

*“Nothing but the best will do”*

# CASTLEMILK HIGH SCHOOL



## PROSPECTUS 2016 -17



[www.castlemilkhigh.glasgow.sch.uk](http://www.castlemilkhigh.glasgow.sch.uk)  
[headteacher@castlemilkhigh.glasgow.sch.uk](mailto:headteacher@castlemilkhigh.glasgow.sch.uk)  
0141 582 0050

Follow us:   
[@castlemilk\\_high](https://twitter.com/castlemilk_high)

# Welcome

*Dear Parent,*

*I am delighted to welcome you to Castlemilk High school. As Head Teacher, it is a privilege and a pleasure to lead our school, working in partnership with pupils, staff and parents to ensure all of our young people experience the highest quality of learning and teaching.*

*In particular, I would like to offer a very special welcome to our new S1 pupils and their parents. It is an exciting time for P7 pupils who are now in the final stages of their primary education and are preparing for the transition to secondary school.*

*I hope you will find the information provided in this prospectus interesting and useful.*

*Castlemilk High School is a six year comprehensive school with young people attending from the surrounding areas of Castlemilk. The school has a strong, inclusive ethos and offers a vibrant environment for learning and teaching. We seek to develop the highest standards, socially, educationally and morally in all our pupils.*

*Our key purpose is to provide all our young people with a fully, rounded experience of learning and teaching, rich opportunities for achievement and attainment and a strong are committed to working to ensure sense of community and shared values . We are preparing our young people to be fully prepared for the challenges of the 21<sup>st</sup> Century.*



*Our emphasis is on high quality learning and teaching, raising attainment and enhancing pupil achievement. We actively encourage our young people to demonstrate their values in action within the school and its wider community. Beyond the formal school day, the school provides a wide and exciting range of extra- curricular activities.*

*Castlemilk High thrives as a community which is creative, supportive and forward thinking. We look forward to welcoming you and your child into our community, we hope this year brings your child many opportunities to develop new skills, experience success, and enjoy opportunities to try new things, develop new skills, experience success, and enjoy their learning. If you would like any further information please do not hesitate to contact the school.*

*Lynn McPhillips*

*Head Teacher*

**“Nothing but the best will do”**

# Essential Information

## The School Day

In Castlemilk High School there is a 33 period week. This means that there are 32 x 50 minute periods of teaching time and 1 period of Tutor Time each day for 10 minutes. The week is split into two long days of 7 periods (Mondays and Tuesdays) and 3 shorter days (Wednesdays to Fridays).

### Monday and Tuesday

Tutor Time	8.50 – 9.00
Period 1	9.00 – 9.50
Interval	9.40 – 9.55
Period 3	10.55 – 11.45
Period 4	11.45 – 12.35
Period 5	12.35 – 13.25
Lunch	13.25 – 14.05
Period 6	14.05 – 14.55
Period 7	14.55 – 15.45

### Wednesday, Thursday and Friday

Tutor Time	8.50 – 9.00
Period 1	9.00 – 9.50
Interval	9.40 – 9.55
Period 3	10.55 – 11.45
Period 4	11.45 – 12.35
Lunch	12.35 – 13.15
Period 6	13.15 – 14.05
Period 7	14.05 – 14.55

## Lunchtimes

The Fuel Zone offers a wide variety of healthy food options. It operates a cashless system whereby pupils use a Q Card which can be topped-up daily to buy lunch, breakfast or snacks. Students who receive free school meals have a daily sum of £1.70 which is cost of a school lunch including soup, a hot meal / sandwich, fruit, yoghurt and water or milk.

In S1 all pupils are encouraged to stay in school for lunch until the October break to help them socialise, eat healthily and establish friendships. There are also a number of clubs which run at lunchtime.



## Breakfast Club

A free breakfast club runs in the Miller Room every morning from 8.15 – 8.45. Pupils are encouraged to eat breakfast and meet with friends.

## Absence Procedures

If your child is ill and cannot attend school please call the school to inform them of the absence and reason. On their return pupils should bring a note, signed by the parent/carer. If there is no phone call to the school a group call will be made to check attendance. The Education Liaison Officer may also visit.

“Nothing but the best will do”

# Curriculum for Excellence



Curriculum for Excellence is now embedded across Scotland for all 3-18 year olds, wherever they learn. It aims to raise standards, prepare our children for the jobs of tomorrow, in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan the young person's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. Teachers will ensure learners continue to work at a pace they can cope with and challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

CFE develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping young people understand the world and make connections. It develops skills so that learners can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress to ensure young people achieve their potential. There are qualifications for literacy and numeracy and National 4, 5 and Higher qualifications.



