St Angela's Primary and Nursery Class School Handbook

Last updated September 2025

St Angela's Primary and Nursery Handbook

Welcome to St. Angela's Primary School and Nursery Class

Dear Parents and Carers

Welcome to St. Angela's Primary School. I hope this handbook gives you a glimpse of life at St. Angela's. We serve the Roman Catholic population of Darnley. However we also welcome children from other faiths and no faith background. Home, Church and School work together in partnership with your child at the centre. Our Nursery Class is non-denominational.

As Head Teacher it is my intention that your child will receive the highest standard of education possible within a caring, Catholic ethos. I am committed to creating every opportunity for your child to succeed and to be an independent, confident, responsible and successful individual. It is important that your child feels happy, safe and respected in order to fulfil his/her potential and develop an enthusiasm for lifelong learning.

St. Angela's is made up of an open plan main building, opened in 1977 with 7 double class bases, two sets of huts, one housing two classes and the other housing four classes and a nursery class base. The school environment is warm, bright, welcoming and attractive and the school's surrounding grounds are well-cared for. All areas are beautifully displayed with the work of our children.

Our nursery and primary one classes work collaboratively in lots of our activities including, Master Classes, Pupil Committees, assemblies and celebrations. General information about the nursery class can be found later in this handbook.

Our school provides a broad, general education which promotes the aims of the Scottish Executive's 'Curriculum for Excellence'. Our teachers successfully adopt the strategies in the Executive's 'Teaching for Effective Learning'. This is further enhanced by a wide and varied range of educational excursions and experiences for every class as well as offering a great number of after-school activities.

We are an integral part of the wider community and consider our parents to be our partners in the education of our children. We ask parents to support and assist the school's aims, objectives and policies. These are summed up in our mission statement which is displayed in our entrance hall:

As a Catholic School our vision is to **nurture**, **challenge** and **achieve** within a **secure**, **happy** and **stimulating** environment.

I look forward to working with you and your child. You will be given many opportunities to participate in school events during the school session. Please do not hesitate to contact the school or check the school website if you need more information.

