

PARKHILL SECONDARY SCHOOL

Session 2019-20



**Parkhill Secondary School Handbook**

## HEADTEACHER'S WELCOME

Dear Parent/ Carer,

May I take this opportunity to introduce you to Parkhill Secondary School

This booklet will provide you with some relevant information relating to the school.

Our door is always open and you are welcome to visit the school and meet the dedicated staff and young people\.

If you wish to find out more or arrange a visit please contact me or any member of the School Leadership Team.

Kind regards,

Brian Leonard

Head Teacher

**Important Contact Details:**

Parkhill School

375 Cumbernauld Road

Glasgow G31 3LP

**Tel:** 0141 554 2765

**Email:** [headteacher@parkhill-sec.glasgow.sch.uk](mailto:headteacher@parkhill-sec.glasgow.sch.uk)

**Website:** [www.parkhill-sec.glasgow.sch.uk](http://www.parkhill-sec.glasgow.sch.uk)

**Facebook:** Parkhill Secondary School

**Twitter:** Parkhill Secondary@Parkhill375

**Glasgow City Council Education Services**

Maureen McKenna, Executive Director

40 John Street,

Glasgow G1 1JL

Tel: 0141 287 2000

Taxi Coordination Service – 0800 032 4444

for all transport issues.

# **SCHOOL PROFILE**

Parkhill Secondary School is a non-denominational school for pupils who have additional learning needs. Pupils progress from S1 – S6. Our classes contain a maximum of 10 pupils. The school is situated on Cumbernauld Road, Glasgow.

We aim to create a happy, safe school where pupils are encouraged to achieve their potential. Pupils are given the opportunity to develop the knowledge and skills which will enable them to access information for everyday, independent living.

The school has regular use of Glasgow City Council Haghill Park Leisure facilities. The school has a large yard, football pitch and outside learning area. We also make excellent use of the park and local community.

Our main objectives are to equip the young people with the skills required for life, work and continued learning. This is achieved through Curriculum for Excellence which responds to the particular needs of pupils and the multi-cultural, multi-ethnic communities in which they live. The curriculum provides realistic challenging tasks that are progressive, measurable and understood by pupils. This motivates our young people to become successful learners who are determined to achieve high standards.

Before transfer to Parkhill, evidence of prior attainment and progress in learning is gathered. A multi-agency team supports planning for children with more complex needs. Annual Reviews involving parents, pupils and appropriate agencies form part of this process.

Our curriculum adheres to Local and National Guidelines.

Certification for all is vital and SQA verified courses exist at appropriate levels. Young people also access work experience, vocational programmes and relevant college placements in common with all secondary age pupils.

## **Parkhill Staff Session 2017-18**

### **Leadership Team**

Brian Leonard	Head Teacher
Leigh Pepin	Depute Head Teacher (Acting)
Jonathan Healy	Principal Teacher

### **Teaching Staff**

Mrs G Devine	S1, Maths, English, Mod Language
Mr J Herbert	Maths, English, Outdoor Learning, Cycling
Mr M May	Maths, English, Health & Wellbeing
Ms C. Munro	S1, Maths, English, Nevis Group
Mr S Murdoch	Outdoor Learning, Horticulture, Technical
Mr P Van der Merwe	Science, Social Subjects
Mr J Healy	PE
Mr B Smith	History .Nurture. Nevis
Mr J Fletcher	Art
Ms L Yoneda	Music ,Drama, Japanese
Mrs F Cole	Home Economics
Mr L Pepin	English, Enterprise Academy
Ms. V Scott	Maths, RME
Mr R Walker	IT

### **Support Staff**

Mr B Aird	Support for Learning Worker
Mr J Marshall	Support for Learning Worker
Mrs P Hunter	Support for Learning Worker
Ms K Knox	Support for Learning Worker
Mrs G Harkinson	Support for Learning Worker
Mrs A Latter	Support for Learning Worker
Mrs L Boyle	Support for Learning Worker
Mrs. A. Johnston	Support for Learning Worker
Mrs Lynda Black	Clerical Assistant
Mr L Fox	Janitor
Ms K Redmond	Catering Assistant
Ms D Noga	Catering Assistant
Marie Stobo	Cleaning Supervisor

Cathy Quinn	Cleaner
Liz Dow	Cleaner

The school has regular use of Glasgow City Council Haghill Park Leisure Centre. The school has a large yard and football pitch which is adjacent to Alexandria Park.

