

SAINT ANDREW'S RC SECONDARY SCHOOL
PUTTING YOUNG PEOPLE FIRST



St Andrew's RC Secondary School Handbook 2022 – 2023



@standrewsrcsec



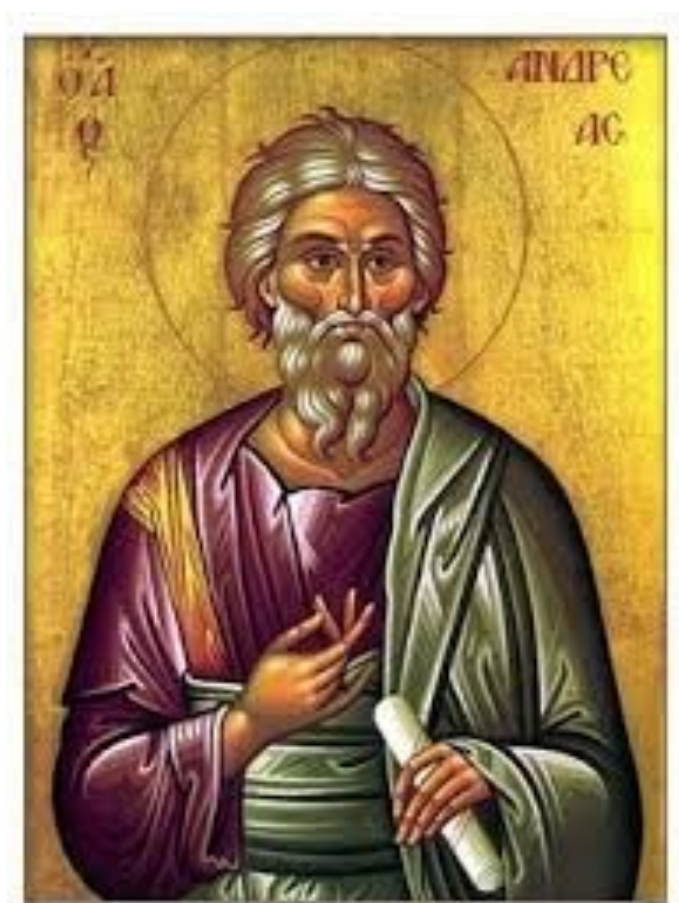
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Father,
Whatever this day may bring
Help me to seek the good within,
To act in a spirit of generous love
And to grow in wisdom and in grace
In the footsteps of St Andrew, patron of our school
AMEN.





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.

John McGhee.

Mr J McGhee
Head Teacher





School Mission and Values

School Mission and Values

In his inaugural report as the first Head Teacher of St Andrew's RC Secondary, written at the end of the first 1969-70 session, Brother John Ogilvie encouraged our school community to fire our young people with "a sensible pride and a desire for something noble and worthwhile." More than half a century later, we continue to try and be true to that initial mission.





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: 1820

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





Our School Day

| | |
|----------|--|
| Period 1 | 08.45 - 09.35 |
| Period 2 | 09.35 - 10.25 |
| Interval | 10.25 - 10.40 |
| Period 3 | 10.40 - 11.30 |
| Period 4 | 11.30 - 12.20 |
| Period 5 | 12.20 - 13.10 |
| Lunch | 13.10 - 13.55 |
| Period 6 | 13.55 - 14.45 |
| Period 7 | 14.45 - 15.35 (Mondays, Tuesdays & Thursdays only) |

School Calendar 2022-23

The school calendar can be viewed [here](#).

School Holidays 2022-23

Details of holiday dates are available on the Glasgow City Council website [here](#).



School Dress Code

In St Andrew's RC Secondary School we have the highest expectations of all of our young people. Our school uniform can:

- contribute to school security and personal safety;
- instil pride in the school and contribute to its values;
- promote a positive and professional work ethic;
- help pupils to see schools as places of learning;
- support positive behaviour and discipline;
- encourage identity with, and support for, school ethos; promote equality of opportunity and social justice;
- protect children and young people from social pressures to dress in a particular, fashionable or expensive way;
- nurture cohesion and promote good relations between different groups of pupils; and
- foster a spirit of partnership among pupils and staff, between home and school, and between community and school.

The school uniform is:

- School blazer (not braided for S1-S5)
- White shirt
- School tie
- Navy V-neck jumper or cardigan
- Black trousers
- Black skirt
- Black opaque tights
- Black school shoes or trainers with no logos or white sole
- Dark outdoor jacket can be worn in yard



What is NOT school uniform:

- Knee high socks
- Vest tops
- Tops with logos
- Hoodies
- Leggings or jeggings (school skirts or school trousers only)
- Denim jackets / jeans including black jeans
- Fashion Jackets
- Hats / scarves / bandanas / headwear with exception of headwear for religious / cultural reasons
- Hooped / long dangling earrings
- Football or sports tops



Physical Education (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

School Uniform Suppliers

School uniform can be purchased from “logoxpres” [here](#).

All payments for blazers must be paid online. Our school office cannot accept any payment for blazers. LogoXpres also supply other uniform items including PE kit.

