Glendale Primary School

Last Updated: 10th August 2026

Welcome from the Headteacher



Dear Parents, Carers, and Pupils

Welcome to Glendale Primary School. It is with great pride and pleasure that I introduce you to our school and this handbook, which is designed to help you understand the day-to-day life at Glendale and the values that shape everything we do.

At Glendale, our core values of Respect, Safe, Happy, Learning, and Included, are at the heart of our school community. These principles guide our actions, shape our culture, and ensure that every child feels valued and supported. We believe that children learn best when they feel safe, are happy, and know they belong. Our dedicated staff work tirelessly to create an environment where respect is shown by all, learning is celebrated, and every child is included and encouraged to achieve their very best.

We are proud to work in close partnership with families and the wider community to provide a rich, engaging education for all our pupils. Whether your child is just starting their journey with us or continuing to grow and develop here, we are committed to making Glendale a place where they can thrive.

Thank you for being part of our school family.

Warm regards,

Rhiannon Gallen
Headteacher
Glendale Primary School

headteacher@glendale-pri.glasgow.sch.uk



School Vision and Values



At Glendale Primary School, we are proud to provide a welcoming and friendly environment that embraces and celebrates the rich diversity of our community.
We are a nurturing school where every child feels safe, happy, and valued. Our aim is to support all pupils to achieve their full potential, both academically and personally.

We believe this is best achieved through strong partnerships with our children, their families, and the wider community, all working together with a shared sense of purpose and direction.

Our Values:

Respect
Safe
Happy
Learning
Included



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.

Glendale Primary School

120 McCulloch Street
Glasgow
G41 1NX
Phone: 0141 429 6973
Email: headteacher@glendale-pri.glasgow.sch.uk
www.glendale-pri.glasgow.sch.uk

Background Information

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 303



Our School Campus

We are very lucky to have a beautiful new build school, with wonderful facilities. We share a campus with Glendale Gaelic School/Bunsgoil Ghaidhlig Ghleann Dail. We often share experiences together and enjoy a strong relationship with them.



School Staff

The Leadership Team is as follows:

Headteacher: Mrs Rhiannon Gallen
Depute (Acting): Mrs. Gillian Lloyd
Depute (Acting): Mrs. Ceire Pickup
Principal Teacher (Acting): Miss. Antonia Rooney

Class	Teacher/s
P1a	Miss Kennedy
P1b	Miss MacLennan
P2a	Miss Mackinnon
P2b	Mrs McGarry & Mrs Rasool
P3	Mrs Hughes
P4/3	Mr Walsh
P4	Miss Goodwin
P5/4	Ms Akhtar
P5	Mrs Keith & Mr Gilbert
P6	Ms Proctor
P7/6	Ms Begum
P7	Miss Ferrier
EAL Teachers	Mrs Dade & Mrs Benson
NCCT and Support Teachers	Ms Tierney, Mr Smith, Mrs MacKenzie, Mrs McKay

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 to make an appointment.

In-term enrolment is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Glendale Primary School but must enrol their child online with their catchment school 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.

This year our classification is:

P1a	P4
P1b	P5/4
P2a	P5
P2b	P6
P3	P7/6
P4/3	P7

Our classes are likely to change each session due to fluctuations in our school roll. Our children are well prepared for this and will know the children across their year group well, so that changes are expected and well received.

The School Day

Morning	09.00 -10.30
Interval	10.30 - 10.45
Mid Morning	10.45 - 12.00
Lunch	12.00 - 13.00
Afternoon	13.00 - 15.15

P1 children will remain in school until 15.15 from the second day of term.

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

Information and important dates can also be found in the calendar section of our school app, Scot Ed.



Attendance

Within Glendale 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.

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.

Absences should be reported by calling 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/article/4277/Pupil-Absence-Reporting

Medical and 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 email, the school app, texts and the local media, etc.

School Uniform





The school uniform is:

- White shirt/polo shirt
- School tie (optional)
- Grey trousers/skirt/dress
- Red jumper/cardigan





Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from https://aspireacademyglasgow.com/school/glendale-primary/ .

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Glendale 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. **Earrings must not be worn and we cannot tape over them.**

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 Glasgow schools, 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 and 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/2492/Clothing-Grants-Free-School-Meals

School Meals



Our school provides a lunch service called Fuel Zone, which offers a variety of meals and snacks. Medical diets for children can be provided.

Children who prefer to bring packed lunches will be able to eat their lunch in the dinner hall alongside their friends or can use the picnic tables outside. Please support our quest as a Health Promoting school and ensure that all lunches and snacks are healthy and nutritious.

Please note that we are a **NUT-FREE** and Allergy Aware School. In our school, we have children with life-threatening nut allergies so we do not allow nuts as part of snacks or packed lunches.

