



“Nothing but the best will do”

CASTLEMILK HIGH SCHOOL



School Handbook 2023-24



Castlemilk High School

School Handbook 2023-2024

Welcome to Castlemilk High School

I would like to welcome you and your child to Castlemilk 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.

Our school is very proud of the high levels of support given to our pupils, the range of personal achievement opportunities we offer and the academic successes of our young people.

At Castlemilk High School we aim to ensure excellence and equity through raising attainment and promoting achievement. We are working towards ensuring that every child achieves the highest standards in literacy and numeracy together with a range of skills, qualifications and achievements to allow them to succeed in life. We strive to ensure every young person has the same opportunity to succeed by providing a range of supports and removing barriers to learning.

We are proud that our young people are confident, resilient and motivated to learn. We are developing a range of strategies in literacy, numeracy and health and wellbeing to support our young people to achieve their full potential.

We know that when parents/carers are fully involved in their child's learning, and in the life and work of our school, that we see better outcomes for our young people. At Castlemilk High School we are working to ensure that parents/carers are supported to play an active role in their child's learning, and that parents/carers and our community play an important role in the day-to-day lives of our school. Our aim is to build positive relationships with parents/carers and work actively together to achieve the best possible outcome for our young people.

At Castlemilk High School the ultimate goal is that each and every child develops a broad range of skills and attributes and gains the qualifications to have choices and be successful in life.

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

Hugh Waugh
Headteacher (Acting)

School Vision & Values

In Castlemilk High School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We aim to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors and prepared to take their place in society. This is achieved through working together with young people, their families and the community, based on a shared vision.



Through our **values of ambition, respect, responsibility and resilience**, we **nurture our community of tomorrow**

Castlemilk High: Changing Perceptions, Changing Minds



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 Information

Castlemilk High School
223 Castlemilk Drive
Glasgow
G45 9JY
Phone: 0141 582 0050
Email: headteacher@glasgow-sec.glasgow.sch.uk
Website: <http://www.castlemilkhigh.glasgow.sch.uk/>

Background information:

- Co-educational school
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 443
- Capacity: 600

School staff

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

The senior leadership team is as follows:

Headteacher (Acting)	Mr Hugh Waugh (Acting)
Depute Head Teachers	Ms Maya Lafitte
	Mr Ross McPherson (Acting)
	Mrs Louise McFadzean

Moving from Primary to Castlemilk High School

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 3 partner primary schools: Castleton Primary School, Miller Primary School and Carmunnock Primary School. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from out with our area. Families living out with the school catchment area are welcome to make a placing request to attend Castlemilk High School. Prospective parents are welcome to visit the school and should contact the school office.

To make a placing request please follow the link below:

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

The School Day

Session 2023-2024

Monday & Tuesday

Tutor Time	08.50-09.00
Period 1	09.00- 09.50
Period 2	09.50-10.40
Interval	10.40-10.55
Period 3	10.55-11.45
Period 4	11.45-12.35
Lunch	12.35-13.20
Period 5	13.20-14.10
Period 6	14.10-15.00
Period 7	15.00-15.50

Wednesday - Friday

Tutor Time	08.50-09.00
Period 1	09.00- 09.50
Period 2	09.50-10.40
Interval	10.40-10.55
Period 3	10.55-11.45
Period 4	11.45-12.35
Lunch	12.35- 13.15
Period 5	13.15-14.05
Period 6	14.05-14.55

Term Dates 2023-2024

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

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

Pupil Absence

Within Castlemilk 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. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00 -15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at:

<https://www.glasgow.gov.uk/pupilabsence>

Absence Line

Alternatively calls can be made to the school office on 0141 582 0050. The line is open between 08.30-15.30 Monday to Friday.

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 and text.

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, however on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport and power failures.

In such cases, we will do all we can to let you know about the details of our closure or re-opening by using letters, texts and social 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 is:

- Formal black leather school shoes or plain black 'trainers' with no coloured badges, logos, laces or soles (black socks/tights)
- Formal white school shirt with collar (no blouses, polo shirts, T shirts)
- Plain black school trousers or skirt of appropriate length (no jeans, leggings, jogging bottoms, shorts etc.)
- Plain black 'V neck' jumper with no coloured logos (no round necks, hoodies, cardigans), in colder weather
- Plain black blazer with school badge and red tie for all **S1-S4** pupils
- Black blazer with bright blue braiding/school badge and blue tie for all **S5/6** pupils.

