

Linburn Academy

School Handbook



WELCOME TO LINBURN ACADEMY



Linburn Academy is a secondary school for pupils with complex additional support needs. We aim to provide a stimulating, wide ranging curriculum which builds on the strengths of the individual pupil. Within our supportive and nurturing environment we encourage pupils to flourish and develop their educational, personal and social potential.

We look forward to working in partnership with parents to develop our knowledge and understanding and to meet each pupils individual needs.

Mark Beattie
Executive Head Teacher

Vision

'To Get it right for Every Child'

Linburn Academy endeavours to be a welcoming and inclusive place of learning where everyone is supported to explore their potential as lifelong learners.

We will work in partnership with parents and other seeking innovative and adventurous ways to meet individual needs across the curriculum.

With our partners we will work towards a society which values the contribution our young people can make.

Values

We will see school as extended family and ourselves as educators in all aspects of life.

We value equality, inclusion, fairness, integrity, justice, respect and responsibility.

We promote an active and healthy lifestyle

We communicate well with pupils, staff and parents using each individual's preferred communication style.

We Aim To:

Have a nurturing ethos which promotes equality, opportunity, respect, tolerance and dignity for all.

Ensure staff, pupils and parents work together in a warm and friendly school community.

To improve the quality of our pupil's lives, promote social inclusion and broaden their experiences outwith home and school.

Provide a stimulating, nurturing and communication friendly establishment.

To promote learning through a challenging and meaningful curriculum to meet the needs of individual pupils and to celebrate success and wider achievement.

Promote pupil voice in all that we undertake.

Prepare our young people and their families for life after school encouraging independence, self confidence and realistic attitudes to college, work and leisure.

SCHOOL INFORMATION

Official Address

Linburn Academy
77 Linburn Road
Glasgow
G52 4EX

Tel No: 0141 883 2082

Medical No: 0141 882 5145



Executive Head Teacher's e-mail: headteacher@linburn-sec.glasgow.sch.uk
School Website - www.linburn-sec.glasgow.sch.uk

Current Roll 29

Linburn is a single level, purpose built school with wheelchair access. The school has classrooms, home economics room and general purpose hall/dining room.

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages Covered

S1 to S6

Associated Primaries

LANGLANDS PRIMARY SCHOOL
Crookston Castle Campus
Glenside Ave
Glasgow G53 5SD Tel No: 0141 892 0952

HAMPDEN SCHOOL
18 Logan Gardens
Glasgow: G5 0LJ Tel No 0141 429 6095

Denominational Status

The school is inter-denominational and co-educational.

Community use of the school

We encourage community use of the school and groups can use the school in the evenings if they apply for and satisfy the conditions for a let through Glasgow Education Authority

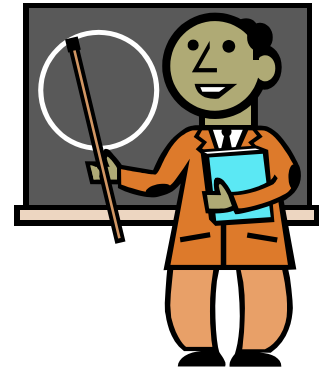
Requests for lets should be made in advance to:

Glasgow City Council
Letting Section
20 Trongate
G1 5ES

STAFFING

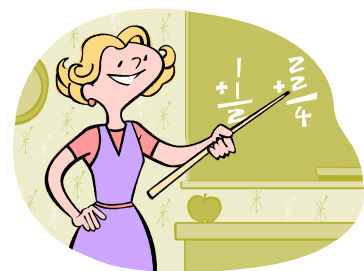
TEACHING STAFF

Mr Mark Beattie - Executive Head Teacher
Mrs Fiona Graham - Head of School
Mrs Sajida Chaudhery - Principal Teacher (Part Time)
Mrs Grace Mulholland—Principal Teacher
Mrs Frances Orr (Part Time)
Mr Kostas Aivaliotis
Ms Rosie Lamont
Ms Carey Howie
Ms Jillian Douglas
Ms Katie Fair
Ms Emma Harvey



