



The School motto "Alios Adiuvā" is from the Latin language and it means "Help Others"

I would like to welcome you and your son/daughter to St Roch's Secondary School. This handbook contains a range of information that you might find helpful.

Saint Roch's is a Roman Catholic Secondary School established in 1928. We endeavour at all times to practise Christ's gospel values of love, respect, dignity of the individual and tolerance. We are committed to a policy of equal opportunity in all aspects of our provision. No pupil will be subjected to less favourable treatment on grounds of race, ethnic or national origins, colour, gender, religious, social or economic background. We are committed to a programme of action to make these policies fully effective.

Our community is vibrant and welcoming and we value our pupils as individuals who possess a variety of strengths and talents. We aim to produce young adults who maximise their potential, play an important role in society and make a positive contribution to others. Our school roll currently stands at around 600 and we have capacity for this to rise to over 900.

I hope that this handbook gives you a glimpse of life at St Roch's. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

If you require any further information please do not hesitate to contact me at school (telephone 0141 582 0270) or check our website, Twitter, Facebook or Instagram accounts.

Stephen Stone
Head Teacher

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SAINT ROCH'S SECONDARY SCHOOL

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SCHOOL VISION & VALUES

In Saint Roch's Secondary School we will provide a welcoming and friendly environment.

We aim to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors and are prepared and ready 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.

Vision, Values and Aims

In our Catholic school community, we will work together to improve the life chances of all our young people. We will support and encourage them to develop their God given gifts with endeavour and resilience and inspire them to use these gifts to help others.

This vision is supported by our values of faith, inclusion, endeavour, compassion and respect.

We will realise our vision for Saint Roch's by providing all our young people with:

- the highest quality of learning and teaching
- compassionate and attentive support

Through this we will provide aspirational positive destinations for our young people when they leave Saint Roch's.

Contact Details

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.

Saint Roch's Secondary School
 22 Rhymer Street
 Glasgow G21 2NR
 Tel: 0141 582 0270
www.st-rochs-sec.glasgow.sch.uk
 Twitter: @St_Rochs
 Instagram: st_rochs

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A CHARTER FOR CATHOLIC SCHOOLS IN SCOTLAND

The mission of the Catholic School is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic Schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- * A commitment to integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- * An inclusive ethos which aims to honour the life, dignity and voice of each person made in the image of God;
- * A commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- * A commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes
- * The provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life
- * A commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church
- * A commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all
- * A commitment to ecumenical action and the unity of Christians;
- * The promotion of respect for different beliefs and cultures for inter-faith dialogue;
- * A commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in the Charter.





SAINT ROCH'S SECONDARY SCHOOL

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School staff

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

The Senior Leadership Team is as follows:

Mr S Stone	Headteacher
Mr T Donnelly	Senior Depute Headteacher
Mrs M Park	Depute Headteacher
Mrs S Fulton	Depute Headteacher
Mr J McLaughlin	Depute Headteacher

Preparing the way for secondary school

A well-structured induction programme supports pupils in their change to our school.

In October, parents/carers of Primary 6 and 7 pupils are invited in for informative talks from staff, a tour of the school by our prefects and some sample S1 lessons.

In the summer term, parents of P7 pupils are invited to attend an information evening with the Senior Leadership Team, Principal Teachers of Pastoral Care, Support for Learning and staff representatives from subject departments. Staff mount displays of teaching materials and children's work.

In the session prior to transfer, a number of visits are made to Saint Roch's by primary pupils allowing them to sample school life. During the month of June all pupils will come together for two days and follow a timetabled programme of lessons.

Continuity

Continuity is established through a member of the Pupil Support Team visiting each primary school throughout the session, getting to know pupils, their needs and planning for any additional support or provision that might be required.

