

# Cleveden Secondary School

Handbook



# Foreword

Dear Parent/Guardian,

I am delighted that you are considering sending your son/daughter to Cleveden Secondary School. Cleveden Secondary serves a very diverse set of local communities within the north west of Glasgow. We are very proud of our school and I hope that this handbook give you a flavour of life at Cleveden. Our door is always open and we are happy to arrange for you to see the school.

Please do not hesitate to contact the school or visit our website if you need more information.

Roger Boyle  
Head Teacher

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# Aims of the School

**Learning** We seek to be, in the fullest sense, a place of structure of our courses, that all youngsters learn the facts, the techniques and the skills necessary to equip them for their lives after school. We intend, also, that they should learn about themselves and their fellow citizens, about how to learn, and about the importance of continuing to learn now and in the future.



**Growing** We aim to provide a safe, caring and orderly place to grow – to grow in knowledge, in skills and in understanding, as well as in stature and as childhood gradually gives way to adulthood, to grow also in maturity, responsibility, self assurance and ambition. We try to cater both for the common needs of all and for the special aptitudes and interests of the individual.

**Building** Like any other community, we have underpinning values and expectations regarding the behaviour of all members of the Clevedon community. These stress, without apology, virtues such as – honesty, kindness, reliability, hard work, good manners, good appearance, punctuality and respect for others. We believe that our values and codes of behaviour should provide a framework upon which our young people gradually build their own self-discipline and find their own dignity as human beings.

**Preparing** Home and school are united in the same hope for every boy and girl – that they will emerge into adult life as good citizens, well prepared and willing to lead fulfilling and useful lives. We can best ensure this by working together. We recognise and welcome parents/carers as partners in the educational process.

## Clevedon Vision & Values

In Clevedon, we strive to create a positive and welcoming learning environment, conducive to maximising learner achievement and attainment and one which nurtures the holistic development of each of our learners.

We celebrate diversity and we aim to ensure each of our young people are successful learners, effective contributors, confident individuals and responsible citizens in preparation for taking their place in society. This is achieved through collaborative working with learners, their families and the local community, establishing a strong identity, common goals and a sense of direction.

**Our Values:**

**Respect**

**Honesty**

**Equality**

**Happiness**



# Equality & Fairness

Cleveden is a multicultural, multiethnic community that draws young people from an extraordinarily wide range of social backgrounds – all in all, we are a true comprehensive secondary. We are extremely proud of the way our learners, from whatever their background, gender or group, mix naturally and work and play harmoniously together. We try to take every opportunity to celebrate the positive benefits of our own diversity.

In all our dealings, we try hard to be fair and even handed. We believe that all our young people, whatever their background or abilities, are of equal worth, have equal claims on the school and should have equal rights within it. All are stakeholders in our future.

In terms of gender and of culture and background, Cleveden is very much an equal opportunities school and at no stage is there any discrimination with regards to gender, creed, colour or background.

## Our School

Cleveden is a six comprehensive co-educational Secondary providing a full range of educational experiences for all young people. We are non-denominational and welcome learners from all religious persuasions or none.

### The Roll

We have a capacity for 1113 pupils, however, the current roll of the school (1st September 2018) is 574, distributed as follows:

<b>S1</b>	121	<b>S4</b>	96
<b>S2</b>	117	<b>S5</b>	51
<b>S3</b>	120	<b>S6</b>	69

### School Staff

A full list of current school staff is available on the school website and will be updated with any changes as required.

#### Head Teacher

**Mr Roger Boyle**

#### Depute Heads:

**Mr Chris MacLennan S5 & S6**

**Ms Guinni Baker S1 & S2**

**Mr Peter Mulvey S3 & S4**



# Transition from Primary to Cleveden Secondary

We appreciate the move from primary to secondary education is a major mile stone for young people. Through close partnership working with our six associated primary schools, we have established strong links that ensure, as much as possible, a smooth and seamless transition for the young people from primary to secondary.

