

Whitehill Secondary School



Handbook 2018-2019





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INTRODUCTION



Dear Parents/Carers

Welcome to our 2018/2019 edition of the Whitehill Secondary School Handbook. The leadership team, teaching staff and support staff at Whitehill are deeply committed to our responsibility to make a difference to the life chances of every child attending our school. Knowing that you share this commitment, this handbook has been designed to ensure that you can easily access information regarding our ethos, curriculum, opportunities and services that have been designed with your child's development in mind. Please don't hesitate to contact the school or check the school website if you need more information.

I and my staff aim to provide a safe and nurturing environment in which your child can grow, learn and develop. The resources, services and opportunities outlined in these pages are just some of the ways in which we will provide that environment. Our overarching aim is to ensure all children in our care are safe, happy and achieving their potential.

We know how critical it is that, during their time with us, your children realise the highest possible levels of academic attainment and achievement. To ensure that we prepare our young people to take their places in society as hardworking and responsible citizens, we will also ensure that they have opportunities and experiences that will equip them with the life skills necessary to grow and develop in our increasingly complex society. Our handbook will describe some of the opportunities available to our young people and what skills they will develop from participation.

It also aims to provide you with information regarding our young people's attainment, achievements and to describe our continued commitment to our community and business partnerships.

Our improvement priorities will continue to focus on the implementation and enactment of a Curriculum for Excellence to ensure that all young people fulfill their potential. Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. Our curriculum aims to help every learner develop knowledge, skills and attributes for learning, life and work.

Pauline Snow



VALUES AND VISION

Whitehill Secondary School provides a calm, welcoming and supportive environment for young people, which is made possible by all young people, staff and the whole school community recognizing and sharing our values as a school.

We consulted with all young people, a wide range of parents and carers, staff and the school's key partners on what the values of Whitehill Secondary School need to be as we move into the period leading up to 2020. In October 2016 we launched a new set of school community values after considering our responses to the consultation

For your information, the present Vision, Values and Aims of the school are detailed below.

OUR VALUES

- To embed the values underpinning our democracy in all that we do:

Commitment
Ambition
Respect
Equity
Success

OUR VISION

- We seek enjoyable Learning and Teaching.
- We seek a Resilient Attitude.
- We seek Equity.
- We seek Success.
- We seek a Happy, Healthy Better Life.

OUR AIMS

Currently under review – will be launched in 2019.

SCHOOL INFORMATION

You can cut out the following information and have it on your fridge, purse or work desk etc for ease of finding the numbers required.

CONTACT DETAILS:

Whitehill Secondary School Email: Headteacher@whitehillsec.glasgow.sch.uk
 280 Onslow Drive Website: www.whitehillsec.glasgow.sch.uk
 GLASGOW
 G31 2QF

Telephone: 0141 582 0290

Absence Reporting Line: 0141 287 0039 Available from 8.00 am



BACKGROUND INFORMATION

Whitehill secondary is a six-year, co-educational and non-denominational school situated in the East end of Glasgow. Whitehill Support Centre is an integral part of the secondary school and supports young people from across the City who face particular challenges in attending school. The school also has a unit which provides support to a small group of pupils with Additional Support Needs.



The school has excellent facilities including:

Indoor Pupil Social Space	Controlled Door Entry	Parent Waiting Room
Conference Room	Drama Studio	Theatre
Medical Suite		

All ICT facilities were fully refreshed in 2013. There are 5 ICT suites and several classroom areas are equipped as mini-suites. We are linked to the Glasgow Schools Network and use Office 2010. The majority of teaching areas are equipped with data projectors and interactive whiteboards.

Our outdoor space includes:

Multi-use Games Area	Playing Fields	Astro Turf Pitch
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Our PE Block has

Games Hall	Gymnasium	Fitness Room
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Cycle Shed	Garage		Access to Whitehill Pool with sole use during swimming lessons.
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ROLL 2018-2019

Our roll for August 2018 is 448 and is made up as follows:

