

## Hillpark Secondary School

### Handbook for Parents and Carers



Welcome    欢迎光临    Bienvenue  
Bienvenidos    🙌    Willkommen  
Добро пожаловать    Hoş geldiniz  
Benvenuti    Welkom    Dobrodošli  
歡迎光臨    Bem-vindo    ようこそ  
Bonvenon    Witamy    أهلاً و سهلاً  
Aloha    Selamat datang    ברוך הבא  
Được tiếp đãi ân cần    환영합니다



Dear Parent/Carer,

I would like to welcome you and your son/daughter to Hillpark Secondary School. This handbook, which contains a range of information, is published in line with GCC guidelines.

In Hillpark we have the highest of expectations for all our pupils. We expect all members of our school community to work hard and achieve the highest levels possible. We support these expectations through our school values of “Aspire” and are supportive of the needs of our pupils, all within a culture of mutual respect.

I hope that this handbook gives you a glimpse of life at Hillpark Secondary School. We look forward to having you and your child work with us and hope that this will be the start of a strong positive partnership.

We encourage parents to take an active interest in the life of the school as a whole. We work in partnership with our hardworking Parent Council for the benefit of all our young people.

Please do not hesitate to contact the school or check the school website/twitter feed if you need more information.

[www.hillpark-sec.glasgow.sch.uk](http://www.hillpark-sec.glasgow.sch.uk) and  @HillparkSec



Gerri Collins  
Head Teacher

Handbook Last updated 21 11 19

*Aspire*





#### ASPIRE

Our vision is to ensure that every child reaches their full potential and does so within an environment which encourages them to grow into respectful and responsible young adults. We encourage our pupils to take responsibility for their learning, behaviour and achievement and to contribute to our learning community in whichever way they can. We promote an ethos of high expectations and seek to celebrate the achievements of our pupils.

We promote an ethos of inclusion and equality and work hard to achieve the very best for all our pupils. We celebrate the diversity which exists within the school and recognise and celebrate the cultures and religions of all pupils and staff. We recognise the rights and responsibilities of pupils and value the views which they express.

We are committed to working closely with parents/carers and welcome their support.

We seek to provide a learning and teaching environment of the highest quality in every classroom and encourage our pupils to do the very best that they can. We are committed to maintaining a caring ethos where pupils feel safe, healthy and supported.

- A Achieving.** Our pupils achieve well through good attendance, commitment and hard work - only the best will do.
- S Supportive.** Our pupils are supportive of others and support their own learning with good behaviour and teamwork.
- P Positive.** Our pupils have a positive attitude to learning and life.
- I Included.** Our pupils include themselves in the life of our school both in and out the classroom; we include others so that we all succeed together.
- R Respectful.** Our pupils are respectful to all and value others
- E Equal.** Hillpark pupils support equality and work towards understanding, peace, dignity, tolerance and harmony within the school community.

### **Contact Details**

Hillpark Secondary School  
36 Cairngorm Road  
Glasgow G43 2XA  
0141 582 0110  
Email: [headteacher@hillpark-sec.glasgow.sch.uk](mailto:headteacher@hillpark-sec.glasgow.sch.uk)



Twitter: @HillparkSec

Website: [www.hillpark-sec.glasgow.sch.uk](http://www.hillpark-sec.glasgow.sch.uk)

### **Background information:**

Hillpark Secondary is a non-denominational, co-educational, comprehensive school taking pupils from S1 to S6. We have a capacity for 1250 pupils and a current roll of 983 made up of:

S1	210	S4	169
S2	199	S5	130
S3	178	S6	97

We have 30 pupils from across the city in the Hillpark Language and Communication Resource (LCR) within the school.

### **School staff**

The school Senior Leadership Team:

Headteacher: Mrs Geri Collins  
Formal Depute Head Mr Kevin Hughes (S5/6)  
Depute Heads: Mrs Eileen Edgar (S2)  
Ms Sharon Crawford (S3)  
Mr Graham Edgar (S4)

Deputy Head Teachers lead on curriculum, student welfare and attainment. House group responsibility for S1 is shared with all the Senior Management Team: A full staff list is available on the school website and parents/carers will be updated on any changes as required.

### **Accommodation**

In addition to standard teaching rooms, Hillpark has excellent specialist accommodation for Health and Food Technology, Design and Technology, Gymnasia, Games Hall, Swimming Pool and a Fitness Suite plus a newly developed expressive arts area. The outdoor facilities include a new full size 4G Astro grass pitch; this includes a full size football pitch which has three seven a side pitches on it. Around this fantastic facility we have red blaze which is used as a 400m running track during athletics season.

There is an accessibility strategy in place with accessibility classrooms on the ground floor and 1<sup>st</sup> floor of the building. We have EVAC chairs at appropriate points. There is no lift.

School Areas are available for the use of community groups by telephoning the School Letting Department on 0141 302-2814 / 2815 / 2816 / 2817

## Moving from Primary to Hillpark Secondary

We recognise that the move from primary to secondary is an important event for young people. We have a close and effective partnership with each of our six associated primary schools. This ensures that the transition from primary to secondary is as smooth as possible for young people. Hillpark organises a range of activities for your child to ease this transition.

Pupils enrolling directly from one of our associated primaries will be given all the information by their own Head Teacher. They will also be invited to a number of transition activities and to full induction days in June. In addition, parents of pupils in Primary 7 will be invited to the school to meet key staff and ask questions on the transition process. Secondary staff also visit our associated schools and work with primary colleagues in the classroom with the primary 7 pupils.

Families living outwith the school catchment area are welcome to make a placing request through Glasgow City Council to attend our school. Prospective parents are welcome to visit the school and should contact the school office to arrange a convenient time to come to visit the school and meet with Mrs Collins HT. Any parent wishing to enrol a pupil into other year groups should call the school office on 582 0110 for information and then make an appointment with the appropriate year head. **Further information is also available on [www.glasgow.gov.uk](http://www.glasgow.gov.uk)**

## Hillpark Learning Community

There are a number of establishments in the Hillpark Learning Community. Hillpark Secondary, Hillpark Language and Communication Resource, Darnley Visual Impairment Unit, Gowanbank LCR, Howford ALN, our 6 associated primaries and 5 pre-five establishments: Burnbrae Children's Centre, Eastwood Nursery, Jimmy Dunnachie Family Learning Centre, Lime Tree Day Nursery and Shaw Mhor Early Years Centre:

Heads of our Learning Community meet regularly. Our aims are to promote social inclusion and raise the attainment of all pupils within our learning community. Our key priorities for this session are raising attainment, transition between sectors, health promotion and skills development.

## Associated Primary Schools

Hillpark works closely with the 6 primary schools in our catchment.

<p><b>ASHPARK PRIMARY</b> Headteacher: Mr Colin Gray 75 Kyleakin Road Glasgow G46 8DQ TEL: 638 6135 <a href="mailto:headteacher@ashpark-pri.glasgow.sch.uk">headteacher@ashpark-pri.glasgow.sch.uk</a></p>	<p><b>GOWANBANK PRIMARY &amp; LCR</b> Headteacher: Mr John Daly 1 Craigbank Drive Glasgow G53 6RA TEL : 881 2424 <a href="mailto:headteacher@gowanbank-pri.glasgow.sch.uk">headteacher@gowanbank-pri.glasgow.sch.uk</a></p>
<p><b>CLEEVES PRIMARY</b> Headteacher: Ms Hazel Sim 271 Househillmuir Road Glasgow G53 6NL TEL: 880 5305 <a href="mailto:headteacher@cleeves-pri.glasgow.sch.uk">headteacher@cleeves-pri.glasgow.sch.uk</a></p>	<p><b>MERRYLEE PRIMARY</b> Headteacher: Mrs Colette Haddock 50 Friarton Road Glasgow G43 2PR TEL : 637 6798 <a href="mailto:headteacher@merrylee-pri.glasgow.sch.uk">headteacher@merrylee-pri.glasgow.sch.uk</a></p>
<p><b>DARNLEY PRIMARY &amp; VI Unit</b> Headteacher: Ms Yvonne Adams 169 Glen Moriston Road Glasgow G53 7HT TEL : 638 8009 <a href="mailto:headteacher@darnley-pri.glasgow.sch.uk">headteacher@darnley-pri.glasgow.sch.uk</a></p>	<p><b>TINTO PRIMARY</b> Headteacher: Mrs Cathryn Crawford 57 Hillpark Drive Glasgow G43 2RJ TEL : 637 0794 <a href="mailto:headteacher@tinto-pri.glasgow.sch.uk">headteacher@tinto-pri.glasgow.sch.uk</a></p>

**Our School Day:***Pupils should arrive in school no later than 8.45am daily*

**School Holiday and In-service Days 2020/2021:** Details of holiday dates are available on the Glasgow City Council website <https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Monday	Tuesday	Wednesday	Thursday	Friday
Registration 8.50 – 9.00	Registration 8.50 – 9.00	Registration 8.50 – 9.00	Registration 8.50 – 9.00	Registration 8.50 – 9.00
Period 1 9.00 – 09.50	Period 1 9.00 – 09.50	Period 1 9.00 – 09.50	Period 1 9.00 – 09.50	Period 1 9.00 – 09.50
Period 2 09.50 – 10.40	Period 2 09.50 – 10.40	Period 2 09.50 – 10.40	Period 2 09.50 – 10.40	Period 2 09.50 – 10.40
Period 3 10.40 – 11.30	Period 3 10.40 – 11.30	Interval 10.40 – 10.55	Interval 10.40 – 10.55	Interval 10.40 – 10.55
Interval 11.30 – 11.45	Interval 11.30 – 11.45	Period 3 10.55 – 11.45	Period 3 10.55 – 11.45	Period 3 10.55 – 11.45
Period 4 11.45 – 12.35	Period 4 11.45 – 12.35	Period 4 11.45 – 12.35	Period 4 11.45 – 12.35	Period 4 11.45 – 12.35
Period 5 12.35 – 13.25	Period 5 12.35 – 13.25	Lunch 12.35 – 13.25	Lunch 12.35 – 13.25	Lunch 12.35 – 13.25
Lunch 13.25 – 14.15	Lunch 13.25 – 14.15	Period 5 13.25 – 14.15	Period 5 13.25 – 14.15	Period 5 13.25 – 14.15
Period 6 14.15 – 15.05	Period 6 14.15 – 15.05	Period 6 14.15 – 15.05	Period 6 14.15 – 15.05	Period 6 14.15 – 15.05
Period 7 15.05 – 15.55	Period 7 14.55 – 15.55			

**Pupil Absence** [www.Glasgow.gov.uk/pupilabsence](http://www.Glasgow.gov.uk/pupilabsence)

In Hillpark we attach great importance to excellent attendance and timekeeping. Regular attendance is vital if pupils are to take advantage of all of the opportunities provided for them and realise their potential, academically and socially.

**Parents are asked to inform the Pupil Absence Reporting Line on 0141 287 0039 from 8am** 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 more than one day** the school should be called on **582 0110 on the second day of absence.** The Education Liaison Officer (Mrs Scott) will send a text each day to inform parents and carers of a young person's absence if no contact has already been made. All unexplained absence is investigated by the school and appropriate action taken.

**Medical or dental appointments:**

If your child has a medical/dental appointment first thing in the morning parents and carers should also call the absence line to report this. Your child should also bring a letter or appointment card when they return to school as evidence of the appointment. For appointments during the school day, the school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class. **Your child should bring the appointment card/letter to their Pastoral Care teacher to get authorisation for a pass out slip.**

As you would expect, the Senior Management team and Pastoral Care team work in partnership with parents/carers to ensure that all pupils have excellent attendance at school.



## Medical & Healthcare

The NHS nursing team visit at various times during the year for routine vaccinations. Parents and carers are kept informed by letter.

If a young person becomes ill during the course of the school day, they 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 supervision of medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office. Any medication held in school must be prescribed by the child's GP.

## 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, or 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, twitter and the local media.

## 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 school uniform consists of the following items:

- School blazer: S1-S4 Junior Blazer has a gold trim; S5/6 Senior Blazer has a blue trim
- White shirt
- School tie Black & Gold stripe for S1-S4 and Royal Blue for S5/6
- Black school trousers
- Black skirt
- Appropriate school footwear (black)
- School jumpers. School tie should be seen.

All uniform items can be purchased at the BE Schoolwear store, 35 Argyle Street, Glasgow, G2 8AH, Telephone: 0141 221 4472. It is also available to order online @

<https://www.border-embroideries.co.uk/schools/hillpark-secondary-school.html>

Junior and senior school ties are also available to buy from the school office.



## 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 aspects of the lesson. If pupils do by chance, forget kit, the department has extra Hillpark P.E. kit which will be given to pupils so that they are able to continue learning within the P.E department. All pupils are expected to accept this kit and take part in their learning.



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

Glasgow City Council has been concerned at some claims being received regarding the loss of young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. **Please label your child's clothing with their name.**

Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

## Clothing & Footwear Grants: Free School Meals

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit, Housing Benefit, or Council Tax Benefit will normally be entitled to some monetary grants for footwear and clothing for their children and will be **entitled to a free midday meal only**. Information can be found along with application forms at [www.glasgow.gov.uk](http://www.glasgow.gov.uk) where the applications should be submitted.

## School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Dining Centre. A breakfast and mid-morning service is also available within The Dining Centre. 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 centre.



## Transport

The education authority has a policy of providing free transport to all young people who live outwith a certain radius (2.2 miles) from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Pupils who are a placing request or live outside the catchment area are not entitled to transport support. Parents/Carers who consider they are eligible should complete the online application form at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

## Communication with Parents

At Hillpark 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. For example:

**New: Groupcall Xpressions App:** This new service is available for parents to ensure communication between school and yourselves is easier and more effective. The app is free of charge to you and can be installed on your phone or tablet. It currently supports both Apple iOS and Android devices (with windows mobile to follow) and you'll be able to see information for your children. Please make sure we have your correct mobile number and email address to ensure you have access to the app.

You can then download the app by <http://parents.groupcall.com/>  
Once installed and set up you can receive emails and/or texts about a variety of school business. We will continue with:

**Newsletters:** will be sent out on a regular basis to keep parents and carers informed about the work of the school. **Personal Letters:** further information which requires a response may be sent out in letter form.

**School website/Twitter:** will contain a great deal of information about the school. It is a good idea to check this regularly.

Website: [www.hillpark-sec.glasgow.sch.uk](http://www.hillpark-sec.glasgow.sch.uk). Twitter - @HillparkSec

**Personal 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, award ceremonies, religious and other assemblies. The school newsletter and website 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.

## 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.**

## Comments & Complaints

In Hillpark 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. [Headteacher@hillpark-sec.glasgow.sch.uk](mailto:Headteacher@hillpark-sec.glasgow.sch.uk)

Glasgow City Council complaints procedures are available: [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Customer Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL

E-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Tel: 0141 287 5384

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

## Equal Opportunities and Social Inclusion

In our school, staff are committed to ensuring equality of education and opportunity for all pupils in line with the Equality Act (2010). Staff, parents and carers receiving services from the school, irrespective of age, disability, gender, gender identity, marriage, pregnancy and maternity, race, religion or belief and sexual orientation. We will adhere to the legal definitions of these protected characteristics as set out by the Equality and Human Rights Commission (EHRC) code of practice. As required by Glasgow City Council, Hillpark has developed a Race Equality policy; a copy of which is held in the school office where it can be accessed. We aim to develop a culture of inclusion and diversity, in which all those connected to the school feel proud of their identity and able to participate fully in school life.

Hillpark is proud of its' reputation as a school with a strong ethos and care for the individual pupil. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. All staff are committed to the goals set out in this statement. Hillpark is taking positive steps to ensuring equality and inclusion and we have a Bronze Charter Award for LGBT inclusion.

## Our Curriculum

### Curriculum for Excellence 3-18: Bringing Learning to Life and Life to Learning



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.

There is an on-going programme of pupil support to assist pupils and their parents and carers with course choices for National 4 and National 5, Higher and Advanced Higher 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 internally qualifications up to National 4. Individual courses up to National 4 level will not be graded but marked overall as pass or fail.

Courses at 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) the vast majority of 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 @ASPIRE



## SCHOOL PERFORMANCE PROFILE 2019 2020

### Success in the National Exams

We are delighted to inform the learning community that once again there have been significant improvements in key areas of our SQA exam results.

#### S4 Success

Fourth year results at National 5 have again improved and are now officially the best Level 5 attainment ever.

At Level 3 **95.9%** of our young people achieved at 5 or more awards, at Level 4 almost **78.4%** achieved at least 5 awards and at Level 5 **27.7%** of our S4 cohort achieved at least 5 National 5 awards.

These results mean that more than a quarter of our fourth year have 5 or more national 5 qualifications which affords them the opportunity to sit higher in fifth year and sixth year. This is the reward for commitment and hard work.

#### S5 Success

The success continued from S4 into S5. Improvements have been made within every measurable benchmark.

More than half of our S5 cohort achieved at least 1 higher **55.1%**, one fifth of our fifth year passed three Highers, **20.4%**. The young people in S5 achieving 5 highers has increased to **9.52%**.

#### S6 Success

For young people achieving at least 3 Highers this figure has increased by almost 12% to **35.3%**, for 5 Highers another increase to **19.6%** and for Advanced Higher again the percentage has more than doubled to **13.7%**.

Our congratulations go to all our learners on their success this year. The hard work, commitment and dedication that have been put in by learners, staff and their families have been rewarded.

#### Our Leavers

91% of our school leavers are currently enjoying a positive destination.

### Assessment & Reporting

All young people are assessed both formally and informally throughout the school year. Their progress is tracked in all curricular areas throughout the 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 meetings with parents/carers throughout the year. Learning conversations take place between teacher and pupil following assessments where any areas for development are discussed.

Dates of all parents'/carers' consultation evenings and the schedule for issuing both written and tracking 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 his/her pastoral care teacher at any time.

### **Reports to Parents/Carers**

Progress reports are issued at regular points in each child's Learning Journey. Parents/Carers are invited to comment on each report and have the opportunity to discuss their child's progress at a formal parents/carers consultation evening each year. Pupils will have their learning targets monitored on a termly basis as appropriate.

### **Whole School Reporting and Consultation**

- **Tracking Reports** which highlight progress, effort, behaviour and homework.
- **Annual Formal Report** including progress in all areas of learning.
- Parents'/Carers' **Consultation Evening** enables in-depth discussion regarding pupil progress and next steps with staff.
- A **Pastoral Care Report** which also sets targets which have been negotiated with each pupil in S1-S4.

Detailed reports are designed to identify strengths as well as areas for development. They are sent home as a booklet with explanatory sheet and return slip which invites comments from parents about their child's learning.

### **Religious Observance**

Our school is fortunate to have an excellent Chaplaincy Team who conduct our Religious Observance assemblies. Our focus is on our shared values and we encourage all pupils to participate fully. 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 three occasions in any one school session.

### **Pupil Profiles**

All S3 learners complete a profile which reflects their progress in learning and achievement and emphasises 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

### **Standards and Quality and School Improvement Plan**

On an annual basis, you will have access to our Standards and Quality report and School Improvement Plan. 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 these documents can contact the school office or check out our website.



## Support for Pupils

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act.

It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there is a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning.

Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

## Nurture Provision at Hillpark



Mrs Brown: Lead Nurture Teacher



The Nurture team

Glasgow City Council is committed to becoming a 'Nurturing City' where increased educational engagement and positive learning outcomes are evident. It has recently expanded its provision of nurture classes and nurture corners across the city. The overall goal of the provision is to ensure all children are educated in a nurturing environment underpinning Glasgow City Council's six Core Nurturing Principles.

- Children's and young people's learning is understood developmentally
- The classroom is a safe base
- Nurture is important in developing self-esteem.
- Language is a vital means of communication.
- All behaviour is communication.
- Transitions are important in children's and young people's lives.

Nurture at Hillpark is seen as an intervention to help pupils overcome any difficulties they may be experiencing whilst at secondary school. These can be emotional, social and behavioural issues.

Hillpark is fully committed to offering a nurture provision in the form of a small group setting consisting of a maximum of 6 pupils, a mix of S1 and S2, who meet with 2 key adults every day for one hour. The four members of staff, two teachers and two support for learning workers, involved in the programme have been fully trained, with the teaching staff gaining the full accreditation required in order to run a nurture group. The focus of the group is to help build confidence and self-esteem using a variety of methods and resources. The pupils will remain in the nurture group for a maximum of 4 terms.

## Hillpark Learning and Communication Resource

Mrs Milligan LCR Coordinator



Hillpark Autism Unit known as the LCR was established in Hillpark Secondary School by GCC in August 1998. It has been designed to meet the needs of secondary aged students in Glasgow who have been identified as having autistic spectrum condition and who are considered to be able to benefit academically and socially from attending a unit within a mainstream school. Pupils who attend Hillpark's LCR come from across the city and will have followed an identified ASL Pathway which has resulted in appropriate placement to our LCR. The LCR provides a stable, supportive and structured learning environment and support base which gives the students access to a broad and balanced curriculum, but with an emphasis on addressing the particular educational and social implications of each student's communication difficulties.

The LCR works closely with other support teams within school. The LCR and ASL departments offer a range of lunchtime clubs and activities for pupils who require additional support at unstructured times.

LCR pupils participate in work experience programmes. They successfully take National examinations and go on to Higher Courses. The LCR also offers an ASDAN Bronze Award in order to improve communication skills and prepare pupils for the post school transition. They are supported by LCR staff, in collaboration with the Careers Service, in the transition from school to college or university.

## Supporting Learners

Mrs Reid PT



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 is a wide range of factors which may act as a barrier to learning. The Additional Support for Learning (ASL) Department helps those pupils with Additional Support Needs to fulfil their potential across the curriculum by reducing barriers to their 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 also available on the Glasgow City Council website <http://www.glasgow.gov.uk/index.aspx?articleid=18941>

There are a number of organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576;

- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.

## Pupil Support Staff

All staff in Hillpark Secondary 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 wellbeing. In most cases, a parent's/carer's first point of contact with the school will be the pastoral care teacher. Six members of staff make up the **Pastoral Care Team**.

All pupils are allocated to a House Group led by each of the Pastoral Care Principal Teachers.  
**Cairngorm** Mr McKend: **Jura** Ms O'Boyle: **Lomond** Mrs Ferguson: **Merrick** Ms Russell:  
**Nevis** Mr Dixon: **Pentland** Mr Wright

### During the session Pastoral Care staff will:

- ✓ interview all pupils in their house group at least once
- ✓ provide curricular support in all subject areas, and monitor the progress of pupils
- ✓ be available at other times for consultation of health, personal, social and educational issues
- ✓ liaise with their register teacher to monitor attendance and timekeeping of their group
- ✓ provide counselling for pupils finding difficulty in adapting to the demands of school
- ✓ prepare progress reports and reports for external agencies
- ✓ provide guidance and support during option choice periods.

Other support for pupils is provided by class register teachers in the first 10 minutes of each day and by the ASL team as required. We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.



## Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet pupils' needs by working together where necessary to ensure that children reach their full potential.

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright) 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 working in the same way. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector. This makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

This approach helps us all focus on what makes a positive difference for children and young people and how we can act to deliver these improvements.

What GIRFEC 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

**Child Protection procedures**

Management Circular 57 provides guidelines for policy and practice within every local authority managed provision to secure the care and welfare of all children and young people and to ensure an appropriate response when there is cause for concern for the immediate wellbeing of an individual child or young person. It has been drawn up in consultation with partner council services and independent agencies under the auspices of the Child Protection Committee. The Child Protection Coordinator for Hillpark is Mrs Edgar DHT; Final decisions regarding Child Protection remain with the Headteacher Mrs Collins.

**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 Hillpark Secondary School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Hillpark Secondary 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.

**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 an online account called **Show My Homework**. Show My Homework is an online homework calendar showing homework information, deadlines and attachments for students. All homework set by our teachers will be displayed online using Show My Homework. Pupils, parents and carers can see all homework at the click of a button. This is a personalised experience to help pupils to stay organised. Parents/Carers are asked to check this on a regular basis to support your child to help them to keep up to date with their homework.

Homework has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It allows parents to see, help and become involved in their child's work and education.

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 and parent/carers will be kept informed of the arrangements for these classes by letter, via the school website and on twitter:

### **Parent Council**

We have a very active Parent Council which represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at any time. 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. The Parent Council gives excellent support to the school and offers its views on a wide variety of issues such as homework, quality assurance and consultation with parents. Information on the Glasgow City Council's Parental Involvement Strategy can also be found at <http://www.glasgow.gov.uk/index.aspx?articleid=17870>

### **Pupil Council**

Our Pupil Council is elected on an annual basis by the pupils and meets monthly with the staff representatives. Pupils are encouraged to raise issues with class and year group representatives in order to promote full participation in the life of the school. The school council has recently worked on issues such as school uniform and our outdoor areas. This session we hope to continue our work on 'Pupil Voice'.

### **School Clubs and Extra-Curricular Activities**

Each year, early in September, we hold a "Freshers' Lunch" where pupils are invited to go to the Assembly Hall to see the wide range of clubs on offer and hopefully to sign up for a few of them. Many of the clubs are supported by senior pupils who are working towards gaining leadership qualifications. All S1 pupils are encouraged to join at least one club as this offers an opportunity to meet other pupils with the same interests.

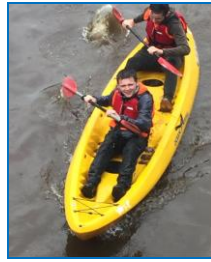
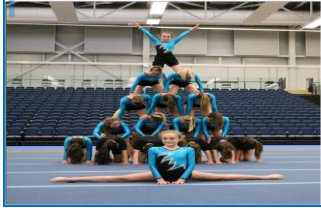
We have a wide range of activities that run between Monday and Friday to extend the learning experience. Our clubs run either at lunchtime or at the end of the school day and all pupils are encouraged to become involved in at least one club. This session there are over 30 lunchtime and afterschool activities on offer. The list changes constantly but our school website is updated to reflect this. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

### **Wider Achievement**

The school has worked hard to develop the range of Wider Achievement Awards and experiences within the school including:

√ John Muir √ Silver Crest √ Go4Set √ Challenge Groups √ Saltire √ Skills for Life and Work  
√ Duke of Edinburgh √ Asdan √ Sports Leaders √ Dance Leadership √STEM Ambassadors √ Growth  
Mind Set Ambassadors √ World of Work Ambassadors (WOW) √ Career Ready √ Top Up Programme  
√ Buddies √ Volunteer Tutors Programme √ Mark Scott Trust √ Track Cycling Accreditation √ Heartstart  
√ Positive Coaching Scotland √ Emergency 1<sup>st</sup> Aid at Work





All our pupils are also encouraged to take part in our charity fund raising events and donate significantly to a range of charities



The school maintains our Fair Trade status and our Young Co-op members are extremely proactive throughout the year.



We commit time and effort to supporting our local food bank who are always delighted with the substantial contribution which our school makes to our local community.

## House Food Bank Challenge



## Some Useful Information and Contacts

- Attendance means going to school but can also include going to college or to another unit outside the school or visits or going on work experience or other activities organised by the school in school hours.
- Being absent from school: Your child can be absent from school if there is a good reason. This can include if they are ill or if you have arranged permission from the school for them to be involved in an activity.
- There may be family circumstances which mean your child is absent from school. If you know that your child will be off school, for example if they have an appointment or important meeting to attend, please inform the school in advance.
- You need to keep your child's school up to date with your contact details.
- If your child will be absent from school with a long-term illness or condition you should discuss with the school how they will continue to support their learning.
- Holidays during term-time: Schools will not normally give a family permission to take pupils out of school for holidays during term-time and will record it as unauthorised absence. If you require to do so, you should request permission in writing from the Head Teacher.
- Sometimes truancy happens because the pupil is unhappy or struggling with their learning, or there is conflict with teachers or other pupils. As a parent/carer, it is important you do not ignore, agree with, or condone, truancy. We will work with you to find out why a pupil is truanting.
- If you have worries or concerns about your child's experience of school you should speak with the school directly. If you do not feel able to do this, or are unhappy with how your child's school is supporting your child, there are other agencies that can help.
- Personal support in school: Every member of staff in a school is responsible for ensuring children are taking part in learning and the life of the school. If you have questions or concerns about the support your child is getting contact your child's school and ask to speak to someone who has responsibility for personal support or for managing additional support needs. You can also get advice or help from an agency listed on the next page.
- Exclusion is a last resort and should only be used to maintain safety and order for other pupils or for staff.
- If you are worried about the risk of your child being excluded, or want to know more about what support your child is entitled to if they are excluded, you can contact one of the helping agencies listed below.

For more details regarding expectations and support in attendance you can access the parent booklet [www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### Useful websites

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

- Parent Line Scotland: This is a free, confidential telephone helpline for anyone caring for a child in Scotland. You can call about any problem, however big or small.  
Phone: 0808 800 2222. On line at <http://www.children1st.org.uk/parentline>
- RESOLVE: ASL is an independent service available in Scotland as an option to resolve conflict throughout additional support needs issues in education. More information and contact details at <http://www.childreninscotland.org.uk>
- Scottish Credit and Qualifications Framework (SCQF) <http://www.scqf.org.uk>
- The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning <http://www.skillsdevelopmentscotland.co.uk/>
- Getting it Right for Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

### Placing Request Applications

Applications should be made on line via GCC Web "Schools and Learning" at the following link: - <https://www.glasgow.gov.uk/index.aspx?articleid=18205>

If you do not have access to a computer a paper copy is still available from the school office or can be requested by contacting the CBS Hub on 0141 287 8000. Your completed application should then be posted along with any relevant documentary evidence to

Glasgow City Council  
CBS Hub  
2-16 Orr Street  
Glasgow G40 2QH

### Data Protection

#### Use of information about children and young people and parents / carers:

The reform to the old Data Protection Act (1998) was brought about by the General Data Protection Regulation (GDPR). GDPR is a European regulation that set out the changes that the UK needed to implement in a new Data Protection Act. The new data protection law was introduced on 25 May 2018 and forms the basis of a new Data Protection Act (2018). Information can be accessed through this link <https://www.glasgow.gov.uk/index.aspx?articleid=17475>

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act. This means, amongst other things that the data held about children and young people must only be used for specific purposes. However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, 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.

