



Drumchapel High School Handbook 2022-23

Drumchapel High School School Handbook

Welcome to Drumchapel High School

I am delighted to welcome you and your child to the Drumchapel High School community. I very much look forward to working with you and your family to offer your child the best educational experience. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

Drumchapel High School community offers a nurturing and caring environment which will support your child to build positive relationships as well as be academically successful throughout their school career. We are proud of the variety of pathways that we are able offer to ensure that young people leave school into a positive destination having developed the knowledge and skills to contribute to society.



Madelaine Baker
Head Teacher



School Vision & Values

In Drumchapel High School our vision is simply

Determination. Hope. Success.

We are a relentlessly ambitious, supportive and nurturing school community where everyone feels safe, included and reaches their fullest potential. We work in partnership and have high expectations of all members of our school community. We model our values daily whilst providing high quality learning opportunities which prepare our young people for positive futures beyond school.

Values:

- Ambition
- Caring
- Honesty
- Respect
- Responsibility

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:

Drumchapel High School
340 Kinfauns Drive
G15 7SQ

Phone: 0141 582 0070

Email: headteacher@drumchapelhigh.glasgow.sch.uk

www.drumchapelhigh.glasgow.sch.uk

Background information:

- Co-educational school
- Co-located Language and Communication Resource
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 617
- Capacity: 800

School staff

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

The leadership team is as follows:

Headteacher: Ms Madelaine Baker



Depute Heads: Mr Ross McClement
Head of Tay House



Mrs Suzanne Gordon
Head of Lomond House



Mrs Alison Robertson
Head of Ness House



The Pastoral Care Team is as follows:

Ness House

Mrs Emma Dornan



Tay House

Mrs Cathryn Valentin



Lomond House

Miss Rebecca Harvey



S5 & 6 (All houses) Miss Neda Arshad



Moving from Primary to Drumchapel High School

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 as well as the many non-associated primaries which we are delighted to welcome pupils from. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from out with our area. Families living out with the school catchment area are welcome to make a placing request to attend Drumchapel High School. 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

	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Lunch	Period 6	Period 7
Monday to Thursday	9:00am to 9:50am	9:50am to 10:40am	10:40am to 11:30am	11:30am to 11:45am	11:45am to 12:35pm	12:35pm to 1:25pm	1:25pm to 2:00pm	2:00pm to 2:50pm	2:50pm to 3:40pm
Friday	9:00am to 9:50am	9:50am to 10:40am	10:40am to 11:30am	11:30am to 11:45am	11:45am to 12:35pm	12:35pm to 1:25pm	1:25pm to 2:00pm	School Closed (Pupils may go home at 1:25pm if not staying in school for lunch)	



School Term Dates

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

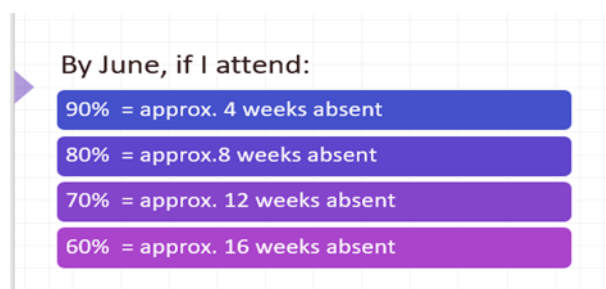
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Pupil Absence

Within Drumchapel High School good attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their child 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 support provided where necessary. Please call the school on 0141 582 0070 at the earliest point to let us know if your child is unable to attend. Our Home School Support Worker, Isabel McGhee, will be delighted to support families to maximise their child's attendance at school.

Alternatively, you can the Pupil Absence Reporting Line on 0141 287 0039 between 08.00-15.30 Monday to Friday or you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>



Medical & Healthcare

We also work closely with the school nurse team at various points in the year to provide age appropriate vaccinations. We will contact you by letter to seek permission for any vaccinations to be administered.

If a young person becomes ill during the course of the school day, they may require to be sent home. **It is essential that you keep the school informed of all emergency contact details changes as soon as possible.**

Parents and carers must 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 any closure or re-opening by using letters, texts and the local media etc.

School Dress Code

We are very proud of our school uniform which promotes a strong sense of community whilst ensuring equality as well as enhancing security. The wearing of uniform is supported very well by all parents.

The school uniform consists of:

- White school shirt (not a polo shirt)
- School Tie (BGE for S1-3 and Senior for S4-6)
- Black trousers/skirt (please ensure skirts are appropriate length for school - as a general guide skirts should at the very least cover the gusset of tights)
- Plain black v-neck jumper or cardigan
- School branded hoodie or blazer for senior pupils.
- Black shoes/Black trainers

Ties can be purchased from the school office and blazers from www.schoolwearmadeeasy.co.uk.

