

Eastbank Primary School

School Handbook

2022 – 2023



80 Gartocher Road,
Glasgow, G32 OHA
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www.eastbank-pri.glasgow.sch.uk





Welcome

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.

A variety of activities are arranged throughout the year giving parents an opportunity to meet with staff. We look forward to meeting you on as many of these occasions as you can manage. Nothing benefits a child more than a close working relationship between school and home.

At all times we operate an open door policy and if you have any worries or concerns regarding your child's progress or welfare please contact us at the school by telephone or pop in and we will be happy to help.

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



School Vision & Values

Our values have been identified, developed and agreed in consultation with all pupils, staff, parents/guardians and members of our wider community.

Our 'Values Characters' help us to live our values:



Harry Honesty



Fiona Fairness



Peter Politeness



Rebecca Responsibility



Robin Respect

Honesty is always telling the truth.

Fairness is showing an awareness of all points of view.

Politeness is using good manners to live together in harmony.

Responsibility is making good choices for yourself and others.

Respect is treating everyone and everything with consideration and care.

All stakeholders are committed to living and sharing our values.

As a pupil, I will let my choices be guided by our shared school values.

As a school, we will promote and celebrate the values of fairness, honesty, politeness, respect and responsibility.

As a parent/guardian, I will encourage and support my child's commitment to our shared values.

As friends of Eastbank, we will respect and promote the shared school Values of Eastbank Primary.



School Staff

Teaching Staff

Head Teacher	Mrs Minnis
Depute Head	Miss McCabe
Principal Teacher	Miss McLaughlin
Principal Teacher	Mr Kiernan
Primary 1a	Mrs Campbell/Mrs Pentland
Primary 1b	Mrs Angely
Primary 2	Miss Steele
Primary 3/2	Mrs Lawson
Primary 3	Miss Maclachlan
Primary 4	Miss Nadeem/Miss McLaughlin
Primary 5/4	Mrs Clark/Miss McLaughlin
Primary 5	Mrs Fraser/Mrs Pearce
Primary 6a	Miss Hoy
Primary 6b	Miss Crichton
Primary 7a	Mr Cairns
Primary 7b	Mrs Nicholson

Support Staff

Clerical Assistants

Mrs Kelly
Mrs Henderson

Support for Learning Workers

Miss Baird
Mrs Kelly
Mrs Tobin
Miss McGrory
Mrs Krybus
Miss Watt
Miss McIntyre CDO

Janitor

Mr Scott

Crossing Patrol

Miss Hamilton

Catering Manager

Mrs O'Neill





School Information

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 12 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 out with school hours for after school clubs run by staff and visiting specialists including Dance, Rugby, Football, Spanish, Drama and Netball 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.

Present Roll:	304
Planning Capacity:	429
Working Capacity:	402

Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2 & P3	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 12 classes ranging from Primary 1 to Primary 7. The school is co-educational and non-denominational.

Our School Day

Soft Start	8.50 – 9am
School Starts	9am
Morning Interval	10:30 – 10:45am
Lunch Interval P1, P2, P6 & P7	12 – 12:45pm
Lunch Interval P3, P4, P5	12:15 – 1pm
School Ends	3pm



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. Enrol is now conducted online – see the link below. <https://www.glasgow.gov.uk/index.aspx?articleid=18426>
Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step. Further information is available using the following: <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

School Term Dates

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

Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on: **0141 287 0039. The line is open between 08.00-15.30 Monday to Friday.** Alternatively, you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter. If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

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

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.





School Uniform

The school uniform is:

- White shirt
- School tie
- White or Yellow Polo Shirt
- Black jumper/cardigan
- Black trousers
- Black skirt/pinafore

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase through B.E. Schoolwear, 35 Argyle Street, Glasgow G2 8AH or order on-line at info@border-embroideries.co.uk

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Eastbank Primary School will adhere to this dress code.

PE Kit

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

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

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

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children.

