on-going process at the heart of all development work at Eastbank Primary. Our Quality Assurance Calendar is followed to ensure rigor and depth in our approaches to self-evaluation and the involvement of all stakeholders thus creating a shared ownership for continuous school improvement.

We seek views of Parents and Carers in many ways:-

- Parent Council discussions around strengths and developmental areas of school and SIP priorities.
- All parents involved in audit process using HGIOS4 Questionnaire and Quality Indicators.
- Contact via text message and Seesaw.

### Home Learning Mission Statement

#### Aims

Through Home Learning we aim to:

- Raise attainment by providing experiences where our learners use the skills and knowledge met and learned in school.
- Encourage the children to become independent and responsible learners.
- Promote positive shared learning experiences between parent/guardian and child.
- Provide parents/guardians with information of the on-going work of the class.

#### Types of Home Learning

- Spelling
- Times Tables
- Practical activity
- Research topics and investigations
- Reading
- Reinforcement of class work
- Games/Puzzles/Problem Solving

Home Learning activities are shared via the Seesaw online learning platform.

### Shared Home Learning

Twice a year we have a four week block of additional Shared Home Learning tasks. These cover a wide range of activities and are differentiated dependent on stage with some tasks related to class topics. These activities will enhance Personal and Social Development and also give children the opportunity to learn at home in a fun and purposeful way. Children must complete a minimum of four tasks over the four week period and will share their learning through a class display.

### How Can Parents Support Our Home Learning System

- Ensure that your child completes homework
- Provide a calm atmosphere with a few distractions as possible.
- Discuss homework with your child including the work that has preceded it.
- Check quality and standard of presentation of homework.
- Sign homework.





- Facilitate and extend your child's learning by supplying relevant information or visiting places of interest related to work including the library.
- Show interest in your child's homework.
- Encourage creativity when relevant.

An average suggested time for homework would be

<b>Primary 1 and 2</b>	10 minutes	<b>Primary 3</b>	15 minutes
<b>Primary 4 and 5</b>	20 minutes	<b>Primary 6 and 7</b>	20-30 minutes.

### School Community

The school has built up strong valuable partnerships in the community with the Church, Police, Library, Senior Citizens, local charities and local businesses.

Through these partnerships the children have an increased awareness of the ways in which they can be a good citizen in the local community and beyond. The school highlights the importance of being a good citizen through its Citizenship and Values programme.

### Equal Opportunities And Social Inclusion

To ensure that all children can develop their talents fully, boys and girls will be given equal opportunity to participate in all areas of the curriculum.

We seek to promote equal opportunities and social justice in relation to all members of the groups identified in the Glasgow City Council policy documents.

We present a broad and balanced curriculum, with every child being offered appropriate learning experiences and opportunities regardless of gender, race, religion, or disability.

We strive to provide different role models for the children and we examine our materials and resources carefully so that out of date or misrepresentation of male/female models is not passed on. Our visual displays will reflect multicultural and equal opportunity materials.

### Attendance At School

#### Pupil Absence

Within Eastbank Primary School good attendance is encouraged at all times and children rewarded accordingly. **Parents are asked to contact the Pupil Absence Reporting Line (287 0039)** if their child is going to be absent. This should be done before 9.30 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

The Pupil Absence Reporting Line (PARL) service has been created to provide an efficient flexible way for parents/carers to report absence. It is recognised that in some circumstances, for example, to report or discuss a sensitive issue, you may still require to speak directly with the school. The following guidance should be applied:

**Please phone the Pupil Absence Reporting Line 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 PARL 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.

In the interests of safety, when a child has to attend a clinic, dentist, doctor or hospital during school hours he/she must be collected by a parent/guardian.

Children will not be permitted to leave school unaccompanied during school hours.

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

Exceptional circumstances include;

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

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

- Availability of cheap holidays or desired accommodation;
- Holidays which overlap the beginning or end of term.

Clearly with no explanation from the parent or carer the absence is unauthorised.

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time.

We strive to attain the maximum attendance possible and would seek the co-operation of parents/careers in this matter.

### **Better Behaviour Better 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. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others.

Our aim is the development of self-discipline and self-regulation where the children consistently make wise choices, self-reflect and work restoratively with each other. Parents/carers will be consulted fully, and it is hoped that with their positive co-operation working in partnership with the school any behavioural issues will be overcome.