S1 – 86

S2 – 91

S3 – 76

S4 – 67

S5 – 69

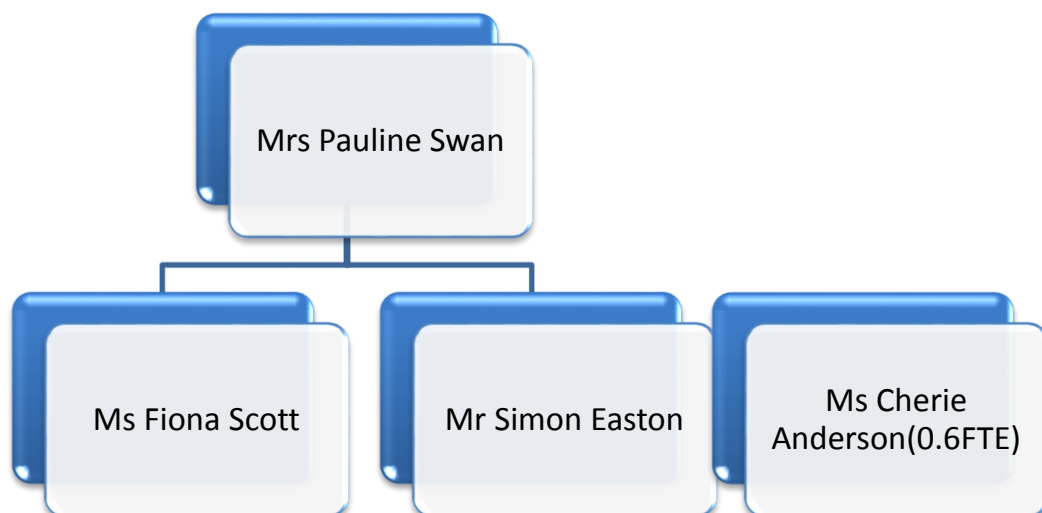
S6 - 59

SCHOOL STAFF

The school is staffed according to the Glasgow teaching staff formula.

A full list is available on the school website and parents will be updated on any changes as required. The website can be found at www.whitehill-sec.glasgow.sch.uk.

The Senior Leadership Team is as follows



The Extended Leadership Team in the Secondary comprises of the Head Teacher, 2.6 Depute Head Teachers, 8 Faculty Heads ,1 Principal Teacher of Curriculum, 2 Principal Teachers of Pastoral Care.

The School Campus also includes 2 other educational establishments:

Golfhill Primary School – Head Teacher: Mr Ian Morrow

Westercraigs Nursery School – Head Teacher: Ms Lesley Morrison

MOVING FROM PRIMARY TO WHITEHILL SECONDARY

The move from primary to secondary school is an extremely significant event in young people's lives. It is important that the transition is a smooth and comfortable one for pupils, and that there is clear continuity in their learning from primary to secondary. To ensure such, we have close and effective partnerships with each of the primary schools within our Learning Community and a comprehensive transition programme is in place. Planning for transition begins in Primary 6 between the secondary and all of our associated primary schools.

If your child does not attend any of our associated primary schools, you are welcome to contact us for details of the transition programme and meetings for parents.

We welcome families from out with our area. Families living outwith the school catchment area are welcome to make a placing request to attend Whitehill Secondary. Prospective parents are welcome to visit the school and should contact the school office.

Further information on placing requests is available on:

[Placing Requests - Glasgow City Council](#)



THE SCHOOL DAY

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 08.55 – 09.55	Period 1 08.55 – 09.55	Period 1 08.55 – 09.55	Period 1 08.55 – 09.55	Period 1 08.55 – 09.55
Period 2 09.55 – 10.55	Period 2 09.55 – 10.55	Period 2 09.55 – 10.55	Period 2 09.55 – 10.55	Period 2 09.55 – 10.55
Interval 10.55 – 11.10	Interval 10.55 – 11.10	Interval 10.55 – 11.10	Interval 10.55 – 11.10	Interval 10.55 – 11.10
Period 3 11.10 – 12.10	Period 3 11.10 – 12.10	Period 3 11.10 – 12.10	Period 3 11.10 – 12.10	Period 3 11.10 – 12.10
Tutor 12.10 – 12.40	Period 4 12.10 – 13.10	Period 4 12.10 – 13.10	Period 4 12.10 – 13.10	Period 4 12.10 – 13.10
Lunch 12.40 – 13.25	Lunch 13.10 – 13.55	Lunch 13.10 – 13.55	Lunch 13.10 – 13.55	Lunch 13.10 – 13.55
Period 5 13.25 – 14.25	Period 5 13.55 – 14.55	Period 5 13.55 – 14.55	Period 5 13.55 – 14.55	Period 5 13.55 – 14.55
Period 6 14.25 – 15.25	Period 6 14.55 – 15.55		Period 6 14.55 – 15.55	

SCHOOL HOLIDAYS 2018-2019

Details of holiday and in-service dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Whitehill Secondary is in the North-East quadrant for In-service dates.

PUPIL ABSENCE

Within Whitehill Secondary School good attendance is encouraged at all times to ensure pupil success. Parents are asked to inform the dedicated pupil absence reporting telephone line if their son or daughter is going to be absent. This should help ensure that appropriate support is provided when you report your child's absence.

PUPIL ABSENCE REPORTING LINE

You should call the pupil absence reporting team on: **0141 287 0039** to report your child is going to be absent from school. The line is open every school day from 8.00 am. You should call the absence reporting line as early as possible on the first day of your child's absence.

Parents and carers should phone the line to report the following absences:

Sickness absence: if the absence lasts more than one day, you are also required to call on day 3 and again on day 5 to provide an update. A letter should be provided to the school

when your child returns from their absence.

Medical or Dental Appointments: You should contact this line to report absences for medical or dental appointments. The school requires a letter or appointment card in advance of the appointment to ensure permission is given to be absent from class.