INSTRUCTORS

Mrs May Lovering



HEALTH and WELLBEING WORKER

Kelly McCafferty
Margaretanne Sloss (Peripatetic)

SUPPORT FOR LEARNING WORKERS

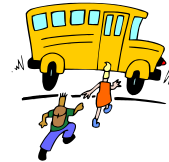
Mrs Angela Kelly (Co-Ordinator)
Mrs Paula Brodie
Mrs Sharon Donohoe
Ms Jacqui Finlayson
Mrs Jac Hendry
Ms Lorraine Keenan
Mrs Billie Maguire
Ms Tricia McEwan
Ms Jacqui McGroarty
Mr Chris O'Neill
Mrs Mary Ann Smith
Mrs Claire Macfarlane
Ms Sharon Simpson
Ms Eileen Ross
Ms Mandy Kaur
Ms Michelle Holliday

**ESCORTS**

Mrs Jan Scott
Ms Carol Thomson

NURSING STAFF

Mrs Joanne Govender
Mrs Katrina McBride

**SCHOOL OFFICE**

Mrs. Donna Canale - Clerical Support Assistant



ANCILLARY

Ms Susan McNaught

Mrs Gina McInally

Mrs Anne Campbell

Mr Peter Stoney

Mr Alistair Harris

Senior Janitor

Catering Assistant

Catering Assistant

Cleaner

Cleaner

**VISITING STAFF****Educational Psychologist** Marianne Holland**Speech and Language Therapy Staff**

Julie Breadner Speech and Language Therapy (by referral)

Physiotherapy Staff

Kirstin Drummond Specialist Physiotherapist (by referral)

**Medical Staff**

Community Paediatrician (by arrangement)

Occupational Therapy

Caroline Neilson (by arrangement)

Appointments with any of our visiting staff can be arranged on request.



ENROLMENT

The names of pupils transferring from primary are sent to and the parents will receive a letter confirming their child's placement. Parents will be invited to visit the school prior to transfer.

Arrangements to visit the school for parents, who are seeking or have been offered a place for their child in the school, can be made by parents or a representative from Psychological Services.



TRANSFER FROM PRIMARY

We realise that this is both an exciting and often worrying for parents and pupils and to make it as pleasant and as free as possible we put in place the following arrange-



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ments.

Early in the summer term parents are invited to visit Linburn Academy although they can arrange a visit in advance of this.

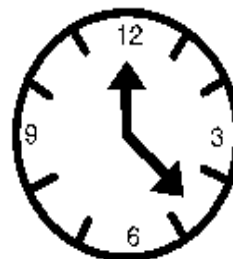
A liaison programme is put in place where pupils visit in the third term to jointly participate in a shared activity.

In the summer (third) term we have a three day programme where our new pupils come with their primary school staff who gradually withdraw as the pupils become settled in their new school. On these days pupils may, if this can be arranged, travel on Linburn buses to and from school. Pupils return to their primary for end of term activities and to say good-bye.

Co-ordinated Support plans or Additional Support plans and school files are passed to Linburn and are used as the basis for further learning.

SCHOOL HOURS

Open	9.30 am
Interval	10.30-10.45 am
Lunch	12.15-12.45 pm
Break	12.45- 1.30pm
Close	3.00 pm

**School Holidays****June**

Schools close at 1pm on Friday 28 June 2019

August

Monday 12 August 2019 (Return date for Teachers)

- Tuesday 13 August 2019 (In-Service day)
- Wednesday 14 August 2019 (Return date for pupils)

September Weekend

- Friday 27 September 2019
- Monday 30 September 2019

October

- Friday 11 October 2019 (In-Service day)
- Monday 14 to Friday 18 October 2019 (October Week)

November

Friday 29 November 2019 - Additional In-Service Day

December - Christmas and New Year

- Schools close at 2.30pm on Thursday 19 December 2019
- Schools return on Monday 6 January 2020

January 2020

Monday 6 January 2020 (Return to school)

