

Whitehill Secondary School



Handbook 2017-2017





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INTRODUCTION

Dear Parents/Carers

Welcome to our 2016/2017 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 these 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 centre on the implementation 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 developing curriculum aims to help every learner develop knowledge, skills and attributes for learning, life and work.

Pauline Swain



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 have recently 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

- Ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors to society and at work.
- To value the learning and achievements of all young people and promote high aspirations and ambition.
- To recognise and celebrate success.
- Help young people to understand diverse cultures and beliefs and support them in developing concern, tolerance, care and respect for themselves and others.
- To promote the values of responsible citizenship and social justice and to affirm that all people are of equal value and are all entitled to equal opportunity and to appropriate respect for their dignity.


OUR AIMS

- To offer all young people a broad and balanced education that supports them in different ways to achieve their potential.
- To encourage lifelong learning and ambitions that improve life chances and reduces poverty.
- To promote the importance of a healthy and active lifestyle.
- To provide a safe caring and orderly environment in which pupils and staff learn and grow.
- To work in partnership with all stakeholders placing real value on the views of pupils and parents.
- To develop leadership and ownership by all across our school community.



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 280 Onslow Drive GLASGOW G31 2QF	Telephone: 0141 582 0290 Email: Headteacher@whitehill-sec.glasgow.sch.uk Website: www.whitehill-sec.glasgow.sch.uk
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 in the Broad General Education 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	Campus Police Office	
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:			Our PE Block has		
Multi-use Games Area	Playing Fields	Astro Turf Pitch	Games Hall	Gymnasium	Fitness Room

le Shed	Garage		Access to Whitehill Pool with sole use during swimming lessons.
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ROLL 2016-2017

Our roll is 427 and is made up as follows:

The numbers we expect to enroll from primary schools in the next three years are:

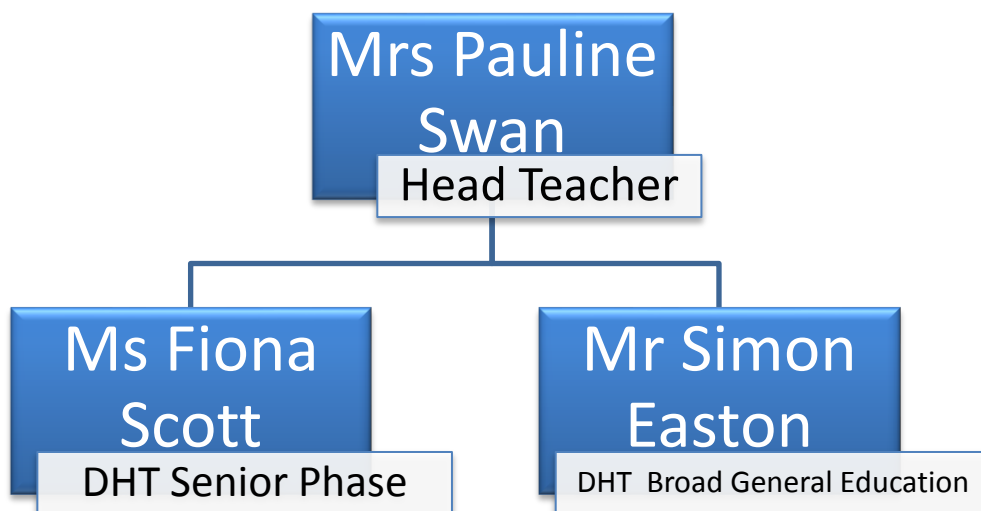
2017- 2018	75
2018-2019	110

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 the Head Teacher, 2 Depute Head Teachers, 8 Faculty Heads (1 acting), 1 Principal Teachers of Curriculum, 2 Principal Teachers of Pastoral Care and one Principal Teacher of Support.

The School Campus also includes 2 other educational establishments:

Golfhill Primary School – Acting Head Teacher: Ms Mairi Thomson

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 outwith 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 to Thursday		
Period	From	To
1	8.55	9.55
2	9.55	10.55
Interval	10.55	11.10
3	11.10	12.40
Lunch	12.40	1.25
4	1.25	2.25
5	2.25	3.25

Friday		
Period	From	To
1	8.55	9.55
2	9.55	10.55
Interval	10.55	11.10
3	11.10	12.10
Tutor	12.10	12.40
Lunch	12.40	1.25
4	1.25	2.25
5	2.25	3.25

SCHOOL HOLIDAYS 2016-2017

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

School Holidays 2016-2017

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 school if their son or daughter is going to be absent. We are a pilot school for a dedicated pupil absence reporting telephone line. 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 or blue shirt
- School tie
- Black school trousers – not leggings
- Black skirt of appropriate length – very short skirts are not acceptable
- Appropriate school footwear

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 now have a twitter feed. 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 at the time of writing, the school is in the process of reviewing its curriculum structure for both S1-S3 and for S4-S6. 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 Computing and IT Craft and Design French 	<ul style="list-style-type: none"> Art and Design Drama Music Home Economics (If the pupil wishes to focus on Health and Wellbeing) 	<ul style="list-style-type: none"> Home Economics Personal Achievement PE 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 4 SUBJECT CHOICE FORM - 2016-2017