At Eastbank Primary School we encourage a positive attitude to work and behaviour. We plan activities and duties encouraging our children to take responsibility for their actions, decisions and behaviour.



# Promoting Positive Behaviour

## TEAM – Together Eastbank Achieves More

### Mission Statement



Our Eastbank Family is committed to promoting the health and wellbeing of all children in our care. We aim to develop their knowledge and understanding, skills, capabilities and attributes required to achieve mental, emotional, social and physical wellbeing through our pro-active approaches and programmes of study, supportive school ethos and commitment to Promoting Positive Behaviour. Our PPB Mission Statement provides simple practical procedures for staff and learners to: -

- ☉ Positively reinforce desired behaviours
- ☉ Teach appropriate behaviour through positive interventions

We set high expectations and encourage our children to give their best at all times, conducting themselves in a reasonable, responsible and safe manner through our Eastbank Values.

At Eastbank Primary School our aim is to be **FAB...**

**F**eeling -  
positive as  
part of our  
Eastbank  
Family

**B**eing -  
Respectful,  
Responsible,  
Fair, Honest  
and Polite

**A**iming -  
to Get It  
Right For  
Every  
Child

**HONESTY** is  
always telling the  
truth.



Harry Honesty

**POLITENESS** is using  
good manners to live  
together in harmony.



Peter Politeness

**RESPECT** is treating  
everyone and everything  
with consideration and  
care.



Robin Respect

**FAIRNESS** is showing  
an awareness of all  
points of view.



Fiona Fairness

**RESPONSIBILITY** is  
making good choices  
for yourself and others.



Rebecca Responsibility



# Eastbank STARS

We celebrate and encourage positive choices and effort in a variety of ways

- Class Points/Rewards
  - Class Reward System – watch out for updates via Seesaw
  - Examples include Class Dojo Points, Group Points, Whole Class treats, Golden Time, Raffle Tickets etc
- ~~PATHS~~ Pupil of the Day
  - Compliments Sheet completed by classmates/shared via Seesaw
- Magic Messages
  - Shared by all staff via Seesaw or Post!
- House System
  - Each family will be part of one of our 5 Values Houses
  - Tokens awarded daily by all staff
  - Weekly 'extra play' for class with most tokens
  - Monthly afternoon of fun for winning house (last Friday of each month)
- Values VIP's
  - Identified weekly and shared via Seesaw each Friday PM
  - VIP Play Party 10.45-11.00am Monday on MUGA/Climbing Frame
- H.T. Awards
  - Certificates to recognise in and out of school achievements

# Eastbank Values Code of Conduct

- Redirection / Reminder
  - Stop and Think of School Values
- Verbal Warning
  - Clear Verbal Warning
- Yellow Card
  - 5 mins Reflection Time with SLT
  - Reflect and Restore Conversation
- Red Card
  - 10 mins Reflection Time with SLT
  - Reflect and Restore Conversation and/or Values Think Sheet completed
  - Reflection Time Memo completed by SLT
  - Reflection Time Memo shared with home via Seesaw
  - Reflection Time Memo stored in Class Record Folder
- Phone Call Home
  - CT or SLT phone call home to share serious incident
  - Recorded on Communication/Behaviour Tracking Log Sheet
- Formal Home / School Meeting
  - Formal meeting with pupil, parent, CT and SLT to agree on targets and approaches.
  - Meeting recorded on Communication / Behaviour Tracking Log Sheet
  - Targets reviewed at an agreed date



## House System

- ❖ Our school is divided into five Houses in line with our school Values Characters with a colour linked to each House.

Robin Respect House = RED.

Peter Politeness House = GREEN.

Harry Honesty House = BLUE.

Fiona Fairness House = ORANGE.

Rebecca Responsibility House = YELLOW.

Children shall be allocated a House when they start Primary 1 or when they join the school at a later stage. Where possible, children of the same family will be allocated the same House whilst ensuring that the number of children is fairly balanced between each House. Children will remain in the same House for their 7 years at Primary School.

### Awarding House Points

Our expectation is that children will be loyal to their House and try their best to earn points for their House by displaying good behaviour, a positive attitude to their work, a great example to others and represent their school with confidence and pride.

The Eastbank TEAM – Together Eastbank Achieves More.

## SCHOOL COUNCILS

All pupils would have the opportunity to select a council that they would like to join.

1. Eco Warriors / Hidden Garden Council
2. Healthy Heroes / Sports Council
3. Ministry of Art Council
4. Inclusive Innovators Council
5. Rebecca Responsibility Council
6. Mindfulness Moments Council

The councils meet 8 times per session and work together as a group to organise events and make improvements to our school. We decided to launch this approach to school councils to:-

1. Give all children the opportunity to make changes in our school.
2. Give all children the opportunity to make decisions and have responsibility.
3. Encourage children to work together as a TEAM using good communication skills.
4. Allows all children to work with a mixed age group and learn from each other.

## Anti Bullying

We at Eastbank Primary take very seriously any report of children who take part in bullying behaviour or children who report that they have been the victim of bullying.

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



In 2014, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. Parents and carers have a significant role to play in helping to address this problem. For this reason anti-bullying strategy stress the importance of partnership with the parents and carers of their children. Please contact the school if you have any concerns regarding the pastoral care of your children.

The Eastbank Primary team - children, parents/carers and staff must work closely together to make Eastbank Primary a bullying free school.

**T**ogether  
**E**astbank  
**A**chieves  
**M**ore

### Medical And Health Care

During your child's school life a number of checks are available. They may be carried out by the School Nurse, School Nurse Assistant, School doctor or Audiologist.

VISION:	In P7 and at other times if required
HEARING:	If required
HEIGHT:	In P1 and at other times if required
WEIGHT:	In P1 and at other times if required
HEALTH INTERVIEW:	P7 and at other times if required

Dental Inspections are carried out annually and treatment where necessary is offered through the Dental Clinic at Shettleston Health Centre.

When children are enrolled the following details are requested: Name, address and telephone number of Family Doctor and also someone in the local area we can contact in an emergency. This information is necessary in order that we are able to deal promptly with any child who becomes ill or has an accident during the school day. It is important that parents should keep us informed if their child has any particular medical requirements. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available from the school office.

### Clothing And Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income based), Working Tax Credit, (with a total annual income of less than £15050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Approval of any requests for such grants made by parents/carers in different circumstances is at the discretion of the Executive Director of Education. Information and application forms may be obtained from the Glasgow City Council Website.

### OUR SCHOOL UNIFORM

The Eastbank Primary Parent Council consulted both parents/carers and children regarding choice of school uniform. The consensus of opinion was as follows:

- \* Black blazer / black trousers, skirt or pinafore / black jumper / black cardigan / black sweatshirt / \* \* White school shirt and school tie / White or gold polo shirt \* / Black shoes



## P.E. Lessons

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Each class is allocated two hours of Physical Education per week. Parents are asked that all articles of clothing/footwear should be given **suitable identification/name tags**. Thank you.

## School Meals - “Hungry For Success”

When children choose healthy eating options in childhood it is hoped they shall continue do so into adulthood encouraging a healthier lifestyle and Eastbank along with Glasgow City Council is pleased to be supporting this outcome.

On offer in our school dining hall is a wide choice of balanced nutritious meals, inclusive of a vegetarian option, snack meal, hot/cold sandwich or salad fayre, for only **£1.90**. At the pick-n-mix bar children may choose a minimum selection of.

- 1 milk and 1 Fruit Juice
- 1 Yogurt
- Homemade Soup and Bread
- 2 Fruit portions
- 2 Vegetable portions



If a child requires a special diet, the school should be informed and arrangements can then be made with the catering staff co-ordinator to ensure these dietary requirements can be met. Payment of lunches is due to be made by online payment, from December 2021 onwards.

Children who prefer to bring packed lunches are accommodated. Management and support staff, supervise lunches in the dining hall and in the classrooms where children are encouraged to make wise food choices and act in a responsible, safe and mannerly way.

Children and young people of parents/carers receiving Income Support, income based Job Seekers Allowance, Universal Credit (where income is less than £7320), Working Tax Credit (where income is less than £7330, 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 may be obtained from the Glasgow City Council Website.



## Transport

The Education Authority has a policy of providing free transport to all primary children who live more than one point two miles from their local school by the recognised shortest walking route. Parents/carers who consider they are eligible should obtain an application form from the school.



## Child Protection And Child Welfare And Safety At Eastbank

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you shall be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children and young people are respected and listened to
- ensuring that programmes of health and personal safety are central to the curriculum
- ensuring that staff are aware of child welfare and safety and protection issues and procedures
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social work services area office of the circumstances.

