

# SANDWOOD PRIMARY SCHOOL and SANDWOOD LANGUAGE & COMMUNICATION RESOURCE



## SCHOOL HANDBOOK



*Dream,  
Believe,  
Achieve  
Together*



Leaders Award  
for STEM  
create a ripple...

Sandwood is part of Rosshall Learning Community

# WELCOME



Dear Parent/Carer,

A very warm welcome from all at Sandwood Primary School

I am delighted to welcome you and your child to Sandwood. We look forward to working in partnership with you in the years ahead.

The staff at Sandwood appreciate and value the support we get from parents as we work together to ensure that your child develops the skills to become a life long learner. The needs of all our pupils are central to our vision and values.

Our school has an extremely nurturing environment where our pupils are happy, safe and included. We work hard to create a positive learning environment where your child will be encouraged to achieve his/her potential and fully participate in all aspects of school life.

Located within the school building is Sandwood Language and Communication Resource. This is a Glasgow City Council Resource that provides alternate pathways for pupils within the South of the City. Our role is to provide mainstream experiences for the pupils who attend this Resource. We work closely in partnership with pupils and staff in all aspects of school life.

We hope you enjoy reading our school handbook and that it gives you a flavour of our school. We also hope you find it interesting and helpful. Please do not hesitate to contact us if you have further questions.

We are happy to discuss any matters concerning your child's school life, please contact the school to arrange this.

Fiona Donnelly  
Head Teacher

*Last updated in September 2024 .*

## SCHOOL VISION



### We will

Promote a nurturing, inclusive ethos with high expectations, where everyone has the right to achieve, be respected, valued and celebrated.

## SCHOOL VALUES

**R**esilience

**E**ffort

**S**uccess

**P**ositivity

**E**quality

**C**aring

**T**eamwork

## SCHOOL AIM

Our Aim at Sandwood is:-

*Dream, Believe, Achieve  
Together*

## SCHOOL INFORMATION



**SANDWOOD PRIMARY SCHOOL & LCR**  
**120 Sandwood Road, Penilee, Glasgow: G52 2QY**

**Telephone (mainstream):** 0141 883 8367

**e-mail:** [headteacher@sandwood-pri.glasgow.sch.uk](mailto:headteacher@sandwood-pri.glasgow.sch.uk)

**School Website:** [www.sandwood-pri.glasgow.sch.uk](http://www.sandwood-pri.glasgow.sch.uk)

**Glasgow Website:** [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

**Present Roll:** 312 (includes pupils attending LCR)

**Capacity :** approx. 330 dependent on class composition

Sandwood Primary School is a non-denominational school providing education for boys and girls from Primary One to Primary Seven.

We have a Language and Communication Resource within our establishment which is a Glasgow City Council Provision.

We are part of the Rosshall Learning Community.

## SCHOOL STAFF

A full list of our staff is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

**Headteacher:** Fiona Donnelly

**Depute :** Jill Wallis, (Tuesday – Friday), Suzanne McDade  
(Acting DHT , Monday)

**Principal Teachers:** Gary Wilson, Anna Blair, Suzanne McDade,  
Peter Strain , Elaine Hamilton



## ENROLMENT & REGISTRATION

### SANDWOOD MAINSTREAM ARRANGEMENTS

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. Enrolment is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Sandwood Primary School but must enrol their child online as a first step. Further information is available using the following

<https://www.glasgow.gov.uk/P1Enrolment>

### SANDWOOD LCR ARRANGEMENTS

Pupils are normally placed to the school by the Area Inclusion Group, following rigorous assessment and planning for individual needs. During this process, parents and carers will be offered the opportunity to discuss their child's additional support needs as well as the potential placement.

However, parents must enrol their child at their local mainstream school as a first step. Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Enrolment is now conducted online. Enrolment forms and more information can be found on the Glasgow City Council website at

<https://www.glasgow.gov.uk/P1Enrolment>

## HOLIDAYS

### School Holidays 2024-2025

Details of holiday dates are available on the Glasgow City Council and Sandwood websites and our school app:

<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

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



## ORGANISATION OF CLASSES

### SANDWOOD MAINSTREAM ARRANGEMENTS

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

### SANDWOOD MAINSTREAM ARRANGEMENTS

Class groups are set by the management team based on the age and stage of the children as well as their additional support needs.

## SCHOOL DAY

<b>Morning</b>	<b>09.00 - 12.30</b>
<b>Interval</b>	<b>10.45 - 11.00</b>
<b>Lunch</b>	<b>12.30 - 13.15</b>
<b>Afternoon</b>	<b>13.15 - 15.00</b>



P1 children are in school until 15.00 from their first day.

We have a breakfast club in our cafeteria between the times of 8.00 am and 8.45 am.

### School Term Dates

Details of school term dates are available on the Glasgow City Council website: <https://www.glasgow.gov.uk/article/4276/School-Term-Dates>



## PUPIL ABSENCE



Within Sandwood 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/pupilabsence>

## 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. All medication must be prescribed by a GP and have the pupil's name and D.O.B. displayed on a prescribed label.

## 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



### **In Sandwood Primary the uniform consists of:-**

- White, black and purple Polo Shirt with school logo\*
- Purple, black sweatshirt with school logo\*
- Purple sweatshirt/cardigan with school logo\*
- Black jumper or cardigan
- Black trousers, shorts, skirt or pinafore
- Grey and purple tartan pinafore / skirt \*
- White shirt
- School tie\*
- Purple/pink gingham summer dress
- PE KIT
- Black /purple shorts
- Black jog pants
- School logo t-shirt in purple/black

**Uniform with \* can be ordered online at [www.aspireacademyglasgow.com](http://www.aspireacademyglasgow.com) or purchased in store.**

### **Our Suppliers are:**

Aspire Academy, 17 Kelvin Avenue, G52 4CT

Tel No: 0141 882 3875

Pupils are requested to provide a change of footwear for wearing within the school, preferably black in colour. This helps to keep the school clean and ensures dry feet indoors in wet weather.

