



ST LUKES HIGH SCHOOL HANDBOOK | 2019-20



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WELCOME TO ST LUKE'S HIGH SCHOOL

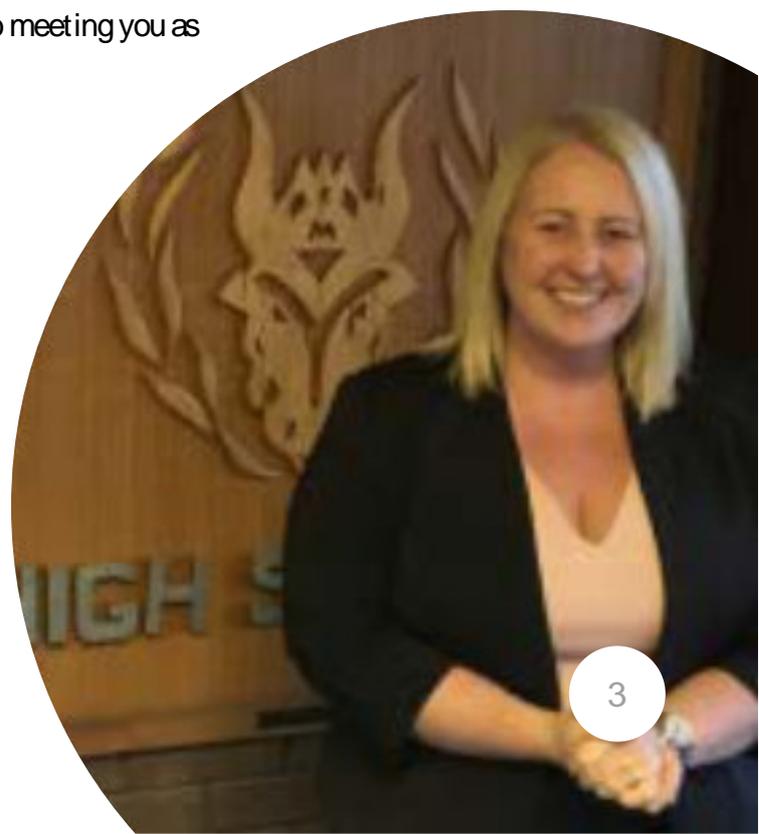
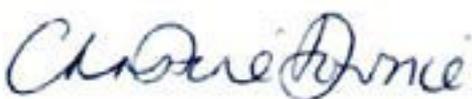
It gives me great pleasure to extend to all prospective students and their parents/carers a very warm welcome to St Luke's High School. As you look through this handbook, you will see the vision, values and aims of St Luke's clearly stated and I hope this will give you a sense of what is important for us in the school community.

Students should feel safe, happy, well taught and successful in school and grow in confidence and responsibility as they develop into young adults and make their own contribution to the on-going success of St Luke's and the community.

I encourage and value your involvement in the education of your child and, together with the staff of the school, I believe we can work to reach the highest standards of attainment and achievement for our young people during their time in St Luke's and beyond.

Finally, I hope this handbook provides information which you will find helpful as your child moves into the school and I look forward to meeting you as new members of our school community.

Kind regards,
Christine Downie
Headteacher, St Luke's High School.



RESPECT, DIGNITY & EVERYONE ACHIEVING THEIR POTENTIAL

In St Luke's High School we are engaged in the pursuit of excellence.

St Luke's promotes Gospel values and seeks to build a community where all members are held in high regard and their dignity, worth and individuality are respected.

We have high expectations of all individuals and provide conditions and experiences which promote the spiritual, moral, physical, social, emotional and intellectual development of the students as they prepare for adult life. By regular prayer and worship, we foster the distinctive Catholic ethos of the school.

St Luke's is a health promoting school concerned with the health and wellbeing of our students, staff, parents and community. We have received both local and national accreditation in health promotion including Healthy Working Lives Gold Award. Having achieved bronze and silver Eco School Awards, we have also achieved Green Flag status. Further, we have achieved a level 1 status in our journey towards receiving accreditation in recognising & realising Children's Rights as a Rights Respecting School.



RESPECT, DIGNITY & EVERYONE ACHIEVING
THEIR POTENTIAL *cont.*

Fairtrade Team

St Luke's has a vibrant Fairtrade team. The team comprises of students from S1- S6 and is led by Mr Chalmers, principal teacher of Religious Education. The team have successfully achieved Fairtrade status for the school.

Fairtrade is an organisation that exists to promote awareness of the economic inequalities in our world today and attempts to redress some of that imbalance by selling a wide range of goods including groceries, cards and items of jewellery which have been produced in and sourced directly from third world countries. Through Fairtrade more of the money paid for merchandise goes to the producers in poor countries throughout the world.

Investors In People

We have achieved accreditation from Investors in People Scotland, for our work in continuous professional development of our staff.

Continuous Professional Learning

We use our dedicated CLPL twitter account to showcase the wide variety of professional learning opportunities that our staff engage in throughout the school year. This can be viewed on twitter @StLukesCLPL or through this link <https://twitter.com/StLukesCLPL>



POLICIES & PROCEDURES



Child Protection Policy

At St Luke's High School we work hard to keep our children safe. At St Luke's High School we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our school we strive to provide a safe, secure and nurturing environment for our pupils, which promotes inclusion and achievement.

All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedures set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. The policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in East Renfrewshire have comprehensive pupil support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi-agency joint support team to ensure that the best possible supports are available to pupils when they need them.

The Child Protection Co-ordinator for the school is Mrs Ross, Depute Head teacher. The Head teacher, Mrs Downie, is the Child Protection Officer. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Mrs Ross.

Barrhead Social Work Office: 0141 577 3800

Police Scotland Family Protection Unit: contact Police Scotland 101

Standby Social Work Out of Hours 0800 811 505

POLICIES & PROCEDURES

St Luke's offers a curriculum characterised by the highest standards of learning and teaching and by a search for continuous improvement.

We believe that the school's purpose is to help all students to fulfil their potential, their attributes and capabilities to the full in each aspect of their development – spiritual, academic, physical, personal, social and emotional.

We are also committed to developing in our students the four capacities, ensuring that they become successful learners, confident individuals, responsible citizens and effective contributors.

School Improvement Plan

St Luke's High School works in the context of the Local Improvement Plan of East Renfrewshire Council's Education Department and of the National Outcomes for Education. East Renfrewshire is a progressive authority in which to work. It supports and challenges its schools to examine and improve their performance.

As a school, we are keen to ensure that we are offering the best possible learning experiences for our pupils. This requires us to examine our own practice as well as individual teachers and as a school. Each year we produce a School Improvement Plan which aims to steer our development. Much of our recent work has centred around the implementation of Curriculum for Excellence and new Highers, and this is likely to continue over the next few years. We make significant use of in-service days and staff collegiate working time to see improvement continue.

A copy of the current School Improvement Plan is posted on the Website.

<https://blogs.glowscotland.org.uk/er/StLukes/files/2019/10/School-Improvement-Plan-2019-2020-002-no-costings.pdf>

Our Standards and Quality Report 2018–19 is also available on our school website.

<https://blogs.glowscotland.org.uk/er/StLukes/files/2019/12/SLHS-Standards-and-Quality-Report-2018-2019-for-website.pdf>



VISION, VALUES & AIMS



Vision

In St Luke's Cluster we nurture every child's unique God given talents to enable them to flourish in a climate of high expectations, innovation and creativity.

Values

We value love, faith and understanding.

