



CARTVALE SECONDARY SCHOOL



SCHOOL HANDBOOK
2018~2019

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HEAD OF SCHOOL'S WELCOME

Dear Parent/Carer

It gives me great pleasure to present to you the handbook of Cartvale Secondary School I hope you feel that the handbook provides you with useful information about the school, our aims and the educational opportunities we offer your son or daughter.

Cartvale Secondary School is a small secondary school. All staff are qualified in managing challenging behaviours of young people. Cartvale provides education for young people who require support to engage in learning and, with this support, can access a broad general education and national qualifications in the senior phase of secondary education.

As a comprehensive co-educational school, Cartvale Secondary aims to develop the potential of every young person. We offer a broad education to young people in small class sizes (maximum class size of 6) with all classes being supported by a Support for Learning Assistant.

Within a safe, caring and nurturing supportive learning environment, we aim to encourage each young person to respect themselves and others. This provides the foundation for engagement in learning and indeed in taking pathways to successful and sustained positions in the world of work.

We work very closely with parents and carers of young people. Through regular telephone calls, letters and meetings, we aim to fully involve parents and carers in the life of the school.

At all times we would encourage parents, carers and associated professionals to work closely with us to ensure all young people attending Cartvale attain national qualifications and develop fully, their employability skills.

Yours faithfully

Dominic Martin
Head Teacher

SCHOOL DETAILS

Cartvale School
3 Burndyke Court
Govan
Glasgow
G51 2BG

T: 0141 445 1767

headteacher@cartvale-sec.glasgow.sch.uk
www.glasgow.gov.uk/en/residents/goingtoschool

Present Roll	21
Maximum Roll	21
Maximum Class Size	6
Stages Covered	S3-S5
Denominational Status	Non-denominational
Type of School	Co-educational
New Learning Community	Govan

The school is a single story building consisting of 12 classrooms, a Home Economics room and a Fitness Conditioning suite; all set around a central hall and dining area.

SCHOOL PROFILE

Cartvale is a specialist day school provision for young people with Social, Emotional and Behavioural Needs (SEBN).

Young people at Cartvale follow a secondary school curriculum with an emphasis on Pastoral Care and building positive relationships. We offer small class sizes so individuals are given the attention and focused work they need to progress. Each subject class has a full-time Support for Learning Assistant who plans and works with the teacher offering support and encouragement when needed.

Situated in Govan, just minutes walk from the Glasgow Science Centre and Pacific Quay, Cartvale moved to newly refurbished premises in August 2010. The current accommodation is a single-storey building containing 12 classrooms, a fully equipped Home Economics room, woodwork room and a fitness suite. There is a small gym/dining hall in the centre and a large playground with a small red ash football pitch.

Admissions are made through Social Work or Educational Psychologist referral to the city-wide screening group. Upon allocation of a place, an admissions meeting will be arranged and transition work between the current placement and Cartvale will begin. Cartvale works with young people from all over the city.

Transport

Due to the distance that may have to be travelled, young people are taxied to and from school. The education authority provides free transport to all pupils who attend an additional support for learning (ASL) school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time.

When transport is provided, it is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. On request from parents/carers or young people themselves, consideration is given to allocating travel passes in order for young people to become independent travellers.

OUR VISION, VALUES AND AIMS

Vision

Within a positive and supportive and safe environment our young people will-

- Develop skills for learning, skills for life and skills for work.
- Enjoy learning challenges and experience success.
- Prepare for life beyond Cartvale School with motivation and confidence.

Values

Inclusion	Achievement	Effort
Honesty	Friendship	Respect
Resilience	Patience	Responsibility

Aims

For our curriculum to:

- Meet the individual needs and interests of our young people.
- Deliver fun and active learning experiences.

To actively engage with parents and carers through regular communication and discussion:

- Agree support strategies to address the social, emotional and learning needs of our young people.
- Celebrate together improvement and success.

To provide development opportunities for all staff enabling them to implement local and national priorities.

- To evaluate teaching approaches and share good practise.
- To support their commitment in removing barriers to learning by 'Getting it Right for Every Child'.