February Mid-term break

- **Friday 7 February – Additional In-Service Day**
- Monday 10 February 2020
- Tuesday 11 February 2020
- Wednesday 12 February 2019 (In-Service day)

April - Spring Holiday (Easter)

- Schools close at 2.30pm on Friday 03 April 2020
- Good Friday 10 April 2020
- Easter Monday 13 April 2020
- Schools return on Monday 20 April 2020

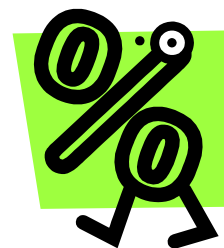
May

- Monday 4 May 2020 (May Day)
- Tuesday 05 May 2020 (In-Service day)
- Friday 22 and Monday 25 May 2020 (May Weekend)

June School closes on Wednesday 24 June 2020 at 1 pm

Pupil Absence

Absence rates are calculated as a percentage of the total number of possible attendance's for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.



Within Linburn Academy good attendance is encouraged at all times to ensure pupil success. Parents are asked to inform the school 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.

If your child is transported to and from school by the Education Department vehicles, you should notify CYPs (287 1056) at 8 am if your child is unwell and will not be attending school that day. When your child is well enough to come back to school you must phone CYPs (287 1056) that day to ensure that the bus will collect them the following morning. (24 hours notice is required for your child's transport to be re-instated).

MEDICAL AND HEALTH CARE:

Parents must inform the school of any particular medical requirements in respect of their child.

Our School Medical Officer visits at regular intervals throughout the year. Parents are invited to school for their child's routine medical. The Medical Officer cannot prescribe medication but can refer pupils to hospital if required.



INFORMATION IN EMERGENCIES



We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by e.g. severe weather, temporary interruption of transport, power failures or difficulties of fuel supplies. We shall do all we can to let you know about the details of closures or re-openings. We shall keep you in touch by using e-mail, letters, texts and announcements in the press and local radio.

SCHOOL DRESS CODE

In encouraging a dress code policy, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents and pupils.

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

- potentially encourages faction (such as football colours)
- could cause offence (such as anti-religious symbolism or political slogan.)
- could cause health and safety difficulties, such as loose fitting clothing
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco and
- could be used to damage other pupils or be used by others to do so



Glasgow City Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents should note that the Authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the Authority can be shown to have been in neglect.

Parents are also asked to ensure that all items of clothing and footwear are labelled with the name of the young person who owns them.

CLOTHING AND UNIFORM

Parents who wish to purchase a school uniform can do so online at



myclothing.com or info@schoolwearmadeeasy.com

It is not the policy of the education committee to insist on pupils having school uniform or specialised clothing, however 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:

- Red Polo Shirt with School Logo
- Red Sweatshirt with School Logo
- Navy joggers
- Red Fleece with School Logo
- Appropriate footwear

PE KIT

It is important that pupils come prepared to learn and for PE. The school will advise when this requires appropriate clothing eg swimwear, bath towel, soft shoes or shorts.



CLOTHING AND FOOTWEAR GRANTS

Parents/Carers receiving Income Support, Job Seekers Allowance (income based), Working Tax Credit/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 www.glasgow.gov.uk/index.aspx?articleId=8629.



SCHOOL MEALS

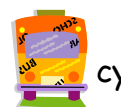


Our school provides a lunch service which offers a variety of meals with The Fuel Zone. Special diets are available for medical or Religious reasons.

Children and young people of parents/carers receiving Income Support,/Job Seekers Allowance/Working Tax Credit Child Tax Credit 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

TRANSPORT

The Education Authority will normally provide free transport to all pupils who attend an Additional Support for Learning (ASL) school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents are responsible for bringing their child to the school bus in the morning and collecting them from the bus in the afternoon. It may be necessary for children to walk to the vehicle pick up point. It is also the parent/carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.



COMMUNICATION WITH PARENTS

At Linburn Academy 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:

Home school Diaries: These will be updated every day in school. Teachers will share your child's day and will communicate other important information. Please check the diary every day. You should also use this diary to share information with your child's Teacher and to support your child in sharing their news with their class.