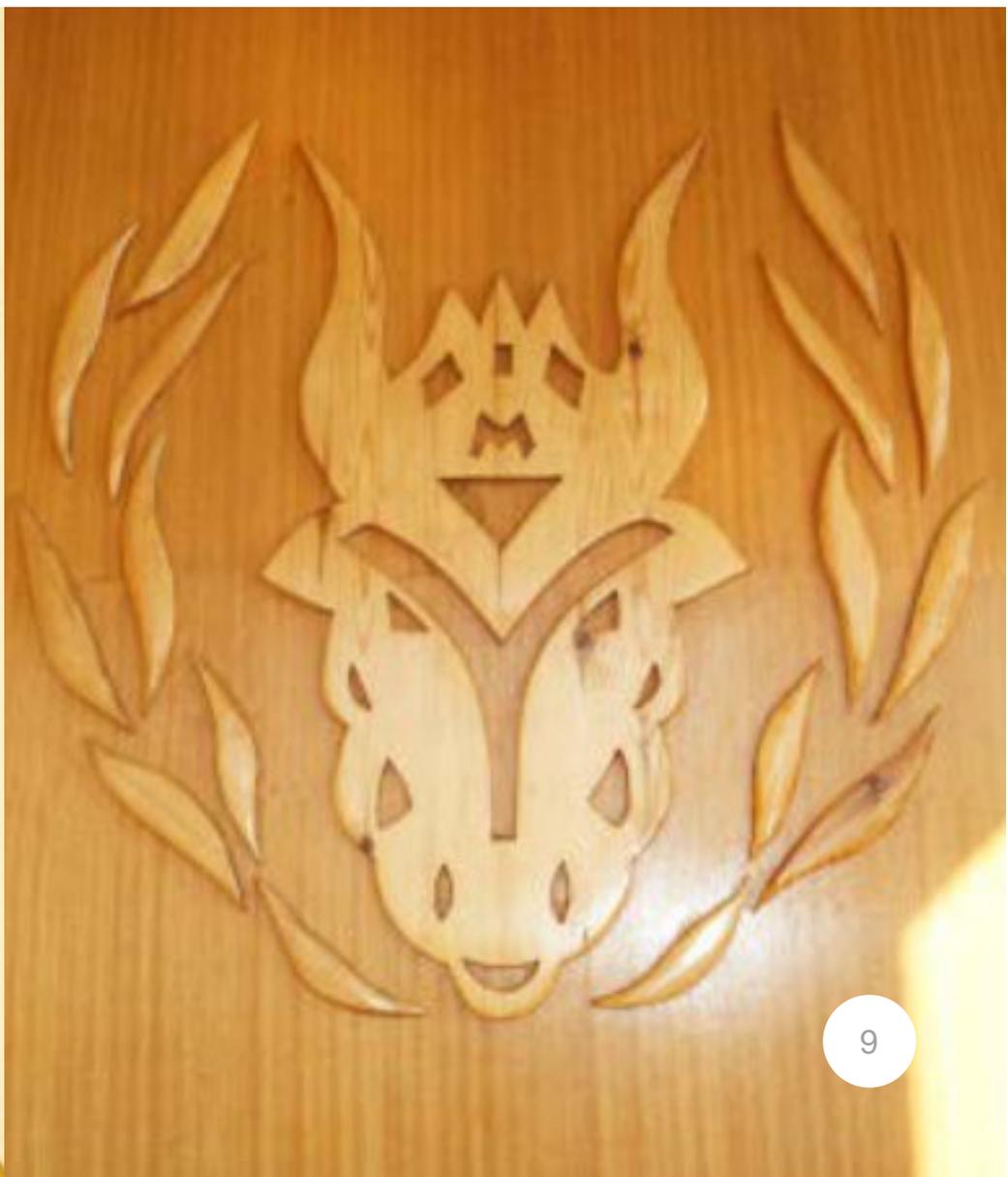
Aims

To inspire the moral purpose of learning and teaching to; unleash potential, raise attainment, promote equity and transform the life chances of each and every learner, especially those most in need of support.

SCHOOL PATRON - ST LUKE

St Luke the Evangelist wrote a Gospel of inspiration and liberation. He was also a physician and healer and brought health and strength, both physical and spiritual, to his flock through his mission on Earth.

St Luke is the Gospel of good tidings. His emblem is the ox, which is represented in the badge our students wear on their blazers and which we display in the wood-carved work of art in the entrance vestibule. The motif on our awards certificates and school literature depicts the book of the New Testament, reflecting the Gospel of St Luke.



RELIGIOUS EDUCATION & OBSERVANCE

Spiritual development is at the heart of the life of the school. Religious Education and Observance, therefore, is very much an integral part of the curriculum and wider life of the school and community.

The Religious Education curriculum incorporates major educational programmes: Called to Love and This is our Faith. Both extend across the Broad General Education and Senior Phase. We evaluate and plan for improvements in how our school offers a distinctive form of education through 'Developing Our Faith' in the Catholic School.

In the senior school SQA courses are available in Religious, Moral and Philosophical Studies at National 5 and Higher levels. In addition, the Pope Benedict XVI Caritas Award is offered to senior students to celebrate pupil involvement in parish and local community life. It recognises the achievement of young people publically and acknowledges the invaluable contribution they make to the Church and their communities.

Chaplaincy Team

St Luke's High School has established a Chaplaincy team comprised of students, teachers, support staff and parish representatives. It exists to promote the Catholic ethos of the school and works closely with the school Chaplain Fr Joseph Balmer in his work. The team contributes towards the prayer life, retreat work, liturgical activity, youth ministry and other church and community related work in the school, and other activities including: Pro Life, SVDP, Lourdes, Fairtrade, Malawi.

The school enjoys excellent links with the parishes of St. John's, Barrhead and St. Thomas', Neilston, Paisley Diocese and staff work closely with the Scottish Catholic Education Service.



RELIGIOUS EDUCATION & OBSERVANCE *cont.*

Scottish Government guidance makes it clear that Religious Observance makes an important contribution to pupils' development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community.

While the Scottish Government makes it clear that parents have the right to withdraw children from participation in Religious Observance it also recognises that:

“Where a parent chooses a denominational school for their child’s education, they choose to opt in to the school’s ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school’s faith character.”



A CHARTER FOR CATHOLIC SCHOOLS IN SCOTLAND

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- A commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children
- An inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God
- A commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents
- A commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes
- The provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life
- A commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church
- A commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all
- A commitment to ecumenical action and the unity of Christians
- The promotion of respect for different beliefs and cultures and for inter-faith dialogue
- A commitment to support the continuing professional and spiritual development of staff.

A CHARTER FOR CATHOLIC SCHOOLS IN SCOTLAND *cont.*

Of course, education in religion does not just occur in the Religious Education classroom. To that end, St Luke's promotes awareness of the commitment to Values for Life. This initiative, which all Catholic schools have been encouraged to take forward, involves a commitment to put into practice in the whole life of the school the values of The Beatitudes. This involves staff and students working together to embody on a daily basis the values of the Gospel such as compassion, forgiveness, forbearance, temperance, understanding, justice and peace.

All staff appointed to a Catholic school are expected to support and promote the aims, missions, values and ethos of the school as illustrated in this charter.