Almost all our uniform is gender neutral which contributes to our work on Equalities.

## 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/article/4272/Apply-for-Grants-and-Allowances>

## 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 P1-5 are entitled to a free school meal. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly.

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/article/4272/Apply-for-Grants-and-Allowances>

**Parent Pay**— Parent/carers use “Parent Pay” to order school lunches and to pay if this is applicable.

### Fuel Zone

Details of meals can be located at the following website:

<https://www.glasgow.gov.uk/article/6188/Fuel-Zone-School-Meals>



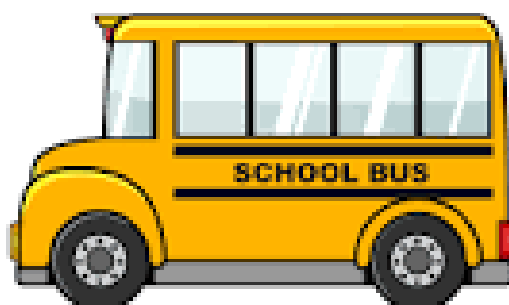
## **SANDWOOD MAINSTREAM ARRANGEMENTS**

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/article/2493/Free-School-Transport-for-Catchment-School>

## **SANDWOOD LCR ARRANGEMENTS**

The education authority will normally provide free home to school transport for pupils who have been assessed to attend specialist school provision to meet the requirements of his or her Additional Support Needs.

Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.



## TRANSFER FROM PRIMARY TO SECONDARY



Children and young people normally transfer between the ages of 11 ½ and 12 ½, 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.

### **SANDWOOD MAINSTREAM ARRANGEMENTS:**

Children from Sandwood mainstream school normally transfer to:

**Rosshall Academy, 131 Crookston Road, Glasgow: G52 3QF**

**(Tel No – 0141 582 0200)**

**Email: [headteacher@rosshall-sec.glasgow.sch.uk](mailto:headteacher@rosshall-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.

### **SANDWOOD LCR ARRANGEMENTS:**

Children from Sandwood LCR normally transfer to:

- 1. Glasgow Secondary School**
- 2. Glasgow ASL Secondary School**
- 3. Other specialist provision**

A Transition Planning Review takes place during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child.

Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

# COMMUNICATION WITH PARENTS



At Sandwood Primary School & LCR we use a variety of ways to keep in touch.

**Class Newsletters-** will let parents know what learning will be the focus for each term.

**Home Learning**— communication issued weekly to families about home learning .

**Newsletters** – will be posted monthly on our school app and our website to keep parents/carers informed about the work of the school.

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

**School website/Twitter/App** – will contain a great deal of information about the school.

**The app is our main source of communication, it is a good idea to check this regularly.**

The School app works on both apple and android phones and is FREE! Just go to the app store and Scot Ed — Sandwood Primary.

**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.

Our School App will keep you informed. This is free to download on apple and android devices. The app is called 'Scot Ed'. Once downloaded search for Sandwood.



## 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/privacy>

Education specific privacy statements can be accessed at

<https://www.glasgow.gov.uk/search?q=education+privacy+statement>

## 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.

## EMERGENCY CONTACT INFORMATION



At the start of each school session, Parents will be asked to update their contact details on Parent Portal. Please ensure you have registered on the My Gov Scotland website to create an account. It is also important that you update any changes to your contact information throughout the year if required via Parent Portal.



# CURRICULUM FOR EXCELLENCE



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 Sandwood 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.

Languages	Numeracy & Mathematics	Health & Wellbeing	Expressive Arts
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

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 <https://education.gov.scot/>

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

Parentzone <https://education.gov.scot/parentzone/>

Connect <https://connect.scot/>



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

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

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

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

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

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

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

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

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

More detailed information can be located on our website and our school app.



## RELIGIOUS OBSERVANCE

Through our school assemblies, pupils have an opportunity to engage with the Christianity element of Religious and Moral Education and these provide 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 September/ October and February/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/asl>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

## 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 check out our website.



## 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.



## 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 Sandwood Primary School & LCR 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 and support our values. This is celebrated through Fun 31, awards at assemblies, House Treats 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.





## 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. Parent Council minutes are available on the Parent Council page of the school website/school app and on request from the school office.

## PUPIL VOICE



Our Pupils' views are very important at Sandwood Primary. All our pupils are involved in committees that allow them to be part of the decision making process of our school. Some examples are - Pupil Council, Learning for Sustainability, Health & Wellbeing and Fairtrade.

## HOME LEARNING



Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

## EXTRA CURRICULAR ACTIVITIES



We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include music, dance, Fun & Fitness, drama, chess, games and football. Please check your child's schoolbag for information as places are popular and usually limited.

We have great links with community organisations and our Active Schools Co-ordinator who support and enable many of these activities.

## Child Protection



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 will be kept informed of the health and wellbeing 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 are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child 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.

The name of the Child Protection Coordinator and depute Child Protection Coordinator should be on display in the establishment.

## COMMENTS & COMPLAINTS



In Sandwood 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/complaints>

Customer Care Team

Glasgow City Council

Glasgow G2 9RZ

Tel: 0141 287 0900

OR use the online form [www.glasgow.gov.uk/complaints](https://www.glasgow.gov.uk/complaints)

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

## 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>.

## USEFUL CONTACTS



### **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

### **Enquire Scotland**

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

### **Glasgow City Council**

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

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Add local information as required.