



“Nothing but the best will do”

CASTLEMILK HIGH SCHOOL




School Handbook 2018-19



www.castlemilkhigh.glasgow.sch.uk

headteacher@castlemilkhigh.glasgow.sch.uk

0141 582 0050

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Castlemilk High School

School Handbook 2017-18

Welcome to Castlemilk High School

I would like to welcome you and your child to Castlemilk High School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

Our school is very proud of the high levels of support given to our pupils, the range of wider achievement activities we offer and the academic successes of our young people.

We wish to secure the best possible outcomes for our young people. We strive for equity with excellence in education and believe in always placing the 'Child at the Centre'.

At Castlemilk High School we aim to ensure excellence and equity through raising attainment. We are working towards ensuring that every child achieves the highest standards in literacy and numeracy and the right range of skills, qualifications and achievements to allow them to succeed in life. We strive to ensure every child has the same opportunity to succeed by providing a range of supports and removing barriers to learning.

At Castlemilk High School we are proud that our young people confident, resilient and motivated to learn. We are developing a range of strategies in literacy, numeracy and health and wellbeing to support our young people to achieve their full potential.

We know that when parents are fully involved in their child's learning, and in the life and work of our school, that we see better outcomes for our young people. At Castlemilk High School we are working to ensure that parents are supported to play an active role in their child's learning, and that parents and our community play an important role in the day-to-day lives of our school. Our aim is to build positive relationships with parents and work actively together to achieve the best possible outcome for our young people.

At Castlemilk High School the ultimate goal is that each and every child develops a broad range of skills and attributes and gains the qualifications to have choices and be successful in life.

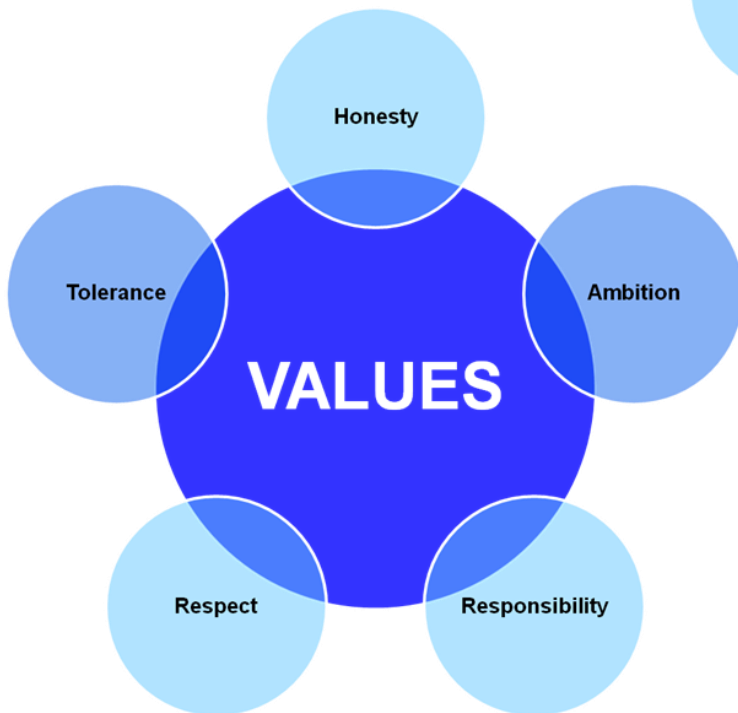
I hope that this handbook gives you a glimpse of life at Castlemilk High School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Lynn McPhillips
Headteacher



School Vision & Values

In Castlemilk High School we will provide a welcoming and friendly environment, which celebrates the diversity of our community. We aim to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors and prepared to take their place in society. This is achieved through working together with young people, their families and the community, based on a shared sense of direction.