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: Art and Design		Nat 4: Admin & IT		Nat 4: Art and Design	
Nat 4: English		Nat 4: Mathematics		Nat 5: Admin & IT		Nat 5: Art and Design		Nat 5: Admin & IT		Nat 5: Art and Design	
Nat 5: English		Nat 5: Mathematics		College Course		Nat 4: Chemistry		Nat 4: Biology		Nat 4: Business	
		Nat 4: Personal Finance		Nat 4: French		Nat 5: Chemistry		Nat 5: Biology		Nat 5: Business Management	
				Nat 5: French		Nat 5: Dance		Nat 4: Early Education		Nat 4: Computing Science	
				Nat 4: Geography		Nat 4: Drama		Nat 5: Early Education		Nat 5: Computing Science	
				Nat 5: Geography		Nat 5: Drama		Nat 4: Music		Nat 4: Hospitality	
				Nat 4: History		Nat 4: Modern Studies		Nat 5: Music		Nat 5: Hospitality	
				Nat 5: History		Nat 5: Modern Studies		Nat 4: Physics		Nat 4: PE	
				Nat 4: Pers. Achievement		Nat 4: PE		Nat 5: Physics		Nat 5: PE	
						Nat 5: PE		Nat 4: Prac Woodworking			
								Nat 5: Prac Woodworking			
1		1		1		1		1		1	
				2		2		2		2	

Pupil Signature _____

Parent/Carer Signature _____

Pastoral Care Signature _____

Date Submitted _____

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.

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 Dillon.

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.

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 don't hesitate to contact the school if you want to speak with your child's Named Person.

[Getting it right for every child \(GIRFEC\)](#)

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 tokens are awarded to pupils for positive behaviour, achievements, large and small, and fulfilling their potential. These tokens 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 devising a policy to continue to support pupil engagement in their learning.

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 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.

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:

	GAMES HALL	GYM	OUTSIDE
Monday	Peek Basketball/Football	Cheerleading Miss Drummond	
Tuesday	Badminton Mrs MacDowall	Dance Miss Drummond Fitness Mr Robertson(before the school day)	Girls Football Sports Leaders
Wednesday	Primary Schools Community Club		
Thursday	Netball Ms Campbell	Fitness Mr Robertson	S1/2/3 Boys Football Mr Nolan
Friday	Social Netball Ms Campbell	Gymnastics	

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

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 2016 SQA examinations. Our results continued to show improvements in performance at Higher, particularly for those who are achieving 1 or more and 3 or more Highers. Young people sitting National 5 examinations also performed very well, and 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 2016:

S4

5 or more awards at level 3 – 92.7%
5 or more awards at level 4 – 59.8%
5 or more awards at level 5 – 12.2%

There has been a % increase in 5 or more awards at level 4 and level 5 since 2015.

S5

39.8% of S5 pupils achieved at least one award at Higher
14.5% of S5 pupils achieved at least three awards at Higher
3.6% of S5 pupils achieved at least five awards at Higher

There has been a % increase in pupils attaining 1 or more and 3 or more Highers in S5.

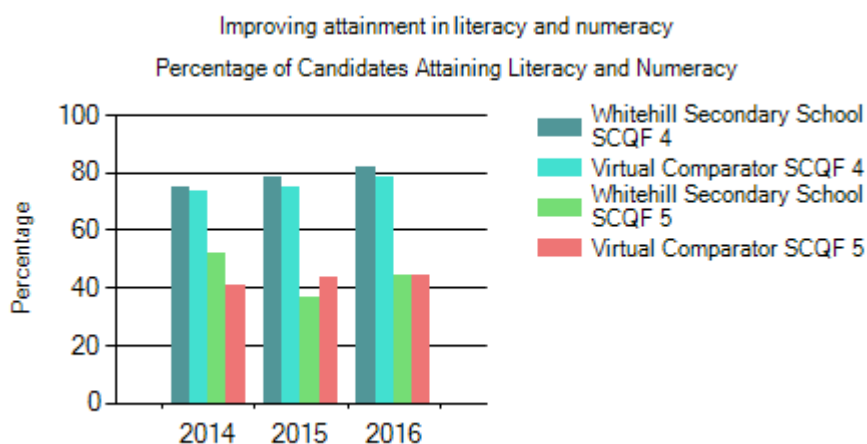
S6

21.1% of S6 pupils left school with at least three awards at Higher
9.9% of S6 pupils left school with at least five awards at Higher
4.2% of S6 pupils left school with at least one award at Advance Higher



Also very encouraging is the way that over the last three years, an increasing number of our young people have demonstrated their increasing literacy and numeracy skills through their performances in English and Maths at National (SCQF) 4 and National (SCQF) 5. The graph below shows how over the last three years we have caught up on and passed our Virtual Comparator School – an imaginary school made up of actual Scottish pupils with the same learning and background profiles as Whitehill’s own pupils.

This helps us to see if we are performing above or below the average level that would be expected of us. The graph demonstrates that Whitehill’s learners are performing well in literacy and numeracy, and are improving year on year.



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 2015-16, the achievements of our young people included the following:

- 4 Bronze, one Silver Duke of Edinburgh.
- 24 Senior Phase pupils achieved their Basic First Aid.
- 14 Level 5 Sports Leader Awards
- 21 Level 4 Dance Leader Awards
- 10 pupils achieved the Princes Trust Personal Development Award.
- All S3 achieved CPR(Call Push Rescue) award.

The scale and variety of young people's achievements in the field of sporting activities and health and wellbeing were such that Whitehill was named Glasgow Sports School of the Year in 2015 and were awarded Sports Leadership status in 2014.

Our positive destinations for young people who left school in 2015 were 90.9%.



USEFUL ADDRESSES AND TELEPHONE NUMBERS

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40 John Street
Glasgow
G1 1JL

Tel: 0141 287 2000

[Glasgow City Council Website](#)

Local MPs	Anne McLaughlin	0141 557 2513
Local MSPs	Paul Martin	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