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.

PE Kit should consist of:

- Change of footwear – trainers suitable for in/outdoor use (including ash pitch)
- Black/navy/grey jogging trousers or leggings
- Black/navy/grey shorts (not hot pants)
- Plain black/navy/grey/white t-shirt/polo shirt (not sport bra tops)

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



Clothing & Footwear Grants

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal.

Information and application forms for free school meals may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885> .

Parent Pay

Glasgow City Council introduced an online payment solution called ParentPay into all primary and secondary schools across the city. ParentPay is used to pay for all school trips, and school meals etc and will enable us to remove all cash and cheques from schools. More information can be found on the ParentPay website at www.parentpay.com

Transport

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

Communication with Parents

At Drumchapel 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:

Email/Letters – further information which requires a response may be sent out in letter form. Letters will be sent by email so it is vital that we have an up to date email address for each child's main contact.

Social Media

Follow us on Twitter @Drumchapelhigh and @DhsOffice for updates on activities taking place in school.

We will also be updating our Facebook page so follow us there for information too.

Link to our school website:-

<https://blogs.glowscotland.org.uk/gc/drumchapel/>

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

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

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, and award ceremonies. We will keep you informed by invites throughout the year.

Strong communication links between home and school ensure parents and carers are confident to address any concerns they may have about their child's education with pastoral care staff and the senior leadership team.

Emergency Contact Information

At the start of each school session, parents and carers will be asked to update annual data check form, this can now be completed online as detailed below. 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.

Parents Portal

The Parents Portal programme has now been launched and you should have received information about this.

One of the major benefits of Parents Portal is that you receive information about your child's school instantly and no paper is required for Annual Data Checks (ADCs) and Consent for trips. The Annual Data Check exercise takes place in August and September.

Please see link below for further guidance on how to sign up.

<https://www.glasgow.gov.uk/index.aspx?articleid=29370>

Data Protection – use of information about children and young people and parents/carers

We collect information about children and young people attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use

and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

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



Appointments During School Hours

If your child has an unavoidable appointment, such as hospital or orthodontic appointments, please give them a letter for their Pastoral Care teacher to ensure that they have permission to be absent from class. All routine check-ups should be where possible arranged for outwith school hours.

Comments & Complaints

In Drumchapel High 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 at headteacher@drumchapelhigh.glsgow.sch.uk .

Glasgow City Council complaints procedures are available:
<https://www.glasgow.gov.uk/complaints>

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

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customerservices@glasgow.gov.uk

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

Curriculum

Broad General Education S1-S3

Throughout S1-3 your child will continue to study within the curricular areas outlined in Curriculum for Excellence.

- Languages – English and French
- Mathematics
- Science – Biology, Chemistry and Physics
- Social Studies – Geography, History and Modern Studies
- Expressive Arts – Art, Drama and Music
- Technologies – Administration, Business, Home Economics, ICT, Technical
- Health and Wellbeing – Physical Education, Personal and Social Education
- Religious & Moral

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.

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

In S3 pupils are able to make option choices within each of the curricular areas to help develop a depth of learning in areas which they are considering studying in the senior phase whilst maintaining breadth to ensure pathways are as open as possible.

The Senior Phase S4-S6

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people in S4-S6 will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Pupils are supported by their Pastoral Care teacher and Head of House to make choices in S3 which will determine their S4-6 pathway. Choices are based on:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and development needs
- The importance of individual subjects
- Entrance qualifications for College and University
- 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 and maximise their attainment.

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

Courses at National 5, Higher and Advanced Higher levels are assessed under formal exam conditions during the exam diet in April - May each year. Some individual subject areas require folio submissions and/or practical assessments to be completed prior to the final exam.

The SQA website www.sqa.org.uk/cfeforparents contains useful information to help you understand national qualifications.

As an inclusive school, we aim to meet the needs of all pupils in S4-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 determination, hope and success is central to our aspirations and expectations for all young people.

Religious Observance

Our school is fortunate to have a close links with 3 local churches. Our Chaplains work throughout the year with us, providing support to pupils and staff as well as assisting with celebrations and observance of recognised Christian annual events. Parents have the right to withdraw their child from Religious Observance and should inform the school in writing. Please note withdrawing your child from religious observance events does not withdraw your child from Religious Education which focusses on teaching your child about world-wide religions and beliefs to ensure they are equipped to understand the world they live in.

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.

Support for Pupils

The school has a duty to ensure that all pupils have equitable 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 Drumchapel High School are responsible for promoting the wellbeing of young people. In addition, all young people have an assigned pastoral care teacher who is their key adult throughout their time in high 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 wellbeing. 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 our Learning and Development Faculty. We provide bespoke learning supports for young people with identified barriers to learning that additional input beyond the universal support offered in all classrooms.