TYPES OF ABSENCES YOU SHOULD REPORT DIRECTLY TO THE SCHOOL

To make sure you are provided with and receive the appropriate support, you should contact the school directly to report absences of a sensitive or personal nature, for example:

- Bereavement
- Serious illness, for example, an absence which is going to last more than one week
- Injury, for example, broken leg
- Contagious diseases or illness

TEXT MESSAGING

The school uses daily text messaging to inform parents and carers of a young person's absence if no contact has been made. All unexplained absence is investigated by the school and appropriate action taken. Queries in connection with attendance should be directed to Sharon Cooper, Education Liaison Officer, in the first instance.

APPOINTMENTS DURING SCHOOL HOURS

Please try to avoid Dental, Doctor and Hospital appointments during school hours. If your child has an unavoidable appointment, please give them a letter for their Pastoral Care Teacher to ensure that they have permission to be absent from class.

MEDICAL AND HEALTHCARE

The school nurse visits the school at various times during the year. Parents and carers are kept informed by letter.

If a young person becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form and medication will be given to your child's Pastoral Care Teacher. 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; GCC Twitter and the local media.

SCHOOL DRESS CODE

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people.

The school uniform is:

- School blazer
- White shirt
- School tie
- Black school trousers – not leggings
- Black skirt of appropriate length – very short skirts are not acceptable.
- Black shoes.

The school tie is available from the school office and the blazer supplier visits the school on an annual basis.

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

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

PE KIT

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. Although it is common practice for cosmetic piercers to advise that jewellery must remain in the body for a number of weeks due to the healing process, Education Services require that in order to participate fully in PE activities, all piercings should be removed. Extract from the current Master Safety File on Physical Education Code of Practice is detailed below:

“2.7 Personal effects (eg jewellery, body piercings, watches, hair slides and belts constitute a hazard and may cause injury to themselves or others if worn whilst

participating in Physical Education and must be removed – this list is not exhaustive and staff will assess as appropriate”.

We have also been advised that as we have a Duty of Care to pupils, a letter from a parent or carer to act as a legal waiver cannot be accepted by us.

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 pupils 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.

CLOTHING AND 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:

[Clothing and Footwear Grants](#)

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, 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:

[Free School Meals](#)

TRANSPORT

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at:

[Free School Transport](#)



COMMUNICATION WITH PARENTS

At Whitehill Secondary 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:

NEWSLETTERS

Newsletters will be sent out termly 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

This will contain a great deal of information about the school. It is a good idea to check this regularly. The school website is currently in the process of being redesigned.

TWITTER

We have a twitter feed which is updated regularly. Follow us on @WhitehillSec.

TEXT MESSAGING

We expanded the use of our text messaging service to remind and inform parents/carers about our Award ceremonies; school discos; talent shows; meetings; option choices; uniform; supported study classes; trips; homework requirements and extra-curricular clubs as well as absence and late coming.

The use of text messaging has improved communication links with parent/carers. We have received positive feedback from parents/carers to this. Please remember that you can now text back with a response to a text message sent from the 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 with your child's Pastoral Care Teacher or Depute Head Teacher. There are various opportunities throughout the year, particularly at Parent Evenings, when parents can discuss their child's progress with school staff.

Parents and carers are welcome at other events throughout the school year eg workshops, information evenings, class performances, award ceremonies, religious and other assemblies.

We believe that 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.

PARENT COUNCIL

The school's Parent Council is an important part of the continual improvement of the school.

The Whitehill Secondary School Parent Council meets at least once each term, and holds its Annual General Meeting during term one each session. The Parent Council's job is to represent the views of all parents and carers, and it will contact parents to gauge their views on a number of matters.

Similarly, should any parents wish to have questions or issues raised at a Parent Council Meeting, they should contact the Parent Council Chairperson or another member of the Council. Details of Parent Council office bearers, members and the dates of planned meetings are all available through the school website.

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 www.glasgow.gov.uk/privacy.



COMMENTS AND COMPLAINTS

In Whitehill 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:

[How to Make a Complaint - Glasgow City Council](#)

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

Telephone: 0141 287 5384

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

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

CURRICULUM

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence raises standards of learning and teaching for all children and young people, from 3 to 18. Its purpose is to equip young people with the knowledge and skills they will need to contribute to and find success in the challenging, fast changing world they will enter post-school. Through offering a wide variety of stimulating, horizon-broadening experiences, through creating real life contexts for learning and through supporting young people to learn through varied, well-developed partnerships with businesses and agencies outside the school, Whitehill Secondary School seeks to develop confident, resilient, achieving young citizens. Young people are entitled to learn in all eight curricular areas until the end of S3.

Expressive Arts	Health and Wellbeing	Languages	Mathematics
Religious and Moral Education	Sciences	Social Studies	Technologies

As well as developing knowledge and skills in each subject, the above curricular areas are also jointly responsible for developing a number of skills important for success in life:

Literacy Skills	Numeracy Skills	Skills for Learning
Digital Skills	Creativity	Employability Skills

We design our curriculum to ensure it offers a number of important ingredients:

Breadth: a wide variety of learning experiences and contexts.

