Our Lady of Loretto Primary School

Handbook

2020 - 2021
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>2</td>
</tr>
<tr>
<td>Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Local Authority Statement of Commitment</td>
<td>4</td>
</tr>
<tr>
<td>School Vision and Values</td>
<td>5</td>
</tr>
<tr>
<td>Message from the Head Teacher</td>
<td>6</td>
</tr>
<tr>
<td>About our school</td>
<td>7</td>
</tr>
<tr>
<td>Staffing</td>
<td>8</td>
</tr>
<tr>
<td>School hours</td>
<td>9</td>
</tr>
<tr>
<td>School holidays 2020/21</td>
<td>10</td>
</tr>
<tr>
<td>Enrolment</td>
<td>11</td>
</tr>
<tr>
<td>Curriculum</td>
<td>12 - 18</td>
</tr>
<tr>
<td>Assessment and Reporting</td>
<td>19</td>
</tr>
<tr>
<td>Homework and Home School Links</td>
<td>20</td>
</tr>
<tr>
<td>Additional Support Needs</td>
<td>21</td>
</tr>
<tr>
<td>Getting It Right For Every Child (GIRFEC)</td>
<td>22 - 23</td>
</tr>
<tr>
<td>Attendance at School</td>
<td>24</td>
</tr>
<tr>
<td>Parents in Partnership</td>
<td>25</td>
</tr>
<tr>
<td>School and the Community</td>
<td>26</td>
</tr>
<tr>
<td>Extra-Curricular Activities</td>
<td>27</td>
</tr>
<tr>
<td>School Discipline, Promoting Positive Behaviour</td>
<td>28 - 29</td>
</tr>
<tr>
<td>and Anti-Bullying</td>
<td></td>
</tr>
<tr>
<td>School Uniform</td>
<td>30</td>
</tr>
<tr>
<td>School Meals</td>
<td>31</td>
</tr>
<tr>
<td>Medical and Health Care</td>
<td>32</td>
</tr>
<tr>
<td>Information in Emergencies</td>
<td>33</td>
</tr>
<tr>
<td>Photography on Council Premises</td>
<td>34</td>
</tr>
<tr>
<td>Transfer – Primary to Secondary School</td>
<td>35</td>
</tr>
<tr>
<td>Local Learning Communities</td>
<td>36</td>
</tr>
<tr>
<td>Data Protection</td>
<td>37</td>
</tr>
<tr>
<td>Useful Contacts</td>
<td>38</td>
</tr>
</tbody>
</table>
All local authority schools are required by law to issue a copy of the school handbook to certain parents in December each year for their use as appropriate.

A copy of our school handbook is also available online at


Our Lady of Loretto Primary School  
Castle Square  
Dalmuir  
Clydebank G81 4HN  
Tel : 0141 952 0282  

Email schooloffice.ourladyofloretto@west-dunbarton.gov.uk  

Website www.scottishschools.info/olol
Every person has the right to be educated in a climate in which individuality is recognised and in which everyone feels valued. We are committed to working in partnership with you to provide education of the highest quality.

**LEARNING FOR LIFE**

We will work together to ensure that everyone in our community is valued and has the opportunity to learn for life and to achieve their potential.

**Vision:**
To enable everyone in West Dunbartonshire to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

To achieve our vision, we will:

- Create and deliver courses, activities and events which will motivate and excite learners
- Develop innovative ways to support learning
- Value diversity, promote equal opportunities and foster inclusion
- Promote partnership and community participation
- Value achievement and celebrate success
- Continually reflect on and aim to improve the quality of our services
Vision and Values

Learning
We enjoy the challenge of learning in a variety of ways.

Faith
Catholic faith is the heart of our school community. We value and respect the faith of others.

Happiness
We are valued, cared for and safe. We look forward to coming to school.

Achievement
We share and celebrate all our talents and successes. We always do our best.

Determination
We always keep trying and never give up.

Community
We make sure that everyone feels included and supported within our community.

Respect
We speak to and treat everyone the way we would like to be treated ourselves.

Responsibility
We make good choices and understand that our actions affect others.
Message from the Head Teacher

Dear Parent/Carer,

May I welcome you and your child to Our Lady of Loretto Primary School.

The purpose of this handbook is to share with you the key information regarding the day to day life of the school and its work.

In our school we are committed to promoting the mission and vision of Catholic Education, striving to create a dynamic, welcoming community where each child is treasured and challenged to develop holistically.

We aim to provide a happy, safe and stimulating environment for children to enable them to learn, play and grow towards their fullest potential.

We recognise the role of parents and carers as the first educators of their child and look forward to developing strong partnerships with you in order to help your child in all aspects of their learning and development.

Should you require further information, please feel welcome to visit the school, to telephone or email. We will be only too happy to address your queries or concerns.

I look forward to working with you and your child during their time with us.

Yours sincerely

Michelle Diamond

Mrs Michelle Diamond

Head Teacher
The school is part of the St Peter the Apostle High School Learning Community and the catchment area takes in Old Kilpatrick, Dalmuir and Mountblow. The school serves the two Parishes of St Stephen’s, Dalmuir and St Patrick’s, Old Kilpatrick.

Our Lady of Loretto is accommodated within a two storey modern building (1974) and is equipped with disabled ramps and a disabled toilet located on the ground floor. There are 14 classrooms organised around 3 open areas, 11 of which are used by classes with the other 3 being used as a STEM Hub and a library. We also benefit from a small meeting room. All classrooms have a Smart Board as does the meeting room.

Playground facilities are such that P1–P3 and P4-P7 have their own separate playgrounds with adult supervision during interval and lunch breaks. P4–P7, as well as their playground, also have the use of a large football pitch.

The school is regularly used by groups in the community, with lets arranged through the Community Education service. Details on how to apply for a school let are available on page 24.

We communicate regularly with parents through newsletters, fliers and the school website and when appropriate by letter, email and text. We arrange a variety of opportunities for parents to be involved in the life of the school. We are also happy to arrange appointments to discuss any aspect of your child’s education and wellbeing if this is required.