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.



Language Communication Resource

Learning and Development Faculty/ Language Communication Resource

We are very fortunate in Drumchapel High school to welcome pupils from across the Northwest of the city into our Language and Communication Resource which is part of our Learning and Development Faculty. This resource is designed to provide enhanced and targeted support to young people with identified needs which require support beyond that normally available in a mainstream setting. This co-located resource supports young people to develop their skills in an environment which meets their learning, sensory and social needs whilst preparing and supporting them to experience the wider school. Young people are allocated a place within our Language and Communication Resource following assessment of needs by our city inclusion team.

The LAD faculty offers support for learning to pupil allocated to the LCR and pupils in the wider school. This may take the form of dedicated small classes, one to one supports, small group supports or in class supports. The Faculty Head of LAD works closely with pupils, their families and the pastoral care team to ensure learning needs are met across the school.

Nurturing City

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

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

Wellbeing Support

As a member of Drumchapel High School, young people have a pastoral care teacher who gets to know them well and can identify areas where each young person may benefit from additional support. This can come in a variety of forms; one to one mentoring, group support from our in-school partners, MCR Pathways, Developing the Young Workforce and our Home School Support Worker.

Within Drumchapel high School, pupils benefit from the in-school counselling service provided by Action for Children. Where pupils are struggling to manage anxiety and other mental health issues they may be referred to counselling by their PT Pastoral Care. We can also sign-post and arrange appointments for our young people to attend the Youth Health Service and support referrals to CAMHS and the GP.

We have a variety of community partners who may provide support throughout the session including Men Matters and Action for Children. Action for Children have also provided support in the form of the Blues project for the last 4 years. This project helps support young people to develop coping strategies to manage anxiety around exams, manage relationships and develop resilience.

In addition, we also provide a number of supports from our young people through mentoring programmes that staff provide. A number of our staff members are also trained in Mental Health First Aid and are Mental Health Ambassadors.

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 Drumchapel High School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Drumchapel 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 examples of poor behaviour are dealt with in line with school policy. In most cases, a quiet restorative conversation is sufficient but in more serious or persistent cases parents/carers will be invited to school to discuss the issue and agree a course of action to support improvement.



Homework

Regular, effective homework is an important part of the school day. To this end, every young person will be issued with homework which should be noted by them in their calendar on their iPad and will also be uploaded to the class on Teams. 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, weekends 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.



Digital Learning

All Secondary pupils in Glasgow schools are provided with an iPad to use in school and at home. These iPads have security features on them to keep young people safe whilst also giving them access to all their documents and any applications they may need to use in classes and at home. The aim of this access is to support our pupils to engage with their learning and provide better attainment and outcomes.

The iPads allow pupils to use assistive technologies, such as text-to-speech or specialist software, to reduce barriers to learning experienced by some and to ensure equity of access for all learners. We achieved the Digital Schools Award in 2018 and our staff regularly incorporate opportunities for digital learning into lessons where appropriate. Staff build their own opportunities for developing their personal knowledge of digital learning into their annual training schedules and we currently have more than 60% who have chosen to undertake the Apple Teacher award.

S1 pupils will receive their allocated iPad during Term 1 following a series of support lessons on how to use their iPads in classes. They will be issued with an Apple lightning charger which should be kept safe at home and iPads should be brought to school daily, fully charged.

Through the use of iPads and digital learning, we hope to provide parents with the tools they need to support their young people and to ensure our pupils develop into digitally literate citizens.

As our young people have access to i-Pads and appropriate ICT, all our classrooms are a No Phone Zone.



Parent Forum

We have an active Parent Forum that represents the views of all parents. All parents are welcome to attend Parent Forum meetings and can become members at the AGM in *September*. Parent Forum minutes are available on the Parent Forum page of the school website and on request from the school office. Our Parent Forum regularly post updates on our Parent Forum Facebook page.

Pupil Parliament

We have an elected and active Pupil Parliament. We use our pupil parliament to ensure that learners are engaged in all aspects of school life and are able to contribute to the work of the school community. The Pupil Parliament is elected and the representatives will engage in regular meetings and consultations concerning aspects of school life which are placed on the agenda.

Extra-Curricular Activities

We have a wide range of activities that run over the course of a week either at lunchtime or end of the school day. Pupils are informed regularly of what opportunities are available.

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

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. The Standards and Quality report will be used to share the overall exam performance of the school and highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Useful Contacts

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

Useful websites and contacts

Education Scotland www.education.gov.scot

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

Connect

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

Enquire Scotland

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

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk