

Eastbank Academy School Handbook

Welcome to Eastbank Academy

As Head Teacher of Eastbank Academy, it is my pleasure to offer you a very warm welcome to our school. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.



Since taking up post at the end of April this year (2019), I have been overwhelmed and delighted by the warm welcome I have received from all members of the Academy community. During these first few months I have made it a priority to meet with as many people as possible who attend, have some connection to the school or who contribute to the life of the Academy in some capacity. I am now looking forward to developing fruitful working relationship with pupils, families, staff, agencies and businesses that will be so important in our challenge of taking the school forward in this new decade.

Our school values, created collaboratively by the school community, are important to us guide our daily work. We strive to display mutual respect, encourage everyone to take responsibility for their words and actions, promote fairness of opportunity for all and are mindful of developing confidence and wellbeing in all our young people, staff and parents. The aim of our work is encapsulated succinctly in our mission statement, which we take seriously.

It is a privilege to be Head Teacher at Eastbank Academy and one which I am delighted to accept. The school, which is now in its 126th year has a very proud heritage and bright future: The Academy motto is 'Splendat Lux' which is Latin and means 'let your light shine bright'. It illustrates the high standards we strive to achieve for all our young people.

I look forward to working with you for the benefit of all our young people, the school and the local community and hope that this handbook gives you a glimpse of life at the Academy. As a school community we collectively welcome your child at the start of their learning journey at the Academy and hope that this will be the start of a strong and positive and fruitful partnership.

A handwritten signature in black ink, appearing to read 'Jonathan Graham', written over a white background.

Jonathan Graham
Head Teacher

Last updated 18th January, 2020

Eastbank Academy's Vision & Values

At Eastbank Academy we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We aim to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors who are prepared to take their place in society. This is achieved through working together with young people, their families and the community, based on a shared sense of vision and direction.

Our Values

Our Vision, Values and Aims sub-group of the Ethos Committee have consulted with pupils, parents and staff and agreed that the Academy's values are:-

- Respect
- Responsibility
- Fairness
- Confidence/Self-esteem
- Social/Emotional/Physical Wellbeing

Background Information

- Co-educational school
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 860

School Information

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

Contact Details:

Eastbank Academy
26 Academy Street,
Shettleston,
Glasgow.
G32 9AA
Phone: 0141 582 0080

headteacher@eastbankacademy.glasgow.sch.uk
www.glasgow-eastbankacademy.glasgow.co.uk
Twitter Feed – [Twitter@Eastbank Academy](https://twitter.com/EastbankAcademy)

School staff

A full list is available on the school website/school app and parents will be updated on any changes as required.

The Leadership Team and Year Group Responsibilities

Headteacher

Mr Jonathan Graham (S6)

Depute Heads

Mrs Gray (S1)

Mrs Brooks (S2)

Mr Dunsmore (S3)

Mr Millar (S4/5)

Moving from Primary to Glasgow Secondary

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 6 associate primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from out-with our catchment area. Families living out-with the school catchment area are welcome to make a placing request to attend Eastbank Academy. Prospective parents are welcome to visit the school and should contact the school office on 0141 582 0080 in the first instance.

Further information regarding placing requests can be found at:

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

The School Day

Tutor Time 08.50-09.00

Period 1 09.00- 09.50

Period 2 09.50-10.40

Interval 10.40-10.55

Period 3 10.55-11.45

Period 4 11.45-12.35

Lunch 12.35-13.20

Period 5 13.20-14.10

Period 6 14.10-15.00

Period 7 15.00-15.50 (**Mondays & Wednesdays only**)

School Term Dates

Details of holiday dates are available on the Glasgow City Council website: These dates can also be found on the school website and in the Academy Newsletter.

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

Pupil Absence

To ensure pupil success at Eastbank Academy, good attendance is encouraged at all times. Parents are asked to advise the **Absence Line** (0141 287 0039) if their son or daughter is going to be absent. This should be done on the first day of absence or as soon as possible thereafter. If the young person is going to be absent for some time, it would also be helpful to advise the pupil's Pastoral Care Teacher at the earliest opportunity by calling 0141 582 0080. In order to safeguard you child, if parents do not contact the Absence Line to alert the school to a pupil's absence the school will send daily text messages in order to inform parents and carers of a young person's absence. Any unexplained absence is investigated by the school and appropriate action taken.

The Pupil Absence Line is open between 08.00 am - 15.30pm, Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Medical & Healthcare

The school nurse service visits the Academy at various times during the year. This is primarily for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter and group call.

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 or any changes to existing contact details.

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

Emergencies

We make every effort to maintain a full educational service, but occasionally, unforeseen circumstances arise which lead to disruption of service. The Academy can be affected by exceptional circumstances such as severe weather, temporary interruption to transport, power failures or difficulties with fuel supply. In such cases, we shall make every effort to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Dress Code

Eastbank Academy's school uniform promotes a real sense of school identity, shared values, self-confidence and a sense of belonging to a caring community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people and comprises; school blazer, white shirt, school tie (this varies for each year group) and black dress/trousers/skirt.

The school tie is available from the school office and the blazer can be purchased from B E Schoolware, Glasgow.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must bring either a note from home or a medical certificate from the doctor. Pupils who are unable to take part in practical PE should still bring their PE kit to allow them to participate in the lesson in other ways by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part to some extent in the work of the class and that they do not miss out on the knowledge and understanding of the course.