Depth: the opportunity to develop understanding of ideas as far as a young person's potential will allow.

Coherence: learning should be “joined-up” in the way it develops skills across subjects.

Relevance: young people should understand the purpose of their learning and how it relates to their wider lives and futures.

Progression: learning builds on earlier knowledge and achievements, and potential learning pathways remain open.

Personalisation: young people have appropriate choice in how their learning and subject choices match their particular aptitudes and talents .

Challenge and Enjoyment: courses and learning should be stimulating and appropriately challenging for every learner, no matter what their level of ability.

IMPORTANT NOTE ABOUT THE CURRICULUM

Curriculum structure plays an important part in how well young people learn and achieve. It covers a number of areas, such as how many subjects learners pick in a year, how many times a week they go to those subjects and the length of individual periods.

Please note that the school are continually reviewing the curriculum structure to ensure it best meets the needs of all learners within the school. This is being done to ensure that the timetable is as efficient as possible and that options offer the most choice to young people, while still ensuring the highest levels of attainment and achievement and the best progression routes for young people after they leave school.

BROAD GENERAL EDUCATION (S1-S3)

CURRICULUM MAP

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	0.5
S1	Maths				English				Science			Social Subjects			French		Home Ec		PE		ICT	Art	Tech	Music	PSHE	RMPS	Drama	Tut
S2	Maths				English				Science			Social Subjects			French		Home Ec	PE		ICT	Art	Tech	Music	PSHE	RMPS	Drama	Elective	Tut
S3	Maths				English				Science			Social Subjects			Tech/Langs Opt			Exp Arts Opt			H&Wb Opt			PSHE	RMPS	PE		Tut

S2 Elective

Pupils choose to study two of the following subjects for half a year (Hell's Kitchen, Musical Theatre, Creative Technical and Computer Games Development.) These options change on an annual basis.

S3 Technologies/Languages Option	S3 Expressive Arts Option	S3 Health and Wellbeing Option
Pupils choose one of the following Technology or Language based subjects to study:	Pupils choose one of the following expressive arts options to study	Pupils choose to study one of the following Health and Wellbeing options to study:
<ul style="list-style-type: none"> Business and IT 	<ul style="list-style-type: none"> Art and Design 	<ul style="list-style-type: none"> Home Economics
<ul style="list-style-type: none"> Computing and IT 	<ul style="list-style-type: none"> Drama 	<ul style="list-style-type: none"> Business and IT
<ul style="list-style-type: none"> Craft and Design 	<ul style="list-style-type: none"> Music 	<ul style="list-style-type: none"> PE
<ul style="list-style-type: none"> French 	<ul style="list-style-type: none"> Home Economics (If the pupil wishes to focus on Health and Wellbeing) 	<ul style="list-style-type: none"> Art and Design (If the pupil wishes to focus on Expressive Arts)

THE SENIOR PHASE S4-S6

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

TRANSITION TO SENIOR PHASE

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 4 and National 5 awards. 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 and 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.

TRANSITION WITHIN THE SENIOR PHASE

In collaboration with the Scottish Qualifications Agency (SQA), we will internally assess National 1-4 qualifications. Individual courses at National 1-4 receive an overall pass award and will not be graded A-D.

Courses at the new 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 and award passes will be graded A, B, C or D.

The SQA website [Parents and carers - SQA](#) contains useful information to help you understand national qualifications.

COURSES AVAILABLE IN THE SENIOR PHASE

As an inclusive school, we aim to meet the needs of all pupils. In the Senior Phase we have strong partnerships with local colleges, universities and employers. It is extremely important that senior students set aspirational targets which challenge them to achieve their full potential. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. The Senior Phase 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.

Encouraging excellence is central to our aspirations and expectations for all young people. We are an ambitious school at the heart of a community striving for improvement for our young people.



SENIOR PHASE (S4-S6)

CURRICULUM MAP

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	0.5
S4 and N4/N5 Pupils	Mathematics				English				Column C Choice				Column D Choice				Column E Choice				Column F Choice				PE		PSHE/RMPS	Tut
S5/6 Pupils Studying Highers	Column A Choice				Column B Choice				Column C Choice				Column D Choice				Column E Choice				PE		PSHE/RMPS		Tut			

- Secondary 4 pupils study 6 subjects at National 3/4/5 level for 4 periods a week.
- Secondary 5/6 pupils who are studying National 4/5 subjects can join these classes.
- Secondary 5/6 pupils who are studying at least one Higher choose 5 subjects to study for 5 periods a week.
- If a pupil is studying a combination of National 4/5 and Higher subjects they will be allocated Personal Development periods to develop skills for Learning, Life and Work.

SECONDARY 3 SUBJECT CHOICE FORM - 2018-2019

You must choose one subject from each column and you will study these subjects for 4 periods a week.