STAFFING

Senior Management Team

Dominic Martin
Alasdair MacPhee
Brian Canty

Head Teacher
Principal Teacher
Principal Teacher (Acting)

Teaching Staff

M Belkaid/R Rankin
Brian Canty
Judith Hart
Jen Hyland
Robert Kelly
Alasdair MacPhee
Aileen Watson

Maths/Numeracy/Financial Education
English/Literacy
History
Art
English
Pupil Support
PE

Support for Learning Workers

Margaret Cavens
Audrey Holland
Linda Tinney

Clerical Staff

Amanda Havlin

Janitorial Staff

Janet McGrath

SCHOOL INFORMATION

The School Day

08:55 – 09:10	Pastoral Care
09:10 – 10:00	Period 1
10:00 – 10:50	Period 2
10:50 – 11:05	Interval
11:05 – 11:55	Period 3
11:55 – 12:45	Period 4
12:45 – 13:20	Lunch
13:20 – 14:10	Period 5
14:10 – 15:00	Period 6

School Roll

Current school roll for session 2017-2018

Year Group	Number of pupils
S3	10
S4	6
S5	5
Total	21

School Intake

Maximum school roll is 21. Spaces in other year groups will depend on the number of school leavers and accommodation.

HOLIDAYS

January

- Schools return on Monday 7 January 2019

February Mid-term break

- Monday 11 February 2019
- Tuesday 12 February 2019
- Wednesday 13 February 2019 (In-Service day)

April - Spring Holiday

- Schools close at 2.30pm on Friday 29 March 2019
- Schools return on Monday 15 April 2019
- Friday 19 April 2019 (Good Friday)
- Monday 22 April 2019 (Easter Monday)

May

- Monday 6 May 2019 (May Day)
- Tuesday 7 May 2019 (In-Service day)
- Friday 24 May and Monday 27 May 2019 (May Weekend)

June

- Schools close at 1pm on Friday 28 June 2019

In-Service Days

Day 1	Monday 13 th August 2018	All Schools
Day 2	Tuesday 14 th August 2018	All Schools
Day 3	Friday 12 th October 2018	All Schools
Day 4	Wednesday 13 th February 2019	All Schools
Day 5	Tuesday 7 th May 2019	All Schools

Please note that In-Service days in Cartvale follow those for the South West – which may differ from schools in your own local area.

CURRICULUM FOR EXCELLENCE

Bringing learning to life and life to learning

Curriculum for Excellence has been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents/carers across the country to have access to Glow. Teachers and practitioners will share information to plan a child's "*learning journey*" from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There's personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There is an emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

OUR CURRICULUM

Young people at Cartvale follow a varied, active and motivating curriculum in keeping with the values of A Curriculum for Excellence and our own Vision, Values and Aims.

Planning is done on a subject level and, when appropriate, inter-disciplinary level, with each member of staff contributing to the young person's plan. Care is taken to ensure planning is appropriate to the age, stage and learning style of the individual.

Emphasis is placed on developing positive relationships with staff and peers and time is dedicated at the start of each day during Pastoral Care to develop these. Support is given at these times to help young people prepare for the day, and to reflect on how the day before has gone.

Health and Wellbeing is an important aspect of life at Cartvale, this is reflected in our commitment to emotional literacy, healthy eating and physical activity.

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.

If you have any concerns about your child's progress do not hesitate to contact the school at any time to arrange a meeting.

ATTENDANCE

Attendance at School

Section 30 of the 1980 Education Act lays a duty on every parent/carer of a child or young person of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, etc. Regulations 1993 requires each young person's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised: e.g. unexplained by the parent/carer (truancy) or excluded from school. Parents and carers should be asked to inform the school by letter or phone, if their child is likely to be absent for some time, and to give the young person a note on his or her return to school, confirming the reason for absence.

Parents/Carers do not have an automatic right to take their child out of school without permission during term-time. The Head of Establishment can only authorise time off during term-time in **exceptional circumstances**.

Exceptional circumstances include:

- short-term parental/carer placement abroad;
- family returning to its country of origin for family reasons;
- the period immediately after an illness or accident;
- a period of serious or critical illness of a close relative;
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- Availability of cheap holidays or desired accommodation;
- Holidays which overlap the beginning or end of term.