“Nothing but the best will do”

# Vision, Values and Aims

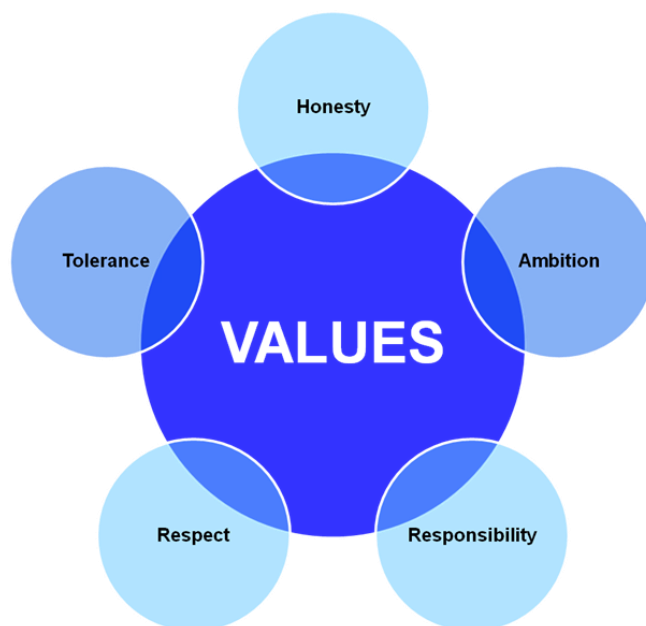
## School Vision



Our vision is for an inclusive, safe and nurturing environment, with a culture of high expectations for all. We are committed to working to ensure Castlemilk High School is a centre of excellence in teaching and learning, where all young people develop their abilities and talents to the full. In order to achieve this vision we aim to ensure all our young people are well qualified, skilled and confident enabling them to contribute to their own and wider community.

## The School Aims to:

- To raise attainment through Literacy, Numeracy and Health & Wellbeing
- To provide effective transitions at all stages including moving to positive sustained destinations
- Deliver the highest quality learning and teaching.
- Celebrate attainment, achievement and diversity



- Strive for continuous improvement and excellence
- Ensure young people are safe, happy and achieving their potential
- Work effectively in partnership with our parents, carers and community
- Improve life-chances by providing opportunities to develop skills for learning, life and work



“Nothing but the best will do”

# Attainment and Achievement

Castlemilk High School is a comprehensive non- denominational school situated in the heart of Castlemilk and serves a cluster of three primary schools – Castleton Primary, Carmunnock Primary and Miller Primary.

The school roll is currently 407.

The School provides a Broad General Education for young people from S1– S3 and a Senior Phase S4-S6. The school offers a broad curriculum with presentation in a full range of National Qualifications and a wide variety of awards in accredited courses.

Effective learning and teaching is the core business of all staff. It is, therefore, essential that all staff set high expectations to encourage young people to be all they can be in order that they achieve their full potential. This will allow our young people to leave school as effective contributors, successful learners, confident individuals, and responsible citizens.



Pupil learning is key, and we encourage all pupils to be involved in the wider life of the school.

Our facilities include a Games Hall, Large Gym, Outdoor pitch, two Drama studios, fully equipped Science Laboratories, ICT suites, a media suite and multi-media Library. These are all available to our pupils during the day and after school. We also have our own Outdoor Centre in Gairloch which is used by all year groups.

## Personal Achievement

At Castlemilk High we recognise the value that personal achievement and extra-curricular activities can have for our pupils. The skills gained by our pupils in such activities include:

- Communication and Negotiation
- Decision making
- Creativity
- Leadership
- Risk taking and Problem solving
- Practical application of core skills (Numeracy and Literacy)
- ICT
- Working with others

“Nothing but the best will do”

# Opportunities for success

## Extra- Curricular Activities

There are a vast range of opportunities open to all young people:

- Drama Classes
- Various Musical Activities
- Cycling Club
- Film Making Club
- Cheerleading



- Science Club
- Library Club
- Creative Writing Club
- Team and Individual Sports
- Duke of Edinburgh
- Personal Development



See school website for a list of all our activities.



There are also lots of opportunities for trips – Croft, Skiing, London, Sporting activities etc.

The school is fortunate in having its own Outdoor Centre, a well-equipped stone building in a beautiful situation on the Atlantic coast of Wester Ross. The centre - known as 'The Croft' - is used for pupil groups, Supported Study weeks and Subject 'Hothousing' before SQA exams.