Items available from our school office:

- School Tie
- PE Tops

Some of the larger supermarkets also stock basic uniform items such as shirts, skirts and trousers.





Communication with Parents

At St Andrew's RC Secondary School we strongly encourage all parents to become involved in the education of their children. 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.

We contact and involve parents in many ways. For example:

School website/Social Media

Our school website and social media channels will contain a great deal of news and information about our school. Please check these regularly.

Emails and Text messaging

Parents/carers may also receive email/text reminders about events/school closures etc. It is essential that your child's school has all your current contact details. If your details have changed recently please advise the school as soon as possible.

Parentsportal

This online programme will enhance parents/carers communication experience with the school. Parentsportal will enable schools and parents/carers to manage many of the administration processes more efficiently online. It is available 7 days a week and 24 hours per day. More information [here](#).

Newsletters

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.

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.





Tracking Reports

Tracking reports are issued regularly throughout the school term to inform parents/carers of progress in classes across the curriculum. These will provide information on working levels, attendance, effort, homework etc.

Information Evenings

Information Evenings are held on a regular basis to give specific year group information.

Events

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.

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.

Family Learning

We run programmes and events to engage families in their child's learning and we would encourage you to engage in these, information will be communicated about such events via text/email/website and social media.

School Improvement

On an annual basis, the school produces a Standards and Quality report. The Standards and Quality report shares 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 find our website.





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 [here](#).

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.

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.





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.

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 [here](#).

Education specific privacy statements can be accessed [here](#).

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 [here](#).

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.

Curriculum





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.

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.

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.

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.





Homework

Regular, effective homework is an important part of the school day. 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.

Religious Observance

Our school is fortunate to have a close link with local parishes. We maintain close links with all our parishes and during the Liturgical year we are supported by our local priests in the celebration of Mass and prayer services.* 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.

*Parents/carers who wish to remove their child from religious ceremonies in our school should contact the Head Teacher in writing.





Transition Information

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

More information can be found on our website [here](#).

Associated Primaries

[St Benedict's Primary RC School](#)

[Our Lady of Peace Primary RC School](#)

[St Maria Goretti Primary RC School](#)

[St Paul's \(Shettleston\) Primary School](#)

[St Rose of Lima Primary School](#)

[St Timothy's Primary RC School](#)

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

Further information see [here](#).

Partnership Base

We have established a Partnership Base to work with all young people of St Andrew's Secondary throughout their learner journey, supporting them to have the skills, knowledge and understanding to enter a positive, sustainable destination.

The base has an open and welcoming environment which enables all young people to access the assistance they require at a time which does not impact on their studies. The base also provides emergency care packages for families in need.

For further information see [here](#).



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 [here](#).

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found [here](#).

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.

| PT Pupil Support | Classes |
|----------------------|-----------------------------------|
| Mrs Janice Creechan | 1.1 2.1 3.1 4.1 5.1 5.10 6.1 |
| Mr Jordan O'Hara | 1.2 1.12 2.2 3.2 4.2 5.2 5.11 6.2 |
| Ms Lillian Higgins | 1.3 2.3 3.3 3.11 4.3 5.3 6.3 |
| Mrs Gillian Gibson | 1.4 1.11 2.4 3.4 4.4 5.4 6.4 |
| Miss Rachael Doyle | 1.5 2.5 2.11 3.5 4.5 5.5 6.5 |
| Mr Robbie Leith | 1.6 2.6 3.6 3.10 4.6 5.6 6.6 |
| Ms Joanna McCafferty | 1.7 1.10 2.7 3.7 4.7 5.7 6.7 |
| Miss Cara Sullivan | 1.8 2.8 2.11 3.8 3.11 4.8 5.8 6.8 |
| Mrs Rachel McCool | 1.9 2.9 3.9 4.9 4.10 5.9 6.9 |

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 St Andrew's Secondary School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of St Andrew's 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.

Child Protection

Child Protection is the responsibility of all staff in our learning community. Ms MacLellan is the Child Protection Co-ordinator for the school and any concerns about the safety and wellbeing of learners in the school are addressed to her. If you are worried that a child is at risk or being harmed, it is important to tell someone. Your report will be treated in confidence. Everyone has a right to be safe.

During office hours, you can contact Social Care Direct by phone (0141 287 0555), textphone (18001 0141 276 4710) or email Social Care Direct (scdchildrenandfamilies@glasgow.gov.uk). You can find Glasgow City Council's Child Protection Policy [here](#).





Getting it Right for Every Child

The Getting it right for every child (GIRFEC) approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential. At home, in school or the wider community, every child and young person should be:

- Safe • Healthy • Achieving • Nurtured • Active • Respected • Responsible • Included

These eight factors are often referred to by their initial letters – SHANARRI. These wellbeing indicators help make it easier for children and families and the people working with them to discuss how a child or young person is doing at a point in time and if there is a need for support. Each child is unique and there is no set level of wellbeing that children should achieve.

Wellbeing is influenced by children's individual experiences and changing needs as they grow. A range of experiences can have negative effects on young people. This might be one of the 10 recognised [Adverse Childhood Experiences \(ACEs\)](#) or other adversities such as bereavement or bullying, or where a family is affected by illness, disability or poverty. Each child should be helped to reach their full potential as an individual.

More information can be found by visiting the Scottish Government website [here](#).

Bullying and Discrimination

St Andrew's RC Secondary is a Catholic community where gospel values of love, kindness, forgiveness, honesty and fairness are key to all relationships in the school.

Bullying and discrimination can occur in a variety of circumstances and take many forms; verbal abuse / name calling, exclusion/isolation from groups, spreading lies/rumours, text/social media abuse, physical abuse, racial, homophobic abuse. All forms of discrimination are taken very seriously in line with the The Equality Act legislation. The issues of bullying and discrimination are tackled through our PSHE programme.

The effects of bullying and discrimination can be very serious and staff are trained to look for signs of this in school. We encourage parents to look for signs at home which can include your child being more withdrawn, increased rate of illness/absence from school, truancy, emotional upset, change or isolation from usual social group. Please ensure that Pupil Support staff are contacted immediately if you have a concern.

Where incidents of bullying are found in school, these are dealt with by Pupil Support Staff / Year Head who will listen to any concerns from the young person or their parent carer. Each reported case will be investigated and positive steps are taken to resolve the situation ensuring that children are supported and protected. Pupil Support Teachers will monitor the situation and alert teaching staff to any issues. Parents/carers will be kept informed at all times.





Extra Curricular Activities

In St Andrew's Secondary School we know that friendships that last a lifetime are born on the football field, rehearsing for the school show or celebrating Mass together.

Personal achievement can also help our young people develop confidence and commitment as well as the skills that they learn.

St Andrew's provides a first class extra-curricular programme which offers a wide variety of opportunities in areas such as faith, sport, music, science, languages and volunteering. There are also many other opportunities for personal achievement through participating in school trips, excursions and events.

Details of extra-curricular opportunities for this session can be viewed [here](#).

Student Leadership Opportunities

St Andrew's Secondary School has a strong tradition of Service and Leadership, embedded within the ethos and identity of the school and its Catholic faith.

Leadership is a key aspect of everything that our young people do; on the sports field, academically, serving in the community, extra-curricular activities and in the arts.

We aim to develop leaders with great strength of character; the desire to serve and the skills needed to become a positive leader. We expect pupils to leave St Andrew's School as inspirational, intellectual, independent, individual and inclusive leaders through:

- Providing a range of learning pathways tailored to pupil ability and aspirations through consolidating partnership working with colleges and further training providers
- Providing universal support to all pupils ensuring equality for all
- Providing targeted support offering negotiated pathways and support tailored to individual pupil needs ensuring equity
- Embedding meaningful employer involvement enabling pupils to extend their network
- Facilitating a range of work placements based on individual pupil needs
- Providing earlier and relevant labour market focused careers advice leading to better outcomes for all pupils
- Engaging pupils in meaningful discussion about their skills development and assist them in profiling to support their career journeys
- Making use of relevant digital and online resources
- Substantially and permanently improving the transition of all young people from education into sustainable, productive employment

Details of leadership opportunities for this session can be viewed [here](#).





ParentPay

Glasgow City Council have introduced an online payment solution called ParentPay into all primary and secondary schools across the city. ParentPay is used to pay for all school trips, concert tickets, uniforms, meals etc and will enable us to remove all cash and cheques from schools.

How do I get started?

Follow the steps in the [ParentPay - How to activate your account](#) guide.

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

ParentPay





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 [here](#).

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 [here](#).

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 [here](#).





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 Websites

Useful Websites and Contacts

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| Parentzone Scotland | www.education.gov.scot/parentzone/ |
| Education Scotland | www.education.gov.scot |
| National Parent Forum of Scotland | www.npfs.org.uk |
| Connect | www.connect.scot |
| Enquire Scotland | www.enquire.org.uk |
| Getting it Right for Every Child (Girfec) | www.gov.scot/policies/girfec/ |
| Parenting Across Scotland | www.parentingacrossscotland.org/ |
| Thinkuknow | www.thinkuknow.co.uk/parents/ |
| NSPCC Online Safety for Children | www.nspcc.org.uk/keeping-children-safe/online-safety/ |
| UK Safer Internet Centre | www.saferinternet.org.uk/guide-and-resource/parents-and-carers |
| RespectMe Anti-bullying Guide for Parents and Carers | www.respectme.org.uk/adults/bullying-a-guide-for-parents-and-carers/ |
| NSPCC Helping Children Deal with Bullying and Cyber-Bullying | www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/ |
| National Parent Forum of Scotland—Nationals in a Nutshell | www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/ |
| Scottish Qualifications Authority (SQA) - Parents and Carers | www.sqa.org.uk/sqa/41292.html |
| Scottish Credit and Qualifications Framework—Parents and Carers | www.scqf.org.uk/support/support-for-individuals/support-for-parents-carers/ |
| My World of Work—Parents and Carers | www.myworldofwork.co.uk/parents-carers |
| University and Colleges Admissions Service | www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians |
| Students Awards Agency Scotland | www.saas.gov.uk/parents-and-carers |
| Apprenticeships | www.apprenticeships.scot/ |

Education Services

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