

Welcome to St. Mungo's Academy

Introduction from the Head Teacher

Welcome to St. Mungo's Academy. This handbook is designed to give you an insight into the school – its vision, values and aims. Working with you, we hope that you will recognise that your child will be given a vast range of opportunities to develop their skills and talents in a safe and supportive environment and prepare them for a life beyond school. Our aim, and that of Catholic Education, is to develop the whole child – academically, spiritually, socially, physically and emotionally.

We are very proud of our successes, the high standard of pastoral care and the wide range of extra-curricular activities offered to our young people. Our continued commitment ensures that we will support them in fulfilling their potential in relation to wider achievement. Prominence is given to developing positive relationships throughout our school as well as academic achievement.

As a denominational school, our challenge is to nurture a community where our work, attitudes, behaviour and relationships are shaped by gospel values. Sharing the revelation that Christ is the foundation of everything brings meaning and coherence to our school. We are guided by the principles of respect, tolerance, and understanding and our goal is to encourage awareness that Christ asks us to be "men and women for others". This approach supports us in developing an appreciation of cultural, social and religious diversity.

We expect the highest standards from our pupils in all aspects of school life, in their attitude to learning, in their personal conduct and in their appearance. We recognise the need to work in partnership with you, the parents and carers of our young people, to ensure our continued success and would encourage your active interest and cooperation in the work and life of the school. Please do not hesitate to contact me at the school if you require further advice or information.

In the meantime, I look forward to welcoming you and your child to St. Mungo's Academy.

With every good wish,

Angela Milton

Head Teacher



St Mungo's Academy

Values, Vision and Aims: 2018-2023

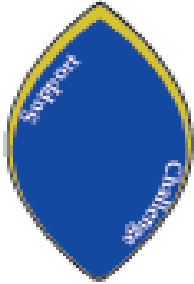
VISION AND DIRECTION FOR THE SCHOOL OVER THE NEXT 5 YEARS:



Increase pupils' levels of attainment and achievement



Improve the quality and consistency of learning and teaching



Focus on making sure that all pupils are supported to have the opportunity to succeed



Empower all partners (pupils, teachers, parents and other organisations) to improve outcomes for pupils

CORE VALUES UNDERPINNING OUR DECISIONS AND ACTIONS:

Faith

Hope

Love



A Community of Faith and Learning

The world is God's creation and we are made in his image and likeness. Thus the community of St Mungo's Academy recognises the central place of Jesus Christ in our work and our relationships. We endeavour every day to provide opportunities to encounter Jesus in all that we do and say. We are a community of Faith and Learning based upon the teachings and values of the Catholic Church. The values of the gospel are lived out in the daily life of the school

The goal of Catholic education is to enable all learners to achieve their fullest potential.

'Preparing them for life, informing their minds and informing their characters so that they can contribute with others, and above all with God, to the transformation of the world.'

This is Our Faith

(Article 6 Rights of the Child)

The nature of our Catholic school is to be open, welcoming and inclusive; working with parents, carers and families to support each other in realising the ambitions of our young people. The faith mission of our school is made explicit, not only through the RE programme, but in all aspects of school life.

How do we provide structured opportunities of encounter with Jesus?

- We provide an engaging and dynamic RE curriculum which supports reflection, prayer and the critical development of young people from S1 – 6.
- Prayer is a common feature of school life – each day begins with the school prayer, prayer is a feature of assemblies, prayer is used at the beginning of meetings.
- Opportunities to develop the sacramental life of the school are supported by the school chaplain and other members of the local clergy and include Mass in school Oratory 3 days a week, at the beginning and end of the school term, celebrating Holy Days of Obligation and during the Patronal Feast Day. Services for staff and young people are also provided during the Holy Seasons of Lent and Advent.
- Each year group has the opportunity to attend a day retreat when we work with a group of partners to explore an aspect of faith closely related to age and stage of development.
- Visits by the school chaplain to classrooms at the invitation of the pupils and / or the teacher to discuss certain aspects of Church teaching
- Providing other opportunities throughout the year for spiritual growth: for example Eucharistic Adoration and the Rosary

A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- A commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- An inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- A commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- A commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- The provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- A commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- A commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- A commitment to ecumenical action and the unity of Christians;
- The promotion of respect for different beliefs and cultures and for inter-faith dialogues;
- A commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

School Information

Contact Details:

St. Mungo's Academy

Crownpoint Road

Glasgow

G40 2RA

Phone: 0141 582 0260

Fax: 0141 582 0261

Email: headteacher@glasgow-sec.glasgow.sch.uk

Website: www.st-mungosacademy.glasgow.sch.uk

Twitter: @StMungosAcademy

Background information:

- Co-educational school
- Stages taught: S1-S6
- Current Roll: 800
- Capacity: 950

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: | Miss Angela Milton |
| Depute Heads: | Mrs Caroline Keenan |
| | Mr Paul McWatt |
| | Dr Gerard Burns |
| | Mr Mark Ruddy |
| Business Manager | Ms Sandra Kelly |

Moving from Primary to Glasgow Secondary

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 7 partner primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from outwith our area. Families living outwith the school catchment area are welcome to make a placing request to attend Glasgow Secondary. Prospective parents are welcome to visit the school and should contact the school office.

Further information is available on

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

The School Day

Timetable

| Period/Day | Tutor | 1 | 2 | Interval | 3 | 4 | 5 | Lunch | 6 | 7 |
|------------|-------------|-------------|--------------|---------------|---------------|---------------|--------------|-------------|-------------|-------------|
| Monday | 8.45 - 8.55 | 8.55 - 9.45 | 9.45 - 10.35 | 10.35 - 10.50 | 10.50 - 11.40 | 11.40 - 12.30 | 12.30 - 1.20 | 1.20 - 2.00 | 2.00 - 2.50 | 2.50 - 3.40 |
| Tuesday | 8.45 - 8.55 | 8.55 - 9.45 | 9.45 - 10.35 | 10.35 - 10.50 | 10.50 - 11.40 | 11.40 - 12.30 | 12.30 - 1.20 | 1.20 - 2.00 | 2.00 - 2.50 | 2.50 - 3.40 |
| Period/Day | Tutor | 1 | 2 | Interval | 3 | 4 | Lunch | 5 | 6 | |
| Wednesday | 8.45 - 8.55 | 8.55 - 9.45 | 9.45 - 10.35 | 10.35 - 10.50 | 10.50 - 11.40 | 11.40 - 12.30 | 12.30 - 1.10 | 1.10 - 2.00 | 2.00 - 2.50 | |
| Thursday | 8.45 - 8.55 | 8.55 - 9.45 | 9.45 - 10.35 | 10.35 - 10.50 | 10.50 - 11.40 | 11.40 - 12.30 | 12.30 - 1.10 | 1.10 - 2.00 | 2.00 - 2.50 | |
| Friday | 8.45 - 8.55 | 8.55 - 9.45 | 9.45 - 10.35 | 10.35 - 10.50 | 10.50 - 11.40 | 11.40 - 12.30 | 12.30 - 1.10 | 1.10 - 2.00 | 2.00 - 2.50 | |

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 St. Mungo's Academy 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 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>

Appointments During School Hours

If your child has an unavoidable appointment, please give them a letter for their registration teacher / pastoral care teacher to ensure that they have permission be absent from class.

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>

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.

Contacting the school

If you have a concern about your child please contact their Pastoral Care Teacher. An up to date list of Pastoral Care Teachers can be found on the website or you could contact the school for clarification.

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 Twitter, letters, texts and the local media etc.

School Meals

The Fuel Zone offers a variety of healthy meals and snacks before school, mid-morning and at lunch time. Vegetarian and halal options are always available. 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.

Free school meals are available and information and may be obtained from the school office and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

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

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:

- School blazer
- White shirt
- School tie
- Tailored Black trousers
- Tailored Black skirt
- Appropriate school footwear

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.

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, Housing Benefit, Council Tax Benefit or Universal Credit 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>

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.

Communication with Parents

At St. Mungo's Academy 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.

School website/Twitter – 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

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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, Twitter 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.

Inclusion

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 St. Mungo's Academy is to build a positive ethos that demonstrates care and respect for all.

The smooth running of St. Mungo's Academy 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.

Helping your young person to learn

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 code to access the Show My Homework app. Further details can be provided by the school. Parents are asked to check this on a regular basis. Homework has many advantages:

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

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

Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school 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.

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

Useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

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 S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 4 and National 5 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 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 www.sqa.org.uk/cfeforparents contains useful information to help you understand national qualifications.

As an inclusive school, we aim to meet the needs of all pupils in 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.

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. As well as this there are 2 tracking reports provided for learners in S1 – S3 and 4 tracking reports for S4 – S6

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.

Nurture and Support for Young People

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.

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. We have a Nurture Base and are a fully accredited GCC Nurture School, supporting young people to engage fully in their learning.

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

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

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

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Pupil Support Staff

All staff in St. Mungo's Academy 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 Support for Learning Team if 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.

Pupil Profiles

All S3 learners have a profile which reflects their progress in learning and achievement and emphasis 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.

St Mungo's Academy Clubs

We have a wide range of activities that run between Monday and Thursday after school and every lunch time, to extend the learning experience. The list constantly changes but our school website is updated to reflect this.

Data Protection

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

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

Useful Contact Information

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 2000
www.glasgow.gov.uk

Useful websites and contacts

Education Scotland www.education.gov.scot
National Parent Forum of Scotland www.npfs.org.uk

Parentzone Scotland 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. It provides information on additional support needs; how parents can get involved in their child's school and education; details about schools performance data for school leavers from S4-S6; and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

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

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