Information and application forms may be obtained from schools and at:

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



School meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-4 are entitled to a free school meal. From January 2022, this will include all P5 pupils and from August 2022, this will include all primary aged pupils.

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at: <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Parent Portal

In line with Glasgow's Digital Citizen policy and to enhance communication with parents/carers, Education Services will shortly be introducing www.parentsportal.scot to school across the city from November 2021, on a phased basis. Parents Portal is designed to replace the 'schoolbag run' and provides online access to a range of school related services to Parents/Carers. Parents Portal will provide access to Parents/Carers with information about their child's school and will allow 24-hour online access to:

- Link to their child
- Complete the annual data check process electronically
- Update their own as well as their child's details at any time
- View the school calendar
- Complete electronic permission slips and consent forms

As the Parents Portal develops, you will see more services being introduced in the future including online placing requests, report cards, payments for trips and activities. This list is not exhaustive. To use Parents Portal, parent/carers must have an MyGov account. They can then use the same login details to access Parents Portal. Parents Portal is only available for Parents/Carers of Primary and Secondary school children. Further information and guidance can be found here:

<https://www.glasgow.gov.uk/index.aspx?articleid=27638>

Transport

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at: <https://www.glasgow.gov.uk/index.aspx?articleid=17882>



Transfer from Primary to Secondary School

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

Eastbank Academy

26 Academy Street

Glasgow

G32 9AA

Phone: 0141 582 0080

Email: eastbankacademyoffice@glow.sch.uk

www.eastbankacademy.schoolwebsite.scot

Eastbank Academy staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

At Eastbank Primary School we use a variety of ways to keep in touch.

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 either pop in to the school office or phone for an appointment.

Seesaw – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.

Letters – further information which requires a response may be sent out in letter form.

School website & Twitter – will contain a great deal of information about the school. It is a good idea to check this regularly.

Text messaging – You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers are welcome in the 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 and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

Emergency Contact Information

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



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.

Data Protection - use of information about children and parents/carers

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see: <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Education specific privacy statements can be accessed at:

<https://www.glasgow.gov.uk/index.aspx?articleid=22069>

Comments & Complaints

In 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:

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

Customer Care Team

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customercare@glasgow.gov.uk

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



Curriculum

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 Glasgow 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.

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

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

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

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

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

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

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



Useful websites

Education Scotland	www.education.gov.scot
National Parent Forum of Scotland	www.npfs.org.uk
ParentZone	https://education.gov.scot/parentzone/
Connect	https://connect.scot/

Religious Observance

Our school is fortunate to have a close link with Sandyhills Parish. 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.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

Assessment & Reporting

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

If you have any concerns about your child's progress do not hesitate to contact the 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 Headteacher 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>