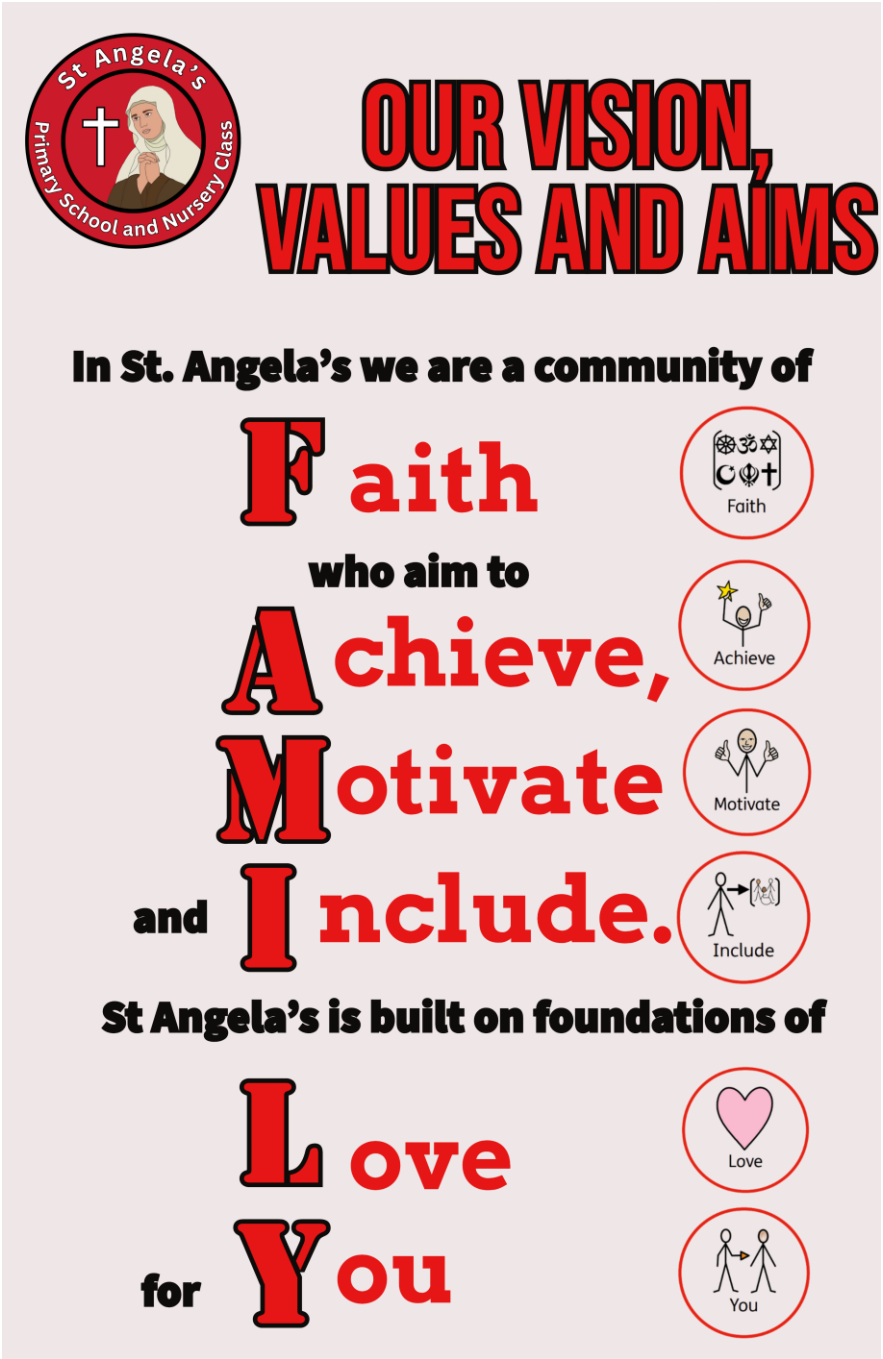
Kind Regards
Aidan Kerlin
Headteacher

School Vision & Values

School Ethos

School Vision and Values

In St. Angela's Primary School we will 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, the church and community, based on a shared sense of commitment through:



School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details

St. Angela's Primary School and Nursery Class
227 Glen Moriston Road
Darnley
Glasgow
G53 7HT
TEL :0141 638 9646
e-mail: headteacher@st-angelas-pri.glasgow.sch.uk
https://blogs.glowscotland.org.uk/glowblogs/stangelas/

St. Angela's Parent Council contact details:
Email: stangelas.parentcouncil@gmail.com
Parent Council Twitter: @StAngelasPC

Background information:

- St. Angela's is a co – educational Catholic primary school and a non – denominational nursery class.
- School stages taught; P1 – P7, Nursery stages, 3 and 4 yr olds
- Current Primary School Roll: 350/ Nursery Class; 60 (30/30)
- Primary School Capacity: 398/ Nursery Capacity 60

School staff

A full list is available on the school website and parents will be updated on any changes as required.
The leadership team is as follows:

Headteacher:	Mr Aidan Kerlin
Depute Nurs -P3:	Mrs Lorna Isaac
Depute P4-P7:	Mrs Mandy Thomson
PT:	Mrs Laura Shaw
PT:	Mrs Angela Robertson

MC57: Child Protection and Safeguarding

Keeping Children and Young People Safe

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 health and wellbeing is central to the curriculum.
- ensuring that staff are aware of Management Circular 57 and child protection procedures and concerns.
- ensuring that any CP or Safeguarding concerns are progressed as per MC57 guidance.
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.
- ensuring the name of the Child Protection Coordinator and Depute Child Protection Coordinator(s) is on display within the establishment.

Name of CP Coordinator: Aidan Kerlin (Headteacher)

Name of Depute CP Coordinators: Lorna Isaac and Mandy Thomson (DHT)

All educational establishments and services must take positive steps to help children and young people by ensuring that safeguarding is promoted through all elements of education including leadership, values, vision, the curriculum, learning and teaching, positive relationships, ethos and building resilience in our learners.

Safeguarding supports the development of learner's knowledge, skills and resilience to keep themselves safe and to protect themselves and develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives.

Safeguarding and wellbeing issues are addressed through our personal, social and health education curriculum and care should be taken to ensure our children have opportunity to develop such knowledge and understanding within our establishments.

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



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.

