

SAINT ANDREW'S RC SECONDARY SCHOOL
PUTTING YOUNG PEOPLE FIRST



St Andrew's RC Secondary School Handbook 2021 – 2022





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Head Teacher Welcome

Head Teacher Welcome

I would like to welcome you and your child to our School Handbook.

Our handbook will give a lot of really important information about our school and the outstanding work that we do here. It will give you a flavour of the life of St Andrew's RC Secondary, our young people and the school community that we are very proud to serve.

This handbook will also give you a lot of helpful information about the workings of the school and the practical details that you need as a parent/carer to work with us on behalf of your child. The success of our school is built on our partnership with our parents and carers. We hope that you will take an active interest in the life and work of our school and get involved in your child's learning in every way you can.

We look forward to having you and your child as members of our school community and that this will be the start of their learner journey to a successful future.

Mr O'Neil
Head Teacher



School Values

At St Andrew's RC Secondary we do more than profess our values; we practise them. We are clear about what we hold important and we take care that our intentions, words and behaviours align with those beliefs.



**SAINT ANDREW'S RC SECONDARY,
GLASGOW**

Our Values



Love

"If you teach young people, first you must love them; love them all equally."

St Marcellin Champagnat

"Nothing beats kindness, it sits quietly beyond all things."

Charlie Mackesy



Kindness



Forgiveness

"Forgiveness is not an occasional act, it is a constant attitude."

Martin Luther King

"Honesty and transparency make you vulnerable.

Be honest and transparent anyway."

Mother Teresa



Honesty



Fairness

"Fairness isn't everyone getting the same, it is everyone getting what they need."

Rick Riordan

School Values



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School Information

St Andrew's RC Secondary School
47 Torphin Crescent
Glasgow
G32 6QE
Phone: 0141 582 0240
Email: headteacher@st-andrews-sec.glasgow.sch.uk
Website: www.st-andrews-sec.glasgow.sch.uk
Twitter: @standrewsrcsec
Instagram: @standrewsrcsecondary
Youtube: Saint Andrew's RC Secondary
TikTok: @standrewsrcsecondary

Background Information:

- Co-educational school
- Roman Catholic
- Stages taught: S1-S6
- Current Roll: 1776

Our School Staff

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

Our Senior Leadership Team is as follows:

Mr G O'Neil (Head Teacher)
Mr P Scollin (Depute Head Teacher for S1)
Mrs L Maughan (Acting Depute Head Teacher for S2)
Ms N MacLellan (Depute Head Teacher for S3)
Mr K Quinn (Depute Head Teacher for S4)
Mrs M Keelan (Depute Head Teacher for S5)
Mrs A McGougan (Depute Head Teacher for S6)
Ms C Mayberry (School Business Manager)





Our School Day

Session 2021-2022

Period 1	08.45 - 09.35
Period 2	09.35 - 10.25
S3/S5/S6 Interval	10.25 - 10.40
Period 3	10.40 - 11.30
S1/S2/S4 Interval	11.15—11:30
Period 4	11.30 - 12.20
S1/S2/S4 Period 5	12.20 - 13.10
S1/S2/S4 Lunch	13.10 - 13.55
S3/S5/S6 Period 5	13.10 - 13.55
S3/S5/6 Lunch	12.20 - 13.10
Period 6	13.55 - 14.45
Period 7	14.45 - 15.35 (Mondays, Tuesdays & Thursdays only)

School Holidays 2021-22

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

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





Pupil Absence

Within St Andrew's RC Secondary School excellent attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday.

Alternatively, you can use the online form on the Glasgow City Council website at:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Medical & Healthcare

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

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

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

Emergencies

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

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





School Dress Code

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people.

The school uniform is:

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

The school tie is available from the school office and the blazer supplier visits the school on an annual basis. The school office can advise on how to obtain a blazer out with this time.

PE Kit

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

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

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





Communication with Parents

At St. Andrew's RC 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:

School website/Twitter – will contain a great deal of information about our school. Please check this regularly.

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

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

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

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

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, award ceremonies, religious and other assemblies. Our school newsletter and website will keep you informed.

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

Emergency Contact Information

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Appointments During School Hours

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





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> .

Comments & Complaints

In St Andrew's RC 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 relevant Head of Year in the first instance. Glasgow City Council complaints procedures are available at:

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

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

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customerservices@glasgow.gov.uk

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





Curriculum

Curriculum for Excellence 3-18

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

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

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

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

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

The Senior Phase S4-S6

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

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 4 and National 5 awards. The pupil support programme seeks to advise pupils about:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and weaknesses
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success by SQA.





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

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

The SQA website www.sqa.org.uk/cfeforparents contains useful information to help you understand national qualifications.

Courses Available in S5 & S6

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges, Universities and employers. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. S6 in particular offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Encouraging excellence is central to our aspirations and expectations for all young people.

Religious Observance

Our school is fortunate to have a close link with local parishes. Our Principal Teacher of RE is Mrs Debbie Robertson.

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

www.curriculumforexcellencescotland.gov.uk

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





Assessment & Reporting

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

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

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.



Curriculum



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Support for Pupils

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

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

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

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

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

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

Pupil Support Staff

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

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

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.





Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Secondary School is to build a positive ethos that demonstrates care and respect for all.

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

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

Homework

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

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

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

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.





Parent Council

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

Pupil Council

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

Extra Curricular Activities

We have a wide range of activities to extend the learning experience. Please see

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

School Improvement

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





School Meals

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

Young people who prefer to bring packed lunches are accommodated in the dining hall.

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

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

Transport

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

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

Clothing & Footwear Grants

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

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





Educational Maintenance Allowance (EMA)

What is it?

An Education Maintenance Allowance (EMA) is a weekly allowance payable to eligible students who have achieved 100% of their agreed attendance each week at school. It is payable on a 2 weekly basis

Do I Qualify?

You qualify if you meet the following criteria:

- Household income must be what is detailed under the heading 'What will I get' (see below)
- You attend a Glasgow School
- You aged 16-19 years old
- You attend school for a minimum of 21 guided learning hours per week
- You are willing to participate in an approved learning agreement at school

How do I Apply?

Sign up for a MyAccount and use the Online Application Form. Online is more efficient allowing us to validate your application and pay your EMA quicker. If you do not have online access then contact the team at EducationMaintenanceAllowance@glasgow.gov.uk

Withheld Payment

Payments are generally withheld due to unauthorised attendance, lack of progress and/or conduct. If you have a question about attendance you must contact your school directly.

Appeals

If you are refused EMA support or feel the amount awarded is incorrect, you may appeal our decision.

Your appeal must be submitted in writing within 28 days of us informing you of the outcome of your award. Your email or letter must state the reason for your appeal and should be accompanied by any additional supporting evidence/information.

Please send your appeal to: Email: EducationMaintenanceAllowance@glasgow.gov.uk or Post: PO Box 19, Glasgow G2 1DU.





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

National Parent Forum of Scotland www.npfs.org.uk

Connect

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

Enquire Scotland

Enquire is a national advice service for families with additional support needs.
www.enquire.org.uk

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk





Website

www.st-andrews-sec.glasgow.sch.uk

Phone

0141 582 0240

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