Further information about medical diets and Fuel Zone menus can be found at:
https://www.glasgow.gov.uk/article/6188/Fuel-Zone-School-Meals

All children in P1-6 are entitled to a free school lunch. If you are entitled to the Free School Meal and Clothing Grant, then you will also be entitled to a free breakfast. If you are not in receipt of this grant, then the cost of breakfast club is £2 for your first child, and £1 for each subsequent child. This is paid through ParentPay.

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 Universal Credit are entitled to Free School Meals and Clothing Grant. Information and application forms for this grant may be obtained at
https://www.glasgow.gov.uk/article/2403/Universal-Credit

Transport

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

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:

Bellahouston Academy
30 Gower Avenue
Glasgow
G41 5QE
Phone: 0141 582 0030
Email: *headteacher@bellahoustonacademy.glasgow.sch.uk*

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

Communication with Parents

Our main form of contact is email. Please ensure that we have an up-to-date email address for you so that you receive newsletters and updates. Email communication will go to both parents, provided we have email addresses for you. Emails can be translated into home languages.

At Glendale 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 what learning is happening in the class. Class teachers may also send class messages through Seesaw.

Newsletters – will be sent out on a regular basis via email.

School website/Twitter/App (Scot Ed) – will contain a great deal of information about the school. It is a good idea to check this regularly.

Text messaging/Phonecall – You may also receive a phone call or text in an emergency, e.g. school closure, child unwell.

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 app 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), email addresses or to those of your emergency contacts throughout the year.

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

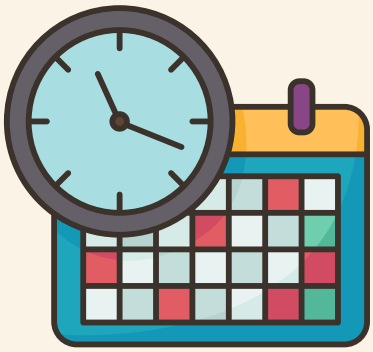
We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information 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/media/7011/Information-Use-and-Privacy-Policy/pdf/GCC_information_Use_and_Privacy_Policy_2025.pdf?m=1759338054640 .

Education specific privacy statements can be accessed at https://www.glasgow.gov.uk/article/5533/Schools-Privacy-Statements

Appointments during School Hours

If your child has an unavoidable appointment (hospital, doctor, etc.), please give them a letter for their class teacher and then collect them from the school office at the specified time. You will need to sign them out at the school office.



Comments and Complaints

In Glendale 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 here :
https://www.glasgow.gov.uk/complaints

The contact details are as follows:

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

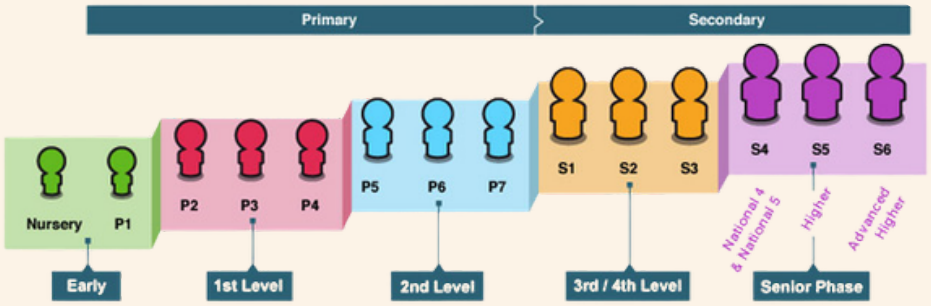
Curriculum for Excellence 3-18



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 Glendale 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.

Children progress from Early Level through to First and Second Level, then beyond. Some children will achieve earlier, or later, but as a rough guide most children progress in learning as indicated below:



Curriculum Areas

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.
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.
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.
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.
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.
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 Leave

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 and 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 Progress Meetings in November and February.

We understand how important it is for parents to stay informed about their child's learning and development. To help keep you up to date, our teachers will regularly share class learning and student progress through Seesaw. This platform offers a window into what's happening in the classroom and how your child is growing.
In addition to ongoing updates, we have scheduled these key opportunities throughout the year for further communication:

Term 1 – Meet the Teacher (2nd September)
Term 2 – Progress Meetings 1 (19th November)
Term 3 – Progress Meetings 2 (18th March)
Term 4 – Annual Progress Report (June)

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.

We would warmly invite families to attend our Glendale Gab, which is a newly formed group for parents of children with additional support needs. This group provides information and support for families. See Ms Neillie/school app calendar for dates of the next group meeting.