School Information

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

Contact Details:

223 Castlemilk Drive

Glasgow

G45 9JY

Phone: 0141 582 0050

Email: headteacher@glasgow-sec.glasgow.sch.uk

Website: www.glasgow-sec.glasgow.sch.uk

Background information:

- Co-educational school
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 396
- Capacity: 600

School staff

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

The senior leadership team is as follows:



Ms Lynn McPhillips
Headteacher



Mr Andrew Fraser
Depute Head



Mr Patrick Oberg
Depute Head



Mr Hugh Waugh
Depute Head (acting)



Mrs Jennifer Boyle
Faculty Head of
Inclusion

Moving from Primary to Castlemilk High School

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 3 partner primary schools: Castleton Primary School, Miller Primary School and Carmunnock Primary School. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from out with our area. Families living out with the school catchment area are welcome to make a placing request to attend Castlemilk High School. Prospective parents are welcome to visit the school and should contact the school office.

Further information is available on
[Glasgow City Council Enrolment](#)



S1 Numeracy in the
World of Work event

The School Day

Session 2018-2019

Monday & Tuesday

Tutor Time	08.50-09.00
Period 1	09.00-09.50
Period 2	09.50-10.40
Interval	10.40-10.55
Period 3	10.55-11.45
Period 4	11.45-12.35
Lunch	12.35-13.20
Period 5	13.20-14.10
Period 6	14.10-15.00
Period 7	15.00-15.50

Wednesday - Friday

Tutor Time	08.50-09.00
Period 1	09.00-09.50
Period 2	09.50-10.40
Interval	10.40-10.55
Period 3	10.55-11.45
Period 4	11.45-12.35
Lunch	12.35-13.15
Period 5	13.15-14.05
Period 6	14.05-14.55

School Holidays 2018-2019

Details of holiday dates are available on our App, school website or the Glasgow City Council website:

[Glasgow School Holidays](#)

Pupil Absence

Within Castlemilk High School good attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at

[Absence Line](#)

Alternatively calls can be made to the school office on 0141 582 0050. The line is open between 08.30-15.30 Monday to Friday.

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

If a young person 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 and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.



**Our Dance Team
performing at the
Hydro**

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts, social media and the local media etc.

School Dress Code

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people.



First day back for
our S1-S6 pupils

The school uniform is:

- Formal black leather school shoes or plain black 'trainers' with no coloured badges, logos, laces or soles (black socks/tights)
- Formal white school shirt with collar (no blouses, polo shirts, T shirts)
- Plain black school trousers or skirt of appropriate length (no jeans, leggings, jogging bottoms, shorts etc.)
- Plain black 'V neck' jumper with no coloured logos (no round necks, hoodies, cardigans), in colder weather
- Plain black blazer with school badge and red tie for all **S1-S4** pupils
- Black blazer with bright blue braiding/school badge and blue tie for all **S5/6** pupils.

The school tie is available from the school office and the blazer supplier visits the school on an annual basis. The school office can advise on how to obtain a blazer outwith this time.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a 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.



Cycling at the
Commonwealth
Games Track

The PE uniform is:

- Plain black or white clothing (preferably no logos)
- Footwear can be any colour

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7,320) 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:

[Clothing and Footwear Grants](#)

School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. A breakfast and mid-morning service is also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office.

Young people who prefer to bring packed lunches are accommodated in the dining hall.



Fuel Zone provides a broad choice of balanced meals

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7,920*), Child Tax Credit only (where income is less than £16,500*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at:

[Free School Meals](#)

Transport

The education authority has a policy of providing free transport to all young people 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 should obtain an application form from the school or at

[School Transport](#)

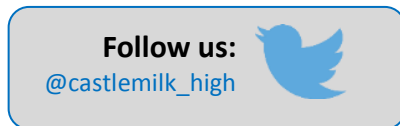
Communication with Parents

At Castlemilk High School we strongly encourage all parents to become involved in the education of their children. We are always ready to listen to suggestions for new ways of stimulating parental interest. We contact and involve parents in many ways. For example:

Newsletters – will be sent out on a regular basis to keep parents and carers informed about the work of the school.

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

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



Text messaging – You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with school staff.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, award ceremonies, religious and other assemblies. The school newsletter and website will keep you informed.

Strong communication links between home and school ensure parents and carers are confident to address any concerns they may have about their child's education with pastoral care staff and the senior leadership team.