We have a range of policies for different aspects of school life, and copies are available from the school office. Parents can find a range of council policies and other relevant information about schools on the council website at

https://www.west-dunbarton.gov.uk/schools-and-learning/
# Our Lady of Loretto Primary School

## STAFF

### Senior Leadership Team

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher</td>
<td>Mrs M Diamond</td>
</tr>
<tr>
<td>Depute Head Teacher</td>
<td>Mrs A Mulvenna</td>
</tr>
<tr>
<td>Principal Teacher</td>
<td>Mrs J O’Donnell</td>
</tr>
<tr>
<td>Principal Teacher (Acting)</td>
<td>Mrs C Waddell</td>
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</tbody>
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### Teaching Staff

<table>
<thead>
<tr>
<th>Primary Level</th>
<th>Teacher</th>
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<tbody>
<tr>
<td>Primary 1a</td>
<td>Mrs R McLaughlin</td>
</tr>
<tr>
<td>Primary 1b</td>
<td>Mrs K Cameron</td>
</tr>
<tr>
<td>Primary 2a</td>
<td>Mrs M Miller</td>
</tr>
<tr>
<td>Primary 3b/2b</td>
<td>Mrs M Wright</td>
</tr>
<tr>
<td>Primary 3a</td>
<td>Mrs C Macpherson</td>
</tr>
<tr>
<td>Primary 4a</td>
<td>Miss L Bramma</td>
</tr>
<tr>
<td>Primary 5a</td>
<td>Miss J McShea</td>
</tr>
<tr>
<td>Primary 6a</td>
<td>Mrs McCall</td>
</tr>
<tr>
<td>Primary 7a</td>
<td>Mr D Smyth</td>
</tr>
<tr>
<td>Primary 7b/6b</td>
<td>Miss S Duffy</td>
</tr>
<tr>
<td>Non Class Contact, Support for Learning and Probationer Support Teachers</td>
<td>Mrs K Cleary, Mrs E McGarvie, Miss R Seagrave &amp; Mrs J Doherty</td>
</tr>
</tbody>
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### Support Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Senior Clerical Assistant</td>
<td>Mrs A Knox</td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>Mrs J Morran</td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>Mrs C Roberts</td>
</tr>
<tr>
<td>Learning Assistants</td>
<td>Mrs T Bradley</td>
</tr>
<tr>
<td></td>
<td>Mrs M M Semple</td>
</tr>
<tr>
<td></td>
<td>Ms Y McClean</td>
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<tr>
<td></td>
<td>Mr C Docherty</td>
</tr>
<tr>
<td></td>
<td>Miss A Allison</td>
</tr>
<tr>
<td></td>
<td>Mrs K McLaren (3 days)</td>
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<td></td>
<td>Mrs C Robertson (2.5 days)</td>
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<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Janitor</td>
<td>Mr A Anderson</td>
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<tr>
<td>Catering Manager</td>
<td>Mr K Winch</td>
</tr>
</tbody>
</table>
## SCHOOL HOURS

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am</td>
<td>School Begins</td>
</tr>
<tr>
<td>10.30am – 10.45am</td>
<td>Morning Interval</td>
</tr>
<tr>
<td>12.15pm – 1.00pm</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>3.00pm</td>
<td>School Closes</td>
</tr>
</tbody>
</table>

Primary 1 pupils will attend school **full time** from their first day on **Monday 17th August 2020**.

At Christmas and Easter holiday periods, school will normally close at 2.30pm on the final day of school.

At Summer holiday time, school will normally close at 1.00pm on the final day of school.

Please note – pupils are not permitted to leave for lunch at 12.15pm on the final day of school.
# School Holidays

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers Return</td>
<td>Thursday 13 August 2020</td>
</tr>
<tr>
<td>Pupils Return</td>
<td>Monday 17 August 2020</td>
</tr>
<tr>
<td>School Closes</td>
<td>Thurs. 24 September 2020</td>
</tr>
<tr>
<td>School Opens</td>
<td>Tuesday 29 October 2020</td>
</tr>
<tr>
<td>School Closes</td>
<td>Thursday 8 October 2020</td>
</tr>
<tr>
<td>School Opens</td>
<td>Monday 19 October 2020</td>
</tr>
<tr>
<td>School Closes at 2.30pm</td>
<td>Tuesday 22 December 2020</td>
</tr>
<tr>
<td>School Opens</td>
<td>Wednesday 6 January 2020</td>
</tr>
<tr>
<td>School Closes</td>
<td>Friday 5 February 2021</td>
</tr>
<tr>
<td>School Opens</td>
<td>Thursday 11 November 2021</td>
</tr>
<tr>
<td>School Closes at 2.30pm</td>
<td>Thursday 1 April 2021</td>
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<tr>
<td>School Opens</td>
<td>Monday 19 April 2021</td>
</tr>
<tr>
<td>School Closes</td>
<td>Friday 30 April 2021</td>
</tr>
<tr>
<td>School Opens</td>
<td>Tuesday 2 May 2021</td>
</tr>
<tr>
<td>School Closes</td>
<td>Wednesday 5 May 2021</td>
</tr>
<tr>
<td>School Opens</td>
<td>Friday 7 May 2021</td>
</tr>
<tr>
<td>School Closes</td>
<td>Thursday 27 May 2021</td>
</tr>
<tr>
<td>School Opens</td>
<td>Tuesday 1 June 2021</td>
</tr>
<tr>
<td>School Closes at 1.00pm</td>
<td>Monday 28 June 2021</td>
</tr>
</tbody>
</table>

### Staff In-service days 2020 - 2021

- Thursday 13 August 2020
- Friday 14 August 2020
- Friday 9 October 2020
- Wednesday 10 February 2021
- Thursday 6 May 2021
Starting school for the first time or moving to a new school is an exciting experience for both parents and children. It also presents parents with making the choice of which school they feel would best suit their child/children and themselves. Parents are therefore invited to arrange a visit to our school so they may become familiar with the building and the type of education offered, and to discuss any points with the Head Teacher.

New Entrants (that is, children who will be starting Primary 1 in August 2019) are registered week beginning 7th January 2019. You must register your child in your local school. However you have the right to apply for a placing request to another school. You may request a form for this at the time you register your child for school.