Families living outwith the catchment area are welcome to make a placing request to attend St Angela's 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

Organisation of Classes

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.

The School Day

	P1	P2-P4	P5-P7
Morning	**8:45 – 10:30**	**9:00 – 10:30**	**9:00-10:30**
Interval	**10:30 – 10:45**	**10:30 – 10:45**	**10:30 – 10:45**
Lunch	**12:15 – 13:00**	**12:15 – 13:00**	**12:15 – 13:00**
Afternoon	**13:00 – 15:00**	**13:00 – 15:00**	**13:00 – 15:00**

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

Nursery Class Information

Nursery Class Team Leader: Lisa McCann
Class Roll: 30 / 30 (am/pm)

All correspondence should be addressed to the Head Teacher, as the nursery class is part of the primary school. There is a separate telephone line to the nursery: 0141 638 3780, with an answering machine facility.

Nursery Class Hours
AM Session - 8.30am – 12:00pm
PM Session - 1:00pm – 4:30pm

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 St Angela's Primary School good attendance is encouraged at all times. 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
- Red School tie
- Grey trousers/shorts
- Grey skirt
- Red Jumper/cardigan
- Grey blazer
- Red checked summer dress
- Black/red shoes

Sweatshirts, cardigans, polo shirts with the school logo are available for purchase from https://www.schoolwearmadeeasy.com/badged-school-uniform/r-w/s/st-angelas-primary-school. Ties can be purchased from the school office.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St Angela's 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. School meals are ordered through the ParentPay system.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-6 are entitled to a free school meal.

Present cost of a school lunch is £1.90
Present cost of breakfast club is £2.00 and £1.00 for every additional family member

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

Transfer from Primary to Secondary School

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. Children from our school normally transfer to:

St. Paul's High School
36 Damshot Rd,
Glasgow
G53 5HW
0141 582 0040
Head Teacher – Lisa Pierotti
Email: headteacher@st-paulshigh.glasgow.sch.uk
Website: www.st-paulshigh.glasgow.sch.uk
Twitter: @St_PaulsRCHS

Transition programmes are established with St. Paul's High School in order to ensure a smooth transition for all our children.

Communication with Parents

At St Angela's 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. This app can be downloaded on all platforms.

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.

Groupcall/Mobile app – You may receive emails about events/school closures etc.

Microsoft Forms – This is used to collate information and views from parents and pupils.

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 with a member of SLT. 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.

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 .

Appointments during school hours

If your child has an unavoidable appointment, please give them a letter/appointment for their class teacher and then collect them from the school office at the specified time.

Comments & Complaints

In St Angela's 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 St Angela's 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 in the Catholic School includes learning about and practising the Catholic faith as well as learning about other Christian churches, Islam, Judaism 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.

Ipads: We use Ipads in school to support learning. Primary 5-7 pupils have access to an Ipad each which can be taken home. Nursery and Primary 1- 4 pupils have access to Ipads in classes throughout the school day.

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

The school is committed to the spiritual, moral, social and cultural values of each child in our care. As a Catholic Denominational School the religious education programme used in St.Angela's Primary is This is Our Faith.

Our general aims for Religious Observance are:

- to express, develop and deepen the faith of the individual, school and community
- to celebrate the faith that is being developed in the religious education programme
- to allow pupils of all faiths to experience the community at worship
- to help pupils to confirm and deepen their own prayer life, sacramental life and commitment

Our pupils of the Catholic faith receive the sacrament of Reconciliation at Primary 3 stage. Holy Eucharist is received at Primary 4 and Confirmation at Primary 7. Our pupils who are not of the Catholic Faith gain a unique sense of unity when sharing in the joy of spiritual experiences with their Catholic friends.

School masses are held regularly. Whole school weekly Assemblies bring all pupils together to join in community prayer. At specific times in the Catholic Calendar Assemblies address issues, such as Lent and Advent, in religious observance.

The school adheres to the following advice in the SOEID Circular 6/9:Under Section 9 of the Education (Scotland) Act 1980 and SEED Circular 1/2005 that parents and carers are given the right of withdrawal of their children from Religious Education and Observance. Notwithstanding this, however, parents who elect to send their children to this school are expected to accept the religious tradition and ethos of the school and their children should therefore attend all religious instruction and observance. If any parent should still wish to exercise their rights of withdrawal, they should seek an early interview with the Head Teacher.

