

John Paul Academy



School Handbook Information

School Information

John Paul Academy
2 Arrochar Street
GLASGOW
G23 5LY

Telephone: 0141 582 0140 Fax: 0141 582 0141

Headteacher: Mr John McGhee

John Paul Academy is a coeducational Catholic comprehensive school covering the stages S1 to S6. It serves the north of Glasgow, as well as Bearsden and Milngavie in East Dunbartonshire.

The school's capacity has been defined as 850, the intake for S1 is capped at 150

The current roll for each year group is

| | | | | | |
|-----|-----|-----|-----|-----|----|
| S1 | S2 | S3 | S4 | S5 | S6 |
| 156 | 176 | 177 | 158 | 129 | 64 |

Special features of the school include a multipurpose hall, theatre and social area, and upgraded PE facility, including a new fitness suite, changing rooms, and all weather pitch, a modern Home Economics department, Drama & Music facilities and a suite of ICT rooms, including a library with full ICT facilities, and high quality ICT equipment across the school.

The school has a lift for use by pupils, staff and visitors with mobility difficulties. The new PE facility is managed in the evenings and weekends by Glasgow Life, and is accessed from a dedicated entrance and reception area at the side of the school. Other facilities in the school are also available for community letting, which is managed by Glasgow City Council Letting Department.

Teaching Staff

English & Drama

Mrs K Keogh PTS
Mr V Collins **DHT**
Mrs C Muir **PT Employability**
Ms J Thomson
Mr M Daly
Miss C Kelly
Miss H Forster
Ms G Hitchon
Mr S Airdrie

Mathematics

Mr D McClure PTS
Mr B Kerr
Mr M McQuade
Mrs C McQuade
Mr J Gillespie
Mrs C Franceschi **PTPS**
Mr T Mahmood

Modern Languages

Ms J Dickie PT
Mrs M Winton **DHT**
Ms A Smith
Ms J Sanderson

Biology

Mrs L Dunlop
Mrs H Rintoul

Chemistry

Miss I McCluskey
Mrs E Dick **PTPS**
Mrs S McRae **PTPS**
Mr D Devlin

Physics

Mr P McGorry PTF
Mr J Bebbington

Geography

Ms A Bryson

History

Ms S McLaren
Ms E Wardrop

Modern Studies

Mr M Connolly PTF
Mrs Y Cawley (0.6)

Support for Learning

Miss J Beacher

Religious Education

Mr P Kierney PTS
Mr A Fitzhenry **PTPS**
Mrs C Beltran **PTPS**

Physical Education

Mr S Harvey **PT**
Mr D Owen **DHT**
Mr J Coll
Mrs A Diver
Mr T O'Brien
Mr P Cassidy

Art

Mrs L Gillon PTS
Ms J Norbury
M J Strezlecki

Music

Mrs C Taylor PTS
Mr M O'Reilly
Mrs K Docherty
Ms R McLean

School Chaplain

Deacon J Dean

Home Economics

Ms C Corcoran **PTS**

Technical

Mr A Atkinson **PTS**
Mr F Bannon
Miss C Smith

Head Teacher

Mr J McGhee

Business Studies & Computing

Mrs C Lynch PTF
Mrs Y Collins PTS (0.8)
Miss K Gildea
Mrs J McGoldrick
Ms O Fakunle
Mrs M Redmond

Pupil Support Additional Learning Facility

Mrs L Franklin **PT**
Ms P Currie
Mr K Murray
Mr G Flynn
Mr K Kelly
Mr C Neil
Ms L Hewitt

HT

DHT

PTPS

PTS

PTF

EO

PTSS

PTPS

PSA

Headteacher

Depute Headteacher

Principal Teacher Pupil Support

Principal Teacher Subject

Principal Teacher Faculty

Employability Officer

Principal Teacher Specific Support

Principal Teacher Pupil Support

Pupil Support Assistant

Support Staff

Area Business Support Manager

Ms L Rae

Education Business Support Manager

Ms L Hart

Area Finance

Mrs M Wilson

Education Liaison Officer

Mrs P Vanderbosch

Librarian

Mr J Hassett

Clerical Staff

Ms L Price Senior Clerical Assistant

Mrs L Carson

Mrs J McKerron

Miss H Miller

PSA ASL

Mrs P McCann

Ms A McElroy

Ms C Sweeney

Mrs E Johnston

Pupil Support Assistants

Mrs M O'Donnell

Instrumental Staff

Mrs L Duffin

Mr J Stark

Mr G Gunnee

Mrs J Dunsmore

Mrs E Weir

Mr M Austin

Mr C Devotti

Technicians

Ms L Laird

Mr G Thomlinson

Mr R Black

Mr A McMillan

Mr I Greening

Employability Coach

Mr C Nimmo

Janitors

Mr R McKenzie

Mrs D Reilly

Catering Manager

Mrs L McKay

Cleaning Staff

Mrs C McGrath

Mrs C McLaughlin

Mosaic Room

Mrs R Ramsay PSA

Mrs A Totty

Active Schools Coordinator

Tracey McBride

Careers Advisor

Ms M Galashan

The School Week

| | | |
|----------------|----------|-----------------------------|
| 1 | | 08.45 - 09.35 |
| Tutor/Assembly | | 09.35 - 9.55 |
| 2 | | 9.55 - 10.45 |
| | Interval | 10.45 - 11.00 |
| 3 | | 11.00 - 11.50 |
| 4 | | 11.50 - 12.40 |
| | Lunch | 12.40 - 13.20 |
| 5 | | 13.20 - 14.10 |
| 6 | | 14.10 - 15.00 |
| 7 | | 15.00 - 15.50 (Monday only) |

The School Year

Term 1

| | |
|----------------|--|
| In Service Day | Thursday 11 th August 2016 |
| In Service Day | Friday 12 th August 2016 |
| Pupils Return | Monday 15 th August 2016 |
| Holiday | Friday 23 rd September 2016 |
| Holiday | Monday 26 th September 2016 |
| In Service Day | Friday 14 th October 2016 |

Term 2

| | |
|----------------------------|---|
| Teachers and Pupils Return | Monday 24 th October 2016 |
| Final Day Term 2 | Tuesday 20 th December 2016 (2.30 pm finish) |
| Christmas Holiday begins | Wednesday 21 st December 2016 |

Term 3

| | |
|--------------------------------|---|
| Teachers and Pupils Return | Thursday 5 th January 2017 |
| Holiday | Friday 10 th February 2017 |
| Holiday | Monday 13 th February 2017 |
| Holiday | Tuesday 14 th February 2017 |
| In Service Day | Wednesday 15 th February 2017 |
| Pupils Return | Thursday 16 th February 2017 |
| Final Day Term 3 | Friday 31 st March 2017 (2.30 pm finish) |
| Spring (Easter) Holiday Begins | Monday 3 rd April 2017 |

Term 4

| | |
|---------------------------|---|
| Teacher and Pupils Return | Tuesday 18 th April 2017 |
| Holiday | Monday 1 st May 2017 |
| In Service Day | Thursday 4 th May 2017 |
| Holiday | Friday 26 th May 2017 |
| Holiday | Monday 29 th May 2017 |
| Final Day Term 4 | Tuesday 27 th June 2017 (1pm finish) |

Placing Requests

Parents are informed by the Primary School their child attends about the secondary provision within the area. For those children who live within the catchment area of John Paul Academy the choice of this school will be made known to us by the Primary School without any further action on the part of the parents. If the child lives outwith the school catchment area the parents must make a placing request application to the education authority.

Any parent who would like their child to join the school at a later stage should put in a placing request application to the education authority. If successful the Deputy Headteacher in charge of the specific yeargroup will arrange an interview prior to enrolment. Details of the school catchment are available from Glasgow City Council website.

Pastoral Care / Pupil Support

A complete outline of our Pupil Support structure is contained within our 'Pupil Support Overview' booklet. This is distributed to all pupils annually and can be obtained by contacting our school office.

Child Protection

Every year all members of staff are given a presentation on child protection and the procedures to be followed in the case of a concern, whatever its source. Staff are alerted as to what to be vigilant about, and to the importance of referring any concerns to the headteacher. Procedures are carefully followed with regard to Disclosure Scotland for anybody working with young people while they are in the care of the school. A copy of Appendix 3 of the city's Management Circular 57 is included in the Appendices section of this handbook.

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people - and their parents or carers - can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

The Named Person in John Paul Academy is the Principal Teacher (Pupil Support) for your child's particular year group. Your child will be informed of the name of their individual Named Person.

Equality of Opportunity

At John Paul Academy we are committed to pursuing the values of equality, tolerance and understanding and to enhancing the educational provision of all pupils in our care. In particular, we seek to remove barriers to learning and to self esteem caused by practices and attitudes which discriminate in terms of race, gender, ability or disability, or any other factor considered to cause inequality in our educational provision.

All courses on offer in school are available to both boys and girls and efforts are made through our programme of Options and Careers Information to breakdown stereotypical images of subjects and careers.

Pupils take part in programmes designed to counter gender imbalance in certain careers, and to heighten awareness of opportunities across a range of abilities. Science and technology are particular examples of this. Specific careers advice is provided for pupils with additional learning needs.

Curriculum for Excellence

John Paul Academy full embraces CfE and our courses are delivered in line with nationally produced experiences and outcomes for pupils and cover the following modes; expressive arts; language and literacy; health and wellbeing; mathematics and numeracy; religious and moral education; sciences; social studies and technologies.

Broad General Education S1 - S3

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3.

This is Broad General Education. Learners progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them.

Learners will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3

Experiences and Outcomes are what the learner will be able to explain or do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these and the progress of learners is measured in the achievement of Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the levels at which they are working.

Senior Phase S4 - S6

Learners work towards qualifications in the Senior Phase. Available qualifications and awards include National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work, Progression Awards. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement

Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training.

Additional Support Needs/Accessibility Strategy

The additional support needs catered for in the school cover a wide range, and include physical disabilities of various kinds, and both specific and general learning difficulties. Where possible these are supported by the help of a specialist teacher within the classroom. From time to time it is felt necessary to withdraw a pupil from class to allow for individual tuition. All such arrangements are made after consultation with parents.

The school has a duty to ensure that all our young people have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to their physical environment of our buildings to address the needs of young people with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meeting to facilitate physical access, provision of an interpreter for people who have a hearing impairment, agreeing a phone contact system to provide direct feedback to parents and carers. There are ramps at the various entrances to the school, to allow for easy wheelchair access, and in each area of the school doorways have been widened to provide access for wider wheelchairs. Staff are aware of disability issues and make provision in terms of interviews, reports etc for special needs.

Assessment

The aims of our assessment practices within the school are to acknowledge strengths and identify areas for development. This enables us to inform pupils and their parents what knowledge and skills pupils have acquired and where they should concentrate their future efforts.

Assessment is carried out in a variety of ways including short tests at the end of a unit of work, assessment of pieces of work produced in class, special assignments and homework exercises. More formal tests take place as pupils progress through the school to allow them to prepare for external examinations.

Formal school reports on each subject are sent out once per year, and in addition there are shorter interim reports which come from subject tracking of pupil progress. A progress meeting for parents is held once per year for each yeargroup to allow parents to discuss their child's progress with individual subject teachers. Parents may also make an appointment with the Pastoral Care teacher at any stage to discuss their child's progress.

Homework

Homework is given to:

- consolidate work done in class
- encourage habits of independent study
- provide preparation for new lessons

The amount of homework expected of pupils varies according to the age of the pupils and the subjects they are studying. In general the amount of homework pupils may expect in a week is:

| | |
|-----------|----------------|
| S1 and S2 | up to 3 hours |
| S3 and S4 | around 5 hours |
| S5 and S6 | 6-8 hours |

School diaries are provided to encourage pupils to plan their weekly activities and allow home and school to monitor the homework being done. In third year and beyond some of the work done at home will be in the form of directed study and investigations rather than set assignments. This helps the pupils to develop the techniques of individual study and research.

Pupils have been given the opportunity to participate in homework classes and supported study: a chance to work on homework, personal study, investigations, folios etc. at the end of the school day, with the help of subject teachers. This has been shown to have a very beneficial effect on exam performance. Parents are strongly encouraged to support this initiative. There are also a number of after school classes which concentrate on ICT and problem solving activities.

Spiritual, Social, Moral and Cultural Values

By what we teach and in our practices we aim to create in the school a truly Christian community whose values and beliefs are quite distinctive. We recognise the responsibility of parents as the prime educators of their children and in our partnership with you as parents we seek to help you fulfil that role. We are proud of the responsibility we carry in being a Catholic school and we seek to provide a specifically and overtly Catholic education through the fostering of a strong Catholic ethos in the school community and through the teaching of the RE programmes from 1st year to 6th year as approved by the Catholic Education Commission of Scotland.

We aim to enable the pupils to become knowledgeable about the beliefs, values, attitude and practices of their faith and to help them confirm and deepen their prayer life, sacramental life and commitment by providing:

- formal periods of religious education
- Every Morning begins with whole school Morning Prayer
- an emphasis throughout the school on Christian values of tolerance, respect, equality and understanding
- class Masses and morning Mass
- spiritual retreats
- liturgical services throughout the year

- conferences and speakers on a variety of topics including vocations, parenthood, right to life, community involvement
- parish links

Pupils in S6 now benefit from a certificated course of Catholic Leadership and Personal Development called Caritas.

Extra-Curricular Activities

Sport and Outdoor

The number of sport and outdoor activities over the years has been expanding. In the last few years we have offered boys' and girls' football, basketball, athletics, cross-country, netball, volleyball, aerobics, badminton, skiing, dance and golf. All pupils in S1 are given the opportunity to go on a 4 day hostelling trip, as part of their activities programme and S2 and S3 are offered a 4 day trip to the Blairvadach Outdoor Centre.

Music, Drama, Art and Craft

Most years, the school produces a show in the summer term. A large number of pupils take part in the production as actors, singers, dancers, musicians, stage hands, stage designers and painters, lighting and sound technicians, costume makers, make up artists and many other roles. We also have a carol service and in some years a talent concert which looks to a wide variety of volunteers. The music department takes part in musical competitions and concerts outwith the school, the PE department in competitions and events for sport and dance, the art department in competitive events and community projects, the technical department in technology competitions; the home economics department in both craft and cookery competitions, while many other departments and individuals contribute to the wide range of activities in the school. Included in this list are the Burns' night, the public speaking competition and the production of the yearbook.

Clubs and Classes

In addition to the above there are a number of other activities to suit the interests of pupils. In recent years there has been the school website working group, the plasma screen group, science club, chess club, enterprise activities, eco-committee, drama and film club.

Data Protection Act 1984

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

Freedom of Information (Scotland) Act 2002

John Paul Academy fully adheres to this legislation.

School Discipline

Within our school we promote the highest standards of discipline at all times. This is quite simply necessary in order that the best learning can take place. We work very closely with parents to ensure our pupils always behave in an appropriate way.

Attendance at School

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

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment etc. Regulations 1993 required each child's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised: e.g. unexplained by the parent/carer (truancy) or excluded from school.

Parents and carers should be asked to inform the school by letter or phone, if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence.

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

Exceptional circumstances include:

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

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

- availability of cheap holidays or desired accommodation;
- holidays which overlap the beginning or end of term

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

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

School/Community

Sitting at the very heart of the local community we believe that an excellent and thriving school benefits all around it. At John Paul Academy we aim to always maintain a very high profile within the community and encourage partnership working to achieve our goals. Our regular 'Newsletter' informs all involved in our community of the

achievements and successes of our staff and pupils. More recently we have involved social media via Twitter and Facebook to celebrate success on a more regular basis. We actively encourage contact and involvement with our school.

School Dress

Since the school opened, surveys of parents have indicated strong support for the wearing of the school uniform which consists of:

- Blazer
- Sky blue shirt
- School tie
- School sweatshirt (Optional)
- Black dress trousers or skirt
- Black shoes

The Pupil Council and Parent Council have reinforced the importance of smart dress for school and have agreed with the existing emphasis on dress trousers or skirts. The wearing of denim, jogging trousers, white training shoes, non-uniform tops and jewellery are specifically not allowed.

Given that there is a substantial parental and public approval of a dress code, schools in this authority are encouraged to develop a school dress code. In encouraging a dress code policy account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents/carers and pupils. Against this background it should be noted that it is the policy of the Education Services Committee to encourage schools to develop an appropriate dress code policy.

School Meals

We are fortunate in having an excellent cafeteria which offers a wide selection of hot and cold meals including vegetarian options. Pupils use a swipe card to pay for meals. These can be topped up at any time at the machines in the school. Pupils entitled to free school meals will have the value of a meal credited to their card on a daily basis. Recently the school has increased its provision and now offers 4 distinct areas where pupils can purchase healthy food and drink.

Pupils who bring packed lunches to school are allowed to eat these in the social area during the lunch break.

We now have a John Paul Academy 'Hut' located in our playground that sells the same products as the main 'Fuel Zone'. It has proved to be very popular with pupils this session. We have a healthy vending machine and a hot/cold buffet area along with our traditional dinner area.

Young people of parents/carers receiving Income Support, Job Seekers Allowance (Income Based) and Child Tax Credit only (where income is less than £14,495*) are entitled to a free midday meal. Information and application forms for free school meals

may be obtained from schools and from Grant Sections at Education and Social Work Services headquarters.

It is in the interest of schools and parents/carers to maximise the numbers of young people entitled to free school meals as those schools with a high level of young people registered for free school meals attract additional funding benefits for the school overall. All parents/carers eligible for free school meals for their child or young person are therefore encouraged to register their entitlement thus assisting the school in gaining additional support. Application forms can be obtained from the Grants Section at Education and Social Work Services headquarters.

NB Parents/Carers who are in receipt of Child Tax Credit and Working Tax Credit are not entitled to a free midday meal.

* Income amount effective from 1 April 2007 and may be changed by the Department for Work and Pensions.

Special diets can be catered for if a doctor's line is sent to Direct and Care Services via the school.

Transport

The Education Authority has a policy of providing free transport to secondary pupils who live more than 2.2 miles 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 who consider they are eligible should obtain an application form from the school or Education and Social Work Services. These forms should be completed and returned before the end of February for those pupils beginning the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate officer has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred. The authority has an Exceptional Circumstances Policy relating to homelessness, parent/carer disability etc. Details are available from the school. There is also a procedure to request transport on medical grounds. The school can advise on procedures.

Pick Up Points

Where free transport is provided, it may be necessary for pupils to walk a certain distance to the vehicle pick up point. Walking distance in total, including the distance from home to the pick up point and from the drop off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

Placing Requests

The education authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances, and where appropriate legislation applies.

Free Transport

Pupils entitled to free transport will either receive a travel pass to travel on a special contract bus or a pass to travel free during certain hours on the normal service bus. Special transport arrangements are made for pupils attending other schools, colleges or supported study after school.

Education Maintenance Allowance (EMA)

John Paul Academy complies with government guidelines relating to EMA. Further information can be obtained by contacting our school office.

Medical and Health Care

Medical and dental inspections are carried out by the School Health Service in the course of each year. Parents are given advanced notice so that they can attend if they so wish. Parents are requested to complete a consent form for routine medical or dental inspections at the start of the year.

Sickness in School

Except in clearly serious cases, pupils who report sick in the course of the school day will be sent to the medical room in the charge of a member of staff. Pupils will be sent home where an assurance can be given that there is an adult at home who can take charge.

A standard form is issued to parents at the beginning of each new session asking for details about emergency contacts and known medical conditions. In serious cases pupils will be taken to the emergency department of the Western Infirmary, Dumbarton Road, Glasgow.

Medication

Medication of any kind to be taken in the course of the day should be lodged with the member of staff in charge. This will be issued only on the written authority of parents on the appropriate form which is available from the school office. Parents should note that there is no medical expertise in the school. Any action taken with a sick child is a matter of lay judgement. Children, therefore, should not be sent to school in a sick condition, especially if it seems likely to get worse in the course of the day.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, 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 closure or re-opening. We shall keep in touch by using letters, text messages, Twitter,

our extensive Website and blog pages, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio.

Parents Forum

The membership of the Parents Forum is made up of all parents/carers who have a child or young person at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents/carers. One of the ways parents/carers in the Parent Forum will be able to express their views will be through the Parent Council.

Parent Council

The Parent Council is a group of parents/carers selected by member of the Parent Forum to represent all the parents/carers of young people at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. The type of things a Parent Council could get involved in includes:

- supporting the work of the school
- gathering and representing parents/carers views to the Headteacher, education authority and HMIE
- promoting contact between the school, parents/carers, young people and the local community
- fundraising
- involvement in the appointment of senior school staff

Parent councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect young people's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. Every school's Parent Council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role. In recent years the parent council has been successful in managing a range of changes that have had significant benefit to the school.

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. In denominational schools, the Parent Council must invite the relevant church or denominational body to nominate a representative to be a co-opted member.

Further information will be provided to all parents about the membership of the Council, the constitution and the arrangements for meetings. Parents will be consulted about topics for discussion by the Council. The headteacher has a right and duty to attend all meetings of the Council but not a right to vote.

External Examinations

Policy with regard to entering pupils for public examinations

Schools in consultation with pupils and parents normally decide on presentations for examinations. However in the final analysis, the school will accede to the wishes of the parents.

Pupil Council

Each yeargroup has a pupil council with representatives from each class. The council discusses matters of importance to the school and matters related to the particular yeargroup. Topics at recent meetings have included pupil health and the way it is promoted in the school, learning and teaching, activities in school and in the community, citizenship, homework, supported study, motivation, timekeeping, litter, recycling and yeargroup special activities. Councils raise topics as a result of consultation with classes, and outcomes from meetings are highlighted at yeargroup assemblies. Representatives from the senior council sit on Glasgow's student council, which meets with the director of education and social work services, and representatives from various departments. Meetings are formally conducted with a pupil chair and secretary, and minutes are kept. A staff adviser attends the meeting. This adviser is the head of year or Pastoral Care representative for the year group. The pupil council will also meet yearly with the parent council to express their views on a range of matters.

Dealing with Racial Harrassment

John Paul Academy fully endorses Glasgow City Councils policy and procedures in relation to equality for all. Any racial incidents will be dealt with in adherence to prescribed policy.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All young people within John Paul Academy have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and free from all forms of abuse, bullying or discrimination". (A Standard for Pastoral Care in Glasgow Schools).

Comments and Complaints

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

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

- take a totally neutral stance in fully investigating your complaint
- acknowledge receipt of your complaint within 5 working days
- give a full written response within a further 10 working days, unless another timescale has been agreed

The Customer Liaison Unit can be contacted by phone or email:

Phone 0141 287 3655/4688

e-mail education@glasgow.gov.uk

Customer Liaison Unit

Education Services

Glasgow City Council

40 John Street

GLASGOW, G1 1JL

**INFORMATION FOR PARENTS 2015
SECONDARY SCHOOLS**