



# **Firrhill High School School Handbook 2018 – 2019**

*“Providing learning opportunities of the highest quality”*

## **A Foreword from the Director of Communities and Families**

### **Session 2018 – 2019**

Dear Parents

This brochure contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life and ethos of the school and also offers advice and assistance which you may find helpful in supporting and getting involved in your child's education.

We are committed to working closely with parents as equal partners in your child's education, in the life of your child's school and in city-wide developments in education.

Parental involvement in the decision making process and in performance monitoring are an integral part of school life. We look forward to developing that partnership with your support.

I am pleased to introduce this brochure for session 2016 -17 and hope that it will provide you with the information you need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Head Teacher of your child's school in the first instance who will be happy to offer any clarification you may need.

In Edinburgh children and young people are at the heart of our vision for the future.

As an inclusive community we work with parents, carers and, where appropriate, partner agencies to support all children and young people.

By working together, we help children and young people to develop understanding about relationships, respect, teamwork, honesty, fairness, patience, and compassion. We do this by offering interesting and relevant learning experiences, by providing our staff with the training and resources they need, and by working with the whole community to accept and care for one another. This isn't always easy, but we believe it is essential so that our children and young people understand the people they meet and learn how to work together to handle setbacks and difficult situations throughout their lives.

When children and young people experience adverse events or as a response to their additional support need, they let us know by reacting in different ways. This presents difficulties for those around them. By working together, by understanding the cause and working out solutions, we can find a way to solve or deal with a problem. If it takes time to get over a problem we will work with a child, young person, and their family to work out the best way forward. This may involve making adaptations and providing additional support or in exceptional circumstances identifying a change of environment.

We recognise that we all experience difficult times, and that everyone deserves the best possible care and support. In Edinburgh we support children and young people to learn in

different ways according to their needs. As children and young people learn to read, write, and count some require more support than others do. This need for support arises for a variety of reasons such as learning difficulties, challenges with emotional regulation and social communication issues. We must meet the needs of all our students in a fair, compassionate, and proportionate way.

In considering how to support all children and young people reach their full potential it may not always be possible to arrive at a resolution all parties agree. However, we will listen to any parent, young person, child or member of staff and work together to resolve difficulties.

We are committed to do all we can to make Edinburgh an inclusive place to live and learn.

Alistair Gaw

**Executive Director of Communities and Families**

## **Edinburgh Communities and Families Vision**

Our vision is for all children and young people in Edinburgh to enjoy their childhood and achieve their potential.

Our ambition is for all children and young people in Edinburgh to:

- have the best start in life;
- be physically and emotionally healthy;
- be successful learners, confident individuals, and responsible citizens making a positive contribution to their communities;
- and to leave school into a positive destination well prepared for work, leisure, family life and lifelong learning.

***Our vision reflects the national vision of excellence and equity.***

## **Strategic Priorities for Schools 2016-2019**

The following 4 key priorities reflect those of the National Improvement Framework (NIF) and are for **all** schools and establishments 2016-2019.

1. Improvement in children and young people's attainment/achievement, particularly in literacy and numeracy.
2. Closing the attainment gap between the most and least disadvantaged children and young people.
3. Improvement in children and young people's health and wellbeing.
4. Improvement in employability skills and sustained, positive school leaver destinations for all young people.

## **City of Edinburgh Council Priority**

All schools and establishments should engage in professional learning programmes for all staff in relation to promoting accessibility and equalities, with particular regard to children and young people with autism.

## **Welcome from the Headteacher, Graham Hamilton**

Dear Parent/Carer,

Welcome to the Firrhill High School Handbook. This document will provide you with information on our school aims and values, our educational provision in its widest sense and important background information to help your child with the transition process from primary to secondary school.

Firrhill High School is a six year, non-denominational, comprehensive school situated in the south west of Edinburgh. The school has one of the best views in the city looking up to the Pentland Hills and has a roll of approximately 1190 pupils and over 130 staff. Our accommodation includes a purpose built science, languages and social subjects block and outstanding PE facilities comprising a Games Hall, fitness suite, dance studios and two gymnasiums. This provides an excellent learning environment for our pupils and teaching environment for our staff.

We have a strong record of academic achievement and provide a wide curriculum to meet the full range of pupils' needs while our programme of extra-curricular activities, trips and other events enhances learning and develops a range of skills including team-work, self-confidence and leadership. At Firrhill we are focused on developing the whole child and nurturing their interests, skills and abilities. Committed and highly able staff create a supportive and challenging learning environment to develop those new skills, interests and abilities.

Our success is built on a tradition of mutual respect between staff and pupils. We have high expectations of our pupils and we have high expectations of the adults who work with them. Within our wider school community we promote tolerance and understanding of one another and we value diversity.

For a child to be happy and successful at school there needs to be a strong partnership between home and school. We will report to you regularly and provide timely opportunities for you to meet with staff and to discuss your child's progress. Pupil Support Leaders will get to know your child very well and S1 parents/carers will be offered an early 1:1 meeting to begin building a strong home-school partnership. I strongly encourage you to take advantage of those opportunities. All parents are welcome to contact the school at any time to discuss their child.

Firrhill parents contribute a great deal to the school and this greatly enhances the experiences of all our pupils. To further strengthen our partnership I would strongly encourage you to get involved in the life of the school by joining the Parent Council or Parent Teacher Association and attending the many school events that take place over the year. There is information on the school website on how to get involved.

We are proud of the achievements of all of our young people. We build on our successful past so we can continue to ensure that all our pupils move on from Firrhill fully equipped

with the skills they will need for work, life and future learning. Our ambition can be summarised simply as excellence for all, excellence by all.

I look forward to meeting you and your son/daughter at Firrhill High School.

Yours sincerely

Graham Hamilton  
Headteacher

**Information about the school is organised into the following five sections:**

<b>Section One</b>	<b>Practical Information about the School</b>
<b>Section Two</b>	<b>Parental Involvement in the School</b>
<b>Section Three</b>	<b>School Curriculum</b>
<b>Section Four</b>	<b>Support for Pupils</b>
<b>Section Five</b>	<b>School Improvement</b>

## Section One: Practical Information about the School

### Contact Details

Head Teacher:	Graham Hamilton
Address:	Firrhill High School 9 Oxfords Road North Edinburgh EH14 1DP
Telephone Number:	0131 441 4501
Website:	<a href="http://www.firrhillhigh.org">http://www.firrhillhigh.org</a>
E-mail Address:	<a href="mailto:admin@firrhill.edin.sch.uk">admin@firrhill.edin.sch.uk</a>

### About the school

Stages of Education provided for: S1 – S6

Roll for each year

S1: 214

S2: 212

S3: 206

S4: 202

S5: 159

S6: 147

Present Roll: 1140

Non-denominational

*Correct at time of going to press. The roll often changes significantly during the year mostly due to enrolments into the school.*

### Organisation of the School Day

#### Monday to Thursday

Start Time: 08:35

Morning Break: 10:25 – 10:40

Lunch Time: 12:20 – 13:05

Finish Time: 15:35

#### Friday

Start Time: 08:35

Morning Break: 10:25 – 10:40

Lunch/School Day end: 12:20

(There are extra-curricular activities which take place on the Friday afternoon.)

## Agreed Term Dates for Session 2018 – 2019

### Autumn term

Monday 13 August 2018	Staff resume
Tuesday 14 August 2018	Staff only
Wednesday 15 August 2018	Pupils return
Monday 17 September 2018	Schools closed - Autumn Holiday
Tuesday 18 September 2018	All resume
Friday 12 October 2018	Mid-term, All break
Monday 22 October 2018	Staff resume
Tuesday 23 October 2018	Pupils resume
Friday 21 December 2018	Term ends

### Spring term

Monday 7 January 2019	Staff resume
Tuesday 8 January 2019	Pupils resume
Friday 8 February 2019	Mid-term, All break
Monday 18 February 2019	All resume
Friday 5 April 2019	Term ends
<b><i>The Easter break incorporates the following two holidays:</i></b>	
Friday 19 April 2019	Good Friday
Monday 22 April 2019	Easter Monday

### Summer term

Tuesday 23 April 2019	All resume
Monday 6 May 2019	Schools closed - May Day
Tuesday 7 May 2019	Staff only
Wednesday 8 May 2019	Pupils resume
Monday 20 May 2019	Schools closed - Victoria Day
Tuesday 21 May 2019	All resume
Friday 28 June 2019	Term ends

P7/S1 Transition Days - Tuesday 18 June, Wednesday 19 June and Thursday 20 June 2019

## **Communicating with the School**

This section provides you with some background information on our school. It tells you how our school day and school year are made up and how to contact the school if, for example, your child is ill.

## **Registration and enrolment**

The date for registration of new school entrants is advertised in the local press and on the council's website [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk). Registration for First Year Secondary takes place in November each year.

Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school when they register their child.

Parents who want to send their child to a school other than the catchment school must make a placing request. Please refer to section four of this handbook for more information on placing requests.

Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

## **Attendance and absence**

It is the responsibility of parents of a child of school age to make sure that their child is educated. Absence from school is recorded as authorised, when it is approved by the Communities and Families department, or as unauthorised when it does not meet the criteria set by the authority.

Please let the school know by letter, email or phone if your child is likely to be absent for some time, and give your child a note on his or her return to school, confirming the reason for absence. If there is no explanation from a child's parents, the absence will be regarded as unauthorised.

The school operates a Truancy Call System. Parents will receive a message if a pupil fails to attend period one when no prior notification of absence has been received by the school. It is extremely helpful if parents can inform office staff of the reason for any absence in advance by leaving a message on the school answer machine (0131 441 4501) or by writing a note in advance for your child's register teacher. If a pupil is late to school and fails to sign in parents will also receive a truancy message.

Parents should ensure they advise the school office of any changes to their contact details. Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time. The school can only approve absence from school for a family holiday in certain, very specific, situations. Please discuss your plans with me before the holiday. If I cannot give permission before the holiday, it will be recorded as unauthorised absence. I can authorise a holiday if you can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by me on this basis is regarded as authorised absence. Any requests for extended absence over two weeks

will be referred to the Senior Education Manager: Inclusion who will decide if it will be recorded as authorised or unauthorised leave.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence.

Extended authorised absence may also be granted for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However the Communities and Families department has legal powers to write to, interview or refer pupils to the Reporter to the Children's Panel, if necessary.

### **School Uniform**

We actively encourage parents to support the wearing of our School Uniform. We want our pupils to take a pride in their appearance and by following the Dress Code to develop a strong sense of identity with the school.

#### **S1 & S2**

- Black top with the school logo
- White polo shirt with school logo
- White shirt with school tie\*
- Black trousers/skirts
- Black footwear
- All pupils must wear a school logo either on their tie or black top

*School sweatshirts, polo shirts and ties are available from the school office.*

#### **S3 – S6**

- White shirt with school tie\*
- Black trousers/skirts/footwear
- Black top
- Pupils may wear black leggings but must also wear a skirt

\* The school tie has been redesigned by the pupils and the new design must be worn from August 2018. There is a single design for pupils in S1 to S5 with an S6 tie for those in the final year of school.

We believe that the wearing of school uniform contributes to a positive school ethos and helps avoid discrimination and reduces peer pressure to wear expensive designer clothing. Uniform also assists in identifying everyone in the school and so improves the security and safety of everyone in school.

## **PE Kit**

A complete change of clothing is required for PE.

Pupils must bring white tops, trainers, and navy/black tracksuit bottoms to PE. Pupils should bring their kit even if they are ill as PE staff will try to provide an alternative activity. The PE department provide kit which should be worn when pupils forget their own.

The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. Proper PE kit is necessary to enable safe participation in activities, to protect specialised PE resources and to ensure good personal hygiene. Your co-operation is requested to ensure that pupils are properly equipped to participate in their PE lessons.

A school's reputation can also be enhanced in the local community by the wearing of school uniform and school security will be improved as it will be easier to identify intruders.

Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE equipment which are often lost. Every year we donate many items of unlabelled and unclaimed lost property to local charities including some expensive items of clothing and footwear.

Please help us by ensuring that pupils do not bring valuable or expensive items of clothing to school. If you have any queries regarding the school's dress code, please contact the school office.

## **Free School Meals and Assistance with Schoolwear**

### **Who qualifies and how to apply**

The Council can provide children from low income families with free school meals and assistance towards the purchase of school clothing subject to certain criteria. Young people over the age of 16 and living independently may also apply.

You can claim free school lunches for your children if you are receiving:

- Universal Credit (where your monthly earned income is not more than £610)
- Income Support (IS)
- Income-based Job Seeker's Allowance (JSA)
- Income-based Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,420

(These criteria were correct at the time of writing. See below for where to check latest eligibility criteria.)

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

Each award is valid for 12 months and provides

- a child/young person with one free school meal each day they attend school
- a clothing grant payment of £100 for each child.

### Renewing your award

You get an **automatic award** if you meet **all three** of these conditions - you

- got an award for the previous school year
- get Housing Benefit or Council Tax Reduction, and the children you're applying for are on your claim
- get Income Support, income-based Job Seeker's Allowance or any income-related element of employment and support allowance.

You **will not** get an automatic award if

- you **did not** get an award or did not apply for the previous school year
- you **do not** currently get housing benefit or a reduction on your council tax
- you receive tax credits, universal credit or support under Immigration and Asylum Act
- your child is due to start primary 1 in August 2018, even if you got an award for an older brother or sister
- your child is old enough to leave school

**If you did not get an automatic award you need to fill in a new application form each year.**

You can download the application form to print and send it in to the address given on the form. Alternatively they are available from the school.

For further information contact:

School Grants  
Transactions – Assessment & Finance  
PO Box 12331  
Edinburgh  
EH7 9DN

Tel. 0131 469 3033

Email: [school.grants@edinburgh.gov.uk](mailto:school.grants@edinburgh.gov.uk)

Information is available at:

[http://www.edinburgh.gov.uk/info/20183/food\\_and\\_clothing/392/free\\_school\\_meals\\_and\\_help\\_with\\_schoolwear](http://www.edinburgh.gov.uk/info/20183/food_and_clothing/392/free_school_meals_and_help_with_schoolwear)

### School Meals

Menus offer healthy and tasty meal options while reflecting the Scottish Government food and drink legal requirements for school lunches. Special diets and allergies are usually accommodated subject to consultation with parent/guardian and catering services.

Firrhill High School has a fully equipped kitchen which provides a wide range of hot and cold meals with cafeteria style service. There is also a snack bar for those who prefer a lighter meal at lunchtime. We operate a 'cashless' catering system. Pupil accounts have funds

added to them using Parentpay and payment is authorised by the pupil using a PIN number or by scanning their finger. Vegetarian diets can be catered for, but any special dietary needs should be discussed with the school in advance. Children who prefer bringing a packed lunch to school can eat in the main assembly hall at lunchtime. The school cafeteria also provides snacks at morning interval.

### **Travel to and from School**

Access for vehicles into the school site is restricted. There are no designated visitor parking spaces on site. The residential streets around the school can become very busy around the start and end of school. To reduce congestion and improve safety for children coming to and from school I would encourage your child to use public transport or walk to school. There are bicycle storage facilities for those pupils who cycle to school.

Parents are kindly requested, when dropping off/collecting children from school that they do not use the school car park or the area in front of the main entrance to drop off their children. The parking bays at the front entrance are for disabled badge holders only. Please do not park near the pedestrian exit or in any location which causes an obstruction and please take care not to restrict the view of the school crossing patrol.

Failure to follow this advice leads to congestion at the entrance and causes danger to pupils. If your child has a special reason why they need to be dropped off at the entrance you must contact Support for Pupils to discuss appropriate arrangements **in advance**.

### **Transport for Secondary School Children (Excluding Placing Requests)**

Lothian Buses 4, 10, 27 & 45 stop close to the school. Stops for services 5 & 16 are a short walk from the school. The Skylink service 400 also stops close to the school.

### **General Supervision**

Before school begins supervision is very limited therefore pupils should not arrive at school until as near to the school start time as possible. The entrance doors will not normally be opened for pupils before 8am.

### **School security**

Whilst we wish to make Firrhill as welcoming as possible, we also have a duty to ensure pupils and staff are safe. One important reason for all pupils wearing full school uniform is that we can quickly identify anyone who is not a pupil.

The security of pupils and staff when attending or working in a school is very important to us. We use a number of security measures, including a visitors' book, badges and escorts while visitors are within the school building. Normally anyone calling at a school for any reason will be asked to report to the school office. The school staff can then make the necessary arrangements for the visit.

### **Unexpected Closures**

In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of communications channels are used to let parents know.

Text alert messages will be sent out to advise parents of any early unexpected school closures. It is helpful if parents can discuss with their child where they wish them to go in the case of an unexpected closure.

In addition, announcements will be made on Radio Forth (Forth 1 and Forth 2) and via the Council's corporate Twitter account [www.twitter.com/Edinburgh\\_CC](https://www.twitter.com/Edinburgh_CC) and Facebook page [www.facebook.com/edinburghcouncil](https://www.facebook.com/edinburghcouncil).

If many schools are affected, or the situation is likely to be prolonged, then the Council's website [www.edinburgh.gov.uk](https://www.edinburgh.gov.uk) will also be used.

### **Mobile Phones and Valuables**

The school gives permission for pupils to bring mobile phones into school. This permission will remain in place as long as the mobile phone is used in accordance with the rules of the school.

We recognise that mobile phones can be a useful learning device but many pupils find it difficult to manage keeping such items secure. Many pupils do not bring a phone to school for this reason.

Pupils will always be allowed to make a call home in an emergency if they need to do so but they must speak to their Support for Pupils' teacher first.

Pupils must not take photographs, video or audio recordings on school grounds without staff permission. Taking photographs or video in school without permission is a breach of school rules. **Distributing any such images or video will be treated as a very serious breach of school discipline.**

Pupils are not permitted to have mobile phones out in class unless the teacher gives permission as part of a learning experience. The standard procedure to follow is that the phone should be **'Off & Away'**. If a phone interrupts the lesson or is being misused it will be confiscated. The phone will be returned, at the discretion of the teacher, at the end of the lesson or at the end of the school day. The phone may be passed to a Depute Headteacher who will meet with the pupil before it is returned.

Where there is repeated misuse of a mobile phone the phone will be retained by the Depute Headteacher until the parent/carer meets with the Depute Headteacher to ensure that the mobile phone will be used in accordance with school rules in future.

Where misuse of a mobile phone places other members of the school community at risk or repeatedly disrupts the learning of others permission to bring a mobile phone into school will be withdrawn.

The school does not accept any responsibility for the security of phones, or similar items, unless they are handed to a member of staff for safe-keeping.

There is no expectation that pupils should bring any information technology equipment to classes. There will always be alternative technology available from the school so no pupil will be disadvantaged by not having access to a phone or similar. Pupils should not bring valuable items to school but if they choose to do so for an educational reason they should check with teaching staff in advance so good security measures can be put in place.

The above expectations regarding mobile phones also apply to other mobile devices including, but not limited to, tablets and laptops.

### **Equality**

The Council has published an Equality and Rights strategy which can be viewed on the council's website

(<http://www.edinburgh.gov.uk/info/20218/council-wide-plans-and-strategies/881/equality-and-rights>). This outlines the duties which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality.

The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status or pregnancy/maternity.

### **English as an Additional Language**

The Communities & Families Department provides a support service of teachers of English as an Additional Language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

### **Complaints, Comments and Suggestions Procedure**

We all hope that you will be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

If you want to register a comment of any type about our school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- Please make any complaints initially to the Headteacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate
- If you are still unhappy with the service or with our response then you will have the right to take the matter further and contact Advice and Conciliation - Education

[0131 469 3233]

- If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details

### **Health and Safety**

Within the general policy laid down by The City of Edinburgh Council, the Communities & Families Department has prepared, and has continuing development of, safety policy statements for all areas of its responsibility in accordance with the [Health and Safety at Work Act 1974](#).

School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents/carers in promoting good practice in health and safety matters is of great importance to the school.

### **School Health Service**

A team of specialist Health Service and Communities and Families Department staff work together to provide a service throughout your child's years at secondary school. A planned programme is put into place to make sure that they benefit as much as possible from all that school has to offer, and to help prepare for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved make every effort to work closely with parents/carers and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or Parents/carers are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required the child's parents/carers will be informed and consent requested. The issue of maintaining confidentiality is taken seriously by the School Health Team at all times.

Some of the staff concerned and the parts they play are as follows:-

- School Nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening
- The School Doctor is made aware of any possible problems and parents/carers and the family doctor are informed if any further action is considered necessary
- The School Nurse may be helped by a Health Assistant. The School Nurse acts as an important link between home and school. She visits the school and liaises with the teachers to find out whether any pupil has a health need that requires to be addressed. The School Nurse can link with other members of the health team, in the community or in hospital, concerned with a child's health
- The School Nurse reviews the notes of all children in Primary 1, 4, 7 and Senior 3 as well as those of all new entrants

An information booklet about the School Health Service is issued to all Primary 1 pupils and any new pupils coming from outside the Edinburgh area.

Parents/carers are also asked to complete a health questionnaire about their child at Primary 1, 7 and Senior 3 and asked if they would like their child to have a medical consultation with the School Doctor. The School Doctor may ask for your consent to examine your child if his/her medical records are incomplete or if the doctor particularly wishes to check on his/her progress. You will be invited to be present at any medical examination and kept informed if the School Doctor wishes to see your child again, or thinks that he/she should be seen by the family doctor or a specialist in paediatrics. You can, if you wish, arrange for your family doctor to undertake the examinations instead of the School Doctor, but you may be charged a fee for this. In secondary schools the School Doctor may consider whether any special information should be provided for the Careers Service.

The School Doctor or Nurse will be pleased to see you and your child at a mutually convenient time if you are concerned about his/her health or general progress at school.

With your consent, the School Health Service Staff also carry out immunisations to protect against various diseases.

The Audiometric Team normally checks children's hearing on a number of occasions before the age of 13/14 years. The School Health Team will be told if your child seems to have a hearing problem and they will inform parents/carers and GPs as necessary.

The Speech and Language Therapist can provide assessment and, if necessary, treatment if you, a teacher or the School Doctor feels that your child may have a speech or language problem.

Any enquiries concerning the provision of dental services should be made to:  
The Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Tel. 0131 667-7114).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the School Doctor or School Nurse should you require any further information.

### **Medicine administration**

It is essential that parents bring to the attention of the school any special medical conditions of our pupils.

A medical suite is established in the Main Block of the school, staffed by a Welfare Assistant who holds a First Aid Certificate. In addition, a school nurse is regularly in school to organise the routine medical and other inspections. Collectively this team provides a most important

and valuable service to the school.

All parents should supply an emergency contact address and telephone number, so that in the case of illness or accident during the school day, parents can be notified. Pupils are not allowed home during school hours until a parent or emergency contact is consulted. The nature of any emergency, of course, determines the action we take. Our first priority is the health of the child which means that we will ensure the most prompt possible medical attention where necessary even if there is difficulty in contacting a parent.

Medication of any kind, including over-the-counter medicines such as painkillers, cannot be administered to students at their request. Students who do have specific medical problems such as asthma or migraine, may keep their medication in the locked medical room at the request of their parents. The relevant consent forms are available from the Welfare Assistant in school. The same rule applies to pupils who are on prescribed and non-prescribed drugs which need to be taken during school hours. Please ensure that your child's medical records in school are kept up to date and contact the Welfare Assistant to notify any changes.

If your child is required to take medication during the school day please speak with their Pupil Support Leader to make the necessary arrangements.

It is anticipated that almost all pupils with long-standing conditions that require regular medication to be taken during school times will be self-medicating by the time they start secondary school. It is important to prepare your child to be able do this as they approach the end of primary school. It is vital that any such medical conditions and medication are discussed as part of the transition from primary to secondary school.

### **Gaelic Education**

Gaelic-medium education, where pupils are taught the entire curriculum through the medium of Gaelic, is available at nursery and primary levels. There are Gaelic parent and toddler groups and playgroups across the city. Pupils who wish to study Gaelic at secondary level can transfer to James Gillespie's High School which offers Standard Grade and Higher courses.

## **Staff List (August 2018)**

### **Senior Leadership Team (SLT)**

<b>Head Teacher</b>	Mr G Hamilton
<b>Depute Head Teacher Allermuir</b>	Ms J Statham (Tue – Fri), Mr M Ayers (Acting, Mon)
<b>Depute Head Teacher Braidlaw</b>	Mr R Isdale (Acting)
<b>Depute Head Teacher Caerketton &amp; Darrach</b>	Mr N McClellan
<b>School Business Manager</b>	Mr D Hall
<b>SLT Support</b>	Mrs H Liddiard

### **Expressive Arts**

<b>Art</b>	Ms T Graham (CL & Art) Mrs K Giroud Ms M Martinez Ms L Marrant
<b>Art Technician</b>	Ms K Harris
<b>Drama</b>	Ms D Bentley Ms L Grindall
<b>Music</b>	Mr A Courtney Mrs L Innes Ms M Pratt

### **Health and Wellbeing/PE**

	Ms E Anderson (Acting CL) Mr A Crichton Ms K Harkness Mr K Leitch Ms H Neilson Ms K Polwart Mr G Walkinshaw
<b>Active Schools Coordinator</b>	Ms L Norman

### **Languages (English)**

	Mr I Macfarlane (CL) Ms R Alexander Ms K Archibald Ms J Cooper Ms J Ford Ms S Gillies Mr C McAlpine Mr F McCartney Mrs K Sharp Ms A Thayne
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### **Languages (Modern)**

	Miss K Howells (CL) Ms A Chevrou Mrs H Clark Mrs F Lambert Mrs J McElroy
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	Mrs J Readle Ms I Thire
<b>Mathematics</b>	Ms C Watson (Acting CL) Mr D Bradshaw Ms C Brown Mr A Choudhary Ms A Liggett Mr M Pitman Ms L Sweeney Ms S Thomson Mr A Welford
<b>Science</b>	Mr M Ayers (CL & Physics) [Tue – Fri] Mrs H Barnes (Acting CL & Biology) [Mon]
<b>Biology</b>	Mrs P Hewitson Mr S MacIntosh Mr N Moore Ms R Patterson Ms L Russell
<b>Chemistry</b>	Ms L Anderson Mr I Baillie Ms H Barley
<b>Physics</b>	Mr R McCord Mr G McDonald Mr M Rennie
<b>Science Technicians</b>	Mrs S Milner (Senior Technician) Mrs E Korankye (Technician) Mrs G Ramsay (Technician)
<b>Social Subjects</b>	Mr J Edwards (CL & History)
<b>Geography</b>	Mr N Boyd Mr A Haviland Ms C King Mr L Smith
<b>History</b>	Mr D Beard Mr D Cameron Mr G Cameron
<b>Modern Studies</b>	Ms R Davidson
<b>Religious &amp; Moral Education</b>	Ms C Connolly Ms A Lynas
<b>Technologies (Business/Computing)</b>	Mr A Whyte (CL & Computing)
<b>Business</b>	Mr P Bulik Mrs F Whitecross
<b>Computing</b>	Mr K Reid