Column A	Column B	Column C	Column D	Column E	Column F
Nat 3: English	Nat 3: Mathematics	Nat 4: Admin & IT	Nat 4: Admin & IT	Nat 4: Biology	Nat 4: Music
Nat 4: English	Nat 4: Mathematics	Nat 5: Admin & IT	Nat 5: Admin & IT	Nat 5: Biology	Nat 5: Music
Nat 5: English	Nat 5: Mathematics	College Course	Nat 4: Art and Design	Nat 4: Geography	Nat 4: Business
ESOL		Nat 4: French	Nat 5: Art and Design	Nat 5: Geography	Nat 5: Business Management
		Nat 5: French	Nat 5: Accounting	Nat 4: Health and Food Tech	Nat 4: Computing Science
		Nat 4: Drama	Nat 5: Dance	Nat 5: Health and Food Tech	Nat 5: Computing Science
		Nat 5: Drama	Nat 4: Modern Studies	Nat 4: Art and Design	Nat 4: Hospitality
		Nat 4: History	Nat 5: Modern Studies	Nat 5: Art and Design	Nat 5: Hospitality
		Nat 5: History	Nat 4 : Practical Woodwork	Nat 4: Physics	Nat 4: PE
		Nat 4 : RMPS	Nat 5 : Practical Woodwork	Nat 5: Physics	Nat 5: PE
		Nat 5 : RMPS	Nat 5 : Lab Science	Nat 4: PE	Nat 4: Design Manufacture
		Nat 4 : Chemistry		Nat 5: PE	Nat 5: Design Manufacture
		Nat 5 : Chemistry		Nat 5 : Sociology	Nat 4: Sports Leaders
		Nat 4 : Health Sector			
		Nat 4 : Practical Electronics			



SECONDARY 5/6 SUBJECT CHOICE FORM

2018-2019

- If you are only choosing all **National 4** and **National 5** subjects you must choose a subject in **each column**.
- If you choose a subject at **Higher** level in any column you **only choose 5 subjects and ignore column F**.
- If you are in S6 and studying at least three Highers you can choose study periods in one column.

	Column A	Column B	Column C	Column D	Column E	Column F
National 4	Hospitality Media Personal Finance Practical Woodworking	Health Sector Sports Leaders	Drama French History Practical Electronics Admin + IT Chemistry Health Sector Practical Electronics	Art and Design Modern Studies Geography PE	Admin & IT Biology Health and Food Tech Physics Practical Woodwork Art and Design	Business Management Computing Science Hospitality PE Design and Manufacture Music Travel and Tourism
National 5	Cake Decorating Hospitality Mathematics Media Practical Woodworking	English RMPS Sports Leaders ESOL	Admin & IT Drama French History RMPS Chemistry	Art and Design Accounting Dance Geography Modern Studies PE Lab Science	Admin & IT Biology Health and Food Tech Physics Prac Woodworking Sociology Art and Design	Business Management Computing Science Hospitality PE Design and Manufacture Sports Leadership Music Travel and Tourism
Higher	RMPS Mathematics Media	English RMPS ESOL	Admin & IT Human Biology Geography Sociology Art and Design Business Management PE	Dance Music Physics Art and Design Admin + IT Human Biology Modern Studies	Computing Science Chemistry Drama PE History Accounting	

USEFUL WEBSITES

[Curriculum for Excellence Parentzone](#)

RELIGIOUS OBSERVANCE

Our school is fortunate to have a close link with the local church. The school Chaplain is the Rev Peter Davidge who is regularly involved in religious observance with young people across all year groups.

Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children 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 up to 3 occasions in any one school session.

ASSESSMENT AND 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.

All pupils are issued with a tracking report and a formal written report once a year. This information supports pupils in understanding their strengths and areas for improvement. The contents of these should form the inform learning conversations between pupils, staff and parents.

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is issued at the start of term and is available on the 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

Throughout S1-S3, young people are regularly encouraged to reflect on their progress and achievements in every subject. This process is known as Profiling and it is important in several ways:

- It develops young people's ability to evaluate and reflect on their own progress and performance – an important life skill.
- It allows learners to share information about their achievements with parents and teachers.
- It helps staff to offer the best advice to young people about the courses and qualifications they will follow in the Senior Phase (S4-S6).

At the end of each session, learners are encouraged to bring together their very best achievements from across all subjects in their final profile, which also reflects on their achievements outside of 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.

The Whitehill Support Centre provides specialist provision for young people in S3 and S4 from other Glasgow Secondary schools who have support needs in terms of attending school regularly.

An Additional Learning Needs Support base has also been established which supports young people into sustaining mainstream education.

Both specialist units are managed by a Principal Teacher under the direction of the DHT Inclusion.

Further information relating to additional support needs is available on the Glasgow City Council website –

[Meeting Additional Support Needs - Glasgow City Council](#)

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at

[Parental Involvement - Glasgow City Council](#)

PUPIL SUPPORT STAFF

All staff in Whitehill Secondary School have a clear responsibility for the welfare of young people. In addition, all young people are allocated 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 – Mrs Hooper or Ms Madigan. The Faculty Head of Inclusion, Miss Dillon can also be contacted by parents.

