



# **SAINT PAUL'S R.C. HIGH SCHOOL**

## **HANDBOOK**



**School of Ambition**

**“Aiming for the Higher Gifts”**



## Glasgow Secondary School Handbook



### Welcome to Saint Paul's R.C. High School

A warm welcome to Saint Paul's R.C. High School.

Our school is a Roman Catholic Secondary School for children and young people from 11 – 18. In Saint Paul's we aim to nurture your child to become the fully rounded individual they have the potential to be.

At the heart of our Ethos are the Gospel Values of love, joy, peace and truth and as a school community we strive to live these values in everything that we do.

Our aim is to prepare our children and young people for their future: academically, spiritually, emotionally, physically and socially.

The uniqueness of every young person is celebrated in Saint Paul's R.C. High; our curriculum offers a rich and engaging range of activities that meet all the different learning styles and interests. We teach the importance of respect for each other, the value of difference and the skills of working together.

As a school we recognise the importance of a strong partnership with parents and carers. We enjoy strong relationships with our parents and we are always working to develop this further.

We have a supportive school chaplain in Father Martin Kane and a strong commitment to living out our spiritual mission: "Aiming for the Higher Gifts". Our school community is rooted in the values of living life through Christ.

I hope you find the information in the handbook and on the website helpful and informative. However as it can only give you an outline of what our school has to offer, I encourage you to visit the school, speak to staff and meet our young people. I would be delighted to answer any questions you might have and I always welcome the opportunity to meet you.

Kind Regards

Ms L Pierotti  
Head Teacher

*Last updated February 2020*

## **School Vision & Values**

In Saint Paul's R.C. High School 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 and 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 direction.

Values:

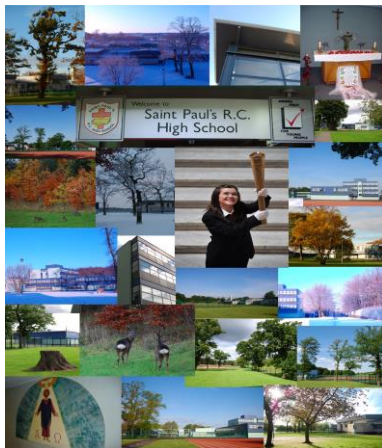
Responsibility/Rights  
Equality/Excellence  
Support/Success  
Potential/Partnership  
Energy/Enthusiasm  
Community/Caring  
Teamwork/Tolerance  
Friendship/Fun  
Understanding/Unique  
Learning/Teaching

## **School Information**

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

### **Contact Details:**

Saint Paul's R.C. High School  
36 Damshot Road  
Glasgow  
G53 5HW  
Phone: 0141 582 0040  
Email: [headteacher@st-paulshigh.glasgow.sch.uk](mailto:headteacher@st-paulshigh.glasgow.sch.uk)  
[www.st-paulshigh.glasgow.sch.uk](http://www.st-paulshigh.glasgow.sch.uk)



### **Background information:**

- Co-educational school
- Denominational Roman Catholic
- Stages taught: S1-S6
- Current Roll: 900
- Capacity: 950

## School staff

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

The leadership team is as follows:

Headteacher: Ms L Pierotti  
Depute Heads: Mrs E Maguire  
Mrs R Kennedy  
Mrs C Quinn (Acting)  
Mr J MacKay  
Mrs P Logan

## 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 3 partner primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from outwith our area. Families living outwith the school catchment area are welcome to make a placing request to attend Saint Paul's R.C. High. Prospective parents are welcome to visit the school and should contact the school office.

***Further information is available on***

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

## The School Day Session

### Monday - Wednesday

Period 1	08.45-09.35
Period 2	09.35-10.25
Period 3	10.25-11.15
Interval	11.15-11.30
Period 4	11.30-12.20
Period 5	12.20-01.10
Lunch	01.10-01.50
Period 6	01.50-02.40
Period 7	02.40-03.30

### Thursday & Friday

Period 1	08.45-09.35
Period 2	09.35-10.25
Interval	10.25-10.40
Period 3	10.40-11.30
Period 4	11.30-12.20
Lunch	12.20-01.00
Period 5	01.00-01.50
Period 6	01.50-02.40

## **School Holidays**

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

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

## **Pupil Absence**

Within Saint Paul's R.C. High School good attendance is encouraged at all times to ensure pupil success. Parents are asked to advise 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 messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday.