The school tie is available from the school office and the blazer supplier visits the school on an annual basis. The school office can advise on how to obtain a blazer outwith this time. Blazers can be purchased from any store with a school badge available for purchase at the school office. All school uniform can be purchased from the store of your choice.

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 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.

The PE uniform is:

- Plain black or white clothing (preferably no logos)
- Footwear can be any colour

Clothing & Footwear Grants

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. A breakfast and mid-morning service is also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office.

Young people who prefer to bring packed lunches are accommodated in the dining hall. Fizzy drinks and energy drinks are not permitted.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from the school or at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

ParentPay

The school uses ParentPay to enable payment for school meals and paying for trips. This is an online service that can be accessed at the link below. We have also created a help video and letter which will aid you in the process of registering and using the service.

[ParentPay – Help video](#)

[ParentPay - Letter](#)

[ParentPay - Leading Cashless Payment System for Schools](#)

Transport

The education authority has a policy of providing free transport to all young people who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Communication with Parents

At Castlemilk 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, such as:

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

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

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

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

Showbie - an app teachers and staff use to set, collect and give feedback on classwork via pupil's iPads. Parents and carers are annually issued with their own unique login to allow them access to all of their child's classes. It is a great way for all teachers, pupil and parents to stay connected. Showbie is available on iOS for iPhone and can be accessed via the Showbie website on Android.



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.

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

Emergency Contact Information

At the start of each school session, parents and carers will be asked to check all contact details. 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 young people and parents/carers

We collect information about children and young people attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of

the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, please click on the link below:

<https://www.glasgow.gov.uk/privacy>

Education specific privacy statements can be accessed at:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=32485&p=0>

Appointments during School Hours

If your child has an unavoidable appointment, please give them a letter for their Tutor Teacher/Pastoral Care Teacher to ensure that they have permission to be absent from class.

Comments & Complaints

In Castlemilk 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

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk

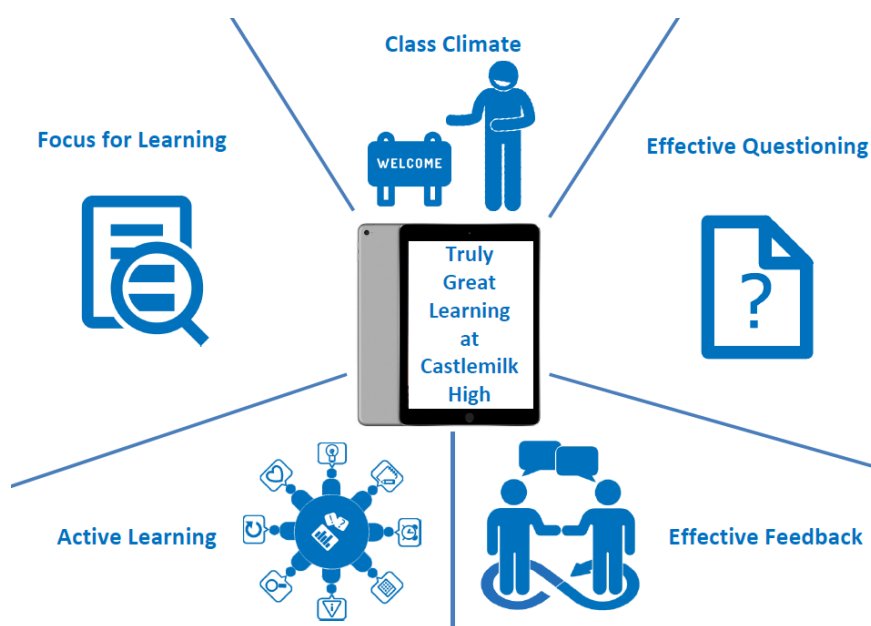
or

education.customerservices@glasgow.gov.uk

Learning and Teaching

Learning and teaching is at the heart of everything we do here at Castlemilk High and we recognise that our teachers are our most valued resource. Our Learning and Teaching policy was developed by our Learning and Teaching Improvement Team after in-depth enquiry and research, drawing on current educational thinking, followed by consultation with teaching staff and lesson observations. Our policy serves as a starting point to help improve teacher practice and give a clear focus to lessons ensuring a consistency of excellent learning across the school.

From their research and consultation our Improvement Team identified five key aspects of learning that contribute to what we believe is 'Truly Great Learning'. As such these five aspects of learning are the principle lesson focus in all lessons at Castlemilk High School.



Focus for learning—'Young people will know what they are learning, why they are learning it and how they will be successful?'

Active learning—'Young people will be asked to think for themselves, solve problems and work actively with others.'

Effective questioning—'Young people will be asked thought provoking questions that make them think about what they are learning.'

Effective feedback—'Young people will be given a clear idea of how they are progressing and what they need to do next to improve further.'

Class climate—'Young people will be respected and challenged in their learning whilst being supported by their teacher throughout.'

We aim to ensure that 'Truly Great Learning' is taking place in every classroom in Castlemilk High through our Learning and Teaching Strategy and Framework.

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 and health and wellbeing 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/wider achievement

The Senior Phase S4-S6

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Throughout S2 and S3, there is a programme of support to assist pupils and their parents and carers with course choices for National 3, National 4 and National 5 awards as well as a range of additional qualifications, such as Skills for Work courses. The pupil support programme seeks to advise pupils about:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and areas for development
- 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 Authority (SQA), we will assess National 3 and 4 qualifications. Individual courses at National 3 and 4 levels will not be graded but marked overall as pass or no award.

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 and/or an assignment) which will be marked externally by SQA.

The SQA website <https://www.sqa.org.uk/sqa/41312.html> 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 schools, colleges, universities and employers. We also have a shared senior school with St Margaret Mary's Secondary School. 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 as highlighted by our school motto "Nothing but the best will do."

Further information on Scotland's Curriculum can be found on the following website:

[Curriculum for Excellence](#)

or

<https://education.gov.scot/parentzone>

Religious Observance

Our school is fortunate to have a close link with the local church. Our Minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

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 school website and the school app.

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.

Glasgow City Council

Further information relating to additional support needs is available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>

or

Enquire Scotland

Enquire is a national advice service for families with additional support needs.

www.enquire.org.uk

Pupil Support Staff

All staff in Castlemilk High School have a clear responsibility for the welfare of young people. In addition, all young people are given a Pastoral Care Teacher on entering the school. This provides a vital link between home and school as the Pastoral Care Teacher has an 'all-round' picture of a pupil's progress and general health and well-being. In most cases, a parent's first point of contact with the school will be the Pastoral Care Teacher.

Other support for pupils is provided by class tutors in the first 10 minutes of each day and by the Inclusion 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. We are a Rights Respecting School and the approach within Castlemilk High School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Castlemilk 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 live the Values of our school at all times – this is reflected in our pupil's behaviour with respect and safety for themselves and others. This is also important on journeys to and from school where they representing themselves as individuals, the school and our wider community.

Our expectations are clearly communicated to young people and inappropriate behaviour is dealt with in line with school policy.

Homework

Regular, effective homework is an important part of the school day. We are using Showbie to support the use of Home Learning. Home Learning has many advantages:

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

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

Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements which can be found on our website, Facebook and Twitter.

Parent Council

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Pupil Voice

Our Pupil Parliament is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

The school also has a Senior Pupil Leadership Team to further promote pupil voice.

Extra-Curricular Activities and Skills Development

To extend the learning experience beyond the classroom we offer a wide range of extra-curricular activities. Details of all extra-curricular activities can be found on our website. To further support our young people's Skills Journey, all young people participate in a weekly Wider Achievement afternoon.

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



School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. 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.

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>

Useful websites and contacts

Education Scotland <https://education.gov.scot/>
National Parent Forum of Scotland www.npfs.org.uk

World of Work

This is a website developed by Skills Development Scotland – Scotland's national skills agency for career information and advice.

<https://www.myworldofwork.co.uk/>

Focus Point

This is a website which focuses on college and university studies in the west of Scotland.

<https://www.focuspoint.org.uk/>

Connect

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

www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs.

www.enquire.org.uk

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

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223 Castlemilk Drive
Castlemilk
G45 9JY*

Tel: 0141 582 0050