Our Lady of Loretto has close links to Dalmuir E.E.C.C. and other feeder nurseries. A number of Transition Visits take place from September/October through to June during the pre-school year. All children have opportunities to attend the school to experience school life in a variety of ways from classroom visits and learning experiences to P.E., music, play and lunch.

On some visits your child will be able to spend time in a classroom while parents will be provided with an opportunity to discuss any issues or worries that may have arisen since the enrolment date.

Meetings and workshops will also take place once the children have started school. Parents will then be given the opportunity to become familiar with the type of work their children have begun in the Primary 1 class.

To enrol a child of any age during the term please contact the Head Teacher.
Aspects of our curriculum reflect the principles and practice outlined in the national Curriculum for Excellence guidelines.

**Curriculum for Excellence** identifies four capacities which we wish our children to develop through the opportunities provided for them in Our Lady of Loretto. These are Successful Learners, Confident Individuals, Responsible Citizens and Effective Communicators. Our Lady of Loretto is fully committed to providing opportunities for Curriculum for Excellence. The school offers a wide curriculum which caters for the individual needs of its pupils, and is one which will enable them to continue to learn throughout their lives. Equal experience is given to boys and girls to pursue their interests and develop their talents in all areas of the curriculum.

The curriculum areas are defined as:

- Languages
- Mathematics
- Health and wellbeing
- Expressive arts
- Sciences
- Social studies
- Technologies
- Religious and Moral Education

School Improvement Planning allows schools to review their practice and determine areas for improvement. At Our Lady of Loretto Primary School our current areas for improvement are; Raising attainment in literacy, numeracy/mathematics and health and wellbeing. As well as improving teaching and learning, refreshing our curriculum and further developing as a community of faith by serving the common good.
English Language is concerned with the development of listening, talking, reading and writing. Language work is cross-curricular and inter-disciplinary in line with Curriculum for Excellence.

1. Listening and talking covers all areas of the curriculum and includes both informal language and planned activities. Using the West Dunbartonshire “Hear Say” talking and listening pack pupils will focus on the core skills of listening and talking. They will listen and talk both individually and in groups to gain and convey information, show understanding and gain an awareness of audience and purpose. In so doing they will also achieve an awareness of genre and acquire knowledge about Language. These core skills are also embedded in other areas of the curriculum and regularly referred to.

2. We aim to instil a love of books and make the pupils proficient in the basic and ultimately higher order reading skills. Using a variety of approaches and resources, pupils learn core reading skills and learn:
   - to enjoy a variety of texts
   - respond to a variety of texts
   - find and handle information for a variety of purposes
   - study and become independent learners

There are a range of events and strategies used to promote reading including; a whole school novel study focus from P1 to P7, celebration of World Book Day and Book Week Scotland as well as a lunch time book stall to name a few.

3. Using “Write to the Top” and other resources as appropriate, pupils will learn to write functionally, personally and imaginatively; and to convey meaning in language appropriate to the audience and purpose. The focus is on VCOP (Vocabulary, Connectives, Openings and Punctuation). Particular attention will be paid to the conventions of punctuation and structure, spelling, handwriting, presentation and acquiring knowledge about language.
This area of the curriculum helps children develop the life skills of numeracy and is taught through Mathematics and reinforced continually through inter-disciplinary topics.

This area of the curriculum includes:

- Information Handling
- Number, Money and Measurement
- Shape, Position and Movement
- Problem Solving and Enquiry

The core programmes used are Scottish Heinemann Mathematics programme for P1-P7 and Big Maths.

In line with the principles of Curriculum for Excellence, greater emphasis is placed on Active Learning and Interactive work. There are a range of teaching and learning activities involved including outdoor learning.

Many other resources support this core scheme including the use of digital learning resources which are all aimed at developing mathematical skills and understanding.
Social Subjects, Sciences and Technologies

We aim to provide a balanced programme of learning through which skills, concepts and knowledge are developed.

Engaging in social subjects allows children to develop an understanding of their world by learning about other people, their values and cultures, in different times, places, circumstances and how their environment has been shaped.

Children learn about human achievements, conflicts and environmental issues – both in a local and global context.

Interdisciplinary Learning Topics enable the children to learn and further develop skills associated with other areas of the curriculum such as Mathematics; Language and Expressive Arts.

Sciences include study in biological, chemical, physical and environmental contexts. Learning through science enables children to investigate their environment, develop an understanding of scientific contexts and achievements as well as recognise the impact science makes on our lives.

The use of digital technology is an integral part of education. To participate fully in modern society children need to be skilled and knowledgeable users of technology as well as be able to assess its impact in society.

Our pupils are also provided with opportunities to use construction materials to help with aspects of Technology.

On occasion, our pupils may be given the opportunity to attend an outing as part of topic work being undertaken. All classes enjoy, where possible, visits to help with school activities.
Expressive Arts

The Expressive Arts comprise Art & Design, Music, Drama and Dance.

These subjects play an important part in pupils’ development since they encourage the exploration of values and foster imagination and creativity.

**ART AND DESIGN**

Art & Design activities provide a means of expressing ideas and feelings visually. Much of the skills progression for Art and Design occurs through Interdisciplinary learning.

**DRAMA**

By developing a range of dramatic skills and techniques children should acquire the confidence and self-esteem to communicate their ideas and feelings and develop sensitivity towards the opinions and values of others.

**DANCE**

Through dance, learners have rich opportunities to be creative and to experience inspiration and enjoyment. Creating and performing are the core activities for all learners, and taking part in dance contributes to their physical education and physical activity. They also learn Scottish Country Dances to fit with work on Scottish Culture as part of the Social Studies programme.

**MUSIC**

We aim to help pupils to realise their full musical potential, whatever their abilities, by providing opportunities to take part in music making, to invent music and to listen to and respond to music.
Personal and Social Development is a fundamental aspect of the education of the whole child and is concerned with the development of life skills.

Our Lady of Loretto is a health promoting school. We strive to promote an environment where all members of the school community are encouraged to gain knowledge and to foster a positive attitude towards healthy living. In addition our pupils are encouraged to look after the local environment and to consider the wider environment of the world they live in.