FACTS & FIGURES

ACCOMMODATION

- A purpose built building with social areas for year groups
- Oratory
- Classrooms, practical rooms, specialist technical education areas and science laboratories amply fitted with modern equipment
- Learning Centre
- Pupil Support Base
- Computer facilities plus new technology in all subject areas
- Large, very well equipped physical education complex, including a modern fitness suite
- Generous outdoor sports areas including a 3G all weather pitch
- Outdoor recreational space
- Access ramps and lifts for disabled students and visitors
- Fully equipped, purpose built drama suite
- Fully equipped, purpose built health, food & textile technology suite
- Large, well equipped, attractively set out library
- Modern conference facilities
- Modern catering and canteen facilities



THE SCHOOL YEAR 2019- 2020

Schools calendar can be viewed on East Renfrewshire Council's website here:

<https://www.eastrenfrewshire.gov.uk/article/7434/School-holiday-dates-2019-to-2020>

CURRENT SCHOOL ROLL

615

THE SCHOOL DAY

PERIOD 1	8.45am - 9.35am
PERIOD 2	9.35am - 10.25am
INTERVAL	10.25am - 10.40am
PERIOD 3	10.40am - 11.30am
PERIOD 4	11.30am - 12.20pm
LUNCH	12.20pm - 1.00pm
PERIOD 5	1.00pm - 1.50pm
PERIOD 6	1.50pm 2.40pm
PERIOD 7	2.40pm - 3.30pm

Monday, Tuesday & Thursday



DRESSING FOR EXCELLENCE

Given that there is substantial parental and public approval of uniform, schools in East Renfrewshire have been directed by the Education Department, through its policy Dressing for Excellence, to encourage the wearing of school uniform.

Over the years we have enjoyed the support of parents in sustaining the wearing of uniform items, and we ask for continuing support in maintaining the high standards of professional dress among the pupils of St. Luke's High School. It is clear that parents/carers share our view that uniform encourages a feeling of belonging to St. Luke's, fosters pride as well as a positive ethos in the school, helps to promote the health and safety of our pupils and prevents competitive dressing.

The uniform comprises the following:

- Blazer
- Shirt
- Tie
- Bottle Green 'V' neck jumper or cardigan
- Black Trousers or Skirt
- Plain Black Tights
- Black Shoes

In order to reflect our expectations of high standards of dress, we ask pupils to keep school shirts buttoned and tucked in, to wear ties knotted to the neck and to wear skirts of an acceptable, modest length and fit. In addition, we ask that pupils do not display accessories such as fashion belts, scarves etc and that jewellery and other valuable items be left safely at home. Uniform items may be ordered from our preferred outlet.

DRESSING FOR EXCELLENCE *cont.*

Further information on where to purchase items of school uniform can be found on the St Luke's High School website.



Free School Meals and Clothing Grants

Some families may be entitled to free school meals and clothing grants. Information on this can be obtained from [East Renfrewshire Council](#).

<http://www.eastrenfrewshire.gov.uk/freeschoolmeals>

PE KIT

To reflect our expectations of Dressing for Excellence we ask pupils to wear PE kit. The PE kit comprises of a plain bottle green t-shirt and a black short or black sports legging and training shoes. If pupils are taking part in outdoor lessons, then they may wear additional sports clothing to remain warm in inclement weather conditions. PE kit may be ordered from our preferred outlet, who will supply the t-shirt with the St Luke's badge embroidered on the chest. Further information on where to purchase items of PE kit can be found on the St Luke's High School website



REFORM —Uniform Recycling Programme

We operate a very successful uniform recycling programme—REFORM—where items of uniform are donated by pupils (who may, for example, have outgrown these) and laundered for re-use. We are keen to encourage parents/carers to take advantage of this system.

ST LUKE'S HIGH SCHOOL

HOUSE SYSTEM



Rationale

The House System has been designed to embody our vision, values and aims and to be an integral part of our St Luke's school community. It will enhance the already strong Pupil Support Team and will help to develop an even stronger pupil voice to motivate and further encourage the community spirit of the school.

House System Objectives:

Our aim is to provide every pupil in each House with the following:

- a sense of belonging within their House and the wider school community.
- opportunities to develop social, intellectual, physical and practical skills.
- a sense of achievement both inside and outside of the classroom.
- fun and excitement through House events and activities.
- opportunities for leadership.
- an awareness of individual and collective responsibility.

House Organisation

Pupils have been assigned to a House based on the existing four Pupil Support Groups. Thereafter pupils will be assigned to one of the four Houses on entrance to the school in S1 where they remain until the end of sixth year. Where possible, new pupils will become a member of the same House as older siblings.

Heads of Houses, Names and Colours

Each House is headed by one of our four Pupil Support Pastoral teachers and has been assigned a colour to help pupils to be easily identified as belonging to a House. Pupils were all given a coloured badge today to be worn on their blazers.

The use of four Catholic Saints names, all with Scottish links, will allow each House to develop an identity with links to our Catholic faith and emphasise characteristics demonstrated by each individual saint.

House	Head of House
Columba	Mr Toal
Kentigern	Mr Cassie
Mirin	Mrs McColm
Ogilvie	Miss McNichol

Student Leadership Opportunities

The school will continue to have student leadership directed by the Head Girl, Head Boy and their deputies but will also now have sixth year House Captains as well as Class Captains for each House from S1-S5.

Pupil Voice

The House and Class Captains will form the BGE Pupil Forum and the Senior Phase Pupil Forum therefore providing opportunity for pupils of all years to have a voice and make contributions to school improvements and initiatives.

CURRICULUM FOR EXCELLENCE

All students in S1-S3 follow a Broad General Education which encompasses all curricular areas. Classes in S1/2 are generally organised on a mixed ability basis, with setting introduced in some subjects (English, Mathematics and French) as students' progress. Subjects in S1– S3 include:

CURRICULAR AREA	1 ST YEAR PERIODS	2 ND YEAR PERIODS	3 RD YEAR PERIODS
LANGUAGE & COMMUNICATION			
English & Literacy	5	4	4
French	3	3	3
Italian			*3
MATHEMATICS & NUMERACY			
Mathematics & Numeracy	4	5	4
SCIENCES			
Sciences	3	3	
Biology			*3
Chemistry			*3
Physics			*3
SOCIAL STUDIES			
<i>Social subjects</i>	3*	3*	
Geography			3*
History			3*
Modern Studies			3*
EXPRESSIVE ARTS			
Music	3*	3*	*3
Art & Design	3*	3*	*3
Drama	3*	3*	*3
Dance			*3

CURRICULUM FOR EXCELLENCE *cont.*

CURRICULAR AREA	1 ST YEAR PERIODS	2 ND YEAR PERIODS	3 RD YEAR PERIODS
TECHNOLOGIES			
Information & Communication Technology	3*	3*	
Health, Food & Textile Technology	3*	3*	
Technical Education	3*	3*	
Design & Manufacture			*3
Graphic Communication			*3
Woodworking Skills			*3
Administration			*3
Business			*3
Computing			*3
Hospitality			*3
HEALTH & WELLBEING			
Physical Education	3	3	3
Religious Education	2	2	2
Personal, Social & Health Education	1	1	1

3* Subjects are taught on block basis

*3 Subjects are choices for pupils



CURRICULUM FOR EXCELLENCE *cont.*

First to Third Year

In arranging classes in 1st year, we take full account of siblings of the school, friendship and pastoral groups using all transition information from primary schools. Students in First to Third Year will follow a broad general education that continues to develop their attributes and capabilities and provides them with stimulating experiences within and out with the classroom.

Curriculum for Excellence encourages young people to see the educational process as enjoyable, challenging and connected through active and interdisciplinary learning, and which recognises their attainment and achievements in the widest sense; Assessment is for Learning which emphasises the importance of assessment within the curriculum; Recognising Achievement and Raising Attainment which encourages staff and students to take a more creative and enterprising approach to lessons and to associated activities and to celebrate the resultant success of these achievements.

In addition, during second year, students undertake a comprehensive programme of preparation for moving forward and specialising in areas of particular strength and interest. The Senior Leadership Team, Integrated Pupil Support Team, subject teachers, Skills Development Scotland (SDS) advisors and parents/carers are all involved in this process to ensure that pupils are well supported and advised.