The School Day

Warning Bell	08:45
Period 1	08.50-09.35
Period 2	09.35-10.20
Interval 1 (BGE)	10.20-10.35
<i>Tutor Time (Senior)</i>	
Interval 2 (Senior)	10.35-10.50
<i>Tutor Time (BGE)</i>	
Period 3	10.50-11.35
Period 4	11.35-12.20
Period 5	12.20-13.05
<i>Lunch</i>	13.05-13.45
Period 6	13.45-14.30
Period 7	14.30-15.15



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SAINT ROCH' S SECONDARY SCHOOL



Stephen Stone - Headteacher



Tommy Donnelly - Senior Depute



Maureen Park - Depute Head



Sandra Fulton - Depute Head



Jamie McLaughlin - Depute Head

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OFFICIAL

CONFIDENT INDIVIDUAL

RESPONSIBLE CITIZENS

SUCCESSFUL LEARNERS

FUL LEARNERS



SAINT ROCH'S SECONDARY SCHOOL

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PASTORAL CARE STAFF



Clare Stewart - Principal Teacher of Pastoral Care



Katrina Cuthill - Principal Teacher of Pastoral Care

Hannah Christie - Principal Teacher of Pastoral



Terry Strain – Principal Teacher of Pastoral Care



Jennifer Kelly – Acting Principal Teacher of Support for Learning

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SAINT ROCH'S SECONDARY SCHOOL

OFFICIAL HOLIDAY DATES



FULL LEARNERS

CONFIDENT INDIVIDUALS

RESPONSIBLE CITIZENS

SUCCESSFUL LEARNERS

December- Christmas and New Year

December - Christmas and New Year

- Schools close at 2.30 pm on Thursday, 22 December 2022
- Friday, 23 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

January

- Schools return on Wednesday 4 January 2023

February mid term break

- Monday, 13 February 2023
- Tuesday, 14 February 2023
- Wednesday, 15 February 2023 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday, 31 March 2023
- Monday, 3 April - Friday, 14 April 2023 (Spring Break)
- Schools return on Monday, 17 April 2023

May

- Monday, 1 May 2023 (May Holiday)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

June

- Schools Close at 1.00 pm on Friday 23 June 2023

August

- Thursday 12 August 2021 (Return date for Teachers & In-Service Day)
- Friday 13 August 2021 (In-Service Day)
- Monday 16 August 2021 (Return date for the pupils)

SAINT ROCH'S SECONDARY SCHOOL

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Maximising Attendance

In St Roch's good attendance is encouraged at all times to ensure pupil success. Our exam results have shown that pupils with high percentage attendance and timekeeping rates do better in internal and external examinations. In recent years, we have been amongst the top four schools for attendance out of 30 Glasgow Secondary Schools. Parents are asked to inform the pupil absence line on **0141 287 0039** 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 pupil 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.

Good habits of attendance and timekeeping will benefit our students when they look for a career in the world of work. Let's work together to ensure the highest possible standards of attendance, punctuality and work rate from our pupils at Saint Roch's Secondary School.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions in any one school session

Requesting Time Off

If your child has an unavoidable appointment during the school day, please give them a letter for their Pastoral Care teacher to ensure that they have permission to be absent from class. Other than that, the Headteacher can only authorise time off during term-time in exceptional

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 causing temporary relocation.

The availability of cheap holidays or holidays which overlap the beginning or end of term are not acceptable reasons and would be recorded as unauthorised absence.

Our Education Liaison Officer investigates unexplained absence and 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.

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Medical & Healthcare

1928
ALIOS ADIUVA

The School Medical Service carries out routine medical examinations and immunisation against Cervical Cancer, measles, polio and T.B. Parents will be contacted prior to dates of immunisation.

First aid is available in the school to deal with accidents and emergencies only. There is no school nurse. Children with ailments should be seen by their own doctor.

Pupils who become ill report in the first instance to the school office. If it is considered that a pupil would be better off at home, a clerical assistant from our school office will phone home to speak to a parent/carer. Pupils cannot be sent home unless a parent/carer comes to collect the pupil. In cases of serious accident or emergency, parents will be contacted and the child taken to hospital. Parents are asked to co-operate by providing an emergency contact number.

The school must also be informed of any medical condition which could affect the child at school. 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. **This is extremely important.**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

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 any changes to your telephone number(s) or to those of your emergency contacts

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 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 the website, Twitter, letters, texts, local media etc.

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School Dress Code

At Saint Roch's the dress code is considered an important part of school ethos, school identity, and discipline.