Other support for pupils is provided by class tutors during the weekly 30 minute block allocated to Tutor time. A comprehensive programme is planned by a team of staff and delivered by Tutor Teachers with the support of Faculty Heads and Principal Teachers.

Curricular enhancements are tailored for pupils with additional support needs. External partnerships have been further developed to enhance the curriculum for senior pupils eg work experience and one full day at college.

The Support for Learning Base in Whitehill is firmly established and ensures effective support is in place to help meet learners' needs, promoting educational and social inclusion.

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.

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 Whitehill Secondary School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Whitehill Secondary 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 behaviour are dealt with in line with school policy. In more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.



We have also developed a reward system based on the school's two houses – Clyde and Kelvin – in which merits are awarded to pupils for positive behaviour, achievements, large and small, and fulfilling their potential. These merits then determine, at different points in the year, the winning house who is rewarded with trips and activities.

We currently have a Promoting Positive Behaviour Working group who are leading staff in continuing to develop a culture of Promoting Positive Relationships. We are focusing on embedding the nurturing principles across all aspect of our work. We strive to resolve any behavior challenge through the use of restorative and solution oriented approaches.

HOMEWORK

Regular, effective homework is an important part of the school day. To this end, every young person and parent in the school has been provided with a 'Show My Homework' login. 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 what is required to progress within each subject. The amount of homework will increase as your child progresses through the school.

The school now use an online homework tool called Show My Homework. All pupils, staff and parents have an individual login to the resource. It is particularly effective for parents to monitor, support and encourage pupil participation in home study for their subjects.

SUPPORTED STUDY

This is an important initiative which allows pupils to attend additional classes during lunchtimes, Saturday mornings, after school and during Spring break. 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. Our current supported study timetable is available to view on the school website. The school also runs a weekly night school on a Tuesday. This resource is utilized to support pupils who face particular challenges attending mainstream classes.

PUPIL LEADERSHIP TEAM

The Pupil Leadership Team consists of young people from each year group. Every tutor group selects two representatives from their class. These representatives are then placed

on a whole year group ballot paper with voting taking place at the Pupil Leadership Team Polling station on a year group basis.

The two young people with the most votes in each year group are selected as the year group representatives for the whole School Pupil Leadership Team. The School Pupil Leadership Team is led by the Head Boy and Head Girl. The team meet two to three times each term.

SENIOR PUPIL LEADERSHIP TEAM

The Senior Pupil Leadership Team consists of the school Head Boy and Head Girl and all Senior Prefects. The selection process for Prefects is by application and interview with the Head Teacher and Senior Phase Depute Head Teacher.

Further applications and interviews are conducted for the selection of Head Boy and Head Girl as well as S5/6 pupils and teacher vote. All Prefects complete duties each week to support younger pupils and the ethos of the school and campus community.



EXTRA CURRICULAR ACTIVITIES

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. The list constantly changes but our school website is up- dated to reflect this.

A sample of Extra Curricular activities currently on offer are:

DAY	Lunch Time	After School			
		Games Hall	Gym	Outside	Music and Drama
MON	Glasgow City Mission - Mr Finbow and Mr Knox Philosophy Club Rm 206 – Ms McGlinchey		Cheerleading Miss Drummond	PEEK Football	
TUES	S1 Club Sports Leaders	S1/2 Netball Ms Campbell		S1 Boys Football Training	Choir Mrs Hendry
WED	Tennis – Mr Knox			S2/3 Football Training – A Team	
THURS		S3-6 Netball Ms Campbell	Cheerleading (Superstars) Miss Drummond	Training – A Team	
FRI	Friday Footy – Mr Knox Debating Club Rm 206 Ms McGlinchey Watercolour painting club(Ms Umer)	Peek Basketball	Dance Team Miss Drummond		

The PE department run a lunchtime sports club every day for S1. Details of all activities can be found on the website.

Cheerleaders

The cheerleaders have had undeniable success last season competing in 3 major championships across the country and placing 1st place in all of these events. The girls are currently Scottish Schools Cheerleading Champions 2017. In February they travelled to Falkirk to compete, beating 12 other schools across Scotland. The girls also performed in front of over 2000 people at the Royal Concert Hall in June and were awarded 1st Place in the Secondary Open Category.

After their success the amount of young girls who wanted to join the team next season was fantastic, so much so we now have three teams training three times a week after school. This includes our Senior Allstar Cheer team, our Junior Superstar team and our Pom Dance team. We now have over 50 young people training as part of the UV Cheer and Dance team ranging from S1-6. At cheerleading the girls not only improve on their skills, co-ordination and improve their levels of fitness but they also develop social and emotional well-being such as resilience, communication, teamwork and motivation.