“Nothing but the best will do”

# Primary – Secondary

## Primary to Secondary Transition

Transition from P7 to S1

Castlemilk High works closely with our cluster primaries and nurseries in our Learning Community. Our cluster primary schools are Castleton Primary, Miller Primary and Carmunnock Primary. The quality partnership with our cluster primaries is central to our practice in order to ensure a smooth transition from primary to secondary both in terms of the curriculum and learning experiences and also in continuing to build the confidence of our pupils.

Parents of pupils in Primary 7 are warmly invited to our Open Evening in January where there is an opportunity to meet the staff of the school and experience our showcase of learning and teaching. Throughout Primary 7 there are many informal opportunities for our young pupils to visit Castlemilk High while they are in their final stages in primary. In particular, during the summer term, all Primary 7 pupils are invited to participate in a two day, high quality experience of High school. This gives our young pupils a rich opportunity to become more aware of the new demands of a secondary school timetable and to have a clearer understanding of their “new” school. This is a real benefit to pupils when they arrive in August. There is also an extensive enhanced transition programme for pupils with Additional Support Needs. We are currently developing a P6 programme of transition.

While Castlemilk HS draws mainly from its cluster primaries a number of parents from non-district primaries may wish their

children to attend here. Parents in this category should apply to the Hub immediately for a Placing Request form.

Uniform— Dress for Success.

Our School greatly encourages school uniform for all our pupils. We believe it promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by all parents and the parent school council.

Our uniform is:

White shirt

- Black trousers / skirt
- Black V-neck jumper cardigan
- Black shoes
- School Tie
- School Blazer



“Nothing but the best will do”

The school PE kit is:

- White T-shirt
- Black Joggers / Shorts
- Trainers



Health promotion is at the heart of our school's activities and we aim:

- to promote the physical, social, mental and emotional health and wellbeing of all pupils and staff
- to work with others in identifying and meeting the health needs of the whole school and its wider community.



### Health Promoting School

We are a health promoting school and as such we are committed to promoting good health at all levels within school.

Central to our Health and Wellbeing policy is our commitment to an ethos which is fair, takes care of individuals and promotes respect.



“Nothing but the best will do”

# The Curriculum

## Broad General Education S1-3

In S1—S3 pupils work through eight curricular areas and through inter-disciplinary learning.

The 8 curricular areas are:

- Expressive Arts
- Health and Well Being
- Languages
- Mathematics
- Religious Education
- Sciences
- Social Studies
- Technologies

Numeracy, Literacy, and Health and Well Being are the responsibility of every teacher.

As pupils progress into S3, they will have the opportunities for personalisation and choice. Learners have opportunities to stretch their learning into 4th curriculum level Experiences and Outcomes and beyond. The S3 curriculum will provide a seamless transition into the senior phase.

## The Senior Phase S4-6

Learning in the senior phase will build directly from Broad General Education to ensure all learners are equipped for life-long learning, further study and employment. Young people will have become accustomed in the BGE to learning which promotes their sense of purpose and motivation to learn.

Curriculum for Excellence is a unique opportunity to raise achievement and to

ensure all learners are well prepared for learning life and work.

See full handbook for curriculum models.

## Assessment

There are new ways of assessing progress which ensure children achieve their potential. The new qualifications for literacy and numeracy and National 4, 5 and Higher qualifications are now in place.

The new National Qualifications, units, and awards are designed to promote the enriched approach to learning of Curriculum for Excellence. These qualifications are designed to validate the knowledge and understanding and skills that young people have learned and developed.

A substantial range of courses will be offered providing personalisation and pathways which are both academic and vocational.

There will be opportunities to develop a range of skills necessary to succeed in the world of work, Further and Higher Education, and life. Pupils will be able to widen achievements and contribute to the whole school community through volunteering, participating in and organising events such as fundraising for charity.



“Nothing but the best will do”

# The Curriculum

## Work Experience

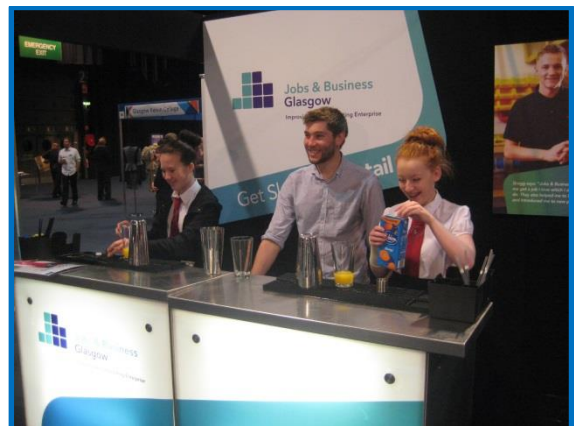
At an appropriate point in the school year pupils in S4 and S5 will be given the opportunity of a work experience placement for one week. Our pupils will have the opportunity to gain an appropriate award.