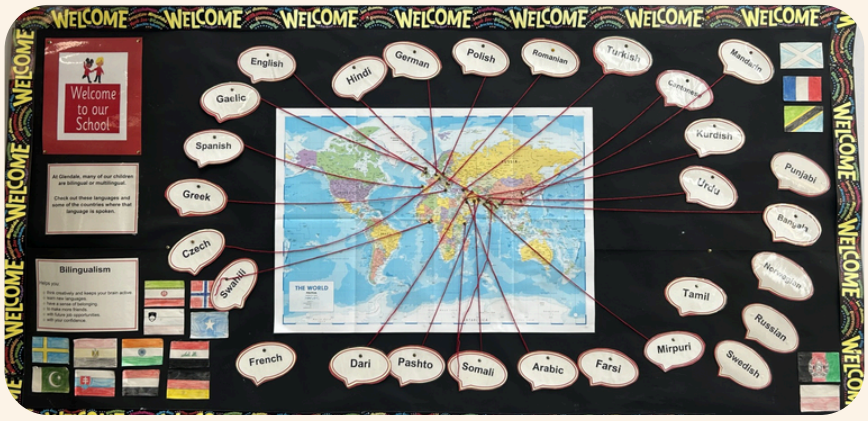
Further information relating to additional support needs is available on the Glasgow City Council website at https://www.glasgow.gov.uk/article/4726/Additional-Support-Needs

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

English as an Additional Language (EAL)

We are proud of the rich linguistic and cultural diversity within our school community. Many of our pupils speak more than one language, and we celebrate this as a strength.

For children for whom English is an additional language (EAL), we provide targeted support to help them develop their English language skills and fully access the curriculum. Our EAL provision is led by Mrs Dade and Mrs Benson, who work closely with class teachers to ensure that pupils receive the appropriate support and guidance tailored to their individual needs.



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 be able to access a copy of our Standards and Quality report through our school app. Copies from previous years are available on the school website and app. 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/app.

Promoting Positive Behaviour

We are a Silver Rights Respecting School. 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 Glendale 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.



The highest standards of behaviour are expected of pupils at all times. Where this is not the case, we implement restorative approaches. Restorative approaches focus on repairing harm and rebuilding relationships when conflicts or wrongdoings occur, rather than solely focusing on punishment. This approach emphasises accountability, empathy, and understanding the impact of one's actions on others. By fostering open communication and collaboration, restorative practices aim to create a more positive and supportive environment for all. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

Child Protection

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.

Child Protection Coordinator**:** Rhiannon Gallen
Depute Child Protection Coordinator: Gillian Lloyd/Ceire Pickup

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 is taken to ensure our children have the opportunity to develop such knowledge and understanding within our establishment.

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 for communication about home learning and specific tasks.

Family Learning

At Glendale Primary School, we value the vital role families play in their child's education. We encourage all family members to get involved and aim to create a welcoming environment where parents and carers feel confident, supported, and connected.

We offer a range of opportunities for families to develop new skills, gain insight into how to support their child's learning, and build strong relationships within our school community.

One of our popular events is the Culture Café – a termly ladies' gathering where we come together to share traditional dishes, celebrate our diverse cultures, and enjoy each other's company.

Our family learning activities have included:

- Parent Metafit sessions
- IT and digital skills workshops
- Hair and makeup classes
- Muffins and Maths
- Family cookery sessions
- ESOL (English for Speakers of Other Languages) classes
- Families Connect programme
- Stay and Play sessions
- ...and much more!

Each year, we consult with parents and carers to find out what types of activities and support they would find most valuable. We use this feedback to create a tailored programme that meets the needs and interests of our school community.



Parent Council

At Glendale Primary School, we are proud to have an active and engaged Parent Council that represents the views and interests of all parents and carers.

All parents are welcome to attend Parent Council meetings, which provide a valuable opportunity to be involved in school life and contribute to decision-making. Membership is open to all and is confirmed at the Annual General Meeting (AGM) held each September.

Minutes from Parent Council meetings are available on the Parent Council page of the school website and through the school app, helping to keep all families informed and involved.

Pupil Voice and Leadership Opportunities

At Glendale, we believe it is essential that our pupils are heard and actively involved in the life and development of the school. We value their ideas, perspectives, and contributions, and we recognise the importance of giving them opportunities to take on leadership roles. Pupils have the chance to join a range of committees and groups where they can share their views, take initiative, and develop important life skills such as teamwork, responsibility, and communication. These include the Pupil Council, Rights Respecting Group, Language Ambassadors, Eco Committee, Digital Leaders, Dyslexia Ambassadors, among others.



Through these roles, our pupils demonstrate great enthusiasm, creativity, and a strong commitment to making a positive impact within the school community.

Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. Examples of these clubs are: drama, arts and crafts, dance, cricket, homelearning club, fitness, multi-sports, games club, ukulele and football. Please check your email 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

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