## The School Day

<b>KEY PERIOD</b>	08.55 – 09.15
<b>PERIOD 1</b>	09.15 – 10.00
<b>PERIOD 2</b>	10.00 – 10.45
<b>BREAK</b>	10.45 – 11.00
<b>PERIOD 3</b>	11.00 – 11.40
<b>PERIOD 4</b>	11.45 – 12.30
<b>LUNCH</b>	12.30 – 13.10
<b>PERIOD 5</b>	13.10 – 13.55
<b>PERIOD 6</b>	13.55 – 14.40
<b>PERIOD 7</b>	14.40 - 15.25
<b>FRIDAYS ONLY</b>	15.00 FINISH

### VISION

Parkhill Secondary is a non denominational school. Within our school community there is a wide diversity of beliefs and culture, hence:

Learning, Respect and Responsibility are at the heart of Parkhill Secondary School.

We aim to create a safe, inclusive environment that allows every person to achieve and fulfil their potential.

## **VALUES**

We at Parkhill Secondary place emphasis on all stakeholders contributing to establishing shared values within our school as we believe values underpin all we do.

We believe that what we do improves the lives of our pupils, parents and staff.

Our school values are :

**RESPECT**

**RESPONSIBILITY**

**AMBITION**

**RESILIENCE**

## **AIMS**

At Parkhill Secondary we aim to provide a learning environment

- Where learners needs are met through providing innovative, high quality learning experiences
- Which offers a challenging and dynamic curriculum which has breadth, pace and depth
- Which provides an outward-looking school which, as a matter of policy, seeks opportunities for social inclusion and mainstream experience for pupils and teachers
- Where all practitioners are working cooperatively and collaboratively to make the school attractive, successful and well managed
- Where fairness and equality for all permeates through all aspects of school life
- Where staff skills and expertise is continually enhanced through high quality CPD
- Where creativity and enterprise is actively promoted
- Where pupils develop skills to become Confident Individuals, Successful Learners, Effective Contributors and Responsible Citizens

# **GENERAL INFORMATION**

## **Health and Medical Care**

Immediate care is provided by support for learning workers (SFLW's). A number of staff have First Aid qualifications. The named First Aider for the school is Angela Johnston (SFLW)

If a child becomes ill in school their parent/guardian will be telephoned. If the parent/guardian is unavailable, the emergency contact person will be telephoned. This information will be supplied by parents and updated annually and it is important that it is kept up to date – please contact us immediately with any changes.

Medical examination and immunisation are provided by the School Health Board and parents give written authority in all cases. Parents should be aware of the necessity to inform the school of any particular medical requirements.

## **Information in 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, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep in touch by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio. Information is available through Glasgow on-line and Twitter.



## **Data Protection**

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).

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](http://www.glasgow.gov.uk/privacy).

## **MEDICATION**

Should your son/daughter require medication during the school day an adult should bring the medication to school with clear written instructions regarding administration.

In situations where an adult is unable to deliver the medication a phone call should be made to the school prior to the pupil's arrival giving advance notice that the pupil has medication in their possession. Written consent is required in all cases.

Medication must be handed to a member of staff who will store this securely.

## CLOTHING/UNIFORM

Given that there is substantial parental and public approval of a dress code, schools in this authority are encouraged to develop a 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/guardians and pupils. Against this background it should be noted that it is in the policy of the Education Services Committee to encourage schools to develop an appropriate dress code policy.

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

- Potentially encourage faction (such as football colours) ;
- Could cause offence (such as anti-religious symbolism or political slogans);
- Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings,
- Are made from flammable materials;
- Could cause damage to flooring;
- Carry advertising, particularly for alcohol or tobacco; and
- Could be used to inflict damage on other pupils or could 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/Guardians are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/Guardians 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 negligent.

Please also note that excessive and visible piercings are not acceptable in school and that pupils may be asked to remove these.