With no explanation from the parent or carer, the absence is unauthorised.

It should be pointed out that the Education Liaison Officer investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer young people to the Reporter of the Children's Panel, if necessary.

GENERAL INFORMATION

Health and Medical Care

Immediate care is provided by Support for Learning Assistants (SFLAs) and our clerical assistant has First Aid qualifications.

If a child becomes ill in school their parent/guardian will be telephoned. If the parent/guardian is unavailable, the emergency contact will be notified. This information should be supplied by parents/guardians and updated annually.

Administration of medicines is at the Head of School's discretion. Should a student require taking of medication whilst at school, the following should be observed;

- Telephone the school informing staff that the student will be bringing medication into the building.
- Provide the correct dosage and amount of medication along with a note, which must clearly state
 - Name of the student
 - Name of the medicine – must be detailed
 - Dosage amount
 - Time medicine should be taken
 - Method of administration

It is school policy that oral information will not be acted upon.

Where possible, administration of medicines will be witnessed by a second adult, but parents/guardians should be aware that this is not always possible.

If your child suffers from asthma, it is essential for you to notify the school and provide us with clearly labelled medication for routine or emergency treatment, and inform us of any restrictions that need to be applied to his/her activities.

If your child suffers from epileptic attacks, diabetes or anaphylactic shock, it is essential that you inform the school of the appropriate routine and emergency treatment which should be given.

Medical examinations and immunisations are provided by the School Health Board and parents/guardians will be asked to give written permission in all cases. Parents should be aware of the necessity to inform the school of any particular medical needs.

Information in 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, and temporary interruption of transport, power failures or difficulties in fuel supplies. In such cases we shall do all we can to let you know about the details of the closure or re-opening. We shall keep in touch via post, telephone, text message, and in extreme cases by announcements in the press and on local radio.

Data Protection Act 1998

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information, please contact the school.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities/further education colleges; and the police.

Public authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reasons for decisions made by it.

The legal right of access includes all types of “*recorded*” information of any data held by the Scottish public authorities. From 1 January 2005, any person who makes a request for information must be provided with it, subject to certain conditions. Further information is provided on the Glasgow City Council web-site:

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines ‘Dealing with Racial Harassment’ were issued to assist all teaching staff in dealing with such incidents. The adoption of an anti-racist approach should be seen as one of the continuing attempts to improve education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at school.

RACE EQUALITY POLICY

Dealing with Racial Harassment

The Education Authority requires every school to produce its own Race Equality Policy to comply with the Race Relations (Amendment) Act 2000. A copy of the policy is held in the school office.

The Race Relations Act of 1978 makes it unlawful to discriminate against someone because of her/his colour, race and nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, 'Dealing with Racial Harassment' were issued to assist all teaching staff dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure in school.

Equality and fairness is currently a national priority in Scotland and our school aims to:

- Create a safe, supportive positive environment, which actively involves pupils in school life.
- Foster positive, trusting relationships between staff, pupils and staff, and staff and parents/carer.
- Develop skills for active citizenship, and lifelong learning in a multicultural, multiethnic society.

Cartvale strives to eliminate unlawful racial discrimination and has always been an equal opportunities school. All pupils access all areas of the curriculum. Good race relations are promoted at all times. Dress code, dietary requirements and religious observances are taken into account at all times and any unnecessary supplementary arrangements put into place.

CHILD PROTECTION POLICY

Keeping Children Safe

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

School establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishments. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the practice team leader at the local social work services area office of the circumstances.

Cartvale School's Child Protection Coordinator is Mrs Angela Bryson, Depute Head Teacher.

CALM

In accordance with Glasgow City Council's policy on Promoting Positive Behaviour, all SEBN education provisions use C.A.L.M. framework (Crisis and Aggression Limitation Management) to manage challenging behaviour safely and positively in their schools. This is a whole school approach which all staff are engaged. This training is designed to keep both child/young person and staff safe.