There are many educational advantages to the time invested in this experience:

- Development of confidence and motivation in the young person
- Early experience of some of the issues involved in finding a job
- Experience of a particular job, career or vocation.
- Contact made with local employers
- Development of communication skills e.g., telephone, report writing, application forms



The benefits will be built on in the senior years when pupils will be given further opportunities of work experience, work shadowing and project assignments linked to the world of work.



## Careers

Castlemilk HS is proud of the increasingly high number of pupils who leave school for Higher and Further Education and of the number who also leave for employment. This comes with help from the extensive careers education programme delivered by the school and partnership working with Skills Development Scotland. The school has its own up-to-date careers library and regularly takes part in careers conventions, which are of interest both to those intending to leave school and those continuing with further and higher education.

“Nothing but the best will do”

# Learner Voice

## Pupil Councils

At Castlemilk High School we believe that a successful “Learner Voice” is an integral part of nurturing responsible, collaborative and pro-active young people. Learner Voice aims to build a sense of community and strength allied to schools mission statement “Nothing but the best will do”. The aim of the Learner Voice is to create and maintain a respectful and formalised student body representing student’s views and aiding the decision-making process for pastoral, academic and communication with parents, monitoring school areas such as whole school development.



At Castlemilk High School we believe that the voice of our students should be heard and their views taken into account. This corresponds to the Scottish Government’s “Getting It Right For Every Child” agenda. Learner Voice gives representatives from each year group the opportunity to meet regularly for debate and to participate in making decisions. It aims to gather student views, plan initiatives and events and generally to be a positive influence in the development of the school, with management, staff, parents and students all

working in partnership to achieve this goal. We want our students at Castlemilk High to become actively involved in school improvement and this will include discussing teaching and learning, observing and feeding back on lessons, and working with all departments to enhance leadership projects.



By becoming more involved in various aspects of school life, students will have the opportunity to experience several essential life skills, including:

- Leadership
- Team Work
- Responsibility
- Raising Self Esteem
- Improving Self Confidence
- Leadership Qualities

We want to develop a successful “Learner Voice” that contributes to the school’s culture and ethos. We aim to nurture and support the integration and expansion of learner voice activities. We aim to involve students at the heart of our learning community.

“Nothing but the best will do”

# Parent Voice

## Parent Council

The membership of the Parent Council comprises of parents, who have a majority, and co-opted members chosen to represent the school and the community. (eg staff and pupils) Local Councillors, representatives of the Authority and Head Teachers have a right to attend meetings, but cannot be members of the council. Parent Councils have a variety of duties and functions including communication with parents, monitoring school areas such as budget, premises and staffing and taking part in the appointment of senior staff of a school. The Council is expected to produce an annual report to the parents highlighting it's work over the previous 12 months. A booklet detailing the functions, membership of and regulations governing Parent Councils is available from the Education Office. The Chair of the council is elected annually and a parent can serve on the council for up to four years before coming up for re-election. Meetings are held on the first Wednesday of the month during term time. The Chair of the Castlemilk HS Parent Council 2015/2016 is Ms Michelle Mackie.

All parents are encouraged to join the Parent Council and are welcome to come along to meetings.

## Reporting

In order to provide support for pupils, and inform parents, we provide reports to parents regularly throughout the year. The pattern of reporting ensures that pupils and parents are kept aware of progress on a regular basis. In addition to full, annual reports we also provide progress letters and interim reports. In the upper school this also gives parents and pupils a good indication of likely success at SQA examinations.

## Parental contact

Parents' Evenings to discuss pupils' progress are held once per year for each year group. However, parents are always encouraged to contact their child's Pupil Support Team at any point if they wish to discuss their child's progress. Parents of students starting their first year at Castlemilk High will be invited to a parents' meeting before the summer in which their child starts.



For each year in the school we try to organise a parents' meeting usually after the reports have been issued. It is also school policy to contact parents should any problems arise relating to their child. This contact is usually made through the Pupil Support Team. Parents are also encouraged to contact the school should they wish to discuss any matter relating to their child. Members of staff are very willing to meet parents whenever their teaching commitments allow.

“Nothing but the best will do”

# Support for Pupils – Pastoral Care



## Pastoral Care and Inclusion

Pupil Support in Castlemilk High school is designed to provide both universal and targeted support to ensure that all pupils are safe and achieving their potential. The school has an integrated approach to supporting learners and the team consists of heads of house, support for learning staff, pupil support staff and support assistants.

