

# School Handbook

## 2025-2026



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## Welcome from the Head Teacher

Dear Parents, Carers, and Friends of Pirie Park Primary School.

Welcome to our school, this handbook has been produced for you. It provides you with information such as how your children will be educated and looked after in Pirie Park Primary School.

I would like to welcome you and your child/ren to our school. Some of you will be familiar with our school community, but for others you will be meeting us for the first time.

As parents/carers of our pupils, you will always be made welcome at Pirie Park Primary School. We aim to achieve the best possible education for your child. The most effective way to do this is to work in partnership with you. We hope that you will keep in close contact with us.

Our priorities are to ensure that all children can enjoy a high standard of care and welfare and learn in an atmosphere that is happy and stimulating. We strive to ensure that the ethos and school environment is one where children are encouraged to become successful learners, confident individuals, responsible citizens and effective contributors in line with Curriculum for Excellence.

I hope this handbook will answer many of the questions which you have about our school. If you have any other queries or concerns, please never hesitate to contact me personally and I will always do my best to address your concerns. We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare.

The staff at Pirie Park Primary School look forward to working in partnership with you now and in the future.

Thank you,  
Mrs Leslie Gillies  
Head Teacher



## School Vision & Values

In Pirie Park Primary School we provide a welcoming and friendly environment, which celebrates the diversity of our community. We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

**Our values ♥ Healthy ♥ Safe ♥ Happy ♥ Respect ♥**

## School Information

We are a non-denominational and co-educational establishment with a small number of school pupils attending Pirie Park via placing requests. Pirie Park Primary is part of the Bellahouston/Govan Learning Community.

Current Roll                      359  
Capacity                            459

Year Group	P1	P2	P3	P4	P5	P6	P7
No. of Pupils	31	48	60	47	52	62	59

## The School Day

Morning      09.00 -10.30 (upper school) / 09.00 - 10.45 (lower school)  
Interval      10.30 - 10.45 (upper school) / 10.45 - 11.00 (lower school)  
                  10.45 - 12.30 (upper school) / 11.00 - 12.00 (lower school)  
Lunch        12.00 - 12.45 (lower school) / 12.30 - 13.15 (upper school)  
Afternoon    12.45 - 15.00 (lower school) / 13.15 - 15.00 (upper school)

P1 children will remain in school until 15.00 from the first day of term.

## School Holidays & In-Service Days Session 2025-2026

All school dates can be found online via the link below:

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

## Staffing & Organisation of Classes

**Head Teacher** Lesley Gillies

**Depute Head Teacher P1-3 (Acting)** Michael Donnelly

**Depute Head Teacher P4-7** Julie O'Donnell

**Principal Teacher** Dale Henderson

<u>Classes</u>	<u>Teachers</u>
P1A	Katy MacMillan
P2/1	Sarah MacKay
P2A	Abigail Cumming
P3/2	Inga Soutter
P3A	Alice MacKenzie
P3B	Connor McGuigan ( <i>on a temporary basis</i> )
P4A	Mhairi Walters (M, T, W) / Carol Yuill (Th, F)
P4B	Marion Mannion (M, T, W) / Camille Kiellar (Th, F)
P5A	Caroline Page
P5B	Kathryn Nicolson
P6A	Christina Morrison ( <i>on a temporary basis</i> )
P6B	Susan Nickson (M, T, W) / Dale Henderson (Th, F)
P7A	Charlene Callaghan
P7B	Stuart Borland (M, W, Th, F) / Dale Henderson (T)

**Support for Learning Workers:** Mary Rose Aitken, Anne Marie Atherall (Nurture), Jane Costello, Laura McCann, Kailey McCluskey, Susan Couper, Rachel McSorley, Kenneth Onyebuchi, Maryna Tril, Victoria Gibson, Razia Hussain, Olha Izha & Patricia Campbell

**Nurture Teacher;** Laura Quigley

**Teachers of NCCT;** Nita Chawla

**Raising Attainment;** Ruth Brown (Reading)

**Administrative Assistants;** Michelle Morrison & Diane Kenny

**Janitor;** Mark Costick

**Lunch Supervisor;** Patricia McGeown

**Cleaning Supervisor;** Rachel Martin

**Active Schools Coordinator;** Alix Drever

## Communication with Parents

We communicate with the school community in a variety of ways and encourage you to check the details we have on record for your child are up to date to ensure you receive the most up to date communication.

### Meetings with Staff

Parents and carers are welcome in the school to discuss any aspect of their child's progress or school experience with a member of our leadership team. **Unfortunately, we are unable to meet with parents between 8:45am and 3:15pm unless an appointment has been arranged because this can take away valuable time from your child's teaching and learning.** We do however have an SLT drop in every Wednesday 08.30 - 09.15, no appointment is necessary at this time. Otherwise, please call the school office on 0141 445 5884 if you would like to make an appointment.

### School Website

Our school website is constantly being updated, however there is still a wealth of information about the school available. You can access the information via the address below: <https://blogs.glowscotland.org.uk/gc/pirieparkprimary/>

### Text Messaging

You may also receive text reminders about school events and in emergency circumstances e.g. school closures. Please ensure you have given us an up-to-date mobile number, so you are not missing out on this service.

### Seesaw/Showbie

Our online learning platforms Seesaw (P1-P2) and Showbie (P3-P7) allow parents and carers to see what's going on in class and interact with their children's learning. They also provide opportunities for home learning to reinforce new learning from the classroom at home.

### School Events

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.

## **Attendance at School**

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](tel:01412870039). 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>

## **School Uniform**

All pupils wear our school uniform. Our school colours are royal blue school sweatshirt or cardigan, plain black or grey trousers/skirt/pinafore, white polo shirt/shirt and the school tie. The school tie can be purchased through the school app and collected at the school office for £4.00, all other items of clothing can be purchased via the following link:

<https://www.schoolwearmadeeasy.com/>

## **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 P1-5 are entitled to a free school meal. There are plans in place by the government to eventually extend this to all primary school aged children.

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

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

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

## **Transport**

The education authority has a policy of providing free transport to all pupils who live 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>

## **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.

## **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.

## **Enrolment**

We would be delighted to welcome visits from parents/carers offered or seeking places for their children. The registration of pupils for Primary 1 in August now takes place during the second week of November. Dates are usually advertised in the local press. The school will also display enrolment information in the local library, nurseries, shops etc. If you wish your child to attend another school, then you must first register your child online and complete a placing request for the school of your choice online. See link below:

<https://www.glasgow.gov.uk/index.aspx?articleid=18007>

## Transfer from Primary School to Secondary School

Children and young people are normally transferred between the ages of 11 and 12, so that they will have the opportunity to complete at least four years of Secondary Education. Parents and carers will be informed of the school arrangements no later than November of the year preceding the date of transfer at the start of the new session. Pirie Park pupils will normally transfer to: **Govan High School**, 12 Ardnish Street, Govan, Glasgow, G51 4NB, Telephone: 0141 582 0090.

## 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 Pirie Park Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour and relationships are recognised and celebrated regularly. Our school operates a system of class charters and multi house system to set out expected behaviour.



## 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 Pirie Park 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 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.

## **Useful websites**

Education Scotland [www.education.gov.scot](http://www.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/>

Parentpay <https://app.parentpay.com/public/client/security/v2/#/login>

## **Extra-Curricular Activities & Clubs**

In addition to our curricular syllabus our pupils enjoy a wide and varied programme of activities before, during and after school. We are grateful for the amount of personal time teachers and parents/carers give to these extra-curricular activities and value their commitment and dedication. If you have talents to offer our children, please come forward and get involved.

## **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.

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 May. 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 check out our website.

## **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Primary 1 to Primary 4 will be continuing to use the Seesaw platform. Meanwhile, Primary 5 to Primary 7 will be using Showbie in alignment and preparation for secondary school.

## **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.

## **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).

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> .

## Keeping Our Children Safe at



## Pirie Park Primary



**Child Protection Co-ordinator**

**Mrs Gillies - Head Teacher**



**If unavailable, please contact another member of our  
Senior Leadership Team:**



Depute Head Teacher  
Mrs O'Donnell



Acting Depute Head Teacher  
Mr Donnelly



Principal Teacher  
Mr Henderson

[Headteacher@Piriepark-pri.glasgow.sch.uk](mailto:Headteacher@Piriepark-pri.glasgow.sch.uk)

0141 445 5884

### **Comments & Complaints**

In Glasgow 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](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

### **Useful Contacts and Addresses**

#### **Executive Director of Education**

Douglas Hutchison  
[douglas.hutchison@glasgow.gov.uk](mailto:douglas.hutchison@glasgow.gov.uk)

#### **Area Manager (south)**

Donnie MacLeod  
[donnie.macleod@glasgow.gov.uk](mailto:donnie.macleod@glasgow.gov.uk)

#### **Quality Improvement Officer (QIO)**

Mairi Baker  
[Mairi.Baker@glasgow.gov.uk](mailto:Mairi.Baker@glasgow.gov.uk)

#### **Education Services**

Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL  
0141 287 2000

#### **Local Councillors**

Richard Bell  
[richard.bell@glasgow.gov.uk](mailto:richard.bell@glasgow.gov.uk)  
0141 287 7046

Stephen Dornan  
[stephen.dornan@glasgow.gov.uk](mailto:stephen.dornan@glasgow.gov.uk)  
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