## Parkhill School Uniform

- Blue shirt/school tie
- Dark trousers or skirt
- Dark Shoes
- School jumper with school badge
- School Blazer

## PE Kit

- Black shorts
- Black T-shirt with school badge

*Items with school badge can be purchased from the school*

## Clothing Grants

Clothing grants of £110 per child are available to eligible students who attend Primary, Secondary and Additional Support Needs establishments

If your child attends a school managed by Glasgow City Council and you are currently in receipt of Housing Benefit or Council Tax reduction in a Glasgow property **there is no need to complete an application**. You will be automatically entitled and will receive payment (for all eligible dependents) in July (with the exception of school returners who will be paid from August upon confirmation from the school)

If you are not in receipt of Housing Benefit or Council Tax reduction but are in receipt of another qualifying benefit **and you received a clothing grant last year, you will automatically receive a declaration form in June for completion**.

Previous applicants - all awards will be paid by bacs to your bank account, therefore if your details have changed please email [CBSSgrantservices@glasgow.gov.uk](mailto:CBSSgrantservices@glasgow.gov.uk) and your details will be updated accordingly.

If you previously received your award via paypoint, you will have been issued a letter requesting your bank details. If you have not received this letter, please email [CBSSgrantservices@glasgow.gov.uk](mailto:CBSSgrantservices@glasgow.gov.uk).

Please note you still require to complete an application in the following circumstances:-

- If you are not in receipt of Housing Benefit or Council Tax reduction but are in receipt of another qualifying benefit (see 'do I qualify' below) and **did not** receive an award last year
- If you live outwith Glasgow and attend a school in Glasgow

More information on clothing grants can be found at the following address:

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

## Mobile Phones

The use of mobile phones is not permitted during school time. Mobile phones in use will be confiscated and kept in school until collected by parent / carer. All phones should be switched off whilst in school. In the case of any emergency parents will be able to make contact via the school office.

## Bikes

There is a dedicated secure area for bikes. Those pupils who travel to school may secure their bikes in the appropriate bike shelter in the school playground.. No responsibility will be accepted by the school or Glasgow City Council for damage or loss.

## Breakfast Club

Breakfast is provided free of charge for all pupils and is served in the school café between 8.30 and 8.50am every morning.

## **School Meals**

Information and application forms for free school meals may be obtained from schools and from Grants Section at Education Services Headquarters.

School meals have improved significantly in recent years with the emphasis being placed on healthy eating. A range of main meals and healthy snacks are available along with homemade soup, yoghurts and fresh fruit. All young people who are entitled to free school meals and those who pay the current daily rate of £1.50 can have a balanced healthy meal.

Pupils may bring packed lunches if they prefer. These are taken in the dining hall with the rest of the school.

## **TRANSPORT**

### **General Information**

Most pupils travel to school by taxi or school bus. Senior pupils who travel independently are provided with a travel pass which gives free school travel on First buses.

The Education Authority has a policy of providing free transport to secondary pupils who live more than 2 miles 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/Guardians who consider that they are eligible should obtain an application form from the school or Education Services. Their forms should be completed and returned by the end of February for those pupils beginning the school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate offices have discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

## Pick-up Points

Although most pupils are picked up from home, where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total including distance from home to the pick-up point and from the drop-off point to the school in any one direction will not exceed the authority's 2 miles. It is the parent's/guardian's responsibility to ensure that their child arrives at the pick-up point on time.

**It is the parent /carer's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Poor behaviour could result in your child losing the right to free transport.**

## Placing Request

The Education Authority does not provide transport for those pupils in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.

## PASTORAL CARE

Effective Pastoral Care is an integral part of Parkhill's ethos and we strive to meet the requirements of Getting it Right for Every Child (GIRFEC).

All teachers have a responsibility to ensure that the young people are:

- Safe
- Healthy
- Active
- Nurtured
- Achieving
- Respected
- Responsible
- Included

In Parkhill Secondary our aim is to provide a framework of pupil support in order to achieve a holistic approach to supporting the needs of our young people. All teachers have a key class and a responsibility for the pastoral

care of the pupils within that class. In addition Year Heads meet with the DHT /HT on a regular basis to monitor and review practice and to ensure that the personal, social, emotional and intellectual needs of our young people are successfully met.

In addition, we also work with a variety of partner agencies to ensure that our pupils experience an accessible and appropriate curriculum.

## CURRICULUM FOR EXCELLENCE

The school aims to develop a curriculum to equip students with the skills and self confidence to achieve their potential and leave school for a positive destination.. The school is committed to providing students with opportunities to meet the requirements of the four capacities within Curriculum for Excellence by developing their skills as:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

Curriculum for Excellence (CfE) is the curriculum in Scotland which applies to all children and young people wherever they are learning. It aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work.