## **Medical & Healthcare**

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

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

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

## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## **School Dress Code**

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

The uniform is compulsory. Should any family have difficulty in funding the cost of the uniform they should contact their child's Pastoral Care teacher as there is support available.

The school uniform is compulsory and consists of:

- School Blazer
- White Shirt
- School Tie
- Black Dress Trousers
- Black Skirt of appropriate length
- Black Shoes



The school tie is available from the school office and the blazer supplier visits the school on an annual basis. The school office can advise on how to obtain a blazer outwith this time.

## 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 have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

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

### PE KIT

- Red t-shirt with school logo
- Black shorts for boys
- Black leggings for girls

All PE kit can be ordered from the school office.

## Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <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 school office.

Young people who prefer to bring packed lunches are accommodated in the dining hall.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (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>

## Transport

The education authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

## Communication with Parents

At Saint Paul's R.C. High School we strongly encourage all parents to become involved in the education of their children. We are always ready to listen to suggestions for new ways of stimulating parental interest. We contact and involve parents in many ways. For example:

Newsletters – will be sent out on a regular 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.

Parent Council contact email address: [StPaulsGlasgowPC@gmail.com](mailto:StPaulsGlasgowPC@gmail.com)



School website/Twitter – will contain a great deal of information about the school. It is a good idea to check this regularly @St PaulsRCHS .

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, especially the formal parental reporting interview which takes place at a time to suit each parent/carer. In addition, however, there are a series of parent information evenings tailored for each year group and focusing on stage specific information such as introduction to Pastoral Care, internet safety, options, careers and curricular developments.

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

### **Appointments During School Hours**

If your child has an unavoidable appointment, please give them a letter for their pastoral care teacher to ensure that they have permission be absent from class.

### **Comments & Complaints**

In Glasgow Secondary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:  
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU

Tel: 0141 287 0900  
e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

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

## **Curriculum**

### **Curriculum for Excellence 3-18**

Curriculum for Excellence has been introduced to raise standards of learning and teaching 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.

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

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 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
- My World of Work

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

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



*Father Kane*

Our school is fortunate to have a close link with the local church. The Chaplain 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.

All young people will receive tracking reports and full reports, informing them and their parents/carers of their progress/

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 and detailed in the four newsletters we send to parents each year. .

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 emphasis 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 Headteacher 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 Saint Paul's R.C. High School have a clear responsibility for the welfare of 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 first point of contact with the school will be the pastoral care teacher.

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.

## **GIRFEC and the Named Person**

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

### **What Getting it Right for Every Child means:**

#### **For children, young people and their families:**

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

#### **For practitioners:**

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

If you would like to access support from the Named Person Service, please contact the school. (For Early Years establishments this should be "please contact your Health Visitor")

### **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 Saint Paul's R.C. High School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Saint Paul's R.C. High School requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this.

All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and breaches of 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.

We have a robust anti-bullying policy in line with Glasgow City Council guidelines and should you wish a copy, please contact the School Office.

## **Homework**

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

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

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

We have developed an online system for homework called Show My Homework. Please contact your child's Pastoral Care teacher for further details.

## **Supported Study**

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. We have lessons running every evening and towards exam time have 3 hour Masterclasses and all day Saturday School. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements and details will always be sent to parents/carers every term. We also run a breakfast/homework club from 8.00 – 8.30am every morning. .

## **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.

Chairperson	Mrs Keenan	Tel: 07807089120
Vice Chair	Ms Olaniyi Awolola	Tel: 07576975590
Treasurer	Mrs Scott	Tel: 0141 582 0040

Email: [StPaulsGlasgowPC@gmail.com](mailto:StPaulsGlasgowPC@gmail.com)

Twitter: @StPaulsG53PC



## **Pupil Parliament**

Our Pupil Parliament is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard. Pupils vote for their reps on an annual basis in a polling day attended by all pupils.

## **Extra Curricular Activities**

We have a wide range of activities that run between Monday – Friday to extend the learning experience. At the last count, there were 54 lunchtime and afterschool activities on offer. The list constantly changes but our school website is updated to reflect this and details are regularly sent home for your information.

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 be able to read our Standards and Quality report on our website ([www.st-paulshigh.glasgow.sch.uk](http://www.st-paulshigh.glasgow.sch.uk)). Should you wish a hard copy please contact the school office. 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 addresses:**

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

Tel: 0141 287 2000

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