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

Twitter Account: We regularly update our Twitter account with photographs, school news and useful information. Follow us at @LinburnAcademy



COMMUNICATION WITH PARENTS (Cont'd)

Letters/E-mails: Further information which requires a response may be sent out in letter form.

School Website: 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.



Parent Events: Over the course of the year, the school runs several social, information or learning events for parents. Details of these will be communicated by letter, text message and on the school Twitter account.

Parents and carers are welcome at other events throughout the school year eg 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, medication and various permission forms. Please ensure that these are 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 PARENTS/CARERS

We collect information about children attending school (and also about parents/carers, emergency contacts etc provided in the Annual Data Check) to allow us to carry out the Council's functions as the Education Authority for the City of Glasgow. This may sometimes involve releasing personal information to other Agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Infor

DATA PROTECTION—USE OF INFORMATION ABOUT CHILDREN AND PARENTS/ GUARDIANS Cont'd

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 1998 number (Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 www.glasgow.gov.uk/privacy

APPOINTMENTS DURING SCHOOL HOURS

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



COMMENTS AND COMPLAINTS

In Linburn Academy 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 Head Teacher in the first instance.

Glasgow City Council complaints procedures are as follows:

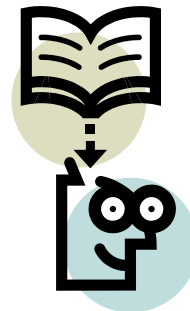
By Phone — 0141 287 2000

By Post — Customer Care Unit
Glasgow City Council
City Chambers
Glasgow: G2 1DU

Online - www.glasgow.gov.uk - Contact Us - Make a Complaint.

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

CURRICULUM



Curriculum for Excellence 3–18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

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 achievement.

THE SENIOR PHASE S4–S6

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



THE SENIOR PHASE S4–S6 (Cont'd)

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1 & National 2 qualifications. Individual Courses at National 1 & 2 will not be graded but marked overall as pass or fail. National Units offered include:

National 1

Communications
 Creative Arts
 Food Preparation/Health
 Independent Living Skills
 Information and Communication Technology
 Life in Another Country
 Music
 Number Skills
 Performance Arts
 Personal Development
 Physical Education
 Practical Craft Skills
 Religious and Moral Education
 Science in the Environment
 Social Subjects

National 2

Physical Education
 Scottish Studies
 English & Communication
 Work Experience
 Independent Living Skills
 Social Subjects
 Expressive Arts

We also deliver Personal Achievement Awards at Bronze, Silver and Gold level

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

OPPORTUNITIES AVAILABLE IN THE SENIOR PHASE

As an inclusive school, we aim to meet the needs of all pupils in S4 to S6. We have strong partnerships with local colleges and employers. It is extremely important that senior students set challenging and realistic targets. Opportunities for personal development continue within and beyond the taught curriculum. Senior pupils are offered a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events, including college and work experience placements. Encouraging excellence is central to our aspirations and expectations for all young people.

PURPOSES OF THE CURRICULUM FOR EXCELLENCE 3 - 18

'Our aspirations for all children and for every young person is that they should be Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors to society and at work. By providing structure, support and direction to young people's learning the curriculum should enable them to develop these four capacities. The curriculum should complement the important contributions of families and communities.'

PRINCIPLES FOR CURRICULUM DESIGN

These apply to the curriculum both at an organisational level and in the classroom and in any setting where children and young people are learners.

The principles will assist Teachers and schools in their practice and as a basis for continuing review, evaluation and improvement. They apply to the curriculum at National, Education Authority, school and individual levels and must be taken into account for all children and young people. Although all should apply at any one stage, the principles will have different emphasis as a child or young person learns and develops.

These principles are as follows:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Curriculum for Excellence (Scottish Executive 2004)

Information and advice about additional support for learning obtained from Enquire - the Scottish advice service for additional support for learning

Enquire - offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845 123 2303

Email Enquiry Service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and factsheets including The Parents' Guide to Additional Support for Learning.