## Our associated primary schools:

<b>Cadder Primary</b>	60 Herma St, G23 5AR	HT	Ms Mairi Baker
<b>Caldercuilt Primary</b>	101 Invershiel Rd, G23 5JG	HT	Ms Gayle Palmerini
<b>Dunard Primary</b>	65 Dunard St, G20 6RL	HT	Mrs Anne Marie Connolly
<b>Highpark Primary</b>	100 Bilsland Dr, G20 9NY	HT	Ms Wilma O'Donovan
<b>Kelvindale Primary</b>	11 Dorchester Pl, G12 9BP	HT	Mrs Barbara Matheson
<b>Parkview Primary</b>	10 Rothes Dr, G23 5PZ	HT	Ms Catherine Harte

Although we have six associated primary schools, we welcome young people from outwith our catchment area. Parents/carers from outwith our catchment area who wish to send their child to Cleveden are welcome to submit a placing request. Prospective parents/carers are welcome to contact us to arrange a visit to our school.

## Further information is available on:

<https://www.glasgow.gov.uk/index.aspx?articleid=15894>

## The School Day

### Session 2018 – 2019

#### Monday, & Friday

<b>Period 1</b>	<b>08:55</b>	-	<b>09:45</b>
<b>Period 2</b>	<b>09:45</b>	-	<b>10:35</b>
<b>Interval</b>	<b>10:35</b>	-	<b>10:50</b>

	<b>I</b>		
<b>Period 3</b>	<b>10:50</b>	-	<b>11:40</b>
<b>Period 4</b>	<b>11:40</b>	-	<b>12:30</b>
<b>Lunch (40mins)</b>	<b>12:30</b>	-	<b>13:10</b>
<b>Period 5</b>	<b>13:10</b>	-	<b>14:00</b>
<b>Period 6</b>	<b>14:00</b>	-	<b>14:50</b>

#### Tuesday, Wednesday & Thursday

<b>Period 1</b>	<b>08:55</b>	-	<b>09:45</b>
<b>Period 2</b>	<b>09:45</b>	-	<b>10:35</b>
<b>Interval</b>	<b>10:35</b>	-	<b>10:50</b>

<b>Period 3</b>	<b>10:50</b>	-	<b>11:40</b>
<b>Period 4</b>	<b>11:40</b>	-	<b>12:30</b>
<b>Period 5</b>	<b>12:30</b>	-	<b>13:20</b>
<b>Lunch (40mins)</b>	<b>13:20</b>	-	<b>14:00</b>
<b>Period 6</b>	<b>14:00</b>	-	<b>14:50</b>
<b>Period 7</b>	<b>14:50</b>	-	<b>15:40</b>

## School Holidays 2018 – 2019

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

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

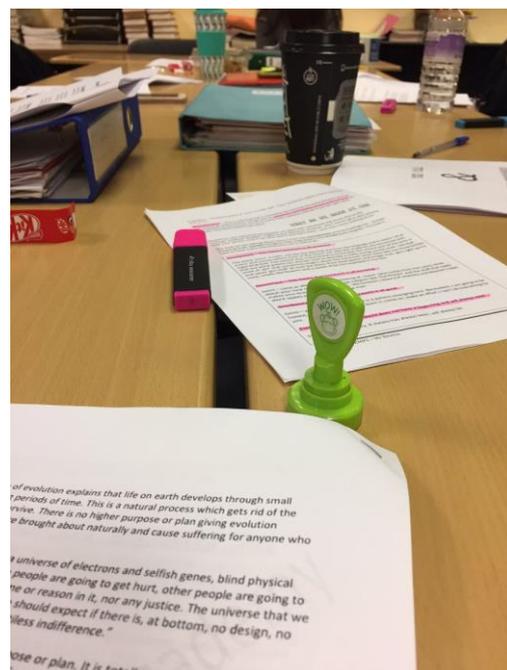


## Pupil Attendance

Within Clevedon Secondary, good attendance is encouraged at all times to ensure learner achievement and success. Parents/carers are asked to inform the absence line if your son or daughter is going to be absent:

Call 0141 287 0039 and provide the details requested by the operator.

