

Hillhead High School



School Handbook 2019-20



Welcome to Hillhead High School

I would like to welcome you and your child to Hillhead High School. This handbook, which is published in line with the Council's guidelines, contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

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

What follows in this handbook is information about many aspects of education at Hillhead High School. We hope that this information is of interest and of use to you and should you wish to know more you will find a lot of information on our school website: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/>

We encourage parents to take an active interest, not just in the progress of their own child, but also in the life of the school as a whole. We have an active Parent Council who work in partnership with the school for the benefit of our young people. More information on our Parent Council can be found here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/parent-council/>

Hillhead High School was inspected in 2018 and the report can be found on our school website and also here: <https://education.gov.scot/inspection-reports/glasgow-city/8434239>

Karen McAlaney

Mrs Karen McAlaney

Head Teacher

Handbook last updated 01/08/19



HILLHEAD HIGH SCHOOL

OUR SCHOOL, OUR VALUES



KINDNESS



- We are all considerate, honest and supportive of one another
- We celebrate the successes of each other's achievements

- We have the highest expectations for ourselves and for each other
- As successful learners we participate and work hard across all aspects of our school



AMBITION

INTEGRITY



- We are all role models
- As confident individuals we can accept responsibility for our own actions

- We know that a positive attitude and healthy relationships help us become effective contributors
- In Hillhead we maintain, we adapt, we overcome



RESILIENCE

RESPECT



- As responsible citizens we respect the rights of all and celebrate our diversity
- We are listened to and our voice has a significant role in our school community



KINDNESS



AMBITION



INTEGRITY



RESILIENCE



RESPECT

School Information

Contact Details:

Hillhead High School
22-44 Oakfield Avenue
Glasgow
G12 8LJ
Phone: 0141 582 0100

Email: headteacher@hillheadhigh.glasgow.sch.uk
Website: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/>
Twitter: @HillheadHS

Background information:

- Co-educational school
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 1069
- Capacity (nominal): 1040

School Staff

A full list is available on the school website and parents will be updated on any changes as required. The leadership team is as follows:

Headteacher: Mrs K McAlaney
Depute Head Teachers: Mrs H Campbell (S1 & S2)
Mr J Meechan (S3)
Mr S Brown (S4)
Mr S Neil (S5&S6)



KINDNESS



AMBITION



INTEGRITY



RESILIENCE



RESPECT

Moving from Primary to Hillhead High School

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 4 partner primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

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

Further information is available on

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

The School Day at Hillhead High School

Monday	Tuesday	Wednesday	Thursday	Friday
Registration 8.54am-9.00am	Registration 8.54am-9.00am	Registration 8.54am-9.00am	Registration 8.54am-9.00am	Registration 8.54am-9.00am
Period 1 9.00-10.00am	Period 1 9.00-10.00am	Period 1 9.00am-10.00am	Period 1 9.00am-10.00am	Period 1 9.00am-10.00am
Period 2 10.00am-11.00am	Period 2 10.00am-11.00am	Period 2 10.00am-11.00am	Period 2 10.00am-11.00am	Period 2 10.00am-11.00am
Interval 11.00am-11.10am	Interval 11.00am-11.10am	Interval 11.00am-11.10am	Interval 11.00am-11.10am	Interval 11.00am-11.10am
Period 3 11.10am-12.10pm	Period 3 11.10am-12.10pm	Period 3 11.10am-12.10pm	Period 3 11.10am-12.10pm	Period 3 11.10am-12.10pm
Period 4 12.10pm-1.10pm	Period 4 12.10pm-1.10pm	Period 4 12.10pm-1.10pm	Period 4 12.10pm-1.10pm	Period 4 12.10pm-1.10pm
Lunch 1.10pm-1.55pm	Lunch 1.10pm-1.55pm	Lunch 1.10pm-1.55pm	Lunch 1.10pm-1.55pm	Lunch 1.10pm-1.55pm
Period 5 1.55pm-2.55pm	Period 5 1.55pm-2.55pm	Period 5 1.55pm-2.55pm	Period 5 1.55pm-2.55pm	Period 5 1.55pm-2.55pm
Period 6 2.55pm-3.55pm	Period 6 2.55pm-3.55pm			

School Holidays 2018-2019

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

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

Pupil Absence

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

More information can be found on our school website:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/reporting-absence/>

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter. If a young person becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

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

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.

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:

- White shirt
- School tie - red tie for S1-S3 and blue tie for S4-S6.
- Black trousers
- Black skirt
- Appropriate school footwear

The school tie is available from the school office at a cost of £7.00.