Sports Leadership Academy/Sports School of the year/Sport Scotland Gold School Sports Award

We were very proud back in 2012 to be one of the first 3 schools in Scotland to be named as a

“**Sports Leaders UK - Leadership Academy**” this also led onto Whitehill secondary School being awarded “**Glasgow Sports School of the year in 2014**”



Most recently the school have been awarded the **Sport Scotland Gold School Sports Award 2017** for our excellent efforts and achievements in Physical Education, Physical Activity and School Sport.

We now have established a clear sports leadership pathway from S1 right through to S6 and beyond. This allows our young leaders to develop a range of skills such as confidence, organisation, communication, team work, respect and empathy. All vital life skills to prepare for the transition into further education, volunteering in the community or employment.

We work very closely with our active schools co-ordinator and have developed excellent relationships with the Primary, Nursery and SEN schools in our cluster. Our sports leaders and dance leaders are highly involved in planning, organising and leading sessions for varying age groups and ability levels. Our team of Higher Sports Leaders are all involved in volunteering outside of school hours and run clubs for the primary and secondary pupils before school, lunchtime and after school.

We also have a team of Senior Young Ambassadors who are involved in organising events, sports sign up days, competitions, promoting clubs, raising the profile of sport within the school, running a pupil sports committee and assisting at extra-curricular clubs.

The sports leadership UK awards offered throughout the PE curriculum are as follows:

- S1 - Playmakers Award (compulsory)
- S2 - Young Leaders Award (compulsory)
- S3 – SCQF level 4 Dance Leaders Award
- S4 - SCQF level 4 Sports Leaders Award
- S4 – SCQF Level 5 Dance Leadership Award
- S5 – SCQF level 5 Sports Leaders Award
- S6 – SCQF level 6 Sports Leaders Award

Inter House Programme

We have an established programme of Inter house events that run across the year. These include a range of sporting and non sporting competitions where pupils can score house points for Clyde or Kelvin. Each pupil is associated with a house and they attend house meetings 4 times a year. House Captains are nominated and they take responsibility for leadership, organisation and team morale.

CAREERS EDUCATION

Our Careers Education Programme begins in S1 and aims to develop career management skills to ensure that each pupil achieves a positive destination. At Whitehill Secondary we are committed to working with pupils to prepare them for later life and are able to build the skills, knowledge and self-awareness to develop aspirational career aims and the confidence to achieve them. Our Personal and Social Education programmes for S1 – S6 contains important careers information to support subject choices as well as allowing pupils to explore their own strengths and skills in order to pursue their chosen career path. At Whitehill Secondary school we are actively involved in developing our young work force to prepare them fully for their future employment. Pupils at all stages are provided with one to one support from their Pastoral Care Teachers to help them make informed choices regarding their future. Our careers board is regularly updated and provides pupils with information regarding current training and apprenticeship opportunities as well as forthcoming college/university open days.

The school continues to demonstrate a strong performance in supporting pupils find Positive Destinations. Pastoral Care staff work in close collaboration with local colleges, universities, employers, training providers and career services to ensure that the vast majority of pupils continue on a progressive pathway to the next stage of their lives.

Each year the school organises a considerable number of visiting speakers to talk to groups of pupils about employment opportunities, Higher Education, Further Education etc. In addition, BGE pupils have the opportunity to participate in Career Carousels, industry site visits and projects related to the world of work. We work alongside a range of Employees within the community and have an excellent business partnership with the international accountancy firm - Price Waterhouse Cooper to deliver Career Management Skills. Senior pupils attend university and college open days, Skills Scotland Career Events and Conferences. We also hold Mock Interview Workshops which is attended by a range of representatives from Training Agencies, Employees Colleges, and Universities and offer young people the opportunity to gain experience in interview situations. In the senior phase, our young people will get the opportunity to participate in the Work Experience Programme and gain a SCQF qualification. Spending a week in a work environment is a rewarding part of their personal development.

Our senior pupils get opportunities to further explore the world of work by participating in Career Ready, Ernst Young Smart Futures and Social Mobility Foundation initiatives. We also encourage young people to embark on Modern and Foundation Apprenticeships and provide information via assemblies, partnership working with Glasgow Guarantee and participation in a variety of Summer Internship Business Programmes.



Our careers programme is also supported by Skills Development Scotland (SDS) and our Careers Adviser Sari Partanen who is based within school four days a week. Sari is involved in delivering group sessions to all pupils S1-S6 and also offers 1:1 career guidance appointments to S3-S6 pupils. SDS also coordinates MyWoW ambassadors programme in schools which helps pupils develop their communication and leadership skills. We have newly appointed MyWOW Ambassadors within the school who will work with young people, staff and parents to utilise the resource.

In addition, our Employability Support Officer Gillian Ferguson supports young people with a number of employability skills including writing CV's, interview preparation, guidance on applying to university, college or apprenticeships. Gillian offers 1:1 support to young people as well as supporting groups to work towards a positive destination after leaving school. Gillian is in the school 2.5 days per week and works closely with the Career Adviser to explore the many varied opportunities that are available for our pupils.