The operator will then make sure the information is passed on to the school. If their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messages to inform parents/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. On returning to school, a note from the parent/carer to explain absence should accompany the young person.



## Medical & Healthcare

Although we have a staff member trained in basic first aid, we do not have qualified medical staff on duty in the school. Accidents are bound to happen and young people can become ill during the school day. It is very important that:

- We have a note of an up-to-date emergency contact details through which a parent/carer or responsible adult relative can be reached at any time.
- Children who get up in the morning feeling quite unwell or clearly requiring a medical appointment are not sent to school.

Should a young person be too unwell to remain in school, we will telephone the emergency contact and make appropriate arrangements, bearing in mind the young person's age and condition, for the pupil to return home.

In the event of a crisis, we will of course act on our own initiative to protect the young person and ensure that appropriate medical assistance is provided as quickly as possible.

Parents/carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents/carers must complete the appropriate medical form. This is available on request from the school office. On completion of the form, all medications should be kept in the school office, with the young person reporting at appropriate time to administer their medication. Under no circumstances should the young person be taking medication into school to self administer.

# 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 letter, texts and the local media.

## School Dress Code

Given that there is a substantial parent/carer and public approval of a dress code, schools in this authority are encouraged to develop a school dress code. In encouraging a dress code policy, account must be taken in any proposal to prevent and direct or indirect discrimination on the grounds of race and gender.

At Clevedon, our dress code promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The dress code is actively supported by our young people, parents/carers and the Parent Council and is of great benefit to our young people.

### Our dress code is:

- White shirt/blouse
- School Tie
- Black Trousers/Black Skirt (no leggings, jeans or tracksuits)
- Black v-neck jumper/cardigan (optional)
- Black shoes

The school tie can be purchased from the school office. We have an alternative school tie for S5/6 pupils. At the time of writing, ties Cost £4 (£7 for a senior tie).



One of the strongest arguments for having a school dress code is to do with security. An established dress code allows staff to tell at a glance who belongs in the school. For this reason, anyone who arrives in school not in dress code according to our expectations will be asked for an explanation by their Pastoral Care teacher or year head and parents/carers may be contacted to support compliance with dress code.

There are some forms of dress that are unacceptable in school. For example:

- Items of clothing which could potentially encourage factions (such as football colours)
- Items of clothing that could cause offence (such as anti-religious symbolism, political slogans, bigotry or sexualised content)
- Items of clothing which could impact on health & safety (loose fitting clothing, excessive jewellery).
- Items of clothing that could cause damage to flooring.
- Items of clothing that carries advertising, particularly alcohol or tobacco.
- Items of clothing that could inflict damage to other people.

# PE Kit

Like all subjects, it's important that our young people come prepared to learn and for Physical Education, this requires appropriate clothing (PE Kit).

## Indoor Kit:

- Black Shorts
- Plain White T-Shirt
- Training Shoes

## Outdoor Kit:

- Black Shorts
- Plain White T-Shirt
- Training Shoes
- Tracksuit/sweat Shirt, Joggers (optional)

## Swimming:

- Swimming costume/swim shorts
- Towels
- Plastic Bag for wet clothing
- T-Shirt (optional)



For health & safety reason, all jewellery should be removed, especially piercings. Learners who are 'excused' for practical PE must bring a note or a medical certificate to explain the reasons for not participating. Those who are unable to participate in practical PE must **still** bring and change into PE kit as they will still be actively involved in lessons by refereeing, score keeping, assisting with the organisation and distribution of equipment, etc. This ensures that they are still able to take part in the work of the class and not miss out on the knowledge & understanding.

## Clothing & Footwear Grants

Parents/carers who receive Income Support, Job seeker allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at:

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

# School Meals

Cleveden's dining hall operates as a 'Fuel Zone'. During breakfast (before school starts), morning interval and lunchtime, there are a variety of health food options (hot and cold) on offer. We operate a swipe card system whereby every young person has a credit card sized card to use at the tills when paying for their meals. Those who are entitled to free school meals have their card automatically credited each day with the free school meal allowance, whilst others can charge theirs up using special machines in the foyer. Cash may also be used to pay for food and drinks.

Young people who choose to bring a packed lunch may also use the 'Fuel Zone'.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £15,910\*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at:

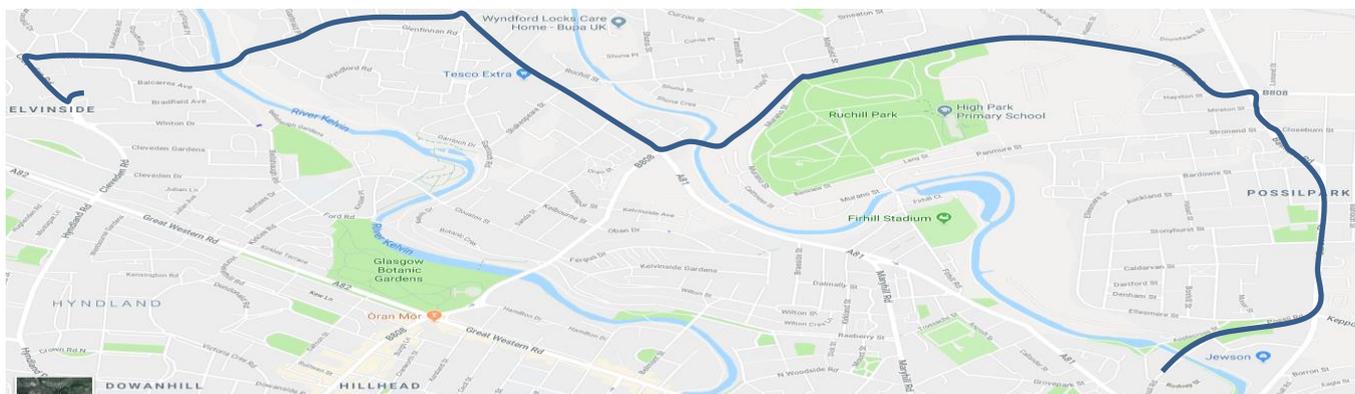
<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

# Travel & Transport

Cleveden Secondary have two specially commissioned buses which take our young people to school in the morning and also depart from the school at the end of the day.

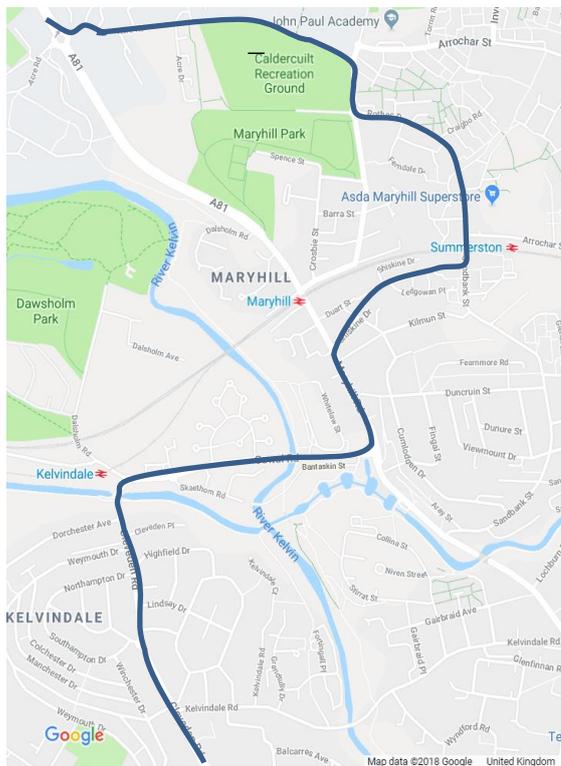
## Bus 1

**Outwards:** From St George's Cross at approx. 8:05am – through Saracen St, down Bilsland Dr, across Maryhill Rd, down Queen Margaret Dr, along Great Western Rd, up Cleveden Rd arriving at Cleveden Secondary at approx. 8:45am.