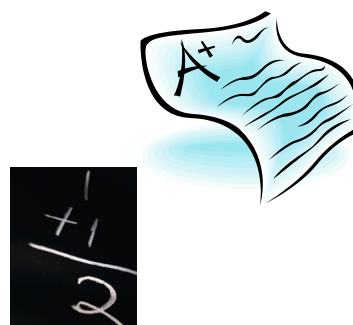


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HOMWORK

Let's **SHARE** your child's education

School and
Home will
Always
Rely on
Each other



Our aims are to enable all our young people to become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Communicators

All our pupils have a homework diary. (Each week they will be set one or more tasks linked to the programmes of work in their class). Our pupils have a continuous curriculum - it is just as important that they continue to work on functional movement programmes or practise basic skills in settings outside of school. For some using their communication books both in school and out of school is paramount. Through simple homework tasks they may be able to transfer the skills they learn at school to real life contexts in the wider community. The use of homework then will not only involve the pupils more in their learning but also their family members.

The Teacher will write in the diary simple tasks which you can then assist your child to complete at least once a week. Many of our pupils are highly motivated by the idea of homework and we can encourage this enthusiasm to learn.

ASSESSMENT/RECORDING/EVALUATION

Assessment by educational, therapy staff and parents leads to the setting of targets which within each pupil's Co-ordinated or Additional Support Plans. Continuous recording and assessments are used to evaluate learning programmes. Parents are invited to attend an Annual Review to discuss and evaluate their child's progress. Other professionals involved in supporting your child—for example Physiotherapists or Social Workers, if your child has one, will also be invited to the Annual Review Meeting.

If any parents wish to withdraw their child from assembly they should inform the school in writing.

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 arrangement will be granted on up to three occasions in any one school session and the pupil noted as an authorised absentee in the register.

PUPIL PROFILES

All S3 learners have a profile which reflects their progress in learning and achievement and emphasise 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 profiles 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 their senior phase of Secondary School.

PUPIL STAFF SUPPORT

All staff at Linburn Academy have a clear responsibility for the welfare of young people. In addition all young people are given a Teacher who provides a vital link between home and school as the Teachers have an 'all-round' picture of a pupil's progress and general health and well-being.



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

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/Topics/People/Young-People/gettingitright

CO-ORDINATED SUPPORT PLAN (CSP)/ADDITIONAL SUPPORT PLAN (ASP)

All pupils in Linburn Academy will have either a Co-ordinated Support Plan (CSP) or an Additional Support Plan (ASP) in place. Individual plans will link with any other agency involvement.

CO-ORDINATED SUPPORT PLAN (CSP)/ADDITIONAL SUPPORT PLAN (ASP) (Contd)

Information and advice about additional support for learning can be obtained from Enquire - The Scottish Advice Service for Additional Support for Learning. Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845 123 2303

Email Enquiry Service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

The ethos of the school promotes the moral values of sharing, caring, love and consideration. We use the money from our caring bank to contribute to our chosen charities each year. We hold a weekly Assembly where values are re-enforced. We mark a variety of multi-cultural festivals and celebrations at appropriate times throughout the year.

If any parents wish to withdraw their child from Assembly they should write in the Parents' Register. If any parents wish to withdraw their child from Assembly they should write in the Parents' Register. If any parents wish to withdraw their child from Assembly they should write in the Parents' Register. If any parents wish to withdraw their child from Assembly they should write in the Parents' Register.

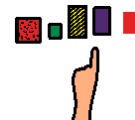
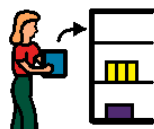
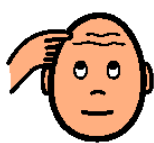


sent from school in order to celebrate recognised religious events. Only written requests detailing the arrangement will be granted on up to **three** occasions in any one school session and the pupil noted as an authorised absentee in the register.