Our programme of careers advice runs in conjunction with both Planit Plus and My World of Work websites, provided by Skills Development Scotland. These resources provide pupils with the materials to plan, build and direct their careers throughout their lives.

To explore My World of Work and the range of tools on offer visit:-

www.myworldofwork.co.uk

www.planitplus.net

Skills Development Scotland also offers pupils the opportunity to take part in Foundation Apprenticeship-programme in S5&S6. More information on this can be found here:

<https://www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships/>

Parents are welcome to contact the Careers Adviser (Miss Sari Partanen) for help and advice concerning their child's career planning by email: sari.partanen@sds.co.uk or phoning school.

You can also contact your local Careers Office in Parkhead:

Skills Development Scotland

78/80 Tollcross Road

Glasgow

G31 4XA

Tel. 0141 5546662

Open Monday-Friday 9.00-17.00

SCHOOL IMPROVEMENT

On an annual basis, we publish our Standards and Quality report. Copies from previous years are 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 Standards and Quality Report or Improvement Plan can contact the school office or check out our website.

OVERALL ATTAINMENT: SQA EXAMINATIONS

High levels of pupil attainment were once again impressively demonstrated in the 2018 SQA examinations. Our results continued to show improvements across all measured benchmarks. In particular our performance at Higher, this applies to those pupils who are achieving 3 or more and 5 or more Highers as they leave at the end of S6. We are also performing very well in S4 and S5. In particular there has been an improvement in the percentage of pupils achieving at least 5 National 5 qualifications at the end of S4. Our National 4 and National 3 figures show the rigorous way in which staff and pupils approach these non-examined courses.

In the Senior Phase in 2018:

S4

5 or more awards at level 3 – 93.51%
 5 or more awards at level 4 – 72.73%
 5 or more awards at level 5 – 22.08%

There has been a steady % increase in 5 or more awards at level 5 every year since 2015.

S5

47.3% of S5 pupils achieved at least one award at Higher
 27.5% of S5 pupils achieved at least three awards at Higher
 7.7% of S5 pupils achieved at least five awards at Higher

There has been a % increase in pupils attaining 1 or more, 3 or more in S5 over a four year period.

S6

31.4% of S6 pupils left school with at least three awards at Higher
 22.1% of S6 pupils left school with at least five awards at Higher
 8.1% of S6 pupils left school with at least one award at Advanced Higher

There has been a % increase in pupils attaining 3 or more and 5 or more Highers in S6. There is also an increase in the % of pupils leaving school with at least 1 Advanced Higher.

Our positive destinations for young people who left school in 2018 is 94%



As a school we are always striving to improve pupil attainment and opportunities for achievement. Through the use of our Pupil Equity Funding we are planning initiatives with pupils, parents and the community to build on our recent success and close the attainment gap. The Head Teacher will consult with all stakeholders on the most appropriate use of the funding to meet the needs of all within Whitehill School Community.

VOCATIONAL QUALIFICATIONS AND WIDER ACHIEVEMENT

A significant number of young people gained important vocational qualifications through our partnership with Kelvin College and almost all of them gained entry to a full-time college course on leaving school. We have a wide range of opportunities for young people to develop their skills for life and work and their employability attributes through work experience, mentoring by business partners and a whole range of sessions, workshops and programmes delivered both in and out of school by employers and other groups with whom we have strong links.

We also ensure that young people have the opportunity to achieve beyond the classroom, and that their wider achievements are recognised and celebrated. In 2017-18, the achievements of our young people included the following:

- Almost all young people in S1 achieved the John Muir Award
- 45 young people in S2 have achieved Bronze level JASS award
- All young people in S3 achieved the CPR award developed by the British Heart Foundation.
- All young people in S4 achieved their Level 4 People and Society Award
- Around a quarter of young people in S5 and S6 achieved a qualification in the Volunteering Skills Award at SCQF Level 4
- 10 young people in S5 and S6 achieved a First Aid qualification at SCQF level 5, Manual Handling at Work at SCQF level 5 through FARE
- 7 young people achieved Bronze Duke of Edinburgh award
- 7 young people achieved Silver Duke of Edinburgh award
- 17 young people achieved the Navigations Skills Award
- 5 ALN pupils in S4 and 5 have achieved their Prince's Trust Teamwork award at Level 4.

17 Young people in S4 and 5 are working towards a Dynamic Youth Award.

USEFUL ADDRESSES AND TELEPHONE NUMBERS

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

Tel: 0141 287 2000

Glasgow City Council Website

Local MPs	Anne McLaughlin	0141 557 2513
Local MSPs	Ivan McKee	0141 564 1364
Local Councillors	Jennifer Dunn	0141 287 3595
	Frank Docherty	0141 287 5256
	Bailie Elaine McDougall	0141 287 5619
	Russell Robertson	0141 287 5627
Careers Officer	Parkhead Careers Service Unit 1-2 121/127 Salamanca Street GLASGOW G31 5ES	0141 554 6662
Glasgow Life Letting	20 Trongate GLASGOW G1 5ES	0141 302 2814/5