Broad General Education

The Broad General Education in S3 recognises diversity and has the flexibility to meet the needs and aspirations of all individuals and groups, with the intention of raising attainment and recognising achievement. S3 is the culmination of learning that began long before, as well as an important



CURRICULUM FOR EXCELLENCE *cont.*

bridge into the Senior Phase. So whilst students will be drawing to a close and celebrating their achievements in some areas, with the use of the electronic portfolio and production of the S3 profile, in others they will be forging ahead towards qualifications. The number, level and timing of qualifications will be informed directly by students' needs, interests and abilities and their aspirations for future pathways into employment and/or lifelong learning.

Third & Fourth Year

In third year and fourth year, students through greater choice and specialisation normally follow a programme of eight subjects, with physical education, religious education and personal, social and health education as additional core subjects of study and includes National Courses, personal development, vocational and work related courses.

We believe that, with a more challenging experience in third year and fourth year, students will follow clear pathways in fifth year and sixth year, which help them to prepare for positive post school transitions into Higher Education, Further Education, training or employment.

Fifth & Sixth Year

Parents/carers will be closely involved in all aspects of their child's learning and education, particularly through transition stages. Courses in fifth year and sixth year reflect the growing curricular and vocational needs of young people who now choose to remain at school beyond the age of sixteen years.

In fifth year, students generally study five subjects at progressive levels of the National Qualifications.



CURRICULUM FOR EXCELLENCE *cont.*

In sixth year, students study at least four subjects and some progress to the Advanced Higher in one or more subjects. Religious Education, Physical Education and Personal, Social and Health Education remain as important elements of the curriculum for each student.

In addition, our senior students can access many challenging courses offered by our partner FE colleges through the East Renfrewshire Vocational Programme. The Scottish Baccalaureate is also available to young people in sixth year.

Again, for this important stage of our young people's education, we organise an extensive transition programme from school to work or continuing education, which is supported by our partners in Skills Development Scotland and a range of other partners, in order to meet the needs of all learners. Parents are actively included in this process.



Assessment

Scottish National Standardised Assessments - SNSA

In August 2017 the Scottish Government introduced the Scottish National Standardised Assessments (SNSA) as part of the National Improvement Framework.

The SNSA will be undertaken by all children in P1, P4, P7 and S3 and assess aspects of reading, writing and numeracy. As set out in the national guidance their purpose is to 'provide teachers with objective, comparable information about progress, which will help improve outcomes for all children and young people.

The assessments have been designed to provide teachers with information about children's progress and help inform professional judgements. Whilst teachers will continue to draw on all assessment information available to them, the SNSA will be part of the wide range of data and evidence teachers use to assess your child's progress.

Pupils in third year will sit three online assessments; two in literacy and one in numeracy.

In line with other schools within the Local Authority these assessments will take place in class during a five week period during April. The national guidance sets out the following practical details:

- The assessments are 'age and stage' appropriate with no time limit for Completion.
- The assessments are inclusive and are designed to accommodate the needs of all young people who require additional support.
- Most young people should require no more than 45 minutes to complete each assessment.
- Pupils will only undertake a reading, writing or numeracy assessment in one sitting.
- Pupils with a short attention span can stop the assessment at any time and re-engage after a short break.

For more information regarding the SNSA please visit the website below:

<https://standardisedassessment.gov.scot/parents-and-carers/>

PROMOTING POSITIVE BEHAVIOUR & RELATIONSHIPS

We believe that teachers and students, by their words, actions and concern for each other, can ensure that we grow as a caring Christian community.

St. Luke's High School provides an ethos based on nurturing approaches and these approaches underpin our policies and practices in all areas, including promoting positive relationships and behaviour. Children and young people have improved opportunities to become confident individuals, successful learners, effective contributors and responsible citizens because they are learning in a culture of care and respect.

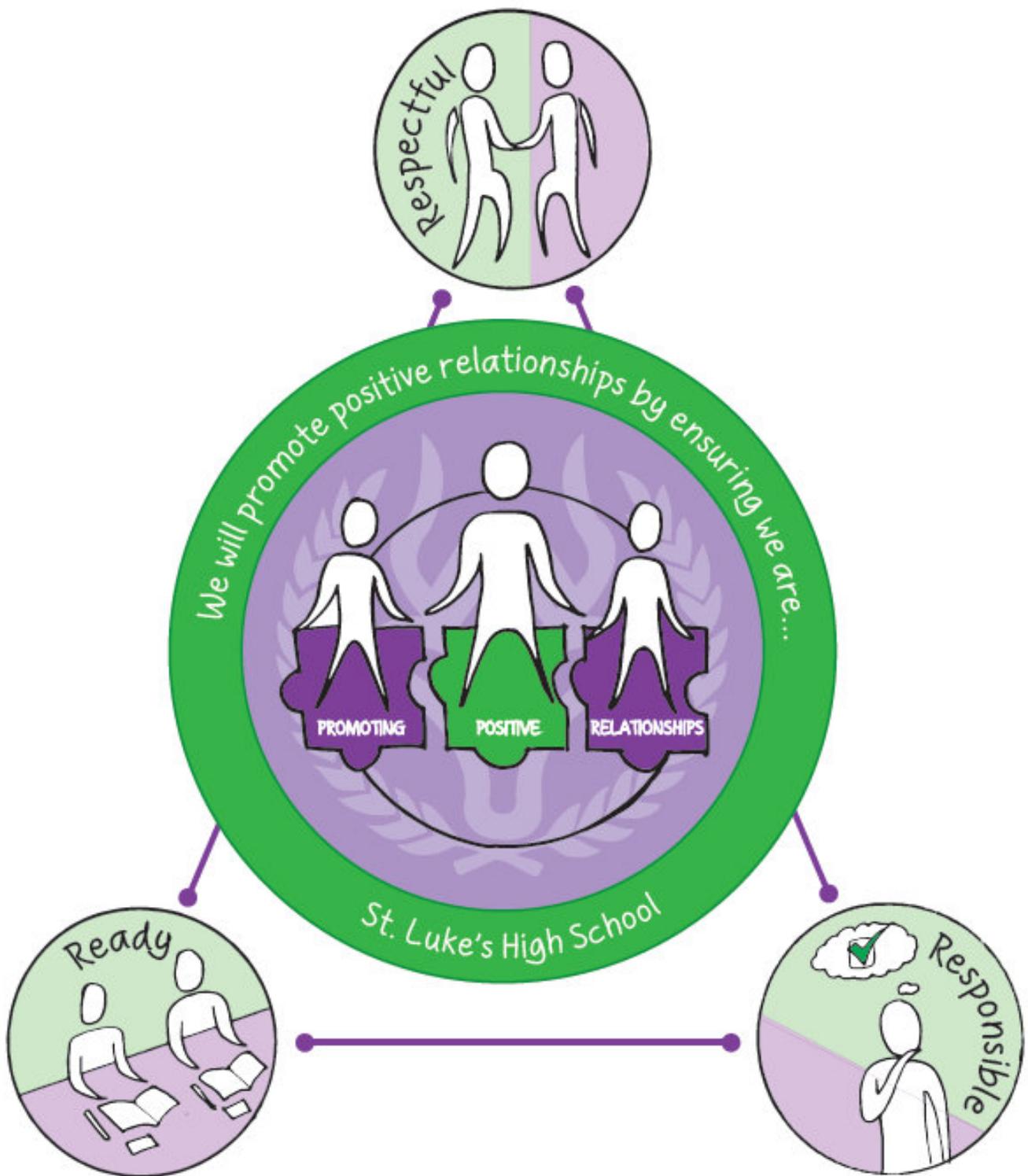
We value every member of our community. There is an understanding of the whole child and how home, school, community and individual circumstances can present different supports and pressures. The school's culture is one of welcome, tolerance and understanding that comes from the belief that all young people have God-given talents and can succeed if given the right support at the right time as they develop into young adults.

Children and young people are given stimulating learning experiences and a curriculum which is appropriate to and adapted for their needs. For some children and young people, more intensive support may be required and this will also be nurturing in its approach.