### **Curricular areas included in Curriculum for Excellence are:**

- **Expressive Arts** – including art and design, dance, drama and music
- **Health and Wellbeing** – mental, emotional, social and physical wellbeing, PE food and health, substance misuse and relationships, sexual health and parenthood
- **Languages** – listening and talking, reading and writing in literacy and English and modern languages, plus classical languages and literacy and Gaidhlig/Gaelic learners (where available)
- **Mathematics** – including analyzing information, solving problems and assessing risk

- **Religious and Moral Education** – (denominational and non-denominational) – learning about Christianity, other world religions, and developing values and beliefs
- **Sciences** – understanding important scientific concepts across plants earth, forces, electricity and waves, biological systems, materials and topical science
- **Social Studies** – understanding people, place and society in the past and present including history, geography, modern studies and business education
- **Technologies** – including computing science, food, textiles, craft, design, engineering, graphics and applied technologies

In addition there are three key areas which are covered by all teachers/practitioners:

- **Literacy across learning** – talking, listening, reading and writing (including using digital communications)
- **Numeracy across learning** – including money, time, and measurement
- **Health and Wellbeing across learning** – includes making informed choices for a healthy lifestyle

From S1-S3 your child will have the opportunity to experience a Broad General Education (BGE) i.e. a curriculum which encompasses all of these areas.

S4-S6 is called the Senior Phase and at this point decisions are made regarding subject options, college and work experience placements

**Assessment** is crucial to tracking progress, planning next steps, **reporting** and involving parents and learners in learning. Evidence of progress can be gathered by learners themselves, by fellow pupils (peers), parents, teachers and other professionals. Regular discussion of learning will take place between professionals and young people. Review meetings will be held annually as well as Parents Nights to discuss pupil progress with parents and carers.



## ENTERPRISE ACADEMY

The Enterprise Academy is a vibrant new initiative aimed at supporting young people with Additional Learning Needs into positive and sustained destinations. At Parkhill we always ensure we focus on the individual needs of our young people. The Enterprise academy allows us to build on the interest and aspirations of our pupils, helping them to develop new skills for work and future career choices.

The Enterprise academy was formally opened by Baillie Cameron in February 2017 and classes began in August 2017 with young people attending from across the city. At present courses are focused on 3 key areas where there is evidence of employment routes for young people with Additional Support Needs.

- Hospitality
- Horticulture
- Customer services and Administration

Several rooms were transformed as part of the development with a professional kitchen, café area, hotel bedroom, and Office completed between 2016 and 2017. These areas allow the school to offer realistic work environments where young people can develop skills for learning, life and work.

Courses are delivered by Parkhill staff in conjunction with staff from City of Glasgow College and Glasgow Kelvin College.

## Communication with Parents

At Parkhill Secondary School we use a variety of ways to keep in touch.

**Open Door Policy** – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

**Pupil Diaries** – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

**Newsletters** – will be sent out on a regular basis to keep parents 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. Please follow us on Twitter for all our latest news. <https://twitter.com/parkhill>

**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.

**Annual Reviews-** Reviews are held once a year for parents to discuss their child's progress in school.

**Parents' Evenings** - There are two parents' evenings per academic year when parents can discuss their child's progress with the subject teacher and view the child's work.

**Reports** – Two written reports will provide clear information and feedback on a child's progress and how well she/he is doing against agreed expectations. These will be sent home twice a year.

## **Comments & Complaints**

In Parkhill Secondary 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 :

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

## **Customer Care Team**

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

Tel: 0141 287 0900 e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

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

# **School Holiday dates session** **2019-20**

## **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 (In-Service day)

## **December** - Christmas and New Year

- Schools close at 2.30pm on Thursday 19 December 2019

## **January**

- Schools return on Monday 6 January 2020

### **February** Mid-term break

- Friday 07 February 2020 (In-Service day)
  - Monday 10 February 2020
  - Tuesday 11 February 2020
- Wednesday 12 February 2020 (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**

- Friday 8 May 2020 (May holiday)
  - Monday 11 May 2020 (In-Service day)
- Friday 22 and Monday 25 May 2020 (May Weekend)

### **June**

- Schools close at 1pm on Wednesday 24 June 2020