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*Providing news and information on transition to James Gillespie's High School for P7 pupils and their parents and carers.*

## ***Welcome from the Headteacher***

Hello to all of our P7s who are joining us at James Gillespie's High School (JGHS) in August this year. I am sure you will be feeling excited and a bit anxious too. It is quite normal to feel a bit unsettled and nervous ahead of such a big change but please don't worry. Older pupils and all of our staff will be here to help you settle into High School. Before you know it you will have met your new teachers and made lots of new friends too. I am also really looking forward to meeting you and getting to know you!

These past few weeks have been different and strange for all of us as we get used to staying at home and completing school work at home. I am sure you are doing your best to complete any work that your teachers are setting for you so please continue to do that. When you start at JGHS I am hoping that you will have enjoyed a relaxing summer holiday with your families. Until then, I hope you and your families remain safe and well.

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Mr Macdonald  
Headteacher

*We would encourage P7 pupils and parents/carers to contact us with any questions about starting High School. Please complete the form at <https://tinyurl.com/y9dn2g5s> by Monday 8th June and a member of staff will get back to you.*

# Settling in

## S6 Befrienders

Every year we have a great team of S6 pupils fully trained to help our new S1 pupils find their way around and settle into life at JGHS. For the first week these 'befrienders' will accompany new S1 pupils to classes and be available at break and lunch time to answer any questions and see to any concerns our new pupils may have. Some of them volunteer in classes and help out in lunch clubs throughout the year so our S1 pupils can get to know them really well.



## The School Day

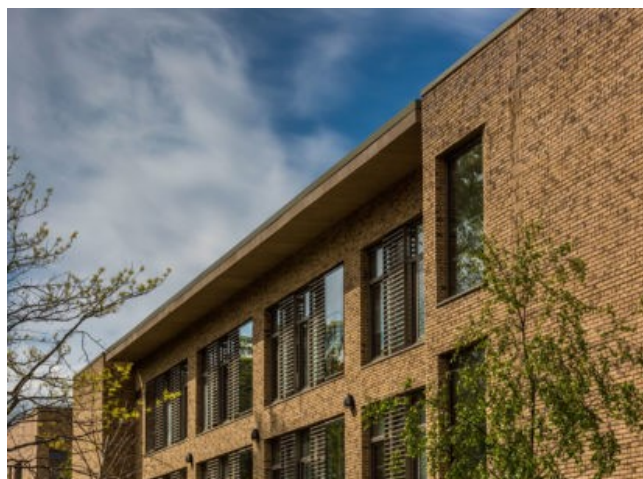
DAY	P1	Key Adult	P2	BREAK	P3	P4	LUNCH	P5	P6
monday	8.40 – 9.40		9.40 – 10.40	10.40-11.00	11.00 – 12.00	12.00 – 12.55	12.55 - 13.40	13.40 – 14.40	14.40 – 15.40
tuesday	8.40 – 9.40		9.40 – 10.40	10.40-11.00	11.00 – 12.00	12.00 – 12.55	12.55 - 13.40	13.40 – 14.40	14.40 – 15.40
wednesday	8.40 – 9.35	9.35-9.55	9.55 - 10.50	10.50-11.10	11.10 – 12.05	12.05 – 13.00	13.00 - 13.50	13.50 – 14.45	14.45 – 15.40
thursday	8.40 – 9.40		9.40 – 10.40	10.40-11.00	11.00 – 12.00	12.00 – 12.55	12.55 - 13.40	13.40 – 14.40	14.40 – 15.40
friday	8.40 – 9.40		9.40 – 10.40	10.40-11.00	11.00 – 12.00	12.00 – 12.55	Friday finish at 12.55		

# **Attendance**

## **Absence Procedure**

If a pupil is not able to attend school then the parent/carer should phone the school as soon as possible to inform the school of the length of time the pupil will be absent and the reason for this.

This would be via 0131 447 1900 or [admin@jamesgillespies.edin.sch.uk](mailto:admin@jamesgillespies.edin.sch.uk)



This allows the attendance of the pupil to be recorded correctly and allows us to ensure the safety of all our pupils. If the school does not know the reason for the absence then the first alert will go out before 10am to the parent/carer asking for the information.

## **What do I do if I feel unwell at school?**

If at any point any pupil feels unwell within the school day we have a welfare office in Bruntsfield House which is staffed by Miss McVay. If the welfare office is closed report to reception and a member of staff will help. A pupil may require some time out and then return to class. If a pupil feels that they can no longer continue in school we will contact the parents/carers for the pupil to be collected. A pupil cannot leave school without permission.