Uniform

We believe our uniform plays a vital role in helping to build a common sense of identity, unity and purpose. Our pupils are readily identifiable and as such they should be, in the best sense, ambassadors for our school and its values wherever they go.

Our parents fully support this belief. It is totally unacceptable at any time in Saint Roch's to wear sweatshirts or any other item of clothing which bears any logo other than the school crest. Jewellery is not allowed to be worn in any circumstances.

Pupils are expected to bring Physical Education kit to all PE classes. 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.

The school uniform is:

- Blazer
- White shirt
- School tie
- Black trousers
- Black skirt
- Black shoes

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860*), 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 www.glasgow.gov.uk/index.aspx?articleid=17885

School Meals – The Fuel Zone

There is a lunch service with a variety of meals and snacks. A breakfast and mid-morning service is also available in The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office. Those who prefer to bring packed lunches also use the Fuel Zone.

Children of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920), Child Tax Credit only (where income is less than £16,500*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms are available in school and at www.glasgow.gov.uk/index.aspx?articleid=17885

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Transport

The education authority has a policy of providing free transport to all 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

www.glasgow.gov.uk/index.aspx?articleid=8629

Communication with Parents

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

Newsletters – 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.

School Website and Twitter Account – a great deal of up to date information about the school. It is a good idea to check these regularly.

Website: www.st-rochs-sec.glasgow.sch.uk
Twitter: @St_Rochs

Text Messaging – notice of unexplained absence, reminders about events/ 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. workshops, information evenings, class performances, awards ceremonies, religious and other assemblies. The newsletter, website and Twitter account will keep you informed.

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.

Membership of the Parent Council

Generally, members of the Parent Council must be parents/carers of children and young people who attend the school and the chairperson must have a child or young person in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them. We have a very active Parent Council and you are welcome to attend meetings. Parent Council information is on our school website.

SAINT ROCH'S SECONDARY SCHOOL

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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 detail).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy.

Comments & Complaints

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 Mr Stone, the Headteacher, in the first instance.

Glasgow City Council complaints procedures are available:
www.glasgow.gov.uk/educationcomplaints

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

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



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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 3, 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. National 1-4 courses are not graded but are marked overall as pass or fail. Courses at National 5, Higher and Advanced Higher levels continue to include work assessed by the school but 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/cfe/forparents contains useful information to help you understand national qualifications.

Courses available in S4, S5 & S6

As an inclusive school, we aim to meet the needs of all pupils in S4, 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 churches. The Priests assist with the Christianity element of Religious and Moral Education and provide 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
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 emphasise 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.

SAINT ROCH'S SECONDARY SCHOOL

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FULL LEARNERS

CONFIDENT INDIVIDUALS

RESPONSIBLE CITIZENS

SUCCESSFUL LEARNERS

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. Parents should also check Show My Homework which is also available to check through a mobile phone. 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 –

www.glasgow.gov.uk/additionalsupportneeds

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=8642

Pupil Support Staff

All staff in our 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.

Other support for pupils is provided by class tutors for 15 minutes of each day.

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.

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

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 our school is to build a positive ethos that demonstrates care and respect for all.

The smooth running of our 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.

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Homework

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

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

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

Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during 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. Pupils 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.

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 after school activities 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 also vital for the success of these programmes.

School Improvement

Our Education Perspective Report is prepared annually and is readily available from the school office as well as on our website. Copies from previous years are available on the school website. The Education Perspective 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.

ST ROCH'S PUPIL VOICE

Saint Roch's Secondary has an active Pupil Council, known as the Pupil Voice, which meets regularly. Each year group elects two representatives, who then carry the issues raised by classmates to the Pupil Council meetings, as well as presenting feedback from Pupil Council activities to their fellow pupils, either in class or at Assembly. The Pupil Council representatives receive training to work as an effective team and improve their confidence in leading school change.

In Saint Roch's we believe it is key that our young people play an active and influential role in shaping our school community. This is fundamental to their development as active, engaged citizens, with the confidence and motivation to effect positive change within our school.





SAINT ROCH'S SECONDARY SCHOOL OFFICIAL

SCHOOL POLICY ON BULLYING

Bullying behaviour will not be tolerated within Glasgow City Councils 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).