## Bus 2

**Outwards:** From John Paul Academy bus terminus at approx. 8:20am – along past ASDA, right up Shiskine Dr, along Maryhill Rd, down Cowal Rd, joining Cleveden Rd arriving at Cleveden Secondary at approx. 8:45am.



The single fare on the bus is 80 pence.

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius (2.2 miles) from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

The education authority does not provide free transportation for those young people in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.

# Home and School Links

We welcome any form of contact between staff and parents/carers that will foster good relations, understanding and support the young people.

**Newsletters** – will be sent out on a regular basis (four a year) 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** – will contain a great deal of information about the school. It is a good idea to check this regularly.

**Text messaging** – You may also receive text reminders about events/school closures etc.

**Meetings** - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with school staff.

Parents and carers are welcome at other events throughout the school year e.g. curricular workshops, information evenings, class performances, celebrations of achievements & award ceremonies, religious and other assemblies. The school newsletter and website will keep you informed of calendar events.

Forging strong communication links between home and school ensure parents and carers are confident to address any concerns they may have about their child's education with Pastoral Care staff and the Senior Leadership Team.



# Emergency Contact Information

At the start of each school session, parents and carers will be issued with the annual data check 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](http://www.glasgow.gov.uk/privacy).



## Appointments During School Hours

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

## Comments & Complaints

In Cleveden Secondary School we aim to build and maintain positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Head Teacher (Mr Boyle) in the first instance.

Glasgow City Council complaints procedures are available:

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

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

Tel: 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.

## Our Curriculum

### Curriculum for Excellence 3-18

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



In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S3.

<b>Expressive Arts</b>	<b>Health &amp; Wellbeing</b>	<b>Languages</b>	<b>Mathematics</b>
<b>Religious &amp; Moral</b>	<b>Sciences</b>	<b>Social Studies</b>	<b>Technologies</b>

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement

## The Senior Phase S4-S6

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

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

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1-4 qualifications. Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail.

Courses at National 5, Higher and Advanced Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.



The SQA website [www.sqa.org.uk/cfeforparents](http://www.sqa.org.uk/cfeforparents) contains useful information to help you understand national qualifications.

## Courses available in S5 & S6

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges, Universities and employers. It is extremely important that senior students set challenging and realistic targets. 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. S6 in particular offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Encouraging excellence is central to our aspirations and expectations for all young people.

# Religious Observance

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. 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 may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

## Useful websites:

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

# Assessment & Reporting

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

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is 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

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



## Support for Pupils

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

Any parent or carer seeking further advice regarding this policy should contact the Head Teacher in the first instance.

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

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

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17870>

## ALN Provision Information

Transitions to Cleveden Secondary school will be fully supported to meet the needs of an individual child. In almost all cases, in the first few months children transitioning to the co-located provision will be taught in small groupings to ensure that children are being supported effectively and appropriately both by subject teachers and staff from the ALN provision. They will also have the opportunity to work with children in their tutor group and learn in the secondary school classroom setting. It is important for children in the ALN Provision to be given opportunities to foster friendships and social interactions as part of Cleveden Secondary.

Teachers within the school will work collectively to identify supports, requirements and pathways to ensure that social groups of the children in Cleveden are effectively and appropriately established in and out with the classroom setting. ALN teachers will liaise with subject specialists to support young people by planning and producing modified and appropriately differentiated curricular materials to enhance learning, promoting achievement and attainment

Where and when appropriate a child may transition to the full class setting more quickly and this will be reviewed and supported by staff from the ALN provision. If needed, a child may require further supports in a small setting and this can be facilitated within the ALN provision. At all times, parents and carers will be kept fully informed by the PT and be part of the learner pathway conversations.