# ***Pupil Support***

JGHS has a community of around 1400 students.

Each pupil has a:

- Key Adult
- Pupil Support Leader (formerly known as SFPL/Guidance)
- Access to Support for Learning
- Year Head: Depute Head Teacher
- Pupil Support Officer
- PEF Senior Development Officer and PEF Development Officer

## **Role of the Key Adult**

All pupils have the opportunity to discuss their learning with a Key Adult who knows them well, helping them to set appropriate next steps.

The Key Adult has a holistic overview of learning and personal development of each pupil.



## ***The 5 Learning Communities***



This school, as a community, will provide a welcoming and secure learning environment in which individuals can fully realise their potential in a climate of mutual respect. The pupil support structure at James Gillespie's consists of 5 Communities of learners with Pupil Support Leaders overseeing each one. Each pupil will be assigned a Community and a Pupil Support Leader.

We believe that all staff have a major role to play in the support and personal development of pupils. Pupil Support Leaders will have a responsibility to provide each pupil with personal, curricular and vocational PUPIL SUPPORT, and look after their progress and welfare.

<b>Community</b>	<b>Pupil Support Leader</b>
<b>LAUDER</b>	MRS L. McQUADE (MON – WED) Leanne.McQuade@jamesgillespies.edin.sch.uk MRS E. KERR (WED – FRI) Elisa.Kerr@jamesgillespies.edin.sch.uk
<b>ROSLIN</b>	MR B. McPHAIL Bryan.McPhail@jamesgillespies.edin.sch.uk
<b>SPYLAW</b>	MS T. PETERS Tania.Peters@jamesgillespies.edin.sch.uk
<b>THIRLESTANE</b>	MRS C. PEARCE Cait.Pearce@jamesgillespies.edin.sch.uk
<b>WARRENDER</b>	MRS N. GRAHAM (MON – THURS) Nikki.Graham@jamesgillespies.edin.sch.uk MISS C. GARRETT (FRI) Caitlin.Garrett@jamesgillespies.edin.sch.uk

## Year Head

<b>Year Group</b>	<b>Year Head</b>	<b>email</b>
S1 and S6	Mr I. Porter	Ian.1.Porter@jamesgillespies.edin.sch.uk
S2	Mr B. Shankland	Robert.Shankland@jamesgillespies.edin.sch.uk
S3	Mrs D. O'Brien	Deirdre.O'Brien@jamesgillespies.edin.sch.uk
S4/5	Mr J. Warden	Jeff.Warden@jamesgillespies.edin.sch.uk



## ***Support for Learning***

Rob Cockcroft - Support for Learning Leader Monday - Thursday

[Rob.Cockcroft@jamesgillespies.edin.sch.uk](mailto:Rob.Cockcroft@jamesgillespies.edin.sch.uk)

Ann Campbell - SfL Teacher (Mon-Thurs) SfL Leader (Fri)

All pupils have entitlement to an educational experience of the highest quality. All staff at James Gillespie's High School are committed to the effective inclusion of all pupils in the life of the school. However, some pupils with Additional Support Needs (ASN) may require extra support to help remove barriers to learning to enable them to access the curriculum and get the most from their time at school. The role of the Support for Learning department is to offer assistance to these pupils, their teachers and parents and carers.

Parents and carers who have any concerns or questions about their child's learning are encouraged to contact the Support for Learning Leader.

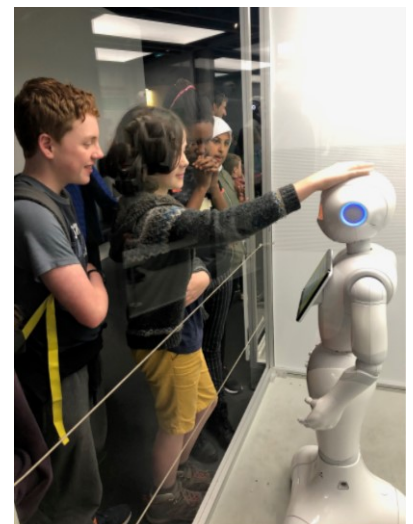
## ***Learning, Teaching and Assessment Newsletter***

At JGHS we share and celebrate all opportunities to enhance Learning and Teaching within the classroom and beyond through a newsletter at the end of each term.

This includes articles and photos from across the school from each faculty area, which celebrate some of the following:

- celebration of class work
- curricular visits or trips out of school
- outdoor learning opportunities
- speakers visiting school
- opportunities for pupils to work with external organisations

We look forward to welcoming you all!



## ***Pupil Equity Fund***

Our Pupil Equity and Attainment Hub is staffed part time by Mrs Oram and Mrs Stewart. We provide resources and additional curricular support to pupils to help prevent poverty being a barrier to a pupil's ability to attain and achieve.

We run a breakfast community café for S1 which is donation based. This provides a calm place for S1 pupils to meet and chat and get a snack mid-morning to help keep them going until lunchtime.

Many of the initiatives we are involved with benefit pupils across the rest of the school as well.

We would ask pupils and/or parents/carers to contact us via our email addresses below or via the hub if they have any concerns or resource requirements which we can support.

Laura Stewart – Senior Development Officer (Mon, Wed and Fri)

[Laura.Stewart@jamesgillespies.edin.sch.uk](mailto:Laura.Stewart@jamesgillespies.edin.sch.uk)

Elaine Oram – Development Officer (Tues and Thurs)

[Elaine.Oram@jamesgillespies.edin.sch.uk](mailto:Elaine.Oram@jamesgillespies.edin.sch.uk)

Our hub is located in Bruntsfield House in room B11.



## JGHS Extra-Curricular Sport & Exercise



The transition into S1 at JGHS is made smoother by the sociable and wide-ranging extra-curricular opportunities in sport and physical activity, available to pupils every single day of the school week.

### What is Active Schools?

Active Schools aims to get more pupils more active, more often.

Our Active Schools Co-Ordinator is Mr. Ambrose, who works closely with the PE Department and other teaching/support staff to provide an engaging programme. With over 35 weekly sessions for S1-S6 there really is something for everyone (see list below).

Sessions are delivered by a combination of P.E. Teachers, parent volunteers and qualified local community club coaches. The school enters JGHS squads into regional and national competitions. In the past few years our amazing teams have won silverware in football and reached finals in netball and volleyball.

### Could you be a JGHS sports star of the future?!

**Activities:** *Athletics, Badminton, Basketball, Cricket, Dance, Football, Gymnastics, Hockey, Jiu Jitsu, Netball, Parkour, Rugby, Running Club, Shinty, Swimming, Table Tennis, Tennis, Volleyball, Water Polo and Yoga.*



### Why should I join an Active Schools extra-curricular club?

1. Regular physical activity significantly improves **mental health and physical wellbeing**.
2. Clubs are a great way to **socialise with new classmates** who have come from other schools.
3. Competitive opportunities provide an environment to **improve and fulfil your potential**.

*“The Active Schools clubs were great for me as an enthusiastic basketball player, and helped me learn about coaching and volunteering too...”*

**Cameron** (former JGHS pupil)



## How do I sign-up?

Simply register for a JGHS Annual Sports Membership at [www.joininedinburgh.org](http://www.joininedinburgh.org).

The Active Schools Coordinator Mr Ambrose circulates letters to parents and carers throughout the academic year, containing all club information and instructions on how to sign up online. Last year over 400 pupils took part in one or more sports clubs.

A breakdown of membership fees is shown below. However, we never want finance to be a barrier to participation. **Pupils registered for Free School Meals, and those with Additional Support Needs, receive free annual membership for 3 or more clubs. There is also financial assistance available for families out with these categories – just contact Mr. Ambrose in the PE Office, or by email/phone (info below).**

### JGHS ANNUAL SPORTS MEMBERSHIP

# of Activities per week	£ per session	£ Annual Membership
1	£ 1.50	£ 45
2	£ 1.20	£ 50
3 +	£ 0.60	£ 55

Yours in sport, do get in touch if you have any questions,

*Eliot Ambrose*

**Active Schools Co-Ordinator** | James Gillespie's Cluster)  
[eliot.ambrose@ea.edin.sch.uk](mailto:eliot.ambrose@ea.edin.sch.uk) | 07825 842971



## Clubs and Societies

The school offers a variety of extra-curricular clubs and societies for pupils to enjoy.

For further information (including a full list of clubs) visit:

<https://www.jamesgillespies.co.uk/extra-curricular/>



## ***S1 Residential 2021***

Each year at James Gillespie's High School, we offer all S1 pupils the opportunity to sign up for a residential outdoor experience to attend the Lockerbie Manor Outdoor Education Centre in Dumfries and Galloway.

This session's residential will take place on the weekend of Friday 26 to Sunday 28 March 2021.



This experience allows pupils to engage in activities which are all outdoor pursuit based and requires them to work together to achieve shared goals and objectives. Sharing experiences with new and existing friends, interacting with teachers in a different learning environment and increased self-confidence are just some of the benefits regularly gained whilst engaging in outdoor learning.





The feedback from pupils and staff each year has always been hugely positive!

More information on the 2021 S1 Residential will be shared with pupils at an assembly, followed by an information evening for parents and carers.



## ***Pupil Voice 2019-20***

Iona, William, Jade, Ellen, Simran, Kayla, Bradley, Robbie, Arif and Callum made up our years' Pupil Voice (2019-2020). From the start of the year we established four main areas of improvement: community, communication, opportunities, and sustainability with a core goal of increasing the sense of community in the school. Through working on these we have been able to set up a Pupil Voice email account, work and build connections with the JGHS Trust and the Parent Council, carry out a school improvements survey, organise fundraising events all whilst leading and taking on concerns from the Pupil Council. But most of all, we have enjoyed working closely with senior staff and pupils to deal with issues and help committees and events run as smoothly as possible.

*Best wishes, The Pupil Voice*



## ***Medical Conditions and Medication***

Our primary school colleagues pass on information regarding medical conditions & medication requirements to us. We require a new Health Care Plan to be completed for starting high school & spare set of medication kept in the welfare office. Pupils with severe allergies and/or asthma are also required to carry a set of medication with them at all times, be it inhalers or auto injector pens etc. Please remember your medication and health care plan if you have a medical condition.

## ***ParentPay***

James Gillespie's High School is now a cashless school. Payments for school meals, lockers, trips and other events are made using the online ParentPay system. You will already be familiar with this system of payment which is used in primary schools. The high school is separate from the primary school so you will have to set up a new account for your child. If you already have a child at James Gillespie's High school you may add your child to an existing account. All new S1 pupils will receive a letter to take home telling you how to set up an account and will give details of your login name and password. It is important that you create this account as soon as possible so it is ready for your use.

## ***Lockers***

Lockers are available for hire from 1<sup>st</sup> Sept – 31<sup>st</sup> May each year. Information regarding the hire & payment process will be on the school bulletin at the end of August. Payment by ParentPay only. Locker forms & keys are issued from the welfare office.



## ***Parent Council***

A warm welcome from JGHS Parent Council. We hope you and your children make the transition from primary to secondary as successfully as is possible in current times. Parents can find things are a bit different at high school - we can lose the playground or school-gate community that we might have had in primary school and as our children grow up and possibly start to find their parents less relevant and sometimes just embarrassing, it can be harder to feel connected to what's happening in their school lives. We hope the PC can be a helpful source of information and support, offering opportunities to make connections with other parents and to hear updates from the school. We have regular meetings during term times and we will be working out how we can do this safely going forward.

Our website: <http://jghscouncil.btck.co.uk/>

Our email: [jghscouncilcomms@gmail.com](mailto:jghscouncilcomms@gmail.com)

Last year parents set up a new group, separate to the PC, to run social and fundraising events. They will also be thinking about new ways of doing things and if you're interested please do get in touch with them directly

at: [jghscouncilcomms@gmail.com](mailto:jghscouncilcomms@gmail.com)

*Ailsa Macintosh, Chair of Parent Council*

## ***JGHS Trust***

The James Gillespie's Trust was established to provide support and funding for educational and extra-mural activities within James Gillespie's High School and its community. Trustees include current members of the parent body, senior staff members, local authority councillors, and past pupils. We work together to enhance School activities, and to maintain connections with the wider community, including former pupils. A small grants scheme is also available. Further information can be found on our website:

<https://www.jamesgillespiestrust.com/> or email to [mail.jgtrust@gmail.com](mailto:mail.jgtrust@gmail.com)

*Ann Henderson, Chair, JGHS Trust*



## ***Closing statement by S1 Year Head***

Dear all P7 pupils and families,

Firstly I hope this Newsletter finds you safe and well. One of my favourite sayings is 'turn obstacles into opportunities'. The current situation we find ourselves in will have no doubt presented many obstacles, but here is an opportunity to look forward to a new and exciting chapter as a member of James Gillespie's High School (JGHS).

My name is Mr Porter and I am one of the Depute Headteachers and the Year Head for S1 and S6. I feel very fortunate to work at JGHS and can assure you we will continue to work hard to support all of our pupils and their families. Hopefully, you would have noticed a link on this letter which will enable pupils and parents/carers to ask questions specifically about JGHS and the Transition process. If you have any questions or queries please do submit these by Monday 8 June 2020.

Mr Cockcroft, our Support for Learning Leader is also completing a virtual tour of our school with some interviews from current staff which you will be able to watch by the end of this month. Please also do visit our website for further information <https://www.jamesgillespies.co.uk/>.

I will finish by saying on behalf of all the staff here at JGHS, take good care and look after yourselves and each other.

Kind regards and best wishes, Mr Porter