<b>Technologies (D&amp;T/HE) Design &amp; Technology</b>	Mr R Young (CL & D&T) Ms S Campbell Mr P Clohosey Mr E McLean Mr C Owen
<b>Design &amp; Technology Technician Home Economics</b>	Ms K Harris Mrs J Flockhart Mrs G King Ms M-J Wilson
<b>School Support Assistant (HE)</b>	Ms M Farquhar
<b>Support for Learning</b>	Mr A MacLeod (Support for Learning Leader) Mrs A Bannerman Mrs N Gray
<b>Pupil Support Assistants</b>	Ms S Cairns Mr F Wallace Ms K Watson Mrs C Wiseman
<b>Support for Pupils</b>	Mr E Brodie (PSL – Braidlaw) Mrs S Dunn (PSL – Caerketton) Mr M Hollis (PSL – Allermuir) Mrs S Kerr (PSL – Darrach)
<b>School Support Assistant (Welfare)</b>	Mrs S Moir
<b>Librarian</b>	Mr D McCann
<b>Careers Officer</b>	Ms C Graham
<b>Admin Officer Office Staff</b>	Mrs M Jack Mrs A Bradford Mrs A Broomfield Mrs L Crawford Ms A Lewis Mr R Mulligan Mrs C Thompson
<b>On-Call Support IT/AV Technician Police Liaison Officer</b>	Mr P Denvir Mr P Keenan PC P Robinson

*(Correct at August 2018.)*

## **Senior Management Remits**

### **Role of the Headteacher**

The role of the Headteacher is, within the resources available, to conduct the affairs of the school to the benefit of pupils and the community it serves, through implementing policies set by the education authority under the overall direction of the Director of Education.

The Headteacher is accountable to the education authority for the following list of duties and takes responsibility for:

- Leadership, good management and strategic direction of the school
- School policy on behaviour management of pupils
- Management of all staff, and the provision of professional advice and guidance to colleagues
- Management and development of the school curriculum
- Advisor to the Parent Council
- Participating in the selection and recruitment of staff
- Promoting the continual professional development of all staff and to ensure that all staff have an annual review of their development needs
- Working in partnership with parents, other professionals, agencies and schools
- Managing the health and safety of all within the school

### **Role of Depute Headteacher**

The role of the Depute Headteacher is to assist and, where necessary, to deputise for the Headteacher in the conduct of school affairs. All DHTs at Firrhill have the following responsibilities:

- Strategic responsibility for National and CEC Priorities
- Overview of a House
- Faculty link to a group of departments
- Ethos of the school
- Line management of staff
- Deputising for the Headteacher

The table on the following page summarises the key responsibilities for each Depute Headteacher:

	<b>Ms Statham/Mr Ayers</b>	<b>Mr R Isdale</b>	<b>Mr N McClellan</b>
<b>House(s)</b>	<b>Allermuir</b>	<b>Braidlaw</b>	<b>Caerketton &amp; Darrach</b>
<b>Strategic Responsibility</b>	<b>Pupil Support</b>	<b>Learning, Teaching &amp; Assessment</b>	<b>Raising Attainment &amp; Achievement</b>
<b>Other Responsibilities</b>	Assemblies Attendance & Punctuality Behaviour Management Careers Chaplaincy Link Child Protection Co-Ordinator Cluster Link College Links & 16+ Family Learning GIRFEC House Council Literacy across the School Personalised Support Planners Promoting & Celebrating Achievement Rights Respecting School  Year Oversight S1 & 4	Assessment Calendar Depute Child Protection Co-Ordinator Developing Staff incl. CPD DYW Ethos incl. IDL House Council IT across the School New Staff Induction incl. Staff Handbook PRD Press Links Self Evaluation for Self Improvement SQIP (with GH) Students and Probationers Tracking & Reporting  Year Oversight S2 & 5	Christmas Concert Commemoration Evening Health & Safety House Council Numeracy across the School School/College Partnerships School Excursions SEEMiS (with DH) SQA (with DH) Timetable & Course Choice UCAS Whole School Challenge  Year Oversight S3 & 6
	<b>Leadership, development and line management of:</b> English Expressive Arts Modern Languages Support for Pupils  <b>Link with:</b> Group Tutors/registration procedures	<b>Leadership, development and line management of:</b> Social Subjects Technologies: Food & Consumer Technology & Design & Technology Technologies: Business & Computing  <b>Link with:</b> Administrative Staff & Librarian	<b>Leadership, development and line management of:</b> Health and Wellbeing Mathematics Science  <b>Link with:</b> Technicians & Dining Room

*DHT remits are subject to regular review and revision.*

### **School Business Manager**

- SQA Coordinator
- SEEMIS/ICT including curriculum management & reporting system
- Health and Safety Manager
- Financial Management
- HR Management of Support Staff
- Support Staff recruitment
- Facilities management – liaison manager
- School administration
- Data Management / Archive
- External LETs management

### **Pastoral Care – Pupil Support Team**

The school has a comprehensive system of pastoral care called Pupil Support, Support for Pupils (SfP), Support for Learning (SfL) and behaviour Support and are brought together to improve our ability to look after the individual needs of every pupil.

The school is divided into four Houses: Allermuir, Braidlaw, Caerketton and Darrach. Each House has an allocated Depute Headteacher and Pupil Support Leader. The Support for Learning Leader and SfL teachers work across all four houses.

### **Support for Learning Team**

We recognize that all pupils are individuals and have different needs, The Support for Learning Department is responsible for ensuring that individual pupils' learning needs are met by working in the following ways:

- Liaising with primary schools about pupils who have had or who may require learning support in S1
- Communicating useful information about pupils to relevant subject teachers
- Regular contact with pupils themselves through in class support, one to one conversations or via small group direct tuition
- Setting up and administering Additional Support Plans and Individual Education Plans where appropriate
- With parental approval, seeking advice on meeting individual needs with relevant outside support agencies
- Consulting with staff on appropriate support strategies or materials

### **First Level Guidance**

The school has a First Level Guidance system to further enhance the pastoral care of pupils. Tutors have contact with their class every morning during Registration. The Tutor will monitor attendance and ensure that pupils receive relevant notices or information from the bulletin and other sources as appropriate.

Throughout their time at Firrhill every pupil will be linked with a member of staff who will meet with them on a regular basis as a Mentor. In S1 and S6 the Mentor will be the pupil's Pupil Support Leader. In S2-4 it will be member of teaching staff and we will endeavour to

keep the mentor the same in each year. In S5 the Mentor will be the pupil's Tutor who will also normally be the pupil's PSE teacher.

During the course of the year pupils will meet with their Mentor and these short, focused meetings will assist pupils in setting and monitoring personal targets for improvement and development. These meetings are most productive where pupils take responsibility for their own improvement and follow the advice of their mentor. Mentors will also liaise with other members of staff, such as subject teachers, PSLs or Support for Learning, to enlist further support for pupils to assist them with their improvement targets.

### **Support for Pupils Staff**

Support for Pupils staff aim to ensure that each pupil is known well by his/her Support for Pupils teacher and feels secure and safe in Firrhill High School. The Support for Pupils teacher is someone to whom the pupil can turn when in need of personal, social, vocational or curricular support and is an important link between home and school for parents.

### **Personal and Social Education**

Personal and Social Education (PSE) is a fundamental aspect of the education of the whole child. It is essentially concerned with the development of life skills. Our PSE Curriculum has been developed with extensive input from pupils to create a relevant and stimulating course. All aspects of a child's experience at home in school and outwith school contribute to personal and social development.

### **The Learning Centre**

Sometimes, for a number of reasons, a pupil may find it difficult to access their learning in their normal classroom. The Learning Centre is a resource base within the school where pupils attend instead of going to their normal classroom. Usually this is for a short period of time but, when and if appropriate, a pupil may be timetabled for longer periods in the Learning Centre.

Working in the Learning Centre is not used as a sanction. Working in the Learning Centre enables support, often 1:1, to be provided to pupils to, for example, enable them to better understand work they are finding challenging, to catch up on work following a period of absence or to rebuild confidence in returning to the usual classroom. The Learning Centre is staffed mainly by Support for Learning staff but subject specialist staff are also timetabled to support pupils where necessary.

### **Behaviour Support**

To address the issue of improving behaviour, Firrhill High school offers a Behaviour Support resource that consists primarily of the Pupil Support team offering in-class support and /or Support Base time to pupils who have experienced difficulties. The school is always pleased to welcome visitors to the Support for Pupils Department. Support for Pupils staff can be contacted by phone by dialling the school number. If the member of staff you are trying to contact is not available a message can be left with reception.

## **Section Two: Parental Involvement in the School**

Parental involvement is very important as we know it helps children do better in school. This section contains information about how parents can be involved in supporting learning at home as part of a successful home – school partnership.

You can also find out more about the ethos of our school, what our values are and our aspirations for our pupils including how we celebrate pupil success, and links we have with partner organisations and the wider local, national and international community.

Lastly, it includes information on our Parent Teacher Association/Parent Association and Parent Council, how to contact them and how parents can get involved in the life and work of the school.

### **Values and Vision**

- We value ambition and effort
- We know that success only comes from hard work
- We are not afraid of failure and use our failures to learn from
- We respect ourselves and others
- We are a Rights Respecting School
- We encourage and support each other
- We value diversity and be inclusive
- We enable each individual to develop the knowledge and skills needed to reach their full potential
- We provide high quality, enriching learning experiences
- We foster lifelong learning, working in partnership with parents and a range of organisations
- We have high expectations of success within an inclusive and positive environment
- We encourage all pupils to make a positive contribution to their health and well-being, to society and to the community in which they live
- We are committed to supporting the in social, spiritual, moral and cultural development of every pupil

### **Promoting Positive Behaviour**

We wish to encourage a partnership with you to ensure the best possible standards of pupil behaviour. We work to promote respectful relationships between all members of the school community and to ensure that pupils enjoy a focussed learning environment. We discuss our expectations of pupils with them regularly. These expectations are connected strongly to our school vision.

We expect pupils to:

- Come prepared
- Arrive on time
- Be safe and considerate
- Follow instructions
- Respect each other and their environment
- Work to the best of their ability

We want to ensure that pupils:

- Are treated fairly
- Can be successful
- Can achieve their potential
- Learn in a safe and productive environment

Most issues can be speedily resolved by the class teacher via advice, a change of position in class or sometimes different activities. If pupils have difficulties meeting these standards we have staff who can support them to develop these habits via group or one to one support. If a conflict arises this is usually resolved by establishing a shared understanding of what has happened and what needs to be done to resolve the situation so that learning can proceed.

We look to use restorative practice where a conflict has developed. This does not mean that there are not consequences to an action that may have affected others adversely but that the pupil concerned will understand what has gone wrong and how best to avoid that same situation in the future.

Staff will only work with pupils after school to catch up missed work with parents' prior agreement. They may however speak with a pupil for 10 minutes after the end of the day to resolve a situation quickly.

### **Anti-Bullying Policy**

Every member of the Firrhill school community has the right to feel happy, safe and included.

Our shared values of mutual respect between staff and pupils and our high expectations of success within a caring and supportive environment form the basis of our positive school ethos. Within our wider school community we promote tolerance and understanding of one another and we value diversity.

We are committed to advancing equality of opportunity for all and we work actively towards eliminating all forms of bullying and discrimination.

We recognise the effects that bullying and discrimination can have on pupils' feelings of worth, on their school work and in the community. We actively foster good relations between diverse groups and individuals.

We recognise that certain individuals and groups in society experience disadvantage, prejudice or discrimination on account of their age, disability, ethnicity, gender, gender change, looked-after status, pregnancy or maternity, religion or belief, sexual orientation and socio-economic status or any combination of these.

### **Definitions**

#### **Bullying Behaviour**

Bullying is an abuse of power that is defined by its effects, regardless of whether these were the intended effects. People who are bullied are upset and hurt, physically or emotionally, by something someone else has done or said to them or about them. They are likely to fear

that this will happen again and feel powerless to stop it. Bullying behaviour is also a breach of children's rights under several articles of the Convention on the Rights of the Child.

Bullying behaviours may include

- Name calling, teasing, putting down or threatening
- Ignoring, leaving out or spreading rumours
- Hitting, tripping, kicking
- Stealing and damaging belongings
- Sending an abusive text, image, email or instant message, or posting an abusive comment or image on a social networking site (Cyberbullying)
- Making people feel like they are being bullied or fearful of being bullied
- Targeting someone because of who they are or who they are perceived to be. (This may include racism, sexism, disability or homophobia, as well as differences in socio-economic background.)

### **Cyberbullying**

Cyberbullying is bullying behaviour that takes place via mobile phone or over the internet through emails, instant messaging, social networks and other electronic communication channels.

### **Equalities**

We use the legal definition of 'equalities' which gives protection to people who have specific characteristics - for example being gay, lesbian or bisexual or from a minority ethnic group or disabled or old. It also includes boys and girls and anyone undergoing gender change, as well as those of particular faith groups. The Equality Act 2010 defines these as 'protected groups'. Looked-after children, young carers and children and young people from less affluent backgrounds are also included as equalities groups.

### **Responsibilities**

The Head Teacher is responsible for introducing and implementing this policy. However all staff, all pupils and their parents have an active part to play in the development and effective implementation maintenance of the policy.

Pupils are expected to:

- Report all incidents of bullying and suspected incidents that other children may be afraid to report
- Learn, understand and question what bullying behaviour is
- Support each other and to seek help to ensure that everyone feels safe, and nobody feels excluded or afraid in school
- Promote positive attitudes and good relationships

Teachers are expected to:

- Be proactive in implementing the policy
- Treat all allegations seriously, dealing with them appropriately and effectively
- Keep records
- Inform the equalities co-ordinator of any instances of bullying

- Promote positive attitudes and good relationships

Parents are expected to:

- Support our anti-bullying policy and procedures
- Encourage their children to be positive members of the school community
- Discuss with their child's Pupil Support Leader any concerns that their child may be experiencing
- Help to establish an anti-bullying culture outside of school
- Speak to the Headteacher if their concerns are serious and ongoing

### **Parents Welcome**

We welcome parental involvement as research has shown that when parents are involved children do better in school. Firrhill is fortunate in having a very supportive and active parent body which works with pupils and staff to make the school a positive learning environment and to maximise opportunities for our cohort.

Parents are encouraged to actively engage with their children's education via the pupil planner where children set their own targets in consultations with staff. The school website is a valuable source of information for parents, as it has details of courses, celebrates our pupils' achievements and highlights the many opportunities for pupils.

### **Parental Involvement**

Parents are encouraged to be actively involved in their child's learning and the school encourages both parents and pupils to attend parents' evenings. To assist parents in making decisions about their choices, the school issues regular reports as well as having online booklets and information sessions at crucial transition points such as from primary to secondary, S3 to Senior Phase, etc. Parents' views are regularly sought on a wide variety of subjects.

### **Parental Consultation**

We offer opportunities for you to discuss your child's progress with teachers through arranged meetings. You will be advised when these meetings take place. Over and above these set meetings, parents are welcome to contact the school at any time to ask for information or for an interview. Please see section two of this handbook for more details on home/school partnership.

### **Parent Council**

The Parent Council is the formal representative body for parents / carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents / carers locally.

Parents are welcomed to:

- be involved with their child's education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership with their children's schools.

All parents / carers are automatically members of the Parent Forum at their child's school.

As a member of the Parent Forum all parents can expect to:

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the parent council to work on with the school;
- be asked your opinion by the parent council on issues relating to the school and the education it provides;
- work in partnership with staff; and
- enjoy taking part in the life of the school in whatever way possible.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff
- To raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role).

**Parent Council Email:** [firrhillpc@gmail.com](mailto:firrhillpc@gmail.com)

**Parent Council Chair:** Fred Bell

**For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).**

#### **Parent Teacher Association (PTA)**

The PTA is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA/PA if you want to join in.

**PTA Email:** [firrhillpta@gmail.com](mailto:firrhillpta@gmail.com)

**PTA Chair:** Jon Buglass

**Connect** (formerly The Scottish Parent Teacher Council) is the national organisation for PTAs in Scotland, Parent Councils can join too, and it runs an independent helpline service for all parents. You can find them at: <https://connect.scot/>

**The National Parent Forum of Scotland** has been set up to give Parent Councils and parents an opportunity to discuss and raise educational issues of mutual interest or concerns at a national level. Their web address is: <https://www.npfs.org.uk/>

## **Pupil Representation**

Each register class elects a class representative. This representative attends the relevant House Council. These councils meet three times per year and are chaired by the relevant House Captains. The DHT House Head and Pupil Support Leader(s) will also attend.

Each House Council elects 4 representatives to serve on the Whole School Council. This council, chaired by the members of the Senior Student Council also meets 3 times per year, following the House Council meetings. The Headteacher attends these meetings.

The Head Boy and Head Girl, their Deputes, the School Captains and the House Captains are appointed through an application, assembly presentation and interview process. The interview consists of a presentation and questions and the selection panel consists of staff, including the Headteacher, and younger pupils.

These S6 pupils form the Senior Student Council (SSC) and this body works to support whole school priorities. Together the Senior Student Council and the Whole School Council are available for the Headteacher to consult and to advise the Headteacher on matters of importance to pupils.

Serving on the Senior Student Council is, at times, a demanding role and members of the SSC can expect to be called upon to represent the school in a variety of ways. This is an excellent opportunity for pupils to give something back to their school community and also to develop their leadership and organisational skills as well as building confidence in their own abilities. These are valuable skills to develop as these young people move on from Firrhill at the end of S6 into whatever new opportunities await them.

### **Section Three: School Curriculum**

This section describes how the curriculum is planned and delivered in our school including the range of subjects and subject areas your child will be learning. It also includes information on how pupils develop skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

As well as giving you information about the statutory curriculum requirements we have included details on sports and outdoor activities available to pupils and the range of facilities available within the school.

Details of how parents will be informed about sensitive aspects of learning e.g. relationships, sexual health, parenthood and drugs awareness are included as well as information about religious instruction and observance and arrangements for parents who wish to exercise their right to withdraw their child.

#### **Curriculum for Excellence**

Bringing learning to life and life to learning.

Curriculum for Excellence has now been fully implemented across Scotland for all 3-18 year olds. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond ensuring each transition is smooth. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad, and deep, general education, whatever their level and ability. Every single teacher and practitioner will be responsible for the development of literacy and numeracy from Early Level through to Senior Phase.

The curriculum develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping make connections in their learning.

It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

There are new procedures for assessing progress and ensuring children achieve their potential. There are Standardised National Assessments which take place during S3 and National Qualifications (National 1 to National 5, Higher & Advanced Higher) which pupils will sit, as appropriate, during the Senior Phase (S4 – S6).

There is an entitlement to personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing to ensure that the school is a place where children feel safe and secure.

Ultimately Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

The S1 to S3 curriculum (BGE) provides a broad and balanced curriculum which allows pupils to begin to personalise their curriculum through a limited course guided choice process at the end of S2 and a more significant course choice process at the end of S3 to enable pupils to move into the Senior Phase well prepared for the NQ courses they will be taking to qualification level.

The subjects studied in S1-3 are:

<b>Curriculum area</b>	<b>Courses</b>
Expressive Arts	Art & Design, Drama, Music, Music Technology
Health & Wellbeing	Physical Education, Personal & Social Education
Languages	English, Literacy, French, German
Mathematics	Maths, Numeracy
Religious & Moral	Religious & Moral Education
Sciences	Science, Biology, Chemistry, Physics, Engineering
Social Studies	Geography, History, Modern Studies
Technological Studies	Home Economics, Food Technology, Hospitality, Design & Manufacture, Design & Technology, Graphic Communication, Metalwork, Woodwork, Computing, Business Studies
<i>All pupils in S1 &amp; S2 also follow a STEM (Science, Technology, Engineering &amp; Mathematics) course.</i>	

### **S2 Skills Choice options**

These courses are designed to ensure that pupils have the opportunity to build on employability skills and that all pupils:

- Are ambitious and better prepared for the world of work
- Experience progressive learning that connects more directly to employment, in which creativity, entrepreneurship and innovation are increasingly embedded
- Are supported to develop an international mind-set, equipped for rapidly changing and increasingly globalised world
- Understand the importance of key skills to future lives.

The career management skills framework includes employability, communication, problem solving, working with others and self-awareness skills and these are covered to some extent in each of these courses.

Each course described below will run for 9 or 10 weeks, 2 periods per week. Pupils should choose 4 options including:

At least one course from section A: Social Subjects:

- Global Issues and how they affect you
- “An Iron Curtain”: the era of the Cold War

At least one course from section B: Expressive:

- Clay work in Art
- Dance
- Drama Community Performance
- Fashion
- Hair and Make-up Artistry
- Makerspace
- Music Performance
- Music Technology

Two more choices from Section C which includes all the course from Section A or B, and the following:

- Media
- Outdoor Learning
- Science Skills
- Spanish
- Sports and Recreation
- Sports Leadership
- Tennis

In S1 and S2 all pupils study all subjects with the exception of the choice offered in the S2 Skills Choice Curriculum. Time allocations are balanced between the curricular areas over the two years.

In S3 pupils continue to study English & Literacy, Maths & Numeracy, PE, PSE and RME. They are able to choose which subject to continue to study in each of the other curricular areas and in Modern Languages, along with two further choices from any curricular area, allowing for personalisation and specialisation of their curriculum.

During the S4 to S6 curriculum pupils follow courses which lead to qualifications, as well as study of Personal and Social Education and RME.

In S4 pupils continue with Maths & Numeracy, English & Literacy, Physical Education, PSE and RME. They also choose to continue with up to five of the other seven subject choices

they made in S3. This means most pupils will be certificated in seven National Qualifications by the end of S4.

There are other more specialised choices in vocational education for pupils who are likely to leave at the end of S4, including the possibility of work experience or placement. All pupils will sit assessments leading to qualifications in Literacy and Numeracy at National 3, National 4 or National 5 level.

For the vast majority of pupils returning to Firrhill for S5 is the most appropriate decision. For the small number of pupils where this may not be the best option we will have discussed this with the pupil and their parents well before the end of the year and will have provided assistance and guidance on the most appropriate post-16 route.

In S5/6 most pupils will choose five subjects at National 5, Higher or Advanced Higher level (usually S6 only), or may increase the number of subjects studied by picking from those choices available to S4 pupils. Pupils are able to increase the range of choices available to them by studying a subject at another school or one of the local Further Education Colleges. There are also further opportunities for work placements and enrichment activities. This is particularly true in S6 when pupils are able to choose from a wide variety of activities.

Throughout the senior school attainment is a priority and all pupils are expected to aim for the highest possible standards in all of their subjects. There are, however, many opportunities for pupils to add value to their curriculum by taking part in leadership, mentoring, paired reading, peer mediation, prefect duties and committee work. There is also a high level of support including mentoring by staff and target setting.

### **Course Choice Options**

The process of making choices for the following year begins shortly after the Christmas holiday although it is likely that teachers will have been discussing best options for future study with pupils long before that time.

A detailed Course Choice Booklet is issued electronically via the school website usually in early February and this includes detailed information on the courses available in the following year and instructions for pupils and parents on the process of making choices and the deadlines for submitting those choices.

We operate a free choice system at Firrhill which means that we do not pre-determine 'columns' of subjects. We do this to give the maximum possible flexibility and choice to our pupils. However, the job of timetabling a free choice is more difficult and time-consuming so we do insist that deadlines for submitting pupil choices are met. Late submissions may be less likely to be accommodated as the process of timetabling the 'on-time' submissions will already have started. To avoid any anxiety please submit all course choice information by the deadlines indicated.

### **Active Learning**

Curriculum for Excellence emphasises the value of an active learning approach. In the early years, children will have a range of learning experiences that include planned and

purposeful play and stimulating learning which engages and challenges children's thinking using real life and imaginary situations. As children progress through school they continue to be involved in active learning experiences which are engaging and give them ownership of their own learning.

### **Planning Children's and Young People's Learning**

Teachers at Firrhill share their learning intentions with pupils on a day-to-day basis by setting out and, as appropriate, agreeing the aims of individual pieces of work.

Longer-term planning also takes place in a variety of forms: individual staff work, department and faculty team planning or working with colleagues in our primary cluster and subject specific staff at other schools. Staff plan for a variety of experiences in and out of the classroom and regularly consult with pupils on the quality of the learning experience.

In S3 pupils have the opportunity to do an extended business placement where they work on a group challenge and in second year they are given a commercial project where they develop a product and sell it to a 'Dragon's Den' type audience. Staff actively seek out outside partnership agencies to make the learning experience more relevant.

### **Homework**

Pupils are regularly given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Homework tasks will be given where a teacher feels a particular child or group of children may benefit from it.

The homework will be organised according to the stage and ability of the child, it can arise from all curricular areas, and it may include written, oral or practical activities. The tasks set will be interesting, worthwhile and challenging for the child.

Parents are encouraged to support pupils with organising and completing their homework as a means of keeping them up to date with the work of the class and the child's progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class, and makes you aware of what your child is learning and provides you with a useful discussion starter. Homework is also an integral part of school work. Parental interest and co-operation in ensuring homework is undertaken is appreciated but please remember **it is your child's homework – not yours!**

Individual subjects may post details about homework and how to receive support with work on the website. Many faculties operate catch-up and/or homework sessions where pupils can complete homework and get assistance from teachers. The times and locations of these sessions are made known to pupils and usually via the website.

### **Religious Instruction and Observance**

At Firrhill we have six assemblies across the school year which encourage children to reflect on the positive role they can play in the school, the community and the world. Our assemblies recognise the important symbolism of particular times of year to many different religions and seek to promote an understanding of different faiths without promoting a specific single

religion. All children are encouraged to attend but if a parent wishes their child not to attend they can withdraw them from the religious observance assembly programme.

Assemblies are linked to the work of the school and a variety of pupils take part in their delivery, for example the school's charitable sixth year committee link the message of hope connected with the December assembly to celebrating the school's fund raising.

The school works with a number of partners, including our school chaplain, Gayle Taylor, the Rotary Club, the Cyrenians and the Youth Philanthropy Initiative in the creation of our assembly programme.