**Physical Education, Physical Activity and Sport**

Our pupils enjoy two hours of PE per week. Our PE programme includes a range of physical activity and fitness opportunities and we have support from the sports development team and active schools both in the curriculum programme and for some extra curricular clubs after school.

**Substance Misuse**

Pupils learn about a range of issues relating to substance misuse. They learn about the risks and danger to their own personal safety and their general health and wellbeing. All aspects of our health and wellbeing curriculum are age and stage appropriate for the pupils.

**Mental, Emotional, Social and Physical Wellbeing**

While we have a range of experiences for our pupils to help with their personal social development which will equip them to make informed decisions and choices about their lifestyle, the ethos of our school makes every child feel safe, respected, nurtured and valued.

We have a range of support strategies to promote and improve children mental and emotional wellbeing including a Pupil Counsellor, Seasons for Growth for those who have experienced bereavement or loss and Roots of Empathy to name a few.

**Planning for choices, Planning for changes**

Our pupils are equipped with the knowledge and information that helps them make informed decisions at the right time.

New P1 pupils are supported as they start school life, and our P7 pupils are well prepared by a sound transition into first year at secondary school.

**Food and Health**

Pupils learn about a variety of food related issues, from growing vegetables to what kinds of food provide them with a balanced diet. Pupils are also involved in making a range of food and drink products such as fruit smoothies, healthy snacks and baking.

Research also shows that the brain requires water for it to function well. We continue to encourage the children to drink water in the classroom. Water is available to purchase from the school office as well as refillable plastic drinking bottles.
It is our belief that through the positive Christian teaching of the Catholic Church, a practising Christian will become a good and caring citizen and the Christ-centred approach taken by Our Lady of Loretto School will help the growth and development of the pupils in all areas including spiritual and moral development. An effective RE programme will also enable our children to achieve the aims of Curriculum for Excellence; that they become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors to society and to the world.

This Is Our Faith and God’s Loving Plan are the main resources used throughout the school. The children celebrate First Confession in Primary 3, First Communion around May of Primary 4 and Confirmation is celebrated in P7. The school is supported by the Parishes of St Stephen’s and St Patrick’s, Old Kilpatrick. During the year, the children attend Mass on Holy Days of Obligation. Twice yearly the whole school attends Mass in St Stephen’s Church. Some classes have the opportunity to attend a daily Mass in either Parish. The children also undertake charity fundraising throughout the year for a variety of organisations.

Under Section 9 of the Education (Scotland) Act 1980, parents have the right to withdraw their child from Religious Education and Observances. This right may be exercised by informing the Head Teacher.

Parents from ethnic minority religious communities 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 in any one school session and the pupil noted as an authorised absentee in the register.
Continuous assessment is emphasised by the class teachers in their day to day work with the children. By doing this we are able to provide programmes of learning which are suited to each child’s stage of development in key areas of the curriculum, and to take account of their needs when planning for other activities.

Records of assessments are kept and each individual pupil will have a record for reading & phonics and for mathematics. Samples of children’s’ written work are kept as part of a writing folder to help us monitor progression in writing skills.

Diagnostic tests are in use for Language to assist in pinpointing specific reading strengths / weaknesses.

All schools in West Dunbartonshire Council have a Staged Intervention process for identifying pupils who require additional support for learning. Some pupils have support plans to help them with particular aspects of their learning. Parents will always be informed about this and will be invited to discuss key aspects of their child’s plan on a regular basis. Information is available about additional support on the council website and it is also available.

Parents are welcome to make an appointment to see their child’s records at any time during the school session, or to discuss their child’s progress with the class teacher or with the Head Teacher.

Parents’ Evenings are provided during the school year. Parents will be given an allocated appointment time with class teachers. These meetings take place around October and March of each year. Appointments for families with more than one child are allocated to make it as easy as possible for you to attend.

Each parent will also be provided with an interim report in December and an end of year report on their child’s progress in June.
HOMEWORK

Children will be encouraged to extend the skills taught in school through further practise and research at home. The time spent on this should vary according to the age and development of the child.

Homework might be set as follows:
- Practise in mathematical processes
- Reading of novels/short stories
- Practise in language conventions
- Home reading book
- Research/information book
- Practise in the skills of physical education
- Practise in musical activities
- Voluntary work, i.e. writing stories, poems, sketching etc
- Active Spelling Homework

As homework is for the benefit of your child you are asked to co-operate by seeing that the work is completed and the homework is signed.

The most profitable and effective homework for your child is your own interest and involvement in his/her work. The love and support of caring parents are the greatest assets to any child.

When homework is issued this should not exceed 20 minutes for P1 to P4 or 30 minutes for P5 to P7.

We feel that co-operation between the home and the school is essential for the whole wellbeing of the child.

Parents are most welcome in school to discuss any aspect of their child’s development or progress. It is advisable to telephone first to make an appointment to see the Head Teacher.

There are various opportunities throughout the year when parents can discuss their child’s progress with the class teacher and view children’s work.

2 Parents Nights take place in the course of the school year one in October the other in March.

All information on these and other activities is conveyed to parents on the school’s website, in a newsletter or letter taken home however more often we use text messages and email.

During the year the children enjoy various educational outings and visits. Parents have proved a tremendous help to the teachers on these occasions.

A number of parents are involved in Friday Community Time and other activities across the year. We very much welcome this help and involvement.

Accessible and readily available information on local clubs and events and school events etc. is contained on the notice boards within the school. Outside agencies call with notices and up-to-date pamphlets for display on these boards.

A Parent Group led by Community Learning and Development takes place weekly in the School.

HOME – SCHOOL LINKS

At Our Lady of Loretto we encourage parents and carers to be our partners in learning and during the year, there are parent workshops and parent open days.
All members of our school community are treated equally. Every child is given equal opportunity to access the curriculum to learn skills and develop talents. The ideal that both in school and throughout life, boys and girls have an equal right of opportunity is strongly fostered. All staff have a responsibility to ensure the council’s Equal Opportunities Policy is followed.

### Additional Support Needs

Schools are required by law to ensure they are providing for children and young people who require additional help with their learning.