Developing positive relationships and behaviour in the classroom and wider school community is essential for creating a nurturing environment for effective learning and teaching. Where children and young people feel included, respected, safe and secure and when their achievements and contributions are valued and celebrated, they are more likely to develop self-confidence, resilience and positive views about themselves.

Our promoting positive relationships policy was created through consultation with pupils and staff and focuses on the themes of ensuring excellent learner experiences by asking that everyone involved in the learning and teaching process is Ready, Responsible and Respectful.

PROMOTING POSITIVE BEHAVIOUR & RELATIONS



ST LUKE'S CHARTER

St Luke's Charter underpins key principles involved in working together to promote the highest standards of respect, tolerance and commitment across the school community. The St Luke's Charter is linked to the development of the 4 capacities which are at the heart of Curriculum for Excellence and are set out below.

ST. LUKE'S HIGH SCHOOL CHARTER

Successful learners

with:

*Enthusiasm, motivation and determination.
Openness to new ideas.*

pupils will:

*Attend school every day.
Engage in learning with enthusiasm.
Agree next steps in learning with teachers.
Complete home learning tasks on time.*

staff will:

*Challenge and motivate learners.
Identify success criteria with pupils.
Provide feedback to improve learning.*

Confident individuals

with:

A sense of health and wellbeing values, belief and ambition.

pupils will:

*Dress for excellence.
Recognise achievement and celebrate success.
Take on leadership roles.
Contribute to the Pupil Voice.*

staff will:

*Create learning environments where pupils can achieve.
Celebrate pupils' success and achievement.
Support pupils through transitions.*

We aim to enable all young people to become



The child at the centre

Responsible citizens

with:

*Respect for others.
Commitment to take part in school life.*

pupils will:

*Care for all members of our community.
Take care of the school environment.
Arrive at class on time.
Use technology responsibly.*

staff will:

*Promote Gospel values.
Model positive attitudes.*

Effective contributors

with:

*Enterprising attitude.
Resilience.*

pupils will:

*Bring all equipment needed to learn.
Engage during class discussion.
Take part in extra curricular activities.
Represent the school in the community.*

staff will:

*Provide chances for pupils to speak out.
Provide opportunities for extended learning.*

PUPIL VOICE

Staff throughout the school work collegially to provide opportunities for personal achievement and the development of leadership skills. They also strive to offer an ethos throughout the school community which encourages pupils to express views on their learning and the life and work of our school community and to seek support when it is required.

Pupil Voice is reflected in decision making through our BGE and Senior phase pupil forums. Pupils' views have been gathered through consultation on matters such as:

- The Vision, Values And Aims Of The School
- The School Improvement Plan
- Approaches And The Impact Of Learning And Teaching Strategies
- Improvements To The Fabric Of The Building And The Quality Of Teaching And Learning Areas
- Nutritional Value Of Meals And Snacks In The School Dining Hall
- St Luke's Charter

The strategy for leadership within Pupil Voice encourages participation of all pupils from S1 to S6 to become involved and contribute to the continuous improvement of our school. The BGE and Senior Phase Pupil Forums meet each month to take account of pupil voice through discussing a wide range of issues leading to School Improvements. A range of Senior Phase Leadership Teams/Committees meet regularly to discuss matters relating to their remits.

EXAMPLES OF PUPIL LEADERSHIP TEAMS

BGE PUPIL FORUM

SENIOR PHASE FORUM

ECO SCHOOLS

CHAPLAINCY

SSVP

PRO LIFE

HEALTH & WELLBEING

SPORTS AMBASSADORS

SALTIRE

VOLUNTEERING

CHARITY

SOCIAL

YEARBOOK

MEDIA

LIBRARY

PUBLIC SPEAKING

DEBATING

FACULTY LEADERS

PREFECTS

STUDENT LEADERSHIP

As outlined earlier in our St Luke's Charter, we listen to pupil voice and engage our pupils, parents/carers and partners in the Charter through sharing the Vision, Values and Aims of St Luke's High School. So too do we encourage student leadership opportunities across the Broad General Education and in The Senior Phase.

In June 2014 we celebrated the launch of the St. Luke's Charter for Leadership at the end of the consultation period with our parents/carers and partners in session 2013/14. Our Charter for Leadership provides a wide range of leadership opportunities involving: Head Boy/Head Girl, Senior Prefects, Committee leaders, Student Leaders from S1- S6, Caritas Students, Peer Educators, Faculty Leaders and Sports Ambassadors.

The St Luke's Charter for Leadership sets out leadership opportunities available to our pupils, staff, parents, and community and business partners across the 4 Contexts of Learning.



STUDENT LEADERSHIP

INTERDISCIPLINARY LEARNING

by promoting

- Effective dialogue between faculties, partners and parents to enrich the experience of learners
- Stimulating and self-motivating contexts which underpin connections and differences across curriculum areas
- A range of higher order skills underpinned by independent critical thinking, initiative and effective

PUPILS WILL

- Engage in learning activities which enrich the experiences of learners e.g. exploring themes or issues
- Engage in planned collaborative learning events with partners underpinned by effective self evaluation e.g. meeting challenges/ solving problems
- Apply knowledge and higher order thinking skills in transferable ways

THE ETHOS & LIFE OF THE SCHOOL

by promoting

- The vision, values and aims of the school
- The charter for Catholic Schools
- Pupil Voice by consulting with pupils on the life and work of the school

PUPILS WILL

- Promote the vision, values and aims of the school
- Dress for Excellence at all times
- Participate in a variety of extra-curricular clubs, activities, Liturgical and special events
- Model behaviour which promote Positive Relationships & Behaviour
- Engage in fundraising to support charities
- Engage in school improvement through the work of Committees

TO ENABLE ALL YOUNG PEOPLE TO BECOME
STUDENT LEADERS

CURRICULUM AREAS

by promoting

- Creative Teaching and Learning environments e.g. displaying the work of pupils in faculties
- Meeting the needs of all pupils with clearly identified next steps
- Skills development programmes eg opportunities for peer educators

PUPILS WILL

- Enhance their learning journey by developing knowledge and understanding of skills and abilities
- Be motivated, resilient and confident
- Develop leadership skills in supporting the work of faculties and the school community
- Engage in the work of Faculties eg peer education programmes to become leaders of Learning

PERSONAL ACHIEVEMENTS

by promoting

- Partnership working
- A range of courses and programmes leading to accredited awards
- Vocational education
- Links with the local Parishes and Community

PUPILS WILL

- Work closely with voluntary youth organisations
- Develop skills for life long learning
- Develop volunteering, physical and expedition skills
- Show dedication, commitment and self discipline
- Develop leadership skills by working with partners in the local community eg Local Parishes, Caritas, SVDP, ECO Schools

DATA PROTECTION ACT

Information on students, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative purposes. This information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice.

For further information please contact the school.

Photography / Videoing

The photographing of school pupils may, depending on the particular context, be subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory provisions, restrictions on photography arise from issues of child protection and copyright in performances.

The consent of parents/carers (and young people of appropriate age and capacity) will be sought before any photographs are taken and displayed.

Permission will be obtained at the beginning of each session and will cover the following categories:

- Photography and display in school
- Public display (local and national press, TV and media)
- Personal photography at school events
- Online within the school/Council website/Twitter and Glow



DATA PROTECTION

Publications

Should consent not be given the school will consider how best to manage arrangements to ensure this is respected and dealt with sensitively while enabling others to take authorised photographs. Photographs should only be taken by an authorised person who has a suitable reason i.e. they are a parent, a relative or member of staff.

- Personal photographs of school activities such as; sports day, concerts, trips etc. should be used for individual purposes and not public purpose e.g. not posted on the internet or passed to others unconnected to the child.
- Safe and Responsible Use of Internet, E-Mail and Mobile Technologies in St Luke's High School.
- At the beginning of each academic year, and in accordance with East Renfrewshire Education Departmental policy, every pupil and adult in St Luke's High School is required to accept a responsible user agreement for the safe and appropriate use of ICT and mobile technologies.

Should anyone behave in a manner that is not in line with the agreement then their privileges will be suspended and necessary action will be taken as outlined in the schools' promoting positive behaviour policy.

Digital Citizenship

The key principles of digital citizenship that have an impact on use of mobile devices in our school include:

- Digital etiquette
- Digital rights
- Digital communication, and
- Digital security.

This links well to work going on in our school in developing responsible and global citizens, recognising and respecting children's rights, creating an anti-bullying culture and raising awareness of digital and online safety.

In line with the Local Authority's Data Protection Policy, any portable storage device that is used on the education or corporate network, such as flash drives and portable hard drives, will require to be encrypted to ensure the security of said device and the owner should keep the device in a safe and secure place. The school network and computers throughout the school have software installed that will carry out this process for users.

DATA PROTECTION & GDPR

East Renfrewshire Council's Privacy Notice is as follows:

EDUCATION PRIVACY NOTICE

Section 10 - Further Information You have the right to access personal information the council holds about you by making what is known as a subject access request.

You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at: The Data Protection Officer East Renfrewshire Council Council headquarters Eastwood Park Giffnock G46 6UG or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO). The address of their head office is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at: 45 Melville Street, Edinburgh EH3 7HI Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.



EDUCATIONAL DATA - INSIGHT

Insight is an online tool for secondary schools and local authorities to benchmark and improve the performance of pupils in the senior phase and is designed to be more aligned with Curriculum for Excellence and include a range of wider achievement.

Insight focuses on the leavers' cohort in any given year by measuring best achievement at point of exit, providing a consistent benchmark. It provides data on four national benchmarking measures aimed at:

1. Increasing post-school participation
2. Improving attainment in literacy and numeracy
3. Improving attainment for all
4. Tackling disadvantage by improving the attainment of lower attainers relative to higher attainers

Insight also has local measures which contain further information including curriculum areas, subjects and courses.

Insight allows schools to benchmark against schools in their local authority, nationally and against their 'virtual comparator'. The Virtual Comparator feature takes the characteristics of pupils in a school and matches them to similar pupils from across Scotland to create a 'virtual school'. This is a valuable benchmark for schools as it takes into account young people who have similar needs and backgrounds.

The dashboard feature instantly gives an overall picture of the data and encourages the user to look at all the national measures presented on the national dashboard. The dashboard can also display data according to school, local authority and virtual comparator.

EDUCATIONAL DATA - INSIGHT *cont.*

The following table gives information on how St Luke's High School compared to its virtual comparator, examining the breadth and depth of all candidates and their examination results in session 2018/2019

The percentages are based on awards A-D 2018/2019

	St Luke's High School (%)	Virtual Comparator (%)
5+ Level 5 (S4)	60	44
5+ Level 4 (S4)	98	75
5+ Level 6 (S5)	27	22
3+ Level 6 (S5)	61	43
1+ Level 6 (S5)	75	63
1+ Level 7 (S6)	31	19

For Information

Scottish Credit & Qualifications Framework (SCQF) Levels

Level 7 Advanced Higher

Level 6 Higher

Level 5 National 5

Level 4 National 4

Level 3 National 3

PUPIL SUPPORT

PASTORAL

St Luke's High School has a number of principal teachers responsible for pupil support. Their key purpose is to ensure entitlement for every pupil: that each student knows and is known personally and in some depth by at least one member of staff.

Principal Teachers of Pupil Support will help young people to make informed and responsible decisions at key stages in their careers and to make available to students, parents/carers all the services which the school has to offer.

Principal Teachers of Pupil Support, therefore, are engaged in a number of important tasks in addition to their teaching duties, including:

- Care and welfare of pupils and new admissions
- Monitoring the attainment and achievements of all students
- Giving advice at key transition times on course choices and planning for choices and change
- Monitoring attendance and timekeeping
- Universal support of all pupils using the guiding principals of the wellbeing wheel from GIRFEC and ensuring that young people are supported to be SHANARRI
- Preparation of reports on students – for employers, universities, and colleges etc.

- Contact with parents/carers of individual students – by letter, telephone, interview, or meeting
- Links with supporting agencies such as the Skills Development Scotland, the careers service, social work department, community organisations, a campus police officer, young person's service and a whole range of external partners who help to take forward the school aims of GIRFEC.
- Providing direct one-to-one help from a learning support specialist teacher

At the start of each session, your child's pupil support teacher will make contact with you and through a PST information booklet will advise you on how to contact them. Parents/carers are encouraged to keep in regular contact with their child's Pupil Support Teacher and to telephone about any matter of concern. Parents can make use of the school email system to contact PS staff.

In an emergency, parents/ carers should of course contact the school immediately, and arrangements will be made to have the matter dealt with.

PUPIL SUPPORT

LEARNING

In St Luke's High School we have a team of teachers and other staff, who provide support to all learners and specialist interventions for those with additional support needs. They have a key role in promoting an inclusive ethos throughout the school.

Every opportunity is taken to establish the nature and extent of a student's needs as soon as possible. Close liaison with our associated primary schools means that information on individual students is shared well before students join us in August. For other students already in St Luke's, individual subject teachers monitor closely the performance of students and are able to request additional support for any student from support for learning staff under the Staged Intervention process. For further information on this process a parental information leaflet is available on request.

Students experiencing barriers to their learning may be helped in a number of ways:

- Providing direct one-to-one help from a learning support specialist teacher
- Allocation of a support for learning support teacher or pupil support assistant to a class P.S.A
- Teaching co-operatively with subject teachers
- Advice to classroom teachers from support for learning support staff
- Referral to specialist services, eg Psychological Services, through the school's Joint Support Team
- Arranging a case conference for students with additional support needs
- Providing specialist resources
- Liaising with the Scottish Qualifications Authority (SQA) so that special examination arrangements are made where appropriate
- Support for students with additional support needs to make positive transitions to St Luke's from primary and other schools, and from St Luke's to further education, employment or training
- Working co-operatively with other staff in the student support team
- Providing and delivering tutorials

If a parent/carer has any concerns relating to their child's learning, they should contact the Pupil Support Teacher who will support and advise them in terms of next steps.

PUPIL SUPPORT

BEHAVIOUR

Our approach to Promoting Positive Behaviour & Relationships is to be found in other sections of this handbook. Our aim is to get it right for every child. To provide additional support for those students who have social, emotional and behavioural needs, we have a team of teachers whose specialism is in behaviour management. This team of teachers, and other support staff, work closely with certain students, their parents/carers and their teachers to bring about an improvement in the student's behaviour. Pupils may be helped in a number of ways:

- Additional support at S2, S4 and S5 transitions to ensure the best curricular pathway
- Referral to the school's Joint Support Team to seek specialist support from Psychological Services, our school social worker, East Renfrewshire Youth Counselling Service or other partner agencies
- Allocation of a behaviour support teacher or pupil support assistant to a class or for individual or tutorial support
- Advice to classroom teachers from behaviour support staff
- Implementation of an additional support programme
- Arranging a case conference for a student with additional support needs
- Support for students with additional support needs to make positive transitions to St Luke's from primary and other schools, and from St Luke's to further education, employment or training
- Working co-operatively with other staff in the Integrated Pupil Support Team
- Application of the East Renfrewshire Staged Intervention process
- Identify students who may benefit from specialist targeted programmes

If a parent/carer has any concerns relating to their child's learning, they should contact the Pupil Support Teacher who will support and advise them in terms of next steps.

ENROLMENT

Most of the students enrolling in St. Luke's High come from our associated primary schools: St. John's Primary School, St. Mark's Primary School and St. Thomas' Primary School.

Letters will be issued to parents of P7 pupils in December of P7 to confirm the choice of secondary school.

The local authority will then communicate with parents regarding the move to secondary school.

Parents/carers who wish to enrol a child at St. Luke's and who are arriving from a primary school out-with our three associated schools (listed above) must apply for a placing request from East Renfrewshire Council (Education Department) and submit this to the council offices in Main St. Barrhead. If the application is successful, the school will make contact with parents/carers to make the necessary arrangements including visiting the school.

<https://www.eastrenfrewshire.gov.uk/article/1819/Placing-requests>

SCHOOL ADMISSION ARRANGEMENTS

Before a child enrolls in St Luke's High School, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this school. If appropriate evidence is not submitted the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the school office; further detail on required documentary evidence is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<https://www.eastrenfrewshire.gov.uk/admissionsinfo>

When a child who was enrolled in the school as a catchment pupil ceases to reside within the St Luke's High School delineated catchment area and his/her parents wish the child to continue to attend the school the parent must submit a placing request to remain. Where it is found that a child is no longer entitled to a catchment place in St Luke's High School since they no longer reside in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the school.

A child's parent(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child. In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the school; this lack of cooperation will result in the Council seeking to exclude the child(ren) from St Luke's High School.

If information that is submitted is found to be fraudulent the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

TRANSITIONS

The majority of pupils enrolling in St. Luke's High School come from our associated primary schools – St Mark's Primary School and St John's Primary School in Barrhead and St. Thomas' Primary School, Neilston. During their final year in primary school, students will enjoy many opportunities to learn about moving to St. Luke's through our extensive transition programme involving visits, discussion, working with secondary staff and students, spending time in St. Luke's and other activities.

The primary/secondary transition programme begins in January when the Head Teacher and Depute Head Teacher visits each primary to meet with primary seven pupils. As the year progresses further staff including the Integrated pupil support team from pastoral, learning and behaviour also visit our associated primaries to ensure high quality dialogue and sharing of information takes place between primary colleagues and secondary staff to ensure the needs of all learners needs are met as they make their transition from primary 7 to S1. These visits also provide a fantastic opportunity for primary 7 pupils to learn more about the transition process and undertake a number of activities to help them prepare thoroughly.

As the year progresses primary seven pupils have the opportunity to visit St. Luke's in May for a 3 day transition experience. Pupils will be involved in a range of activities across the curriculum including a day in science being forensic detectives, following a sample timetable and visiting a number of faculties across the curriculum before participating in a French Café experience in the faculty of Language and Communication. The experience allows pupils to experience classes in the secondary school as well as familiarising themselves with the school environment.

Parents of Primary Seven pupils are invited to attend an information evening in May when they will have the opportunity to meet the Head Teacher and other key staff, participate in curricular workshops and enjoy presentations made by students and staff and see the school's accommodation at first hand. Arrangements and details of this meeting will be communicated to parents by letter via the primary schools.

The transition programme continues in S1 with a number of events including our Welcome Mass and meet your Pupil Support Teacher event, followed in early October with our S1 Parents information evening.

In addition to our primary/secondary transition programme, we also support young people throughout their learner journey at key stages in their education. Young people and their parents and carers are actively involved in planning transitions at key stages in S2, S4, S5 and S6 and a number of events are held to support these young people and their parents.

Our excellent relationships with key partners has enabled us to devise bespoke curriculum packages to support identified groups of young people in S3 of the BGE and provided opportunities for them to participate in excellent learning experiences.

Our UCAS information event held in September to support young people in S5 and S6 and their parents and carers in the transition to higher education.

We work closely with a range of partners to ensure we effectively support all young people into sustained positive post-school destinations.

SOCIAL JUSTICE AND COMMUNITY

We are determined to make sure that every student is supported throughout school, fairly and equally, regardless of circumstances. We call this social justice and it is about making sure that all students are given an equal chance to reach their potential.

It is still the case that some young people can be at risk of missing out on education while others can leave school with no clear plans to enter further education, employment or training.

The school has staff dedicated to support young people and offers a range of activities designed to widen achievement including targeted programmes such as:

- Safeguard St Luke's
- School garden
- One Team
- Summer and after school groups
- Social Network Programme
- Mentoring activities

Opportunities to link these activities to recognised qualifications such as Youth Achievement and Saltire Awards are promoted.

We aim to keep finding ways to inform and involve young people and their families in all aspects of school life through social justice and community activities, complementary to pastoral, learning and behaviour support. This can help to reinforce and assist young people to actively engage in all school activities. Every young person deserves the chance to succeed and we aim to support young people to meet their specific needs through individualised programmes.

ADDITIONAL SUPPORT FOR LEARNING ACT

The school has renewed duties under the 2009 Additional Support for Learning Act to provide support and advice for parents of children with additional support needs.

The new website for parents, provides important advice as well as up-to-date information on parent forums and is up-dated on a regular basis.

<https://eastrenfrewshire.gov.uk/article/1823/Children-with-additional-support-needs>

ENQUIRE

Enquire is a national organisation which offers to parents free independent, confidential advice and information as well as providing a number of publications and leaflets written especially for parents.

Operated by *Children in Scotland*, Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline 0845 123 2303

Email Enquiry Service info@enquire.org.uk

Online Enquiry Service

For parents/carers & practitioners:

www.enquire.org.uk

For children & young people:

<https://enquire.org.uk/advice-young-people/>

REPORTING TO PARENTS / CARERS

Each faculty will report on how parents/carers can help in their child's learning, skills being taught, the progress achieved by students, and their next steps in learning through regular formal reports throughout the session.

We have established a practice of issuing three reports per session for all students (one full report and two interim reports). In order to complement these formal curricular reports, we undertake to highlight and celebrate the many and varied achievements of our young people, whether through their studies or through their activities and pursuits out with the classroom and in the community.

We encourage parents/carers to share the culture of recognising achievement and raising attainment that we have fostered within St. Luke's High School and we thank them for their continuing support in encouraging our young people to give of their best in all circumstances.

S5/S6

Tracking *September*
Report & Parents' Evening *November*
Tracking *February*

S4

Tracking *October*
Report & Parents' Evening *January*
Tracking *March*

S3

Tracking *November*
Tracking *March*
Report & Parents' Evening *June*

S2

Tracking *November*
Report & Parents' Evening *March*
Tracking *May*

S1

Tracking *November*
Tracking *January*
Report & Parents' Evening *May*

ATTENDANCE

East Renfrewshire Council has a clear policy on attendance, which is set out below:

“Section 30 of the 1980 Education Act lays a duty on every parent of a child of ‘school age’ to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.”

In St Luke's High School, electronic registration is recorded for all classes on a period by period basis.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's absence from school to be recorded in the school register in four different ways:

1. As authorised: i.e. approved by the authority and this includes sickness, religious observance, bereavement etc
2. As extended leave with parental consent i.e. when the family moves abroad for a short time
3. As unauthorised: i.e. unexplained by the parent (truancy) or most family holidays during term time
4. As temporarily excluded from school.

Every effort should be made to avoid family holidays during term time and we would ask for your support with this matter.

If you have a question about the categorisation of attendance or absence please contact the school. The Pupil Support Officer investigates all unexplained absences. If unexplained or unjustified absences persist, the matter is then referred to the Reporter to the Children's Panel.

If parents/carers feel that their child may be truanting from school, they should not hesitate to contact us. Early contact may remove their fears or may help us to address the problem at an early stage.

The Integrated Pupil Support team monitor the attendance of pupils in their caseloads on a daily basis and will request that the school office phone or text home in the event of any student being absent and we have received no information regarding the absence.

We would ask all parents and carers to notify the school of daily absence as early in the day as possible.