Child Protection Procedures at Eastbank are in place and followed by all staff.

## Transfer from Primary School to Secondary School

Children are normally transferred 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 the year preceding the date of transfer at the start of the new session. Children from our school normally transfer to:

EASTBANK ACADEMY  
26 ACADEMY STREET  
GLASGOW G32 9AA  
TEL: 0141-582-0080



Parents who wish their children to transfer to a different Secondary School can make a placing request by filling in a form obtainable at this school.

During the course of the year, parents/carers and children have many opportunities to meet the Head Teacher and Secondary school staff to ensure a smooth transition to Secondary schooling. Pupils will have conducted a 3 day visit to Eastbank Academy in June.

N.B. Separate visiting arrangements are made for pupils transferring to a different Secondary School.

### **The Parent Council**

The Parent Council is a group of parents/carers selected representing all the parents of children in a school.

Our Parent Council helps by

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

Every school's Parent Council will be different because it will be **parents/carers** in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role.

### **Eastbank Primary Parent Council**

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend our informal and friendly Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on request from the school office. A list of current members is also available on the website.

### **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 and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the information use and Privacy Policy, see [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)



### Information In Emergencies:

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio and by updating our school website:

[www.eastbank-pri.glasgow.sch.uk](http://www.eastbank-pri.glasgow.sch.uk)

### Useful Addresses And Contacts

#### EXECUTIVE DIRECTOR OF EDUCATION

Mr Donald Hutchison

#### EDUCATION SERVICES

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

#### AREA COMMUNITY EDUCATION OFFICE

St. Mungo's Academy  
Crownpoint Road  
Glasgow G40  
0141-582-0260



LETTING SECTION  
CULTURAL & LEISURE SERVICES  
20 TRONGATE  
GLASGOW G1 5ES  
TEL. NO: 0141 302-2814 or 302-2815



#### After School Care

Tic Tac After School Care  
1464 Shettleston Road  
Glasgow, G32 9AL  
Tel No: 0141 764 1483

Buddies After School Care  
2 Hallhill Road  
Glasgow G32 0LL  
Tel No: 0141 774 3311  
Email:  
[karendunnbuddies@btconnect.com](mailto:karendunnbuddies@btconnect.com)

The holidays for session 2021/2022 are as follows:-

Re-opening	Teachers:	Thursday 12 <sup>th</sup> & Friday 13 <sup>th</sup> August 2021
	Pupils:	Monday 16 <sup>th</sup> August 2021
September W/E		Friday 24 <sup>th</sup> September 2021 to Monday 27 <sup>th</sup> September 2021 (inclusive)



1st. Mid Term	Friday 8 <sup>th</sup> October (In-Service day) Monday 11 <sup>th</sup> October 2021 to Friday 15 <sup>th</sup> October 2021 (inclusive)
Christmas/New Year	Wednesday 22 <sup>nd</sup> December 2021 to Tuesday 4 <sup>th</sup> January 2022 (inclusive) Wednesday 5 <sup>th</sup> January 2022 – Pupils return
2 <sup>nd</sup> Mid Term	Monday 14 <sup>th</sup> February 2022 to Tuesday 15 <sup>th</sup> February 2022 (inclusive) Wednesday 16 <sup>th</sup> February 2022 (In-service day)
Spring Break	Good Friday 1 <sup>st</sup> April 2022 to Monday 18 <sup>th</sup> April 2022 (inclusive) Tuesday 19 <sup>th</sup> April 2022 – Pupils return
May Day	Monday 2 <sup>nd</sup> May 2022 Thursday 5 <sup>th</sup> May 2022 (In-service day)
May W/E	Friday 27 <sup>th</sup> May 2022 to
Summer	Thursday 2 <sup>nd</sup> June 2022 Friday 3 <sup>rd</sup> June 2022 (Queen’s Jubilee) Friday 24 <sup>th</sup> June 2022
Schools Close:	

### **Comments & Complaints**

In Eastbank 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:

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

Tel: 0141 287 5384 e-mail:  
[education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)



### Disclaimer

Please be aware that whilst we have worked hard to ensure the information provided is considered to be correct at the time of printing, it is possible that there may be some inaccuracies by the time the document reaches you!