There may be a time during a child’s education when they have trouble with a particular aspect of the curriculum, eg reading or mathematics. When this occurs, the class teacher will provide an individualised learning programme which is suited to their needs.

At Our Lady of Loretto the Depute Head Teacher has responsibility for Learning Support. The school has a named Educational Psychologist who can, if required, make further assessments to help in profiling the nature of specific learning difficulties.

Permission must be obtained from parents or carers before any child is referred to the psychologist. The education of your child is best achieved through a partnership between home, school, and where necessary outside agencies. We feel it is important for us to inform parents as early as possible if we feel their child is having difficulty. We hope that with your support we can do our best to help your child. Please remember you may call at any time if you have any worries concerning your child.

At Our Lady of Loretto Primary we aim to Get It Right For Every Child (GIRFEC).

Further information can be found using the link below.

https://www.west-dunbarton.gov.uk/schools-and-learning/schools/additional-support-for-pupils/getting-it-right-for-every-child-girfec/
Getting it Right for Every Child (GIRFEC) is the Scottish Government’s approach to promoting and safeguarding the wellbeing of children in Scotland. Duties attached to the Children and Young People Act 2014 means there will be a single planning framework for children who need support from services (called a Child’s Plan). The Named Person will continue to be offered in West Dunbartonshire on a policy basis. In most cases the families around each child will be able to offer all the help and support that is needed. However, there are times when a child may need a bit of extra help. The GIRFEC approach is there to make it as easy as possible to get that help when it is needed and wanted by families.

The GIRFEC policy approach is to ensure that every child and young person and their family have access to help and support from a key member of staff in order to support the wellbeing and additional support needs of children and young people. The role of the Named Person is integrated into the current role of key promoted members of staff in schools and serves to strengthen the support they currently provide as a central point of contact for children, parents and other people working with them. On our school website you will find the names of the members of staff who have been given key supporting roles for each age group of children along with the arrangements for cover in the event of absence.

*It is our intention to support the wellbeing and safeguarding of all our young people. Parents are reminded that the Named Person will only offer advice or support in response to a request from a child or parent, or when a wellbeing need has been identified. There is no obligation to accept the offer of advice or support from a Named Person.*

**Holiday Cover**

The GIRFEC policy also recommends the local authorities provide continuity of support signposting during school holiday periods. At these times coordination will be provided by suitably qualified staff from the Central Named Person Service at the Council Offices. See contact details below.

**Central Services Named Person Service:**

Joanne Scott (Education Support Officer) 01389 737000 @west-dunbarton.gov.uk

Tracy King (Education Support Officer) 01389 737000 @west-dunbarton.gov.uk

Claire Cusick (Senior Education Officer) 01389 737000 @west-dunbarton.gov.uk
Below, you will find the names of the members of staff with key support responsibilities for each age group of children along with the arrangements for cover in the event of absence. It is our intention to support the wellbeing and safeguarding of all of our young people to ensure that they have access to positive outcomes, choices and destinations; however, parents are reminded that the Named Person will only offer advice or support in response to a request from a child or parent, or when a wellbeing need has been identified. There is no obligation to accept the offer of advice or support from a Named Person.

At Our Lady of Loretto Primary School your child’s Named Person can be contacted on 0141 952 0282 and the allocation will be as follows;

<table>
<thead>
<tr>
<th>Class</th>
<th>Named Person</th>
<th>HT &amp; Named Person Absence Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.1</td>
<td>Claire Waddell PT</td>
<td>Michelle Diamond, HT</td>
</tr>
<tr>
<td>P.2, P.3/2 &amp; P3</td>
<td>Jacqueline O’Donnell, PT</td>
<td>Michelle Diamond, HT</td>
</tr>
<tr>
<td>P.4, P.5, P.6, P.7/6 &amp; P.7</td>
<td>Anne Mulvenna, DHT</td>
<td>Michelle Diamond, HT</td>
</tr>
</tbody>
</table>

If your child has a support plan the above is still unchanged.
Section 30 of the 1980 Education Act lays a duty on every parent of a child of ‘school age’ to ensure that their child attends school regularly.

Parents are requested to let us know if their child is going to be absent from school. If a child is to be absent for a long time we would be grateful if you would let us know as soon as possible.

The Policies for Parents document “Achievement Through Attendance”, available to all parents from the school, and from the council website, outlines the importance of good attendance. If your child does not arrive at school in the morning and we have not heard from you, we will make every effort to get in touch. If we are unable to make contact, we may ask our Pupil and Family Support Worker to visit your home. Please understand our responsibility for the welfare of our pupils requires us to do this.

During the school year parents may wish their child to leave school during school hours for medical or dental appointments. Parents are requested to call at the school to collect their child. Children are not allowed to leave the school premises unless accompanied by an adult.

Every effort should be made to avoid family holidays during term time as this disrupts both the child’s education and reduces learning time. Parents should inform the school by letter before going on holiday of the dates. The Scottish Government has issued guidance to schools that family holidays taken during term time should be categorised as an ‘unauthorised absence’.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absence on the register. Clearly with no explanation from the parent, the absence is unauthorised.

The Pupil and Family Support Team, based at St Peter the Apostle High School are available to assist parents who may need guidance and further support on attendance matters.

The authority has the power to write to, interview or prosecute parents and if necessary refer pupils to the Reporter of Children’s Hearings if children fail to attend school regularly without reasonable excuses.

No child is allowed to leave the school during school hours without the permission of the Head Teacher. Therefore, if it is essential for a child to leave class, for a doctor, hospital or dental appointment, and explanatory letter or the appropriate card should be sent in and the child collected from school.