There are some 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

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds) Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools at:

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

School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. A breakfast and mid-morning service is also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the pupil's Pastoral Care Teacher of any dietary requirements. Young

people who prefer to bring packed lunches are accommodated in the dining area of the concourse.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at:

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

Transport

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

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

Communication with Parents

At Eastbank Academy, 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:

- **Newsletter**
This will be sent out on a termly basis 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/Twitter**
This 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 at Eastbank Academy to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment in advance by calling the school office on 0141 582 0080. There are many other opportunities throughout the year when parents can discuss their child's progress with school staff such as parents' evenings and telephone consultations.

Parents and carers are very welcome and encouraged to attend events throughout the school year such as celebrations, workshops, information evenings, class performances, award ceremonies, family learning events, religious and other assemblies. The school newsletter and website will keep you informed.

At Eastbank Academy, we believe that, robust 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 either pastoral care staff or 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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see:

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

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

Appointments during School Hours

If your child has an unavoidable appointment, please give them a letter for their registration teacher / pastoral care teacher to ensure that they have prior permission to be absent from class. Where possible, and in order to prevent disruption to learning, appointments should be arranged out-with school hours.

Curriculum for Excellence 3-18

Curriculum for Excellence aims to raise standards of learning by developing skills needed to be successful for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As

part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Curricular Areas

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas in the BGE.

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

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

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

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 S2, there is a programme of 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.

SQA and School Assessment

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 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 or

both) which will be marked externally by SQA. The SQA website contains useful information to help you understand nation qualifications. www.sqa.org.uk/cfeforparents

Courses and Choices 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. Further to this, S6 pupils have the option to take a few Highers not previously offered to them in S5.

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 churches. Our school chaplain, the Rev. L Reddick, minister of Shettleston New Parish Church 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 if they wish to do so. Letters of withdrawal should be addressed to the Year Head (see page 2 for school address and page 3 year group DHT responsibilities).

In addition, parents and carers from religions other than Christianity may request for their child to be given permission 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 up to 3 times in any 1 school session.

Useful websites:

www.curriculumforexcellencescotland.gov.uk

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

Assessment & Reporting

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

Assessment records are kept by teachers and form the basis of tracking reports and discussion at parents' evenings throughout the year. Tracking reports are issued three times per year for each year group. Dates of all parents' evenings and the schedule for issuing written reports is included in the school calendar which is issued at the start of term 1 and is available on school website.

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.

Support for Pupils

Eastbank Academy 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 child's needs.

Any parent or carer seeking further advice should contact the appropriate year head or PTPC in the first instance.

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

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

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

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

Pupil Support Staff

All staff in Eastbank Academy have a clear responsibility for the welfare of young people. In addition, all young people are assigned to a Pastoral Care Teacher on entering the school. This provides a vital link between home and school as the Pastoral Care Teacher has a holistic view of a pupil's progress, general health and well-being. In the first instance and in most cases, a parent's first and on-going point of contact with the school will be the Pastoral Care Teacher.

Other support for pupils is provided by class tutors in the first 10 minutes of each day and by the Support for Learning Team as 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.

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, that they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. We have a number of dedicated staff at Eastbank Academy who are trained in attachment and nurture which deepens understanding of child development and enhances effective practice. As a result, we are better able to respond 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.

Eastbank Academy is proud to 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.

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 Eastbank Academy is to build a positive ethos that demonstrates care, kindness and respect for all.

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

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

Homework

Regular, effective homework is an important part of the school day. Parents and carers are encouraged to check their child's homework on a regular basis.

Homework has many advantages:

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

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

Supported Study

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

Parent Council

We have a Parent Council that represents the views of all parents. Parents are welcome to attend Parent Council meetings and are encouraged and supported to

become members at the AGM. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office.

Pupil Council

Both the junior and senior pupil councils meet once a month. The aim of the councils is to give young people attending Eastbank Academy a voice in their education, in running their school and in improving the school and local community through organising and supporting charity events.

It is the task of junior/senior council members to gather the opinions of their peers, raise them at council meetings, negotiate their request with the Senior Leadership Team and report back to their peers at Assemblies.

- The junior council is comprised of interested pupils from S1, S2 and S3.
- The senior council from S4 and S5.
- The Prefect's Council comprises of S6 pupils who are Prefects, School Captains and Vice-Captains and reports directly to the Headteacher.

Extra-Curricular Activities

At Eastbank Academy, there is a wide range of activities running from Monday to Thursday, lunchtime and after school every week. These activities offer an extended learning experience to young people and are available to all. The activities constantly change and are updated on our website. Robust links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

School Improvement

On an annual basis, a copy of Standards and Quality (S&Q) will be completed and be made available. Copies of previous S&Q reports can also be made available on request. 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 (SIP) which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or be found on our website.

Enterprise and Employability

Eastbank Academy offers a variety of opportunities and supports to assist our young people into positive destinations such as:

- College application workshops
- Apprenticeship workshops
- College 'Taster' courses
- Employability courses
- Work-experience
- Intensive career support
- Opportunities with business partners and external agencies
- Enterprise experiences

Careers Guidance/Supporting Positive Destinations

At Eastbank Academy we are proud of our destination statistics. Skills Development Scotland liaises with parents, pupils and staff to provide opportunities for all our young people. Please contact Skills Development Scotland staff by contacting them at the school on (0141 582 0080).

Comments & Complaints

At Eastbank Academy we aim to have positive relationships across our entire 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 at:

<https://www.glasgow.gov.uk/complaints>

Or in writing to:

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU
Tel: 0141 287 0900

E-mail: customercare@glasgow.gov.uk

Or

education.customerservices@glasgow.gov.uk

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

Useful Contacts

Parent-zone 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 Parent-zone 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, local authority and school level data on the achievement of Curriculum for Excellence levels.

Useful websites and contacts

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Further Links and Contacts

Relevant links and contacts can be found on the school website.