EQUAL OPPORTUNITIES PROVISION

Linburn Academy is both multi-cultural and co-educational and all pupils are offered equal opportunities.

PROMOTING POSITIVE BEHAVIOUR



Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the

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people to ensure they are aware of their rights and fully respect the rights of others.

Therefore, the approach within Linburn Academy is to build a positive ethos that demonstrates care and respect for all. Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy.

In most cases a quiet reprimand is sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.

The smooth running of Linburn Academy 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.

We expect our pupils to behave in an acceptable manner in accordance with school rules. Behaviour which causes concern will be addressed by the multi disciplinary team working together with the parents and the pupil. Our aim is to promote positive behaviour by encouraging the pupils to co-operate and behave well.

SUPERVISION OF PLAYGROUND

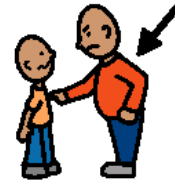
Pupils are supervised during outdoor intervals. An adult presence is provided in playgrounds at school's (Safety and Supervision of Pupils) (Scotland) Regulation, 1990.



break times in terms of the

ANTIBULLYING POLICY

We believe that all pupils and staff have the right to be safe, valued in their place of work. A bullying free environment promotes confidence, feelings of worth and self esteem. By promoting positive relationships and taking effective action to limit the extent and the effects of bullying, we will improve the quality of education in our school thereby raising levels of achievement.



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MONEY

If you are sending money into school, write the amount on the outside of the envelope, and hand it to your child's escort. We cannot take money directly to a member of staff.



school you should put it in a sealed envelope of the envelope and hand it to your responsibility for money which is not hand-

EXTRA CURRICULAR ACTIVITIES

During their time at Linburn, pupils may have the opportunity to experience residential excursions to appropriate activity centres eg Auchengillan. These excursions are planned to enrich the curriculum.



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GLASGOW CITY COUNCIL CHILD SAFETY/CHILD PROTECTION POLICY

All Education Establishments and Services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Schools, establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment. The Head, or the person Deputising for the Head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil, must then immediately advise the Duty Senior Social Worker at the local Social Work Services Area Office of the circumstances.

Privacy Statement

As the local Authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998).

This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the School/Establishment and Council are doing as a whole
- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)

to evaluate and develop education policy and strategies

In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

We also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the Education Authority and 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 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 www.glasgow.gov.uk/privacy.

Data rights and access

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

WHAT IS A PARENT COUNCIL?

The aim of the Parent Council Legislation is for the Parent Council to be very parent friendly - it's a great opportunity to become more involved!

The role of the Parent Council will be to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and the wider community report back to the Parent Forum.

Our School's Parent Council is recognised in law so it will have a loud voice. The School and the Local Authority must listen to what your Parent Council says and give it a proper response. Every School's Parent Council will be different because it will be **parents** in each school who decide things.

Michelle Leitch is the Chair of the Parent Council and can be contacted by e-mail:

michelvis1888@aol.com

HELPFUL ADDRESSES:

Maureen McKenna
 Director of Education
 Education Services Headquarters
 City Chambers East
 40 John Street
 Merchant City
 Glasgow
 G1 1JL
 Phone: 0141 287 2000

Local Councillors for Linburn Academy:

Alex Wilson (SNP)
 E-mail: alex.wilson@glasgow.gov.uk
 Telephone—0141 287 5633 or 07741291315

Elaine McSporrn (SNP)
 E-mail: elaine.mcsporrn@glasgow.gov.uk
 Telephone—0141 287 4643 or 07747118530

HELPFUL ADDRESSES Cont'd...**School Liaison Officer**

Ms Yvonne Ford
Lourdes Secondary School
47 Kirriemuir Avenue
Glasgow
G52 3DF
Tel: 0141 582 0180

Further information in relation to Additional Support Needs is also available on the Glasgow City Council website - www.glasgow.gov.uk/en/Residents/GoingtoSchool/AdditionalSupportNeeds

Other Useful Organisations:

Children in Scotland
Scottish Independent Advocacy Alliance