In the interests of safety no child will be allowed to leave the school unaccompanied to keep an appointment or meet a parent. The parent must come to the school for the child.
The Parent Council

The Scottish Schools (parental involvement) Act 2006 requires that:

a) Every parent is automatically a member of the Parent Forum for his/her child’s school, may be represented by The Parent Council.
b) The members of the Parent Forum decide the structure, membership, aims, objectives and constitution of the Parent Council they wish to form.
c) Other members of the Parent Council may be co-opted.
d) Parent Councils are to be involved in the appointment of a Head and Depute Head Teacher.
e) Parent Councils, the Local Authority and Schools should play an active role in supporting parental involvement in the school.
f) Parent Councils have the right to represent the views of parents.
g) A complaints procedure which covers how the Local Authority carries out its functions under the Act is in place.
h) The needs of and arrangements for all children and young people involving parents, carers and those who look after children are met.
i) The school improvement plan takes account of the Local Authority strategy and parental involvement as appropriate.
j) A complaints procedure which covers how the Local Authority carries out its functions under the Act should be established.
k) Local Authorities must provide reasonable funding to enable the Parent Council to carry out its functions.
l) A combined Parent Council may be established to cover two or more schools.

The group continues to carry out duties and responsibilities laid out in the Act.

The former Parent Teacher Association is now part of the Parent Council. They continue to raise funds and organise social events for parents and children

Our current Parent Council Office Bearers are;

Chairperson – Ms Stepheney Watts
Vice chairperson – Ms Jaclyn Brady
Treasurer – Mrs Lesley Gill
The school is part of the local community and the facilities within it are available to various groups e.g. Housing Association Meetings.

The Parent Council meet regularly in the school and if necessary at other times to plan and organise events

Requests for a let of the school premises must be made at least ten working days in advance to.

To make a booking you must first contact our support team via email at education.lets@west-dunbarton.gov.uk

Letting requests will only be considered if applied using the email address provided. West Dunbartonshire Council do not accept requests by telephone.

Our Lady of Loretto is very active in the Local Community. All classes use the resources of Dalmuir Library and each visit the library at least twice yearly and we also benefit from the mobile library visiting our school.

A class of children visit local Care Homes regularly to interact, play board games and entertain residents.

The school is involved in projects with Dalmuir Park and West College Scotland, Clydebank Campus and has completed projects supported by The Beardmore Trust including Pupil of the Year.

The school has close links with Dalmuir E.E.C.C. and other Early Years Centres and with other local schools both primary and secondary.

The school holds an annual inter-school quiz in February and competes every year in the Dalmuir Barclay Church Christmas Tree Festival.

We regularly hold a number of events, some in conjunction with our Parent Council, e.g. Christmas/Spring Fairs, and Coffee Mornings which are always well attended by members of our local community.
Our Lady of Loretto Primary School has a school football team and school netball team both of which participate in local tournaments with other schools.

As an integral part of the curriculum swimming tuition is provided at the senior stages of the school.

Pupils throughout the school have the opportunity to participate in a variety of breakfast and after-school clubs such as:

- Netball
- Football
- Table Tennis
- Jog Scotland
- Dance
- Mini Movers
- Cross Country
- Drama
- Eco
- Reading
- Quiz Club

Some of these clubs are provided by West Dunbartonshire Council Active Schools Team, members of school staff and parent(s).

P7 pupils enjoy a three day residential outdoor education visit. The children will visit Auchengillan Outdoor Centre in Blanefield, Glasgow in May 2019.

Here they have the opportunity to take part in activities such as archery, kayaking, orienteering, hill-walking and canoeing.

Pupils are encouraged to participate in extra-curricular activities offered throughout the session.

Our school is always interested in inviting parents to assist in extra-curricular activities and we would welcome any offers of help which you would be able to provide.
In school the relationship between the pupils and the staff is similar to that between his/her own parent. As in the home, self-discipline, self-control and respect for others are emphasised throughout the school. We strive to lead the children to an understanding of social interaction, co-operation and resolution of conflict.

The school encourages, praise and rewards good behaviour. We operate a Head Teacher Awards, a traffic light System, Golden Time as well as individual class reward systems.

However, as in the home, children may need to be disciplined on occasions within the school. The Head Teacher and staff have compiled the following sanctions:

- Restorative practice discussions undertaken at break time
- withdrawal of privileges
- intervention by promoted staff
- parental involvement through visit to the school to discuss the child’s behaviour.

Persistent misbehaviour may result in exclusion

Our conviction is that through good home-school relationships positive behaviour can be established and maintained.
BULLYING POLICY

At Our Lady of Loretto we aspire to keep pupils feeling happy and safe at school.

We aim to co-operate, help and support each other.

Aims of our anti-bullying policy

- That all staff, pupils and parents understand what bullying is and know exactly what action to take if an incident of bullying takes place in school.
- That all staff, pupils and parents know that bullying will not be tolerated in any form at Our Lady of Loretto.
- That pupils and parents know they are encouraged to speak up about incidents of bullying and not permit bullying to exist through secrecy and silence.
- That all staff, pupils and parents know that any incidents of bullying will be dealt with quickly and effectively when reported.
- That our anti-bullying policy is recognised as part of a wider policy on ethos which encompasses promoting positive behaviour, equal opportunities, child protection, promoting a healthy school and anti-racism.
- That our anti-bullying ethos can be highlighted in a number of curricular areas eg RE, Health and Wellbeing, Drama, Art, Language.
- That the bully him/herself knows that he/she will be accountable for his/her behaviour.

What is Bullying?

Bullying can take many forms. In all forms it constitutes an abuse of power with the intention of hurting the victim and inflicts various degrees of misery on the victim. Neither bullies nor victims can be stereotyped. Though most victims are children who are vulnerable and most bullies have either been bullied themselves or have other emotional problems.

Forms of Bullying

**Verbal** name calling, taunting, sarcasm, making nasty comments, making inappropriate personal comments about a child or his/her family on more than a one-off basis. This is the most common form of bullying.

**Physical** punching, kicking, pushing, pinching, spitting or using any other form of violence. A spontaneous fight over a dispute or children playing together in a rough way does not constitute bullying.

**Social** by isolating or excluding a child from games or play on a regular basis.

**Material** by taking possessions, dinner monies, sweets through extortion.

**Emotional** by threatening a child, by using threatening gestures or by generally belittling a child on a regular basis.