Emergency Contact Information

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Data Protection – use of information about children and young people and parents/carers

We collect information about children and young people 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

[Information use and privacy policy](#)

Education specific privacy statements can be accessed at

[Privacy statements](#)

Appointments During School Hours

If your child has an unavoidable appointment, please give them a letter for their tutor teacher / pastoral care teacher to ensure that they have permission be absent from class.

Comments & Complaints

In Castlemilk High 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:
[Glasgow City Council Complaints Procedure](#)

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.customerservices@glasgow.gov.uk

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.



Our pupils taking part in the STEM project

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S3.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal/wider achievement

The Senior Phase S4-S6

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Throughout S3, there is a programme of support to assist pupils and their parents and carers with course choices for National 3, National 4 and National 5 awards. The pupil support programme seeks to advise pupils about:



- The range of courses available
- The pupil's own aptitudes, interests, strengths and areas for development
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success.

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 3 and 4 qualifications. Individual courses at National 3 and 4 levels will not be graded but marked overall as pass or no award.

Courses at National 5, Higher and Advanced Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

The SQA website www.sqa.org.uk/cfeforparents contains useful information to help you understand national qualifications.

Courses available in S5 & S6

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local schools, colleges, universities and employers. We also have a shared senior school with St Margaret Mary's Secondary School. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. S6 in particular offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Encouraging excellence is central to our aspirations and expectations for all young people as highlighted on our school motto "Nothing but the Best Will Do."

Religious Observance

Our school is fortunate to have a close link with the local church. The minister, Sarah Brown, assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.



Our S1 pupil got to cut the ribbon to open the new church

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

Useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Assessment & Reporting

All young people are assessed both formally and informally throughout the school year. This allows young people 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 and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is issued at the start of term and is available on the school website and the school app.

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.

Pupil Profiles

All S3 learners have a profile which reflects their progress in learning and achievement and emphasises their strengths. The profile documents their key achievements in school, at home and in the community and the content is decided by the young person. The profile provides a valuable way for learners to share information about their achievements with their parents, teachers and in the future, staff in colleges, universities and employers. The profile also supports the move from S3 into the senior phase of secondary school.



Peer Assessment,
sharing opinions and
ideas

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website [Additional Support Needs](#)

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at [GCC Parental Involvement Strategy](#)

Pupil Support Staff

All staff in Castlemilk High School have a clear responsibility for the welfare of young people. In addition, all young people are given a Pastoral Care teacher on entering the school. This provides a vital link between home and school as the pastoral care teacher has an 'all-round' picture of a pupil's progress and general health and well-being. In most cases, a parent's first point of contact with the school will be the pastoral care teacher.

Other support for pupils is provided by class tutors in the first 10 minutes of each day and by the Inclusion Team, as required.



We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

Pupils receive support across the school

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person will be a your child's Pastoral Care Teacher or the PT Inclusion. The name of the individual Named Person for your child(ren) will be provided to them.

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. We are a Rights Respecting School and the approach within Castlemilk High School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Castlemilk High School requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and inappropriate behaviour is dealt with in line with school policy.

Homework

Regular, effective homework is an important part of the school day. We are using Showmyhomework to support the use of homework and parental engagement. Parents are asked to check this site on a regular basis. Homework has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It develops areas of interest that can be followed up later in life and become a leisure pursuit
- It allows parents to see, help and become involved in their child's work

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school.

Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements which can be found on our website, facebook, twitter and on our school app.

Parent Council

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

Pupil Council

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard. The school has a Senior Pupil Leadership Team to further promote pupil voice.



Extra Curricular Activities

We have a wide range of activities that run between Monday – Friday to extend the learning experience. Details of all extra-curricular activities can be found on our website and our school app. All young people are involved in a weekly Wider Achievement afternoon.



Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Pupils and staff put on school shows for the community

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

[Parent Zone Scotland](#)

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

*Castlemilk High School
223 Castlemilk Drive
Castlemilk
G45 9JY*

Tel: 0141 582 0050