

# Cardinal Winning Secondary School

30 Fullarton Avenue

Glasgow

G32 8NJ

Tel: 0141 778 3718

Headteacher: Mr Peter Johnstone



*Caritas Christi Urget Nos*



## Our Vision, Values & Aims

In Cardinal Winning Secondary 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.

### **Vision- what do we want for our school?**

- A place where expectations are high and every child is given the opportunities to realise their full potential and discover their real self.
- A school where children feel nurtured, physically, emotionally, cognitively and spiritually.
- A place where children are safe, have fun, can grow and learn. A place where they want to be and a place they feel they belong.

### **Values- what principles are important for staff?**

*Staff in Cardinal Winning Secondary are expected to:*

- Act as appropriate role models for students
- Display honesty, fairness, compassion and forgiveness in their work with students and with colleagues.
- Promote Gospel values and Christian ethics
- Contribute to effective teamwork and positive relationships
- Provide learning experiences which are engaging, enjoyable, motivating and challenging
- Feel that their opinions are valued
- Enjoy a safe working environment
- Put young people first.

### **Values- what do we want for our students?**





*Students and young people should:*

- Respect themselves, the school and others in equal measure
- Develop their talents to the best of their ability
- Feel trusted and be trusted
- Feel valued and be included
- Foster Christian values for lifelong learning
- Act with honesty and care for others
- Enjoy school and live life to the full

**Aims - what can we achieve in Cardinal Winning Secondary?**

- To help each individual pupil achieve their educational, physical, personal, social and spiritual potential
- To provide learning experiences which are engaging, enjoyable, motivating and challenging and ensure that every young person is a successful learner, confident individual, responsible citizen and effective contributor
- To help students and young people embrace the wider community with confidence, self-esteem, and self-respect
- To prepare all pupils for leaving school by preparing them for the world of work, leisure and independent living
- To help ensure positive destinations for all pupils



**School staff**



A full list is available on the school website ([www.cardinalwinning-sec.glasgow.sch.uk](http://www.cardinalwinning-sec.glasgow.sch.uk)) and parents will be updated on any changes as required.

The leadership team is as follows:

Peter Johnstone	Head Teacher
Angela Sloan	Depute Head Teacher
Phyllis Farrah	Depute Head Teacher
Andrea Wilson	Principal Teacher
David Marks	Principal Teacher
Jim Watt	Principal Teacher

### **Senior Staff Remits**

Each member of SMT is responsible for a year group.

<b>Year Group</b>	<b>Head of Year</b>
S1	Andrea Wilson
S2	Jim Watt
S3	Phyllis Farrah
S4	Phyllis Farrah
S5	David Marks
S6	Angela Sloan
Ogilvie Classes	David Marks

Year heads will deal with any behaviour issue and should be the first point of contact for any enquires regarding pupils.



## **The School Day**

School assemblies where prayers will be said, and announcements will be made, will take place on **Monday** and **Friday mornings**.

Tutor time/Registration	08.50 - 09.05
Period 1	09.05 - 09.55
Period 2	09:55 - 10:45
Interval	10.45 - 11.00 (warning bell @ 10.59)
Period 3	11.00 - 11.50
Period 4	11.50 - 12. 40
Lunch	12.35 - 13.25 (warning bell @ 13.23)
Period 5	13.25 - 14.20
Period 6	14.20 - 15.15
Taxi Supervision	15:15 - 15.20

## **Pupil Absence & Appointments during School Hours**

Within Cardinal Winning School good attendance is encouraged at all times to ensure pupil success. If your child is absent or has an unavoidable appointment, please inform the school by phone in the first instance (This should be done as early as possible on the first day of absence) and give them a letter for their registration teacher or pastoral care teacher on their return, to ensure that they have permission be absent from class. 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.

## **School Holidays**

Details of the latest holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>



## **Medical & Healthcare**



The school nurse visits the school at various times during the year. 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.

## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## **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.

## **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.

The school uniform is:

- School blazer or School hoodie
- White shirt & School tie or school polo shirt
- Black trousers
- Black skirt
- Appropriate school footwear (black)

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**

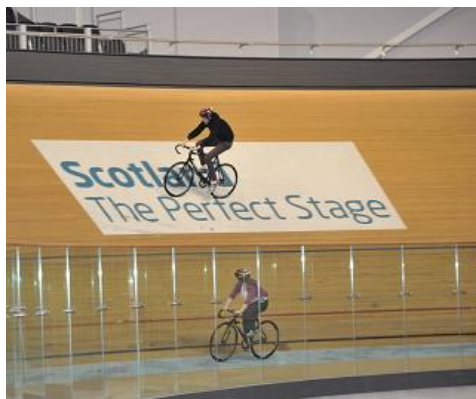
It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

## **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>





## **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks 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.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £15,910\*) 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 [www.glasgow.gov.uk/index.aspx?articleid=8629](http://www.glasgow.gov.uk/index.aspx?articleid=8629)

## **The Fuel Zone**

### **Breakfast Club**

Breakfast is provided by Cordia for pupils and is served in the dining hall during morning interval.

### **Lunch time**

The menu consists of:

**Soup:** Choose a cup of hot warming soup - a variety of soup available each day.

**Fresh Fruit:** Choose from a selection of fresh fruit.

**Choices Bar:** The original calcium-filled soft drink, semi-skimmed, also available in three additional flavours.

**Main Meal:** Our classic lunchtime meal of the day. (This includes a vegetarian option).

**Yogurt:** Choose from a range of yogurts for a low fat, tasty option.

You can find more information at [www.fuelzone.co.uk](http://www.fuelzone.co.uk).





## **Transport**

The education authority has a policy of providing free transport to all pupils and young people who live out with a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. 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 <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Any enquires about bus or taxi transport to and from school should be directed to the school office.

## **Comments & Complaints**

In Cardinal Winning 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:

[www.glasgow.gov.uk/index.aspx?articleid=2896](http://www.glasgow.gov.uk/index.aspx?articleid=2896)

Customer Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 5384

e-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

The above website also includes information on data protection and freedom of information.



## **Parents/Carers - Get Involved**

Cardinal Winning Secondary offers several ways for parents, carers and the wider community to get involved with the school, first and foremost of these is the Parent Council.

The Parent Council organises fund raising activities for the school and co-ordinates parental involvement in the school community. For details on how to join the Parent Council, visiting the school or information on other ways to get involved please contact the school office.

You are asked as a parent/carer to get involved with your child's homework encouraging them to complete it on time to the best of their ability. You will receive an interim report and final report each year keeping you updated on your child's progress in school.

*For lots more ideas and information on getting involved go to:*

<http://www.educationscotland.gov.uk/parentzone/index.asp>

## **Communications**

- 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 - 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.