Progress and supports are continually reviewed on an individual basis to ensure your child's learning pathway is both challenging and appropriate. We will gradually and sensitively develop your child's confidence in adapting to secondary life and the changes in period by period subjects. Staff will support your child to develop their own independence, cultivate their skills and knowledge and allow them to thrive as students of Cleveden Secondary.



## Pupil Support Staff

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

**Pastoral Care staff:**

<b>Bruce House</b> (B classes)	-	Mr T Stevenson
<b>Fleming House</b> (F Classes)	-	Mrs C Commaile
<b>Stuart House</b> (S Classes)	-	Mr M McKenzie

Other support for pupils is provided by class tutors during Period 3 (Tutor time) of each day and by the Support for Learning Team is required.

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.

**Pupil Support Staff:**

- Mr Colin Steven (Principal Teacher)
- Mr Joe Cranston PT Inclusion
- Mrs M Dolan (EAL)

## Getting it Right for Every Child (GIRFEC)

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

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

## Promoting Positive Relationships

### Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts. Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.



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 Cleveden Secondary School is to build a positive ethos that demonstrates care and respect for all. The follow is a link to Glasgow City Council's policy on children's rights:

<http://www.glasgow.gov.uk/CHttpHandler.ashx?id=12880&p=0>

The smooth running of Cleveden 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 young people are required to behave well and respect their own safety and that of others. We strive to promote, in all of our learners, habits of good conduct, self-discipline and consideration for others. We are proud of the generally high standards of behaviour of our young people in school. This is also important on journeys to and from school.



Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy. In most cases, a quiet reprimand is sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.

## Home Learning

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

- It reinforces and supplements 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 Home Learning varies in length, nature and frequency depending on the subject. As your child progresses through the school, the amount of Home Learning will increase.

## Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver. The young people will be kept informed of the arrangements.

## Parent Council

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

The Parent Council has duties, rights and responsibilities which include:

- Consulting with and reporting to parents and carers.
- Encouraging the development of links between schools and parents and carers.
- Taking part in the selection of senior promoted staff
- Receiving reports from the Head Teacher and education authority.
- Receiving an annual budget for administration, training etc...
- Having power to raise funds and spend these for the benefit of the school.

Representatives of the Council, on a voluntary basis, may also be involved in an advisory role in matters such as school policy review and development.

Correspondence for the Parent Council should be sent to:

Chair of Cleveden Secondary Parent Council  
c/o Cleveden Secondary School  
42 Cleveden Rd  
Glasgow G12 0JW

## Pupil Council

Our Pupil Council is made up of 4 representatives from each year group, each representing one of our Houses. This is an important group which ensures that the views of pupils are sought and heard. The pupil council meets on a regular basis to discuss relevant issues, which they will then take to their year head and their year group. For the first time, this session the pupil council devised their own improvement plan (Pupil Improvement Plan – PIP) which gives the learners of Cleveden greater responsibility in school improvement.

## Extra Curricular Activities

We have a wide range of activities that run throughout the week, across the year to extend the learning experiences of our young people. These can take place over lunchtime but more often it's after school activities that are on offer. The list constantly changes but our school website is updated to reflect this.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

## School Improvement

On an annual basis, you will receive a copy of 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 plan can contact the school office or check out our website.

## Useful Contacts

**Parentzone Scotland** is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

### Useful websites and contacts

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

### Councillors – Ward 15 Maryhill

#### Connect

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

Councillor John Letford  
Councillor Jane Morgan  
Councillor Franny Scally

#### Enquire Scotland

Enquire is a national advice service for families with additional support needs.

[www.enquire.org.uk](http://www.enquire.org.uk)

#### Education Services

City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 2000

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

#### Glasgow City Council

City Chambers  
Glasgow City Council G2 1DU

Tel: 0141 287 2000

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