- Ensuring that all young people are listened to and respected.
- Ensuring that programmes of health and personal safety are central to the curriculum.
- Ensuring that all staff is confident and competent in child welfare & safety and protection issues and procedures.

ANTI~BULLYING POLICY

Bullying behaviour will not be tolerated in Glasgow City Council's educational establishments. All young people in Glasgow's educational establishments have an entitlement;

“to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination”.

(A Standard for Pastoral Care in Glasgow Schools.)

In 2009 Glasgow published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within an educational establishments. Cartvale School reviewed its policy in light of this.

The Glasgow City Council Anti-Bullying Policy is available from the school office on request.

Cartvale has a zero tolerance commitment to bullying behaviours, and will deal strongly with any reported incidences. Sanctions include loss of privileges and going outside of school for lunch, to temporary exclusions from school.

ACCESSIBILITY STRATEGY

The school has a duty to ensure that all our young people have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of young people with physical or sensory impairments. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example providing an interpreter for people who have a hearing impairment or speak English as an Additional Language; agreeing a phone contact system to provide direct feedback to parents and carers.

Physical Access

Cartvale is a single-storey building with no external steps at the entrance. One toilet with handrails is available to all.

Communication

Parents meetings are generally held in our Meeting Room, which is accessed directly from the main entrance. Alternative arrangements are made for any parent/guardian who is unable to attend. Individual appointments are also available.

Annual Review meetings are arranged for all pupils S1-4, in addition to which, Post-Placement Reviews are held for new students the term after admission. These take place at a date and time discussed with parents/guardians and interpreters can be arranged on request.

Curriculum

The curriculum is designed to meet the needs of each individual pupil. Changes to font size, enlarged font keyboards, and abridged texts are some examples of differentiation used. Many courses are developed to meet the needs of individual pupils.

Staff Development

All staff receive briefings on any current issues at staff meetings and weekly collegiate times.

CLOTHING

Clothing

Given that there is substantial parental/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 proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents/carers and young people. Against this background it should be noted that it is the policy of the Education Children and Families Policy Development Committee to encourage schools to develop an appropriate dress code policy.

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

- Potentially, encourages faction (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, dangling earrings,
- are made from flammable material for example shell suits in practical classes;
- could cause damage to flooring;
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on others or be used by others to do so.

Under no circumstances will young people be deprived of any educational benefit as a result of not wearing clothing conforming to the school's dress code policy.

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. Approval of any requests for such grants made by parents/carers in different circumstances is at the discretion of the Service Director: Education. Information and application forms may be obtained from schools and from Grants Section at Education Services headquarters.

Glasgow City Council is concerned at the level of claims being received regarding the loss of young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Cartvale dress code:

- white shirt / polo shirt
- dark coloured trousers
- dark shoes
- jumper

SCHOOL MEALS

Lunch is provided for all pupils at Cartvale by Cordia Services.

This includes a daily choice of:

- Home-made soup with bread
- 2 choices of main course
- Vegetarian option of main course
- Healthy dessert
- Fresh fruit
- Milk and water

Students are welcome to bring in a packed lunch; however we do ask that the contents enable healthy eating.

All students are allowed out to local shops for lunch depending on behavior and parental consent.

IMPORTANT CONTACTS

Comments and Complaints

If you have a comment or complaint please approach the Head of Establishment in the first instance.

If the Head of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- Take a totally neutral stance in fully investigating your complaint.
- Acknowledge receipt of your complaint within five working days.
- Give a full written response within a further 10 working days, unless another timescale has been agreed.

The Customer Liaison Unit can be contacted by phone or e-mail:

Phone: 0141 287 3655/4688
E-mail: education@glasgow.gov.uk
Customer Liaison Unit
Education Services
Glasgow City Council
40 John Street
City Chambers
Glasgow
G1 1JL

Useful Addresses

Director of Education

Ms Maureen McKenna
Education Services
Glasgow City Council
40 John Street
City Chambers
Glasgow
G1 1JL

Head of Inclusion

Mr Colin Crawford
Education Services
Glasgow City Council
40 John Street
City Chambers
Glasgow
G1 1JL

Culture and Sport Glasgow

Letting Section

0141 302 2814