The school will promote positive relationships by undertaking to:

inform pupils of expected standards of behaviour and about class and school rules

involve pupils in discussion of the importance of giving support and sympathy to children who are being bullied

investigate all reported incidents

support children who are being bullied by reacting firmly and as promptly as possible whenever bullying is identified. The range of actions will include:

- counselling of victim and bully
- punishment of bullies as appropriate
- discussion with parents and staff
- referral to promoted staff
- withdrawal from favoured activities such as clubs, teams, trips
- exclusion from school

help bullies to change behaviour

be concerned about bullying on the way to and from school

record incidents of bullying in a consistent way that allows for the monitoring of behaviour

provide a set of implementation strategies for all staff, leaflets for pupils and parents, posters for display in corridors and classrooms

review the policy annually.

CHILD SAFETY/CHILD PROTECTION POLICY

All educational establishment 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.

The health and personal safety programme for your child's establishment will be fully discussed with you on a regular basis.

Schools, 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 the 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 establishment. 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 duty senior social worker at the local social work services area office of the circumstances.

Copies of departmental guidelines (Management Circular 57) are at the back of this Handbook (Appendix 1 and 2).

DEPARTMENT FOR DEAF EDUCATION

Saint Roch's Department for Deaf Education is an interdenominational service which caters for secondary aged deaf young people. Saint Roch's Secondary provides an environment where the linguistic needs of all our young people are met. We respond to the needs of our young people by ensuring that they develop their communication skills to the fullest extent, whether this is in BSL, English or a combination of both signed and spoken language. The School is a major centre for deaf education in Scotland.

Accommodation

The Department for Deaf Education occupies six well equipped sound proofed rooms which provide a comfortable, relaxed base where severely and profoundly deaf young people are taught. The pupils have access to FM wireless systems and a range of quality IT equipment.

Pupil Support

Our aim is to promote independence, choice and opportunities for all while continuously seeking to improve educational outcomes. Every deaf child will be educated within an inclusive environment which meets their social, emotional, learning and communication needs.

Pupils receive a high level of support from highly motivated, well trained specialist staff. As well as supporting pupils in mainstream classes, delivering courses within the Department and differentiating work as appropriate, staff carry out hearing aid checks and oversee the use of FM systems.

Specialist staff are also responsible for Pupil Plans to ensure targets are being achieved and pupils needs met.

The Department also manages Pastoral Care provision including vocational and careers guidance.

The department offers a complete provision, with visits from specialist Speech and Language Therapy, as appropriate, regular visits from the RHSC Audiology Technician who carry out ear testing and take ear mould impressions.

The staff liaise with external agencies involved with the welfare or education of our young people, Psychological Services, Social Work, Associated Primaries and Advisory Services. The staff also liaise with Departmental Heads, the Pupil Support Team and the School Leadership Team.



ENGLISH AS AN ADDITIONAL LANGUAGE(EAL) DEPARTMENT

The role of the EAL (English as an additional language) Department in our school is to support bilingual pupils and enable them to access the curriculum and reach their potential.

The bilingual pupils form over 30% of the school population. They speak over 30 languages between them and they have successfully integrated into the life of the school academically and socially.

The EAL pupils are not a homogeneous group. Some have had an interrupted education through war or persecution, others have managed under great difficulties to obtain excellent education; many come with little knowledge of English, others are articulate and literate in a second or third language. There is also a significant number of pupils who come from European countries.

All bilingual learners are welcomed to the school and the vast majority show a great desire to learn in their new environment.

With the support of the school, the EAL staff aim to follow best practice in teaching bilingual pupils and encouraging integration:

- By preparing the new pupils for and supporting them in mainstream classes.
- By building on the child's own knowledge, culture and experience for language learning.
- By encouraging the use of methodology suitable to bilingual learners.
- By promoting the child's first language use for social and academic purposes.
- By providing advice about the placing of a child in a class suitable to his/her academic ability rather than level of English attainment.
- By entering children for examinations in their first (academic) language, whenever possible.
- By celebrating cultural and linguistic diversity.
- By offering English for Speakers of Other Languages (ESOL) as an alternative to English for those who are eligible.