The main forms of dress that are unacceptable are:

- Football tops/scarves
- Clothing likely to cause offence (anti-religious symbols or political slogans)
- Clothing or jewellery likely to cause Health & Safety difficulties (e.g. dangling earrings, flammable material)
- Footwear likely to damage flooring
- Jogging bottoms / hooded tops / leggings/ jeggings
- Baseball caps / hats (indoors)

Students wearing any of the above items of clothing will be required to remove them or return home to change into acceptable school clothing

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.

More information on our uniform and PE Kit can be found here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/school-uniform/>

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

Transport

The education authority has a policy of providing free transport to all young people who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Communication with Parents

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

Text Messages/ Group Call app – We often communicate through texts / Group Call. We would urge all parents/carers to download the Group Call app to their phones. You can find more information on how to do so here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/communication-with-parents/>

Newsletters – will be sent out 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—our school website contains a great deal of information about the school. It is a good idea to check this regularly.

School Twitter Account- Our school Twitter account @HillheadHS is used to celebrate achievement and share what is happening in our school.

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, our annual prize-giving ceremony, 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. You will find more information about who to contact here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/who-do-i-speak-to/>

Emergency Contact Information

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

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

We collect information about children and young people attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection



issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 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:

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Appointments During School Hours

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

Comments & Complaints

In Hillhead High School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Head Teacher 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

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



Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence was 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

There is some personalisation and choice within the 8 curricular areas in S3 and information on our curricular architecture and senior phase pathways can be found on our school website here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/curriculum/>

The Senior Phase (S4-S6)

The senior phase offers opportunity for specialisation leading to qualifications. Young people will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase. At Hillhead High School pupils embark upon two year courses at the start of S4, bypassing exams in S4 and sitting exams in S5. This structure is different from many other schools. More information on our senior phase model can be found on our school website and we also hold annual information evenings to outline our senior phase pathways.

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for S4 and S5. The pupil support programme seeks to advise pupils about:

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

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

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1-4 qualifications. Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail. Courses at National 5, Higher and Advanced Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

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

Courses available in S6

As an inclusive school, we aim to meet the needs of all pupils in S6. We have strong partnerships with local colleges, universities 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. S6 in particular offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Personal and Social Education (PSE)

Pupils are timetabled for one period per week of Personal & Social Education. The PSE programme gives pupils the opportunity to deal with varied and relevant topics. Areas covered include: study skills, citizenship, health & safety, personal and social development, careers and education for enterprise and employability. Specialists from out with the school are often invited to contribute to the work covered in the programme.

Religious Observance

Religious Observance is seen as something quite distinct from Religious Education. Major religious festivals are noted in the school calendar. Services are held in Hyndland Parish Church, in December, and at Easter. Care is taken, as far as possible, to avoid planning school events that conflict with religious festivals. During Ramadan, special arrangements are made to support those involved in fasting.

Parents and carers from religions other than Christianity may request that their child or young person may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on no more than three occasions (days) in any one school session.

Useful websites

www.curriculumforexcellencescotland.gov.uk

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



Assessment & Reporting

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is available on the school website. If you have any concerns about your child's progress do not hesitate to contact their Pastoral Care teacher at any time.

Pupil Profiles

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

Support for Pupils

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

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance. Further information relating to additional support needs is available on the Glasgow City Council website –

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Pupil Support Staff

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

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

The Named Person

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

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

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

The Named Person will be a promoted teacher within the school your child attends. The name of the individual Named Person for your child(ren) will be provided.

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



Promoting Positive Behaviour

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

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

Homework

Regular, effective homework is an important part of the school day. To this end, every young person in the school has been provided with a Homework Diary. Parents are asked to check this on a regular basis. Homework has many advantages:

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

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

Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give



generously of their time in this area. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements.

Parent Council

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

Pupil Council

Our Pupil Council is made up of representatives from each S1-S5 class as well as our S5 Captains, Vice-Captains and Prefects. This is an important group which ensures that the views of pupils are heard.

Extra-Curricular Activities

We have a wide range of activities that run throughout the year to extend the learning experience. A list of current activities can be found here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/clubs-and-wider-achievement/>

Minority Time Activity

This takes place period 5 on Fridays for all pupils in our school. More information can be found here: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/minority-time-activities-mta/>

School Improvement

Our annual Standards and Quality report is available on the school website. The Standards and Quality report will be used to share the overall exam performance of the school and highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School



Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Useful addresses:

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk



