



Westmuir  
High School

## **School Handbook**

**August 2019**



## **Westmuir High School Staff Handbook**

Welcome to Westmuir High School

I would like to welcome you to Westmuir High School. 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.

Westmuir High School is a small SEBN secondary school. All staff are qualified in managing challenging behaviours of young people. Westmuir provides education for young people who require support to engage in learning and, with this support, can experience a high quality broad general education and national qualifications in the senior phase of secondary education.

As a comprehensive co-educational school, Westmuir High aims to develop the potential of every young person. We offer a broad education to young people in small class sizes (maximum class size of 6).

Within a safe, caring, orderly and intensely supportive learning environment, we aim to encourage each young person to respect themselves and others. This provides the foundation for engagement in learning and indeed in taking pathways to successful and sustained positions in the world of work.

We work very closely with parents and carers of young people. Through regular telephone calls, letters and texts we aim to fully involve parents and carers in the life of the school.

At all times we would encourage parents, carers and associated professionals to work closely with us to ensure all young people attending Westmuir achieve, attain national qualifications and develop fully, their employability skills.

Magnus Smith  
Head Teacher

## School Vision & Values

Westmuir High School's vision is to actively work with young people to improve their lives through education and help each individual to meet their potential.

We recognise the huge importance of the development of the attributes of courtesy, respect and responsibility of all young people.

The guiding principal of the school is to provide a safe, happy, ordered and stimulating learning community in which each individual can achieve his or her potential, socially and intellectually, in a caring climate of mutual respect.

Working with parents and the wider community, we seek to develop successful learners, confident individuals, responsible citizens and effective contributors.

Westmuir High School staff are a team of professionals who have expertise and experience in working with young people who may need support to regulate their behaviours and overcome difficulties in accessing the curriculum.

Assemblies, whole school award schemes and individualised programmes of education seek to provide opportunities to demonstrate and develop their conduct and learning in a positive manner. Young people are offered experiences to link with the local community.

Westmuir High School has strong links with a number of employers, further education colleges and training schemes. Through our dedicated Business Manager, individualised pathways for young people are developed throughout their third and fourth year to ensure **positive destinations**.

Our values are to instil the young people and staff with;

- RESPECT in all of our interactions,
- provide opportunities to achieve SUCCESS in all of our endeavours and to develop SKILLS FOR LEARNING, LIFE & WORK
- ensure young people are equipped to live and thrive in our communities.

Westmuir High School aims to provide an environment where we;

- understand each individual's needs and aspirations
- foster a climate of acceptance for all
- provide flexibility to support young people and their families
- build positive relations
- promote attainment and achievement as an achievable goal for all young people
- ensure all young people progress onto a positive destination when they leave our school

## 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:

Westmuir High School  
255 Rigby Street  
G32 6DJ  
Phone: 0141 556 6276  
Email: [headteacher@westmuirhigh.glasgow.sch.uk](mailto:headteacher@westmuirhigh.glasgow.sch.uk)  
[www.westmuirhigh.glasgow.sch.uk](http://www.westmuirhigh.glasgow.sch.uk)

### Background information:

- Co-educational school
- Provision for ASN (Social, Emotional & Behavioural Needs)
- Non-denominational
- Stages taught: S1-S5
- Current Roll: 48
- Capacity: 48

### School staff

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

The leadership team is as follows:

Headteacher: Mr M Smith  
Principal Teacher: Mr D Lobo  
Principal Teacher: Mr S Ogston

### Moving from Primary to Westmuir High

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. A Transition Planning Review takes place during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child. 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 all relevant primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

## **The School Day**

### **Session 2017-2018**

Supported Start Time	08.55-09.10
Period 1	09.10- 10.00
Period 2	10.00-10.50
Interval	10.50-11.05
Period 3	11.05-11.55
Period 4	11.55-12.45
Lunch	12.45-13.20
Period 5	13.20-14.10
Period 6	14.10-15.00

## **School Holidays**

Details of holiday dates are available on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

## **Pupil Absence**

Within Westmuir High School good attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. Parents should call the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00 and 15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

## **Medical & Healthcare**

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

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

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

## **Emergencies**

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

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

## **School Uniform**

The school uniform is:

- White polo shirt
- Grey/black trousers
- Grey/black skirt

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

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

## **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (see link below for thresholds), Housing Benefit, or Council Tax Benefit or Universal Credit (see 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. Medical diets can be provided. Please inform the head teacher.

Young people who prefer to bring packed lunches are accommodated in a suitable area.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (see link below for thresholds), Child Tax Credit only (see link below for thresholds), Universal Credit (see 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>

## **Transport**

The education authority will normally provide free transport to all pupils who attend an Additional Support for Learning (ASL) school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time.

Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

## **Communication with Parents**

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

*Newsletters* – will be sent out on a regular basis to keep parents and carers informed about the work of the school.

*Letters* – further information which requires a response may be sent out in letter form.

*Text messaging* – Parents 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, 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.

## **Data Protection – use of information about children and parents/carers**

We collect information about children 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, please give them a letter to hand in at the school office and then collect them from the school office at the specified time.

## **Comments & Complaints**

In Westmuir 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.

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

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

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

## **Curriculum**

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

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

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

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement

### **The Senior Phase**

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.

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

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

The SQA website contains useful information to help you understand national qualifications.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

### **Useful websites**

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)  
[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

## **Assessment & Reporting**

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

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 equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website – <https://www.glasgow.gov.uk/article/18941/Meeting-Additional-Support-Needs>

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 Westmuir High School have a clear responsibility for the welfare of young people. In addition, all young people are given a "Trusted Adult" on entering the school. This provides a vital link between home and school as the Trusted Adult has an 'all-round' picture of a pupil's progress and general health and well-being.

Other support for pupils is provided by all staff in the first 15 minutes of each day and by the Support for Learning 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.

## **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.

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

The smooth running of Westmuir High School requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy. In most cases, a quiet reprimand is sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.

## **Homework**

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

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It develops areas of interest that can be followed up later in life and become a leisure pursuit

- It allows parents to see, help and become involved in their child's work

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

## **School Improvement**

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

## **Useful 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. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>

## **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

## **Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

## **Glasgow City Council**

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

Tel: 0141 287 2000

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

Add local information as required.