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RESPONSIBLE CITIZENS



SUCCESSFUL LEARNERS



THE LIBRARY RESOURCE CENTRE

A Quality environment

After the quality of teaching, our most important concern is the quality of the environment we provide to help our pupils learn. We have a superb Library Resource Centre which is furnished to the highest quality and provides the ideal learning environment for pupils.

Internet Access

In addition to an extensive bookstock, the Resource Centre is equipped with a networked suite of 20 PCs, with Internet access, for pupils to use. The librarian is on hand during school hours to help pupils find materials they need, whether it is with written work, discursive essays, projects, investigations, or simply reading for pleasure.

Resource Centre opening hours:

8:30-4:00

with additional lunch time openings for various year groups



In the Library resource centre

CAREERS EDUCATION

All pupils in Saint Roch's Secondary are involved in on-going, structured careers education.

Careers education is given a high profile throughout the school and especially when pupils are moving towards S3, 4, 5 and 6.

The careers programme is managed by the Pastoral Care Team but Subject Teachers and Parents and Carers play an important role in developing the pupils' awareness of possible future careers and the pathways available.

Saint Roch's Secondary strives to help our pupils to gain a wide variety of practical skills and qualifications in careers-related courses, especially "Work Experience".

A variety of Education-Industry links also support our pupils in promoting career possibilities and experiences in conjunction with our Employability Support Officer:

Local Business and the Careers Service both maintain very close links with our school in supporting our pupils, parents, carers and staff to understand the complexities of the world of work.

The local Colleges and the Universities work closely with the Pastoral Care Team to inform and prepare our students to consider appropriate options in relation to their future career plans for example, Routes for all and accessing Top-up programme.

Glasgow University, for example, hosts a summer school for college and university applicants which has helped many of our school leavers to successfully embark on degree courses there. In this way our students receive extra, professional support to be better prepared for the challenges of higher education and university life.

Jennifer Reilly is the Careers Adviser for Saint Roch's Secondary and is in the school four days a week.

The assistance offered to pupils by the Careers Service includes:

- ❖ Impartial and confidential careers guidance by professionally qualified staff.
- ❖ Computer aided guidance and information.
- ❖ Advice on the type of employment for which the pupil seems best suited.
- ❖ Up-to-date information on college and university courses, training and job opportunities.
- ❖ A career Plan of Action for each pupil.
- ❖ An up-to-date Careers Library.
- ❖ Help with job seeking skills e.g. writing a C.V.

The final figure for pupils leaving Saint Roch's at the end of session 2017-18 and finding a positive destination (eg, work, college, university) was 92.5%

SAINT ROCH'S SECONDARY SCHOOL OFFICIAL

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SCHOOL PERFORMANCE

Attendance

We have achieved extremely high attendance rates in the school in recent years. This comes about through positive relationships with pupils and families as well as strong support mechanisms in the school. Attendance is the single most important aspect of achieving well in school and the message we give to pupils is simple – if you don't attend, you can't be learning. It is vital to engage and motivate young people and our success here can be seen in the attendance rates shown below for the last 4 years.

2018/19	2019/20	2020/21	2021/22
92.6%	92.4%	93.0%	93.4%

Inclusion

We firmly believe in including all pupils at all times and our figures for pupils excluded from education bear this out. Exclusion from school is an absolute last resort for us and our policy of inclusion means that almost no pupils are ever excluded from school (less than 1%).

Inclusion, engagement and achievement are strongly linked and this lies at the core of what we do in St Roch's.

Positive Destinations

Every year, almost all pupils achieve a positive destination on leaving school, moving into education, employment or training. The early indications for 2022 leavers are that we have once more achieved the highest figure possible for positive destinations with an incredible 100% (2nd year running).

This is down to the tremendous partnership working going on in the school involving parents, carers, teachers, support staff, external partners and, of course, the pupils themselves

Attainment

Attainment levels in the school have improved in recent years. The tables below show the percentage of pupils in S5 and S6 achieving Highers. The pattern is positive in relation to the number passing 1 or 3 Highers in S5, and 5 Highers or at least one Advanced Higher by the end of S6.