<b>Month</b>	<b>Theme</b>	<b>School Group</b>
<b>September</b>	Values that make a caring community	Senior Student Council Rights Respecting Group
<b>October</b>	Harvest : plenty and famine Custody of the planet	Eco Group
<b>November</b>	Armistice : importance of actively working for Peace	Senior Student Council Musicians from S5
<b>November</b>	Good Mental health	School Counsellor Rights Respecting Group
<b>January</b>	Holocaust memorial day Inhumanity/Humanity	Seniors involved in Lessons from Auschwitz project
<b>December</b>	Light in darkness Appeal for foodbank Showcase juniors working in craft club	School chaplain Speaker from Sleep out Project Junior choir
<b>May</b>	Rebirth Theme of change Importance of creativity to our well being	Art faculty School chaplain

Parents who wish to exercise their right to withdraw their child from religious instruction and /or observance should contact the head teacher in writing and alternative arrangements will be made for your child.

### **Extra-Curricular Activities**

There is a range of extra-curricular activities available for pupils during lunchtime and after school. Information about the clubs and activities on offer is displayed in school for pupils and will also be made available on the school website.

A number of revision classes are run both during and after school. These are, again, publicised in school and through the website.

New activities and revision classes can be added to the programme throughout the year and these additional opportunities are notified to pupils in school and on the website.

## **Active Schools**

The fundamental aim of Active Schools is to give school-aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Coordinator, Lorna Norman. [lorna.norman@ea.edin.sch.uk](mailto:lorna.norman@ea.edin.sch.uk)

## **Assessment**

As pupils progress through our school, teachers use a range of assessment strategies, including Assessment for Learning strategies as well as setting more traditional tests. Pupils are also involved in assessing their own progress and developing their next steps.

Assessment data, in all its forms, provides teachers with vital information about the progress of each child. Consequently it is very important that all pupils take every assessment, by whatever means, seriously. There is no such thing as an assessment that 'doesn't count'.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed.

Please contact the school as soon as possible if you have any concerns about your child's progress.

## **Assessment & Reporting**

Staff at Firrhill will monitor pupils' progress and give regular feedback on how they are progressing and discuss with pupils what the next steps in their learning should be. Answers in class, written work and performance are all used to form an overview of how pupils are progressing.

After certain key pieces of work departments will match pupils' attainment against National Standards to ensure that they are progressing at the right pace and to allow staff to report using CfE levels.

In Third and Fourth Year, pupils are assessed regularly. Internal assessments may include Investigating, Talking, Designing, Problem Solving, Performing, Handling Information and Practical Abilities as well as written assessments.

Fifth and Sixth Year pupils, studying Higher and/or Advanced Higher courses, will also be assessed regularly and sit practice examinations in November/December.

All pupils will be issued with two reports each year. These reports will concentrate on the skills a pupil has mastered. For pupils in the Senior Phase (SP) these reports will assist parents to understand what the pupil's progress in a subject will mean in terms of likely public exam performance.

S1 parents have an opportunity to meet PSLs in October for a 'settling-in meeting'. This is an opportunity for parents to hear directly from the PSL how their child has settled into Firrhill and to start building a strong working relationship between parent and PSL which is so important to supporting and developing the potential of every pupil.

Parents will be given the opportunity to attend a parents' meeting to discuss their child's progress with staff once per session. At other times, parents will be contacted if there is concern about a child's progress or behaviour. We are equally ready to meet with parents by appointment, if they feel concerned about their child's progress.

<b>Year</b>	<b>Parents' Evening</b>	<b>Reports to Parents</b>	
<b>S1</b>	4 <sup>th</sup> December 2018	16 <sup>th</sup> November 2018	22 <sup>nd</sup> March 2019
<b>S2</b>	20 <sup>th</sup> February 2019	30 <sup>th</sup> November 2018	5 <sup>th</sup> April 2019
<b>S3</b>	5 <sup>th</sup> February 2019	9 <sup>th</sup> November 2018	25 <sup>th</sup> January 2019
<b>S4</b>	14 <sup>th</sup> January 2019	5 <sup>th</sup> October 2018	11 <sup>th</sup> January 2019
<b>S5</b>	24 <sup>th</sup> January 2019	26 <sup>th</sup> October 2018	18 <sup>th</sup> January 2019
<b>S6</b>	24 <sup>th</sup> January 2019	26 <sup>th</sup> October 2018	18 <sup>th</sup> January 2019

## **Section Four – Support for Pupils**

This section gives information about how pupils' additional support needs will be identified and addressed and the types of specialist services provided within our school.

### **Getting It Right for Every Child (GIRFEC)**

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us to ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Our school adopts the Getting It Right for Every Child in Edinburgh approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

GIRFEC aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

GIRFEC is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks.

### **Protecting Children and Young People**

We place a high priority on the well-being and safety of our pupils. To this end we have in place a personal safety programme to give pupils knowledge and life skills to keep them safe from all form of abuse. Where we have concerns with a child about the possible abuse of pupils we are required to follow the Edinburgh and the Lothian's Inter-Agency Child Protection Procedures which set out the specific duties and responsibilities towards the child and their parents/carers.

### **Additional Support Needs**

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its' accompanying Code of Practice. Further details of the policies and procedures can be found on Edinburgh Council website at [In on the Act - Supporting children and young people with additional support needs provides the following information](#) specified by the Education (additional Support for Learning) (Scotland) Act 2009 which includes:

- a) the authority's policy in relation to provision for additional support needs.
- b) the arrangements made by the authority in making appropriate arrangements for keeping under consideration the additional support needs of each such child and young person and the particular additional support needs of the children and young persons so identified.
- c) the other opportunities available under this Act for the identification of children and young persons who -
  - i. have additional support needs
  - ii. require, or would require, a co-ordinated support plan
- d) the role of parents, children and young persons in the arrangements referred to in

paragraph (b).

- e) the mediation services provided.
- f) the officer or officers of the authority from whom parents of children having additional support needs, and young persons having such needs, can obtain advice and further information about provision for such needs.

We use a variety of approaches to identify pupils who may have support needs. These approaches include:

- Child Planning Meetings at Primary/Secondary transition
- House Team meetings
- Observation of classes (especially our new S1 classes in August/September)
- Parental concerns/information
- Pupil and staff feedback on progress
- Referrals from staff/other professionals

We use a very wide variety of supports for pupils with an Additional Support Need and these include:

- 1:1 and small group Literacy & Numeracy teaching
- Adapted curriculum/timetables
- Additional Assessment Arrangements for all assessments (including SQA examinations)
- Classroom support from Pupil Support Assistants
- Individual Education Plans
- Input from Additional Support for Learning colleagues
- Lunchtime 'Hub Club'
- Nurture group
- Professional Learning on strategies for classroom teachers
- Reading Recovery Group
- Support from partner agencies (e.g. Spartans, Edinburgh Together)

Parents should contact the Support for Learning department or their child's PSL if they have any questions or concerns regarding Additional Support Needs.

Individual needs are identified timeously and effectively and are reviewed annually via transition discussions, standardised tests, staff and professional observations and parental input. Support for Learning staff and partner agencies provide support to individual learners and advise teaching staff on needs and useful strategies.

A range of partner agencies (EWO, CLD, Link Officer, Ed Psych, Counsellors) work collaboratively with our staff to remove barriers and provide valuable support in meeting learning needs. We prepare pupils well for life beyond school, with 94% of our pupils moving onto a sustained positive destination in 2018.

We work with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and you the parent to make decisions with regards to the best possible education to meet the needs of your child within

the resources available.

Parents, carers and children with additional support needs can also seek independent advice and support through:

- Enquire: [www.enquire.org.uk](http://www.enquire.org.uk), 0345 123 2303
- Scottish Independent Advocacy Alliance: [www.siaa.org.uk](http://www.siaa.org.uk), 0131 524 1975
- Scottish Child Law Centre: [www.sclc.org.uk](http://www.sclc.org.uk), 0131 667 6333

### **Pastoral Support**

The pastoral team consists of four Pupil Support Leaders working in close partnership with the Deputies and support staff.

The register classes on the caseloads of the four Pupil Support Leaders are as follows:

#### **Mr Brodie**

1B1, 1B2, 2B1, 2B2, 2B3, 3B1, 3B2, 4B1, 4B2, 5B1, 5B2, 6B1, 6B2

#### **Mrs Dunn**

1C1, 1C2, 1C3, 2C1, 2C2, 3C1, 3C2, 4C1, 4C2, 5C1, 5C2, 6C1, 6C2

#### **Mr Hollis**

1A1, 1A2, 2A1, 2A2, 3A1, 3A2, 4A1, 4A2, 5A1, 5A2, 6A1, 6A2

#### **Mrs Kerr**

1D1, 1D2, 2D1, 2D2, 3D1, 3D2, 4D1, 4D2, 5D1, 5D2, 6D1, 6D2

These staff form the first and most important link between school and home. If your child is unable to resolve a situation which involves a number of subject difficulties or a relationship problem, after having talked it through with you, this is the person they should seek out for advice.

If it is a subject based issue they should speak to their class teacher in the first instance, or if there is a difficulty with this you can contact the relevant Curriculum Leader.

### **Sensitive Aspects of Learning**

Information about sensitive aspects of learning e.g. relationships, sexual health, parenthood, drugs awareness etc. is taught by Support for Pupils staff within PSE classes. Parents can review materials used by contacting their child's Support for Pupils teacher.

### **Transitions – Moving to a New School or Leaving School**

This section also gives information about transition. There are also details about making a placing request to another school.

### **Primary to Secondary Transfer**

A 3-day visit takes place toward the end of June. P7 pupils meet their specific Support for Pupils' teachers and Group Tutor along with fellow pupils in their Tutor Group. The P7 pupils are buddied by S6 students who are on hand to help with any issue that may arise. For the

most part the P7 pupils follow their S1 timetable, attending secondary subjects and meeting their new teachers. An added dimension is the Fun Sports Day and the Summer School.

All pupils joining us for S1 are invited to join the Summer School although pressures on numbers means we cannot guarantee a place to everyone. The provision of Summer School for 2019 is under review. Further information will be published towards the end of session 2018/19.

Forms to apply for a place are available through primary schools before Easter or via the school office. The aim of the Summer School is to enable students to feel confident and secure about joining Firrhill. In order to achieve this, students work in groups on a cross-curricular “enterprise activity” this varies from year to year, but involves using art and craft skills to produce something to be modelled or displayed in school. This is supplemented by ice-breakers, team builders, sports and other fun activities that aim to help students make new friends and feel happy at the prospect of starting secondary school.

### **Placing Requests**

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than your catchment school.

If you would prefer that your child start P1 or S1 at another school instead of one of your catchment schools you have to make a placing request. You can get an application form at any nursery or primary school in the city from mid-November.

Forms must be returned to: Grants, Awards and Placements, The City of Edinburgh Council, Level 1.1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG by 24 December. If you apply for a place after this date your request will be considered. If you apply after 15 March places in your chosen school may no longer be available.

All parents have the right to make a request for a place for their child in another school. The Council must grant these requests where possible. When there are more places available in a school than there are placing requests for that school, then all the requests are usually granted. If the school you specify has more requests than available places, then each case is examined individually. Whatever you write on your application form is taken into account, so it is important that you include relevant details on the form.

You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a parent could end up with children at different schools.

All children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application.

### **Transport for Placing Requests**

If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

## **Section Five – School Improvement**

The section gives you an overview of the main achievements of the school within the last 12 months and performance information relating to literacy, numeracy and health and wellbeing.

### **Raising Attainment**

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Communities and Families.

### **Standards and Quality Report**

Every year each school publishes a Standards and Quality report which highlights the school's major achievements. See our website for further details.

### **School Improvement Plan**

Each year Firrhill High School produces a School Improvement Plan to identify our main priorities for improving the work that we do. See our website for further details.

### **How well do pupils learn and achieve?**

The attainment of pupils at Firrhill is very good.

The attainment in the senior school is particularly strong with our pupils performing well when compared with pupils from similar backgrounds.

Our S2 Technologies project, S3 Business Placements and S6 Enhanced Curriculum all provide opportunities for wider achievement. There are many opportunities for personal development e.g. Forest Schools, school concerts, fundraising and community events.

Pupils have the opportunity to participate in overseas trips including well established visits to Paris, Berlin, and a bi-annual expedition (planned for Vietnam in 2018).

A large number of our pupils participate in extra-curricular sport which is well supported by both staff and parents. Our Duke of Edinburgh programme provides the opportunity for pupils from S3 upwards to gain accreditation at Bronze, Silver and Gold.

### **How well do we support our pupils to develop and learn?**

Pupil questionnaires evidence that most pupils feel appropriately challenged and supported in S1 – S3 and almost all in S5 and S6. Resources are reviewed regularly by most departments and updated as necessary. Most staff plan learning activities which match the needs of individuals and groups with differing abilities or aptitudes.

Support for pupils with parents who work in the armed services is well-embedded and helps to facilitate enhanced transition, study support and additional individualised support as required.

A majority of staff have taken part in Co-operative Learning training and these strategies are being consolidated across the school. There is an increasing number of teachers adopting critical skills methodology as a means of improving higher-order learning and problem solving

skills. Assessment for Learning approaches are used across the school and are used (along with Personal Learning Planning work and target setting) to give high quality feedback to pupils. There is some excellent practice and staff are proactively involved in sharing this practice.

The use of Personal Learning Planning (PLP) in S1 and S3 encourages pupils to be reflective about their learning and to set targets for future learning. This ensures increased awareness of learning strengths and next steps. Almost all pupils, including the most vulnerable and at risk (lowest attaining 20%) have progressed well. Levels of attainment and wider achievement have improved.

Our learners tell us that they feel valued, and that they are satisfied with the school's provision. They are aware of the opportunities to express their views, and some feel that their opinions are valued in the decision making processes.

### **How well do we improve the quality of our work?**

We are committed to improving the quality of the education we provide and our self-evaluation processes are recognised as being very good.

Our school leaders have demonstrated their commitment to self-evaluation by observing classes, modelling and sharing good practice, giving effective and appropriate feedback and by analysis of data.

Our approach is consultative and collegiate where there is a shared commitment to and understanding of the purpose and context for improvement.

As a school we strive to constantly improve through our improvement planning processes which includes measuring our performance against national benchmarks provided by the Inspectorate.

We Sharing Classroom Experiences (shared lesson observations) as a self-evaluation tool, and class shadowing and peer observations serve to highlight high quality learning and teaching.

A rigorous analysis of examination results (involving all members of faculties) is an integral part of our self-evaluation. Quality Assurance meetings early in the new school year lead to action plans which are then monitored and evaluated throughout the session.

The views of all stakeholders (pupils, parents, staff, partner agencies) are sought regularly and staff feel that they have a voice in relation to improvement planning.

### **What are we going to do next?**

- Support our pupils to achieve their potential by promoting and sustaining our positive ethos and culture across the school
- Further build the culture of success by embedding a high aspiration and high expectation culture in the school
- Maintain high levels of pupil attainment by ensuring that all pupils are supported and challenged to achieve their potential and are engaged in constantly high quality

learning experiences

- Review and develop the curriculum to ensure that it provides breadth, depth, challenge and relevance for all pupils
- Further improve staff knowledge of pupil needs and their capacity to respond to them
- Improve the success and achievements of learners by enhancing the school's arrangements for self-evaluation
- Utilise our self-evaluation and other data to address aspects of school performance that needs further development and to raise attainment in groups of pupils who are under-performing

### **Transferring Educational Data about Pupils**

The Scottish Government – Education and Training has asked that the following advice be included in our school brochures.

Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

### **What pupil data is collected and transferred?**

Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier.

Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the ScotXed website will help you understand the importance of providing the data.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils

- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better

### **Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the use of pupil data can be found on the ScotXed website [www.scotxed.net](http://www.scotxed.net) .

The Scottish Government works with a range of partners including Education Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith the Scottish Government.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, [scotxed@scotland.gsi.gov.uk](mailto:scotxed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this information are available, on request, from the ScotXed Support Office in other languages, audio tape, braille and large print.

### **Information about how we manage pupil data in schools/ELC settings**

Firrhill High School has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:

#### **Data about our pupils/children and their families**

This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately, and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

### **Data about pupils/children at school/within ELC setting**

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best.

### **Data about when and where they go after they leave us**

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success.

There will be times where we also receive information about them from other organisations, such as a pupils' previous school, the previous local authority where that school or ELC setting was based, NHS Lothian, Police Scotland, Social work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/ELC setting, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/ELC setting and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins Firrhill High School and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a pupil/child moves schools/ELC settings, we have a legal obligation to pass on information to their new school/education authority about their education at Firrhill High School.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention

Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Edinburgh City Archives.

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the [City Of Edinburgh's Privacy Notice](#).

### **Sharing personal data to support Wellbeing**

In addition to the above, Firrhill High School has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child. Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

### **Websites**

You may find the following websites useful.

[www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) - contains information for parents and information on Edinburgh schools.

<http://www.parentzonescotland.gov.uk> - parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.

<http://www.scottishschoolsonline.gov.uk> - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.

<http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<http://www.respectme.org.uk/> - Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying

<http://www.educationscotland.org.uk/> - provides information and advice for parents, including inspection reports, as well as support and resources for education in Scotland

<http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.

## **Glossary**

ASL	Additional Support for Learning
ASN	Additional Support Needs
BGE	Broad General Education (P1 to S3)
CfE	Curriculum for Excellence
CL	Curriculum Leader
CLD	Community Learning and Development
DHT	Depute Headteacher
EMA	Education Maintenance Allowance
FOI	Freedom of Information
GIRFEC	Getting it Right for Every Child
HT	Headteacher
PSL	Pupil Support Leader
PTA	Parent Teacher Association
SP	Senior Phase (S4 to S6)
SQA	Scottish Qualifications Authority

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carers or anyone else who has parental responsibility for the child.

**The information in this school handbook is considered to be correct at the time of compilation E&OE (September 2018).**