Procedures to Deal Effectively with Bullying

- Regular talks and updates on bullying and its effects at weekly school assemblies.
- Focus on bullying and its effects as integral part of Health and Wellbeing.
- The display of anti-bullying posters within the school.
- Continuation of building up promoting positive behaviour within school, including all reward systems already in place.
- Encouraging children to speak to an adult in school.
School Uniform

Given that there is substantial parental and public approval of uniform, schools in West Dunbartonshire Council strongly encourage the wearing of school uniform. The wearing of school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

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

- Potentially encourage faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health & safety difficulties (such as loose fitting clothing or body piercings/jewellery for PE and sport)
- Are made from flammable material (for example, shell suits in practical classes)
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco could be used to inflict damage on other pupils or be used by others to do so

Our Lady of Loretto Primary

The colour scheme and certain items of dress that comprise an individual school’s uniform should be determined, through a consultation process which is appropriate to each school. This consultation process should involve pupils, parents and staff. A range of options for this uniform may be considered including, for example, different items of clothing for summer.

The agreed school uniform for Our Lady of Loretto is:

**Boys:** Grey trousers, blue shirt or blue polo shirt and grey sweatshirt, grey knitted school jumpers/grey tank tops.

**Girls:** Grey skirt/pinafore/trousers, blue shirt or blue polo shirt, school tie and jumpers/cardigan or grey knitted jumpers/grey tank tops.

Sweatshirts, polo shirts, cardigans, school ties and waterproof fleece jackets bearing the school badge can be purchased through the school.

For comfort and safety reasons we ask that children change from their outdoor shoes into soft shoes such as black plimsolls.

Clothing and Footwear Grants

Some pupils may be eligible for a clothing grant. Parents can ask at the school office or they can access information on the council website:

Our school operates a lunch service which supplies a variety of healthy meals and snacks. Copies of the menu are available from the council website.

All school meals cost £2.45.

Some children may be entitled to free school meals and parents can ask at the school office or they can access the information on the council website:


Children in P1 to P3 children will receive free school meals under a Government initiative.

A four week rolling menu is in operation. The menu can also be accessed via the Council’s website at

http://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-meals/primary-menus/

A TV screen in our entrance hall advertises the daily menu.

All children have free milk daily.
The school nurse periodically visits the school during the school year and is involved with all aspects of health screening and helps with health education.

The school nurse service is also available to help, advise and guide parents with individual concerns over pupils health and wellbeing. The school nurse can be contacted on 01389 811800.

Hearing, vision and dental checks are also carried out throughout the year.

P1 and P2 take part in a tooth brushing programme.

Medical And Health Care

West Dunbartonshire Council has strict guidelines and policy on the administration of medicines. Consent and information must be given if medicine is to be administered in school. In school we have a member of staff who is qualified to administer first aid to assist with minor injuries and accidents.

If a child takes ill during school time, he/she may require to be sent home. It is necessary in these circumstances for an adult to call at the school as no pupil will be allowed home without an adult to supervise them.

We ask parents to update school emergency contact details on a regular basis to help us on those occasions when we may have to get in touch.
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 closure or re-opening. We shall keep you in touch by using text messages, email, letters, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and through social media. You will also be able to access up to date information from the council website, www.west-dunbarton.gov.uk

The council operates a helpline in emergencies, details will be made available when this happens.

In the event of an emergency causing the school to close early, the following procedures would be followed:

1. The office staff will work through class lists to email, text or phone parents to notify of the school closure asking them to inform others to spread the news.

2. A message will appear on the school website and parents will be asked to check this regularly for updates.

3. Pupils will remain in their classrooms (having gathered all belongings to take home) under the supervision of their class teacher.

4. The office staff will print off class registers to be used by class teachers to record the collection of each child.

5. Support Staff and Senior Management Team will be situated at the foyer and send P7 pupils to fetch and bring children to the foyer.

   Class teachers will tick off children as they are collected by the P7’s.

6. Benches will be set up in the foyer for parents to sit as they wait for their child.

7. All pupils must be collected by an adult. Only if parents give permission and Senior Management Team deem it appropriate, would older children be allowed to go home themselves.

8. At some point when a fair number of children have been collected, all remaining children will move to the gym hall with their class teacher to watch a D.V.D.

9. At this point staff members will begin to leave early. Senior Management Team remain until all children have been collected.

By providing up to date mobile numbers and email addresses you will assist us in contacting you in the event of an emergency.
West Dunbartonshire Council has a policy dealing with photographs taken of individuals on premises occupied or managed by the Council or at events organised by the Council:

- photographs should not be taken of school pupils on occasions and in locations where there is a reasonable expectation of privacy; normally for example, young people would not expect to be photographed in the classroom, playground, or in other areas of the school, or during lessons on the sports field, or at the swimming pool, except by arrangement;
- sporting events, mass participation events, stage appearances and other similar occasions, will be considered to be public events and photography will be permitted;
- where there is a reasonable expectation of privacy, permission to take photographs should not be presumed, in the case of young children under the age of 16 years of age without the written consent of their parent or guardian/in the case of young people aged over the age of 16 this would refer to the young people themselves;
- parents and young persons over 16 years of age should understand that sporting events, mass participation events, stage appearances and the like, where there is an audience, are public events and it is likely that photographs will be taken;
- the policy applies to all photographs and digital images, however taken, including images taken by any camera, camera mobile telephone, video camera or similar equipment;
- parents or guardians will be asked to give written permission on an annual basis for their child to be photographed or videoed, for specific purposes related to the life and work of the school and the education service.

A full copy of this policy is available for inspection at Council premises.
Pupils are normally transferred between the ages of eleven and a half and twelve years so that they will have the opportunity to complete at least four years of secondary education.

Parents will be informed of the arrangements by December of the year preceding the date of transfer.

Transition arrangements begin as early as P6 for some pupils. Staff from both schools meet and share information. Some identified pupils may require an enhanced transition programme to ensure that the transfer from primary to secondary is smooth.

A member of St Peter the Apostle Pupil and Family Support Staff supports some pupils weekly in Our Lady of Loretto.

The pupils in P7 are involved in an annual joint Transition Project. The pupils complete a profile which they build up during the school year. This profile is passed to St Peter the Apostle.

Pupils of Our Lady of Loretto catchment generally transfer to St. Peter the Apostle High School. Please find contact details below.

Head Teacher: Linda Booth

St. Peter the Apostle High School
Kirkoswald Drive,
Clydebank
G81 2DB

Tel : 0141 533 3100
Fax : 0141 533 3139

Email : schooloffice@stpeter-apostle.w-dunbarton.sch.uk
All educational establishments within West Dunbartonshire Council are members of a Local Learning Community (LLC). These LLC’s are made up of one secondary school and its associated primary schools and include a number of Early Education and Childcare Centres and Partnership Nurseries. Our Lady of Loretto Primary is a member of the Saint Peter the Apostle Learning Community.

The five Learning Communities in West Dunbartonshire have been established as part of West Dunbartonshire’s educational improvement strategy. This strategy has a clear focus to raise educational aspirations, achievement and attainment of all pupils while improving the skills and knowledge of all staff involved in the education of children and young people. Mrs Diamond, Head Teacher, represents Our Lady of Loretto Primary School on the Saint Peter the Apostle LLC; however other members of staff may attend meetings in support of improvement work. The Saint Peter the Apostle LLC is led by Andrew Brown, Senior Education Officer who is assisted by the school’s Education Officer, Denise McKinnon.

Updates on the work of the LLC’s will be made available through parent council meetings and through Standards and Quality reporting.
Data Protection

How we use your personal information:

It is important for the school to hold personal information about pupils as it allows us to contact a suitable adult in cases of emergency. The information held also helps West Dunbartonshire Council to provide education services now and to plan for the future.

Information provided to us in relation to children's disability, language, religion, ethnic background or national identity is used to ensure that children's legal rights in school are recognised. Children's general legal rights are listed in the Children (Scotland) Act 1995, the Equality Act 2010 and in the European Convention on Human Rights.

Information held on pupils is strictly controlled by law, and can only be passed onto other services within the Council and other organisations in accordance with the provisions of the Data Protection 2018 Act (DPA). As a local authority, our schools and early years establishments process information about children and young people in order to provide education and care. All personal data is treated as confidential. The information may be passed to other services and other organisations that will use it for a number of purposes connected to education services, for example, child protection, delivery of National Entitlement Cards and cashless catering, organising school transport, Active Schools Programme, the NHS School Nursing, Dental Health and Immunisation Programmes, collection of information by the Scottish Government and provision of national exams, we may also use any information for research purposes. We may use information held for the purposes of a public task (one of the recognised functions of a Scottish Local Authority) and may share information where necessary with other public bodies or where otherwise required to do so by law.

In terms of Section 94 of the Data Protection Act 2018 (Right of Access / Subject Access Request), a requester is entitled to know what personal information West Dunbartonshire Council holds about them and their children. They are also entitled to access their children's education records in terms of the Pupil's Education Records (Scotland) Regulations 2003.

Applications for Subject Access Requests should be made either to the Head Teacher or to The Data Protection/Information Protection Officer, Municipal Buildings Dumbarton, G82 1NR or dataprotection@west-dunbarton.gov.uk
You can find out more about the Subject Access Request procedure by visiting the following web address: http://www.west-dunbarton.gov.uk/council/data-protection-ripsa-and-freedom-of-information/data-protection/

If you would like further information on how your information is used and how we keep your information safe please contact: Data Protection/Information Protection Officer at the above address.
# Useful Contacts

<table>
<thead>
<tr>
<th>Laura Mason</th>
<th>Ward 6 – Clydebank Waterfront</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Education Officer – Education, Learning &amp; Attainment</td>
<td>Councillor Gail Casey - LAB</td>
</tr>
<tr>
<td>West Dunbartonshire Council</td>
<td>Councillor Casey can be contacted at Clydebank Town Hall on:</td>
</tr>
<tr>
<td>16 Church Street</td>
<td>Tel: 01389 738587</td>
</tr>
<tr>
<td>Dumbarton</td>
<td>Mobile: 07909 891 242</td>
</tr>
<tr>
<td>G82 1QL</td>
<td>email: <a href="mailto:gail.casey@west-dunbarton.gov.uk">gail.casey@west-dunbarton.gov.uk</a></td>
</tr>
<tr>
<td>Tel No. 01389 737304</td>
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<table>
<thead>
<tr>
<th>Area Education Office</th>
<th>Ward 6 – Clydebank Waterfront</th>
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</thead>
<tbody>
<tr>
<td>West Dunbartonshire Council</td>
<td>Councillor William Hendrie - SNP</td>
</tr>
<tr>
<td>16 Church Street</td>
<td>Councillor Hendrie can be contacted at Clydebank Town Hall on:</td>
</tr>
<tr>
<td>Dumbarton</td>
<td>Tel: 01389 738650</td>
</tr>
<tr>
<td>G82 1QL</td>
<td>Mobile: 07943 813 111</td>
</tr>
<tr>
<td>Tel No. 01389 737301</td>
<td>email: <a href="mailto:william.hendrie@west-dunbarton.gov.uk">william.hendrie@west-dunbarton.gov.uk</a></td>
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<thead>
<tr>
<th>Community Learning and Development</th>
<th>Ward 6 – Clydebank Waterfront</th>
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</thead>
<tbody>
<tr>
<td>Aurora House</td>
<td>Councillor Marie McNair - IND</td>
</tr>
<tr>
<td>3 Aurora Avenue</td>
<td>Councillor McNair can be contacted at Clydebank Town Hall on:</td>
</tr>
<tr>
<td>Clydebank</td>
<td>Tel: 01389 738743</td>
</tr>
<tr>
<td>G81 1BF</td>
<td>Mobile: 07909 891 237</td>
</tr>
<tr>
<td>Tel: 01389 738775</td>
<td>email: <a href="mailto:marie.mcnair@west-dunbarton.gov.uk">marie.mcnair@west-dunbarton.gov.uk</a></td>
</tr>
</tbody>
</table>

| Ward 6 – Clydebank Waterfront |
| Councillor Daniel Lennie |
| Councillor Ryall can be contacted at Clydebank Town Hall on: |
| Tel: 01389 738599 |
| Mobile: 07741 296 922 |
| email: daniel.lennie@west-dunbarton.gov.uk |
Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document –

a) before the commencement or during the course of the school year in question

b) in relation to subsequent school years.