Pupils are organised into three vertical houses: Lomond, Nevis and Torridon. Each group has a head of house (PT Pastoral Care) who works with class tutors to ensure the welfare and progress of all.

Our vision for pupil support is to ensure that young people achieve their potential and achieve positive sustained destination. A key part of this is ensuring we are aware of pupils' wellbeing. We also strive to Getting It Right For Every Child 'GIRFEC' and adhere to national policy in assessing young people's wellbeing. Castlemilk High staff are strongly committed to high quality relationships with parents. There are formal opportunities at parents evenings to talk with pupil support and learning support teachers, however if you have any concerns about your child please contact the pupil support team who will arrange a convenient time to discuss.

## Personal and Social Education

PSE is delivered to pupils at present from S1 – S6. This is a clear focus on health and wellbeing and pupils are given opportunities to learn about a range of topics from planning for choice and changes to substance misuse and mental health issues.

The key aims of Pupil Support are to:

- Review learning and planning next steps
- Gain access to learning activities which meet their needs
- Plan for opportunities for achievement
- Prepare for changes and choices support through changes and choices



“Nothing but the best will do”

# Support for Pupils - Inclusion

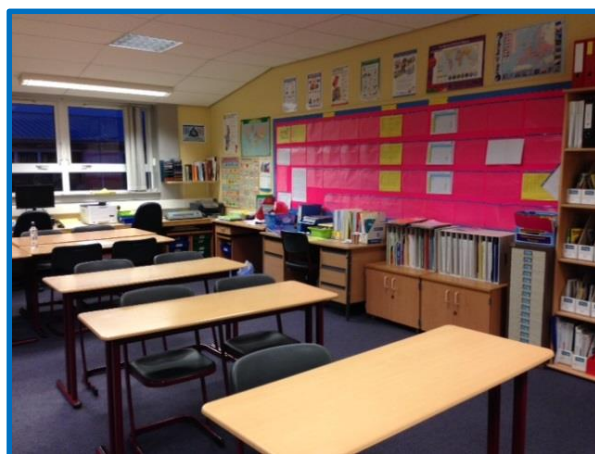


Support for Learning staff also offer staff and parents advice on Individual Learning Plans and assessment of individual learning needs. Pupils who require additional support for SQA examinations will also be supported by the Inclusion department.

We are fully committed to meeting the needs of all our pupils. We hold regular child planning meetings, reviews of Individual Learning Plans as well as Staged Intervention and Joint Support Team meetings with parents, pupils and partner agencies.

## **Pupils with Additional Support Needs (ASN)**

Acquiring new skills brings challenges to everyone and some people require some targeted support in order to provide additional focussed support which young people may require to overcome barriers to their learning either for long or short periods of time. All teachers have a role in this area but the Inclusion Team and Pastoral Care team can assist by planning interventions such as intense literacy groups, nurture groups and outdoor learning. We work very closely with partner agencies such as Lifelink Counselling Service, the Youth Complex and Youth Stress Centre.



“Nothing but the best will do”

# Opportunities for All

The Scottish Government guarantees all 16-19 year olds an offer of education or training. In line with the 16+ Learning Choices policy we track, monitor and support all students who are eligible to leave school to ensure a positive and sustainable offer is made to them. The best option for them may be: Staying on at school, Further and Higher Education, Training, Modern Apprenticeship, Employment or Volunteering.

Castlemilk High has a dedicated Careers Adviser, Stephen Coyle, who works with our Post 16 team, Irene Yuile - Employability Officer, Jobs and Business Glasgow as well as our Activity Agreement and Work Coaches. Castlemilk High ensures all students have access to information and awareness of post 16 options available to them. This helps to support individual career planning and next steps. There is an expectation that every S4,S5 and S6 student will be offered 1-1 careers guidance, as many sessions as required. School Leavers are tracked and regular contact made with S Coyle to ensure everyone is in a Positive Destination.

We ensure that the students can:

- Access the right information at the right time in a way that is understood
- Build skills to enable all young people to make decisions about their future
- Be ready and prepared for next stages in life
- Explore the options available to them and planning what they need to do to achieve their goals



We aim to support our young people into positive and sustainable destinations. The Opportunities For All Team support students to take a lead and plan their futures in a positive and informed way. We expect our young people to engage in career management skills both within their curriculum, PSE, through the use My World of Work and PlanIt websites, Individual meetings with the Careers Adviser and other personal planning.

Students with career aspirations in mind should have an awareness of what further and higher education establishments can offer them, what careers this leads in to and what the entry requirements are at the various levels. This will then prepare them to aim high within their studies, achieve their plans beyond school and prepare them for life-long learning and career management.

“Nothing but the best will do”

“Nothing but the best will do”