Parents and carers from religions other than Christianity may request that their children 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 not more than three occasions (days) in any one school session and the child noted in the register using code REL on these days.

Relationship Education for Primary Schools: The school uses the Archdiocesan resource, God's Loving Plan for Relationship Education for Primary Schools as part of the RERC syllabus. Parental workshops are offered in preparation for the teaching of lessons.

Within the Catholic school we use the self evaluation tool, *"Shining the Light of Christ"* to ensure the teachings of the Catholic Church permeate all we do.

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 check out our website.

Promoting Positive Relationships

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 St Angela's is to build a positive ethos that demonstrates care and respect for all. Positive relationships among pupils are recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through recognition at assemblies and certificates sent home to parents etc.

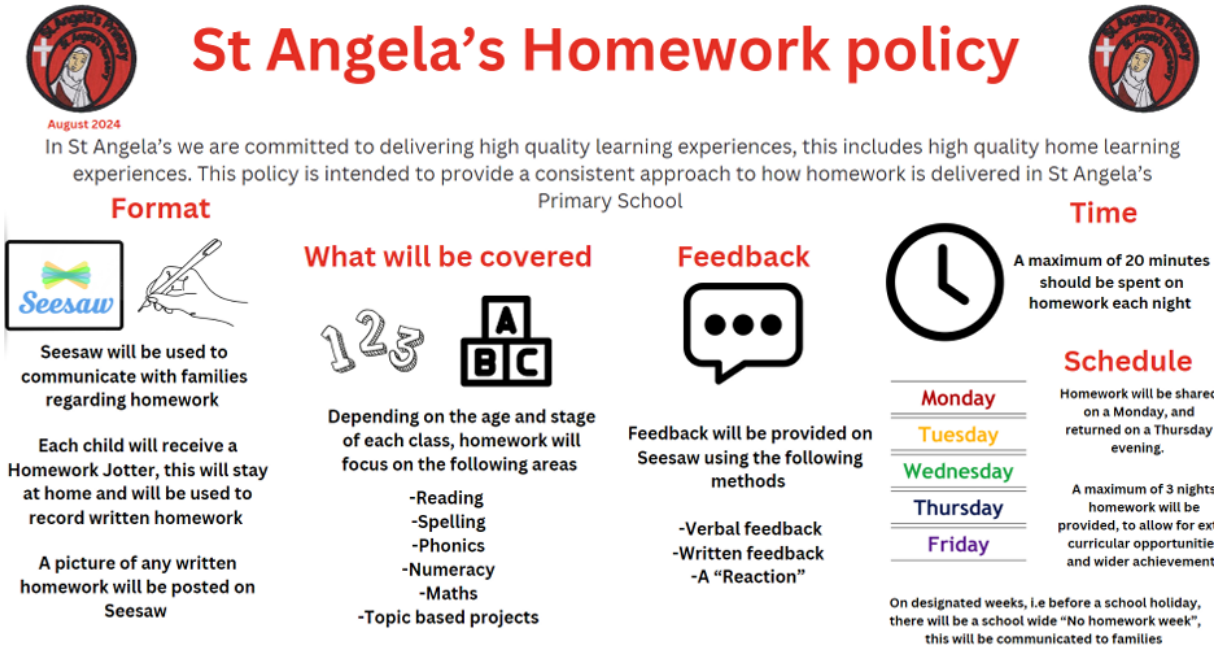
The highest standards of behaviour are expected of pupils at all times. Where this is not the case, restorative practices are put in place. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.



See our School Relationships Policy here:
https://sway.office.com/zD6JpR57kHaxtTqQ?ref=Link

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. All classes use Seesaw which is an interactive learning platform. Teachers can assign home learning tasks for pupils to complete at home. Please check your child's schoolbag/Seesaw 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.



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 and on request from the school office.

Pupil Voice

Our Pupil Voice is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

Extra Curricular Activities

We have a wide range of activities that run between Monday – Friday to extend the learning experience. These currently follow Active Schools/PEPASS curricular programme and a variety of extra curricular experiences. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations (SAPC) 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

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

Enquire Scotland

Enquire 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