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



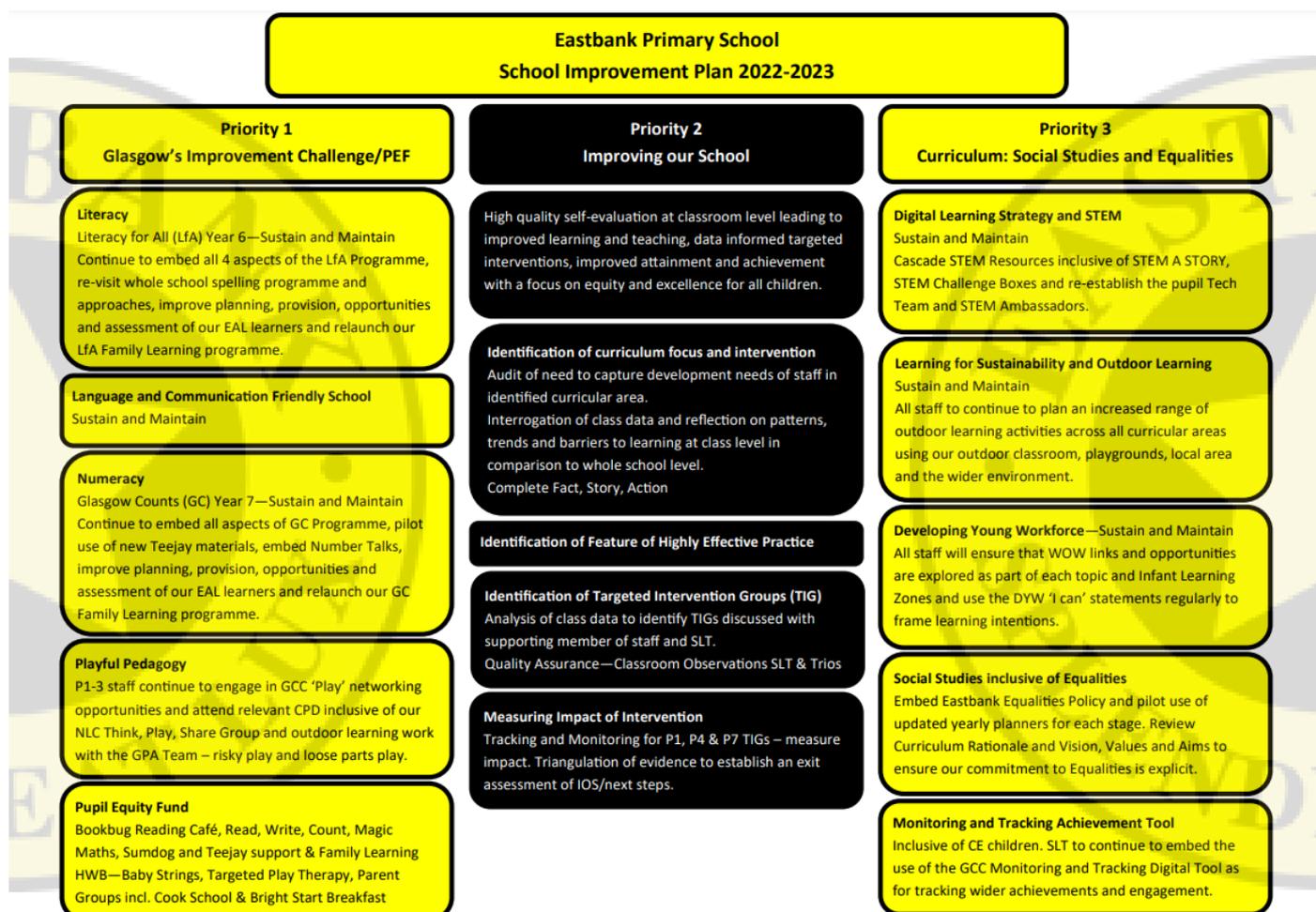
Nurturing City

The Glasgow City Council vision ‘towards the nurturing city’, puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

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

School Improvement

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





Promoting Positive Behaviour

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. Therefore, the approach within Eastbank 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 out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc. The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.



Eastbank STARS



• Class Points/Rewards	-	Class Reward System shared 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	-	Tokens awarded daily by all staff (<i>see House System Overview</i>)
	-	Weekly ‘extra play’ for class with most tokens – time chosen by CT
	-	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

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



Home Learning

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

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.

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. 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.

School Councils

We operate a whole school council system. The councils will meet 4times per session and work together as a group to organise events and make improvements to our school. All pupils have the opportunity to select a council that they would like to join:

- Hidden Garden Eco Warriors
- Healthy Heroes
- Art Council
- Rebecca Responsibility
- Mindfulness Moments
- Knit Wits
- Library Council
- Inclusive Innovators
- Fundraising Council
- Literacy Squad
- Code Club

We also have a Pupil Forum group, Pupil Equality group and RotaKids who are meeting throughout the session to work on projects and make improvements in our school.





Extra-Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include homework clubs, football, dance, multi-sports club. Please check your child's schoolbag and Seesaw for information as places are popular and usually limited. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Useful Contacts

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>

Connect is a national organisation that provides advice and resources for parents and carers.

www.connect.scot

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

www.enquire.org.uk

Glasgow City Council

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk