**King’s Park Secondary School**

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**Handbook**

**(Last updated November 2022)**

**WELCOME TO KING’S PARK SECONDARY**

**An Introduction by the Head Teacher:**

We hope that this school handbook gives you helpful information about our school, and that you find it useful.

A school handbook is quite a formal publication, and we follow Glasgow’s guidelines about the content. However, you might also like to look at our school website and twitter feed which has up-to-date information, as well as some photographs of our school community at work: [www.kingspark-sec.glasgow.sch.uk](http://www.kingspark-sec.glasgow.sch.uk).

In King’s Park Secondary, we are committed to building on the good work which takes place in the primary schools. In fact we work with many partners – pupils, parents, staff in King’s Park Secondary, staff in the other schools in King’s Park Learning Community, partner agencies and other services.

Our purpose is to make sure that our pupils achieve the highest possible success - be that academically or through wider school achievements.

Above all, we have high standards and high expectations in all areas of our school - work ethic, behaviour, attendance, uniform and timekeeping.

If you would like to meet me, or would like a tour of our school, I would be delighted to welcome you.

Contact me so that we can make arrangements.

Kind Regards



Mrs Kirsty Ayed

Head Teacher

**SCHOOL VISION and VALUES**

During session 2015-2016, staff and pupils worked together to create a new motto for our school. Furthermore, one of our pupils designed our logo, with all the house colours included. Pupils and staff decided together that it would be:

**“*Believe, Achieve*.”**

Our vision is to continue to further raise expectations for all stakeholders and to raise attainment and achievement. We are keen to develop pupils’ skills and resilience to ensure that they are well prepared for the demands of living in the 21st Century.

We want King’s Park Secondary to thrive as an ambitious, vibrant, caring community of learners and responsible citizens, always working in partnership with others to improve and to meet the needs of every learner, where resources, knowledge and skills are shared and used wisely, and achievements are shared and celebrated.

Pupils in S1 – S3 are awarded Believe, Achieve merits. This helps to promote our positive approach to relationships and behaviour and gives pupils an opportunity to be rewarded for different successes both inside and outside of school.

**SCHOOL INFORMATION**

King’s Park Secondary School is a six year non-denominational school for boys and girls. The address of the school is as follows:

King’s Park Secondary

14 Fetlar Drive

Glasgow

G44 5BL

Tel: 0141 582 0150

Email: [headteacher@kingspark-sec.glasgow.sch.uk](mailto:headteacher@kingspark-sec.glasgow.sch.uk)

Website: [www.kingspark-sec.glasgow.sch.uk](http://www.kingspark-sec.glasgow.sch.uk)

Twitter: KPSS@KingsParkSec

The current roll is 903.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S1 | S2 | S3 | S4 | S5 | S6 | Total |
| 167 | 178 | 175 | 153 | 138 | 91 | 903 |



**SCHOOL STAFF**

A full list is available on the school website.

The leadership team is as follows:

|  |  |
| --- | --- |
| Name | Role |
| Mrs Kirsty Ayed | Head Teacher  (Depute Child Protection Coordinator) |
| Mrs Ruth Kelly | Depute Head Teacher  (Child Protection Coordinator) | Arran House |
| Mrs Alison Thyne | Depute Head Teacher | Lewis House |
| Ms Katy Cook | Depute Head Teacher | Mull House |
| Mrs Ali Preston | Depute Head Teacher | Skye House |

**MOVING FROM PRIMARY TO SECONDARY**

We recognise that the move from Primary to Secondary is a very important event for young people. We have a close and effective partnership with each of the primary schools within our Learning Community – Croftfoot Primary, King’s Park Primary, Mount Florida Primary, Toryglen Primary and Merrylee Primary. This ensures that the move from Primary to Secondary is as smooth as possible for young people.

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

*Further information is available on* <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

**THE SCHOOL DAY**

Session 2023 - 2024

The school operates the timetable as a 33 period week with six or seven teaching periods each day. Mondays, Tuesdays and Wednesdays are 7 period days with a 15.35 finish. Thursdays and Fridays are 6 period days with a 14.45 finish.

The timing of these periods is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri |
|  | 8.50 am | 8.50 am | 8.50 am | 8.50 am | 8.50 am |
| 8.50–9.40 | P1 | P1 | P1 | P1 | P1 |
| 9.40–10.30 | P2 | P2 | P2 | P2 | P2 |
|  | **INTERVAL – 10.30 – 10.45** | | | | |
| 10.45–11.35 | P3 | P3 | P3 | P3 | P3 |
| 11.35-12.25 | P4 | P4 | P4 | P4 | P4 |
|  | **LUNCH – 12.25 – 13.05** | | | | |
| 13.05-13.55 | P5 | P5 | P5 | P5 | P5 |
| 13.55-14.45 | P6 | P6 | P6 | P6 | P6 |
| 14.45-15.35 | P7 | P7 | P7 |  |  |

**PUPIL ABSENCE**

Within King’s Park Secondary School good attendance is encouraged at all times to ensure pupil success. Parents and cares are asked to advise if their child is going to be absent as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of a young person’s absence if no contact has been made. All unexplained absence is investigated by our Home School Support Worker (HSSW) and Pupil Support and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08:00 – 15:30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

**APPOINTMENTS DURING SCHOOL**

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

**SCHOOL UNIFORM**

Pupils in King’s Park Secondary are expected to wear school uniform as this helps to create an ethos of belonging to and pride in the school and promote the identity of the school in the local community. In addition, the wearing of a uniform helps to strengthen security as pupils are easily identifiable, enabling staff to identify and approach visitors more readily.

**The uniform is black and white and consists of:**

* Black blazer
* White school shirt or school blouse which buttons at the collar
* School tie (available from the School Office) which must be tied properly and visible at all times
* Black school cardigan, black school jumper or black school sweatshirt or hoodie
* Black school trousers or black school skirt (box pleat, knee length)
* Black school shoes or plain black boots suitable for school
* Pupils will be asked to remove items of clothing advertising brand names or which conceal the school tie.





**KIT FOR PHYSICAL EDUCATION**

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

**The recommended kit is:**

Training shoes, white, black or navy t-shirt/top, shorts or track suit bottoms and socks. A towel should also be brought.

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

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

**CLOTHING AND FOOTWEAR GRANTS**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £16,105\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £15,050) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

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

**INFORMATION IN EMERGENCIES**

We make every effort to maintain a full education service, but on some occasion’s circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall keep you informed by using texts, social media, the local media and letters etc.

Please ensure that your child is aware of the arrangements you have made for them in the rare event that the school should have to shut in an emergency.

It is also imperative that all parent/carer contact details are correct and if there are any change in contact details that the school office informed as soon as possible.

**SCHOOL MEALS**

The Fuel Zone is open from 8am offering a variety of breakfast options. At the morning interval various hot and cold snacks are available.

Pupils may eat packed lunches in the designated areas for each year, but may not bring in food that has been purchased at local fast food shops.

Young people who have a free school meal entitlement are allowed to have a free breakfast and a free lunch meal. They can use their free lunch meal allowance at interval or lunchtime to buy hot or cold snacks, as an alternative to a main meal. We strongly encourage families who are entitled to a free school meal to claim this allowance. Applications can be obtained from the Grants Section at Education Services headquarters, or from the school.

In addition, the school runs a Breakfast Club that runs from 8am every morning within the Pupil Support Department. Breakfast is provided at no cost to pupils.

Children and young people of parents/carers receiving Income Support, Job Seekers Allowance, or Employment & Support Allowance. Working Tax Credit and the yearly income for your household (before tax) is less than £15,050 but is £7,330 or above for the tax year 2019/20. Working Tax Credit and the yearly income for your household (before tax) is less than £7,330 for the tax year 2019/2020, Housing Benefit or Council Tax Reduction, Child Tax Credit only and the yearly income for your household (before tax) is less than £16,105 for the tax year 2019/2020, Universal Credit with a monthly take-home pay figure of £610 or less (£7,320 per year). Asylum Seeker, receiving support under part V1 of the Immigration and Asylum Act 1. Information and application forms for free school meals may be obtained from schools and at: <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Special dietary needs can be accommodated by contacting the School Office.

**MEDICAL AND HEALTHCARE**

NHS Greater Glasgow and Clyde conduct a programme of health care for pupils in Secondary school including immunisation.

Should a child become ill during the school day, a parent or designated person will be contacted and asked to collect them to take them home. It is therefore essential that the school be given an emergency contact number. If a pupil requires hospital treatment and a parent/designated person cannot be contacted then the pupil will be taken there in the care of a member of staff.

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

**ParentPay**

Glasgow City Council have introduced an online payment platform called ParentPay into all primary and secondary schools across the city. ParentPay is used to pay for all food/drink purchases in our canteen, school trips, concert tickets, school ties etc. and has enabled us to remove all cash and cheques from schools.

Our school will be going live with ParentPay in March 2022. Details of what ParentPay can offer both you and our school are listed below.

**How do I get started?**

All parents/carers have been issued with an activation letter containing personal activation details to enable you to set up your ParentPay account. If you require an additional copy of this, please contact our school office.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools. Please activate your account as soon as possible.

**What does ParentPay do?**

* enables you to pay for trips and other items such as tickets, uniforms, clubs etc.
* offers a highly secure payment site.
* gives you a history of all the payments you have made.
* allows you to create a single account login across all your children that attend a ParentPay school.
* shows you all items available for payment relevant to each of your children.
* emails a receipt of your payment to the email address you register.
* offers you the ability to set automated payment reminders.

**How does ParentPay help you?**

* gives you the freedom to make payments to school whenever and wherever you like.
* stops you having to search for cash to send to school.
* allows you to set up an alert when your balance is low.
* gives you peace of mind that your payment has been made safely and securely.
* helps with budgeting; payments are immediate, there is no waiting for cheques to clear.
* payments for many of the larger trips can be made by instalments up to the due date.
* you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts.
* ParentPay is quick and easy to use.

**How does ParentPay help our school?**

* reduces the administrative time spent on banking procedures.
* keeps accurate records of payments made to every service for every student.
* reduces paper ‘waste’.
* allows for easy and quick refunds to be made back to the payment card.
* improves communication between the school and parents concerning payments.
* offers a more efficient payment collection process, reducing the amount of money held on school premises.

More information can be found on the ParentPay website at [www.parentpay.com](http://www.parentpay.com).

**DATA PROTECTION - use of information about children and young people and parents/carers**

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

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

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>

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



**SUPPORT FOR PUPILS**

In King’s Park Secondary, there are four Principal Teachers of Pupil Support who provide personal support for pupils throughout their school career. Each of the Principal Teachers work in partnership with one of the Depute Heads in supporting pupils in each of the House Groups – Arran, Lewis, Mull and Skye.

The Pupil Support Principal Teachers monitor pupils’ attendance, timekeeping and progress and act as parents’ first point of contact with the school.

The Principal Teachers of Pupil Support are happy to meet with parents by appointment, or to discuss any issues by phone. Due of the teaching commitments of the Pupil Support staff, parents are asked to contact them to make a suitable appointment to visit.

PT Pupil Support Miss K McGugan Arran House

PT Pupil Support Miss F McTaggart Lewis House

PT Pupil Support MS A Gibson Mull House

PT Pupil Support Mr I Samson Skye House

PT Pupil Support Ms L Bertolini All Houses

**PUPILS WITH ADDITIONAL SUPPORT NEEDS**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs where required.

There is close liaison between Pupil Support staff and the partner Primaries to ensure staff are aware of the additional learning needs of pupils. These needs are met by targeted classwork or by input from Pupil Support or English as an Additional Language teachers. A number of different strategies may be used to support pupils including specially prepared teaching materials, co-operative teaching, and individual tuition. S5 and S6 pupils help S1 pupils to develop their reading skills through a programme of paired reading. In addition, some S6 pupils provide in-class support for pupils.

There is a Principal Teacher of Pupil Support, a Teacher of English as an Additional Language, a Support Teacher and four Support for Learning Assistants. Psychological Services support school staff by providing assessments and learning strategies where appropriate.

We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

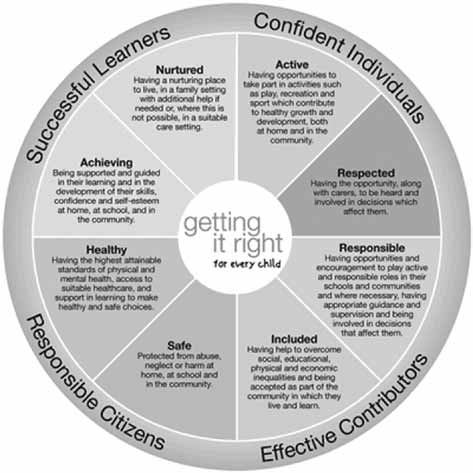
Further information relating to additional support needs is available on the Glasgow City Council Website <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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

If parents wish to discuss their child’s additional learning needs, they should, in the first instance, contact the appropriate member of the Pupil Support staff.

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

# WELLBEING

The strong links that exist between health and wellbeing, on the one hand, and achievements in learning on the other, are widely recognised in King’s Park Secondary School. Effective learning supports positive health and wellbeing, and good levels of health and wellbeing support effective learning. The impact of this inter-dependency on long-term health and social outcomes is most acutely played out in the crucial developmental period from early childhood through to the teenage years. That is when we can make the most positive impact and that is why we have such a core focus on children’s and young people’s health and wellbeing in key national policies such as Getting It Right for Every Child (GIRFEC) and Curriculum for Excellence.

**PROMOTING POSITIVE BEHAVIOUR AND RELATIONSHIPS**

Children’s Rights, as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in King’s Park Secondary will work with young people to ensure that they are aware of their rights and fully respect the rights of others.

Our pupils and staff voted on the UNRC articles that most reflect our school community and those that we want to uphold in our daily interactions with each other. These are regularly promoted throughout the school year at whole school events and assemblies.

We believe that positive relationships are fundamental to our whole school community. We make every effort to uphold this daily and through our learning and teaching. Restorative Practices are our preferred method in resolving difficult situations between staff members and pupils and we are currently working towards being a Restorative School. This method provides the opportunity for pupils and staff members to openly and respectfully discuss their perspectives around the concern, before coming to a resolution and plan for moving forward. It may be that a Pupil Support Teacher is present for the discussions as a facilitator and to ensure both individuals are equally heard and a fair resolution has been found. This has proved to be a most productive and constructive method for resolving matters and in some instances diffuses them at the outset.

Where a pupil continually presents challenging behaviour, interventions will be put in place including;

* Support from Pupil Support Teacher
* Parent/carer being informed
* Parent/carer being invited to school for a meeting with Pupil Support and/or DHT
* The opportunity to reflect and identify more positive approaches to learning

If the interventions of support are not adequate to bring about a positive change in pupils behaviour, a pupil might be placed into NEST (New Expectations, Setting Targets). This allows for some further reflection and time out of classes to continue with their class work, supervised in our NEST room.

An adult presence is provided in the playground and pupil social areas at break times to promote positive behavior.

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**Promoting Positive Behaviour and Relationships –**

**Applying the Nurturing Principles across the whole school**

At King’s Park Secondary School, we have a Nurture Base, to help some of our pupils settle more easily into the school day. Pupils attend the base every morning, period one, a Friday period six and two other times throughout the week. They work with our Principal Teacher of Pupil Support, our designated Nurture Teacher, and our Support for Learning Assistants. Pupils who would benefit from this are identified by House Depute Head Teachers and Principal Teachers of Pupil Support.

We are a Nurturing School – which means that we apply the six Nurture Principles to everything that we do.

The six principles are:

1.       Children's learning is understood developmentally

2.       The classroom offers a safe base

3.       The importance of nurture for the development of wellbeing

4.       Language is a vital means of communication

5.       All behaviour is communication

6.       The importance of transition in children's lives

Ref: Lucas,S., Insley,K. and Buckland,G. (2006) Nurture Group Principles and Curriculum Guidelines Helping Children to Achieve, The Nurture Group Network.

If you want to know more about how we do this, please do not hesitate to contact the DHT for Pupil Support at the school.



**RIGHTS RESPECTING SCHOOLS AWARD**



In 2020, we achieved Rights Respecting Schools Bronze Award which is testament to the ongoing work between staff and pupils. This Award recognises achievements in putting the UN Convention on the Right of the Child (UNCRC) into practice in our school to improve well-being and help all children and young people realise their potential. In 2021, it was passed in Scottish Parliament to incorporate it into Scot’s Law. We are currently working towards our Silver Award while ensuring the UNCRC is embodied in everything we do.

There are four key areas of impact for children at a Rights Respecting school; **wellbeing**, **participation**, **relationships** and **self-esteem**. The articles in the UNCRC are used at all our assemblies and are within our School Charter.

The difference that a Rights Respecting school makes goes beyond the school gates, making a positive impact on the whole community. In King’s Park Secondary, we believe that every person in our school community is important. Working towards the Rights Respecting School Award helps us to celebrate and promote diversity and inclusion.  We have included key dates and events in our school calendar to help us recognise and learn more about different groups of people:

|  |  |
| --- | --- |
| **Month** | **Event** |
| October | * Black History Month * Coming out Day * World Mental Health Day |
| November | * National Anti-Bullying Week |
| December | * World Aids Day * Int. Human Rights Day * Equality and Diversity Day |
| January | * HMD |
| February | * LBGT History Month |
| April | * World Autism Day |
| May | * Int. day against Homo/Bi/Trans phobia |
| June | * Gypsy, Roma and Traveller History Months * World Refugee Day |

If you want to know more about this Award, please do not hesitate to contact the school.



**WHAT WE EXPECT OF ALL OUR PUPILS**

**Achieve your full potential in your school work**

* By working hard and behaving well in all your classes.
* By taking a pride in the presentation and accuracy of all your written work.
* By listening carefully and taking part in class discussion.
* By doing all your homework.

**Take an increasing responsibility for your own work**

* By coming to lessons with the appropriate equipment, books and charged iPad.
* By aiming for full attendance at school.
* By being punctual to school and class.
* By setting yourself targets to achieve and monitoring your own progress.
* By developing good study habits and study skills.

**Consider the needs of others**

* By treating people as you would like to be treated.
* By making sure you do not disrupt the education of others.
* By moving around the school in a sensible way.

**Be good ambassadors of the school both in school and out of school activities**

* By dressing in school uniform.
* By being polite and considerate to all members of the school community and to

visitors.

* By taking a pride in the school environment.
* By looking after your own property and respecting the property of others.



# COMMUNICATION WITH PARENTS/CARERS

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

***Letters***– Further information which requires a response may be sent out in letter form. These will also be sent out via groupcall

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

***Twitter*** – We update our Twitter account regularly with information about what’s happening in our school.

***Meetings*** - Parents are carers are welcome to contact the school to make arrangements to discuss any aspect of their child's progress, usually through their child's Pupil Support Teacher. Details and arrangements of parents evenings to discuss subject specific progress will be shared through the parental school calendar and parents and carers are encouraged to attend these where possible.

***School website***– Will contain a great deal of information about the school. It is a good idea to check this regularly.

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

***Family Engagement*** - We have 2 FARE workers called Nick and Carly who have a specific remit of engaging with families within our community and linking in with external agencies and organisations for support.    They work closely with young people and their families helping to develop stronger relationships with the school and enabling them to fully access their Education.  FARE provide youth work, group work, community outreach, our breakfast club and successful Holiday Programmes as well as much more. Further details of group work and after school events will be shared with young people and parents/carers.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, focus groups, award ceremonies. The school will keep you informed.

Strong communication links between home and school ensure parents and carers are confident to address any concerns they may have about their child’s education with Pupil Support Staff and the Senior Leadership Team.

**TRANSPORT**

The Education Authority has a policy of providing free transport to all secondary pupils who live out with a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

**King’s Park Secondary Parent Forum and Parent Partnership**

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

**PARENT FORUM**

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

**PARENT PARTNERSHIP**

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

* Supporting the work of the school;
* Gathering and representing parents’/carers’ views to the Head Teacher, education authority and Education Scotland;
* Promoting contact between the school, parents/carers, pupils and the local community;
* Involvement in the appointment of senior school staff.
* Fundraising.

Minutes of the Parent Partnership are available on the school website.

Parents who would like to join the group would be made most welcome. Please contact the school or e-mail us directly: [kpssparentpartnership@gmail.com](mailto:kpssparentpartnership@gmail.com)

**YOUTH PARLIAMENT**

Our Youth Parliament is made up of 2 representatives from each year group. We hold yearly elections in which the pupils choose who they want to represent them for each year group. Pupils serve two years when they are elected. This is an important group which ensures that the views of pupils are heard.

**RELIGIOUS OBSERVANCE**

Our school is fortunate to have a close link with our local churches including Croftfoot, Cathcart Old Parish and Clincarthill Parish Church. The ministers assist with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

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

**Useful websites**

[Parentzone Scotland | Parent Zone (education.gov.scot)](https://education.gov.scot/parentzone)

[Curriculum for Excellence](https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence/)

**ASSESSMENT & REPORTING**

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

Dates of all parents’ meetings and the schedule for issuing written reports is included in the school calendar, which is issued at the start of term and is available on the website.

If you have any concerns about your child’s progress do not hesitate to contact their Pupil Support teacher at any time.

**S3 Pupil Profiles**

All S3 learners have a profile which reflects their progress in learning and achievement and emphasis’s their strengths. The profile documents their key achievements in school, at home and in the community and the content is decided by the young person. The profile provides a valuable way for learners to share information about their achievements with their parents, teachers and in the future, staff in colleges, universities and employers. The profile also supports the move from S3 into the senior phase of secondary school and is the basis for a general, skills-based interview with our Careers Advisors.

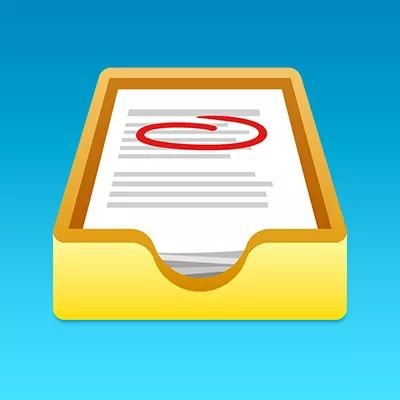
**HOMEWORK**

Regular, effective homework is an important part of the school day. We use ‘Satchel: One’, which is an online homework facility where teachers issue homework while pupils and parents can access the details through a PC or suitable device. Parents are asked to check this on a regular basis. Homework has many advantages:

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

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school. Pupils should access their tasks through the appropriate platforms including ‘Microsoft Teams’ and ‘Showbie’ as directed by their class teacher.





**SUPPORTED STUDY**

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

**CURRICULUM DESIGN AND PLAN**

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# The School Year Session 2023- 2024 – Holidays

**August**

* Monday, 14 August 2023 (Return date for Teachers & In-Service Day)
* Tuesday, 15 August 2023 (In-Service Day)
* Wednesday, 16 August 2023 (Return date for Pupils)

**September**

* Friday, 22 September and Monday, 25 September 2023 (September weekend holiday)

**October**

* Friday, 13 October 2023 (In-Service Day)
* Monday, 16 to Friday, 20 October 2023 (October Week)

**December - Christmas and New Year**

* Schools close at 2.30 pm on Friday, 22 December 2023
* Monday, 25 December 2023 – Friday 5 January 2024 (Christmas holidays)

**January**

* Schools return on Monday 8 January 2024

**February mid term break**

* Monday, 12 February 2024
* Tuesday, 13 February 2024
* Wednesday, 14 February 2024 (In-service day)

**April - Spring Holiday (Easter)**

* Schools close at 2.30 pm on Thursday, 28 March 2024
* Good Friday 29March 2024
* Easter Monday 1April 2024
* Monday, 1 April - Friday, 13 April 2024 (Spring Break)
* Schools return on Monday, 15 April 2024

**May**

* Thursday, 1 May 2024 (In-service day to coincide with UK Parliamentary elections, subject to change)
* Monday, 6 May 2024 (May Holiday)
* Friday, 24 May 2024 and Monday, 27 May 2024 (May Weekend)

**June**

* Schools Close at 1.00 pm on Friday 26 June 2024

# SCHOOL IMPROVEMENT

On an annual basis, you will receive a copy of our Standards and Quality report. The report will be used to share the overall exam performance of the school and highlights progress in key curricular areas.

Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Partnership. Any parent or carer seeking a copy of the plan should contact the school office or access it via the school website.



**COMMENTS AND COMPLAINTS**

In Glasgow Secondary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:

https://www.glasgow.gov.uk/index.aspx?articleid=16133

Customer Care Team

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or [education.customerservices@glasgow.gov.uk](mailto:education.customerservices@glasgow.gov.uk)

**USEFUL CONTACTS**

**Parentzone Scotland** is a unique website for parents and carers in Scotland, from early years to beyond school.  The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children’s learning at home in literacy, numeracy, health and wellbeing and science.  Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child’s school and education.  Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

**Useful websites and contacts:**

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

**Connect**

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

**Enquire Scotland**

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

**Education Services**

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

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