S5	1+ Highers				3+ Highers				5+ Highers			
	2019	2020	2021	2022	2019	2020	2021	2022	2019	2020	2021	2022
	39.3%	47.3%	50.3%	45.1%	10.1%	22.6%	24.2%	20.6%	4.3%	6.3%	4.2%	7.8%

S6	3+ Highers				5+ Highers				1+ Advanced Highers			
	2019	2020	2021	2022	2019	2020	2021	2022	2019	2020	2021	2022
	28.4%	29.2%	37.6%	44.9%	14.8%	15.7%	21.5%	29.5%	1.2%	7.0%	12.9%	16.7%

OFFICIAL

Child Welfare and Safety

Insert for Establishment Handbooks and Public Display

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.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational 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;
- e 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 Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.



CONFIDENTIAL INDIVIDUALS

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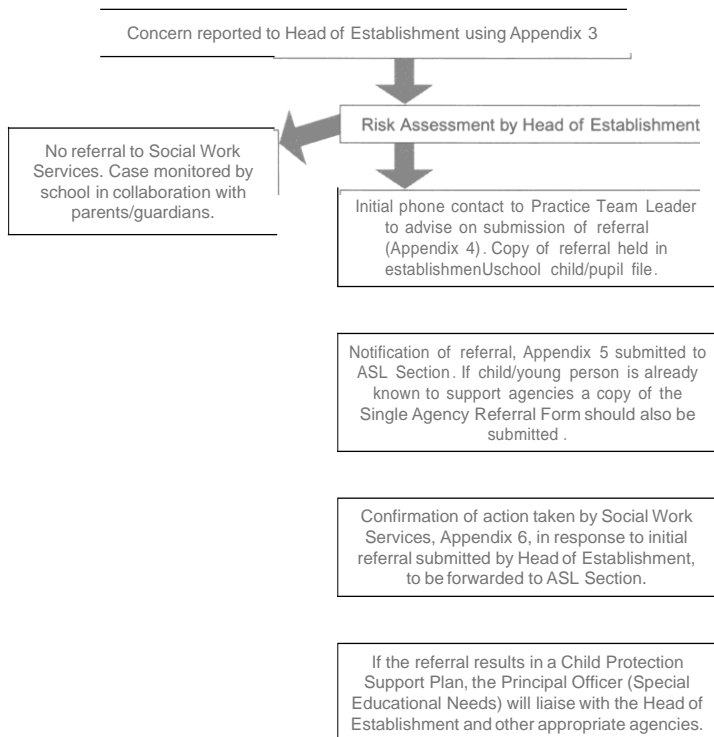
Management Circular No. 57

APPENDIX 2

Summary of Reporting, Recording and Monitoring Procedures: Public Display

A concern prompted by any of the following should be reported in accordance with the stated procedures outlined below:

- a specific incident;
- a disclosure made by a child or parent/carer;
- information from a third party;
- adult behaviours/circumstances that may place the child at risk of harm;
- child behaviours/circumstances that may place the child at risk of harm;
- a culmination of minor concerns over a period of time.



The ASL Section will monitor all referrals and provide termly reports to the Department Child Protection Group. The reports will also inform returns to the Child Protection Committee.



USEFUL ADDRESSES

Catholic Education Commission

6 Broompark Circus
Glasgow
G31 2JF
0141 551 8467

Saint Mungo's Primary

Parson Street
Glasgow G21
0141 552 3120

Saint Roch's Primary

Royston Road
Glasgow G21
01415520010

Saint Stephen's Primary

Pinkston Drive
Glasgow G21
0141 558 9085

Saint Teresa's Primary

97 Scone Street
Glasgow G21
336 7634

Saint Cuthbert's Primary

Benvue Campus
100 Bisland Avenue
Glasgow
G20 9NY
0141 946 3476

Maureen McKenna, Executive Director of Education

Educational Services
Glasgow City Council
City Chambers East
40 John Street
Merchant City
Glasgow G1
0141 287 2000

Glasgow Life: Letting Section, phone
0141 302 2814/2815

Although the information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document

- before the commencement or during the course of the school year in question;
- In relation to subsequent school years

SAINT ROCH' S SECONDARY
SCHOOL



(Left)
Young School football team.



(Right)
Choir singing at John Lewis Store
in Buchanan Galleries.



(Left)
Saint Roch' s pupils on their
way to Rome.

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