Should parents/carers wish to request that work be sent home for their child, they should contact their child's Pupil Support Teacher who will advise and arrange.

HOME LEARNING

Home learning, study and revision are essential to successful learning. It is no surprise that students who have good study habits and routinely complete home learning tasks, as well as working hard in class, go on to achieve academic success.

The amount and type of home learning set by teachers will vary from year to year. We expect to see all faculties set home learning for students at all stages.

The work to be completed at home should be worthwhile and extend learning. Some activities may be set to reinforce what has been taught in class, on other occasions students may benefit from guided reading, from researching materials in books, newspapers and magazines or from being directed to watch a programme, film or play on TV etc.

We remind students that home learning need not be confined to written exercises and that they should read over notes, engage in private reading etc.

The use of the School/Faculty website and GLOW are also encouraged to support home learning.

All students are issued with a study planner. Students are encouraged to use these planners

to record home learning assignments, plan their studies and record their wider achievements. Parents/carers are encouraged to check their child's planner on a regular basis and comment in it. The Headteacher, Senior Leadership Team and Integrated Pupil Support Team routinely examine these planners to ensure that students are receiving appropriate home learning tasks, that they are developing good organisational skills and recording their achievements.

Parents/carers are kept informed of school policy and practice in the setting of home learning. Indeed we have always been keen to discuss and explain our home learning arrangements and to suggest ways in which others can help children to organise their studies profitably.

A record of home learning is kept by each teacher, a record is also kept of students who fail to complete home learning tasks. Such records are helpful in dealing with enquiries from parents/carers. Integrated Pupil Support staff will contact parents and carers should teachers have any concerns regarding home learning.

SUPPORTED STUDY

A programme of supported study is organised throughout the school session to provide students with additional help with their work.

Throughout each school session, we write to parents to give them details of this programme which is available to all students. These supported study sessions are held at the end of the school day, selected Saturday mornings and holiday times when teachers are available to provide tutorial support. Details regarding arrangements are updated regularly on the school twitter feed which can also be found on the school website.

LIBRARY & RESOURCE CENTRE

The school has a well equipped and spacious library and resource centre. The library is linked to community library services and also contains a separate careers library.

The library is very busy, not least because students are able to take advantage of its modern technology to access information that can be used to support project work and ongoing assessment. Students in First Year undertake a course in information skills, based on the facilities available in the library, to ensure they are able to take full advantage of its potential to improve their learning. Students are invited to become involved in the Library Committee.

TRANSPORT

The Education Authority currently has a policy of providing free transport to secondary school students who live more than three miles by the recognised shortest walking route from the local school. For students in receipt of free school meals the qualifying distance is two miles.

<https://eastrenfrewshire.gov.uk/article/1810/Free-school-transport>

This policy is consistent with that required by law and applies to all secondary schools.

Students who consider that they are eligible should obtain an application form from Customer First or the Barrhead Council offices.

Please note that a new application must be made each year to qualify for free transport.

These forms should be completed and returned by the end of February for those students commencing school in August to enable the appropriate arrangements to be made.

Where free transport is provided it may be necessary for students to walk a certain distance to the vehicle pick-up point. Walking distance, in total, including the distance from the home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the Authority's limits (see above information).

It is the responsibility of parents and carers to ensure that their child arrives at the pick-up point in time. It is also their responsibility to ensure that their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

The Education Authority does not provide transport for those students in receipt of a placing request. Students from Uplawmoor and Neilston currently qualify for free school transport and contract transport is provided. Other students may make use of local transport services.

SCHOOL MEALS

St Luke's High School operates a cashless cafeteria. This means that students, staff and visitors have a swipe card to use for purchasing items from the cafeteria. Cash can be loaded onto swipe cards in school at designated pay machines or via parent pay (details on next page).

For students, this takes the form of their Young Scot National Entitlement card which may also be used for discounts in many local and national retailers. Most students are issued with a young scot card in primary school however if your child requires a new card then an application form can be obtained from the ERC council of ces, Main Street, Barrhead or by visiting the young scot website <https://young.scot/the-young-scot-card/east-renfrewshire>

Students are also issued with a unique pin number which they can use instead of a swipe card. This will be issued when pupils first enrol at St Luke's.

Students can purchase school meals including a plated hot meal or variety of hot and cold snacks from the school cafeteria. There is also a snack bar upstairs in the social area which sells a variety of hot and cold filled rolls, baguettes and sandwiches and limited hot snacks.

Pupils who bring packed lunches to school may use the cafeteria or social areas to eat them.

FREE SCHOOL MEALS

Information and application forms for free school meals may be obtained from the school office or from Customer First staff at Council Offices, Barrhead (01415773001).

Although application may be made at any time, it is helpful if forms are completed in April for applications which are to take effect from the beginning of the following session. A new application must be made each session.

SPECIAL DIETARY REQUIREMENTS

If students have special dietary requirements, parents/carers should obtain a diet sheet from their doctor or the hospital dietician and send it to the School Meals Supervisor, who will then contact the Catering Manager within the school for the matter will be dealt with discretely.

PARENT PAY

East Renfrewshire Council operates a service that allows parents/carers to pay for their child's school excursions/visits and schools meals online, via the council's ParentPay system.

By paying online, parents will no longer have to engage in the often risky practice of sending their youngsters to school with money to pay for excursions/visits or meals.

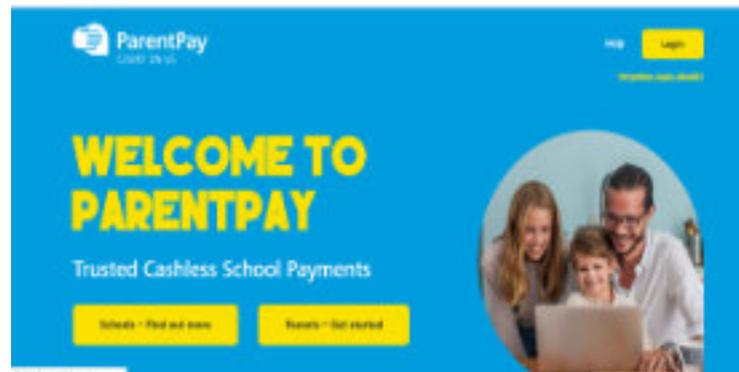
The system is also more cost-effective and avoids the amount of cash that has to be handled by staff.

It is also hoped that, due to ease of use, there will be an increase in the number of pupils taking school meals.

You can get more information and log on at:

<https://www.parentpay.com/>

or access it directly from the school website.



Using ParentPay

- Access the ParentPay facility at www.parentpay.com
- You will first need to create an account using the account activation letter provided by the school and set up a new password.
- Log on with your username (email address) and password.
- You can now use the facility to pay for school meals and snacks, Home Economics payments, school trips and much more.

CLUBS & ACTIVITIES

We firmly believe in the value of extra-curricular clubs and activities as a means of enriching the education of our students.

There is a wide range of clubs and activities in St Luke's which brings together students and staff in more informal settings and offer rich opportunities for achievement and positive relationships to develop.

For some activities students are allowed to participate only if written permission has been obtained from their parents/carers. There may be special requirements for students who wish to participate in certain activities, eg a student who wishes to go canoeing should be a strong swimmer.

During the session, students are encouraged to take part in events and competitions sponsored by groups or agencies out with the school and many achieve notable success in them.

Details are available from each faculty's Clubs & Activities pages on the school website.

CITIZENSHIP

We are very much involved with the community and a range of activities take place where our students help others, young and old, to enjoy their company or benefit from their generosity in a real way.

Senior students, for example, are engaged in community service programmes, in special schools, nursery schools, and senior citizens' homes. Funds are also raised for Scottish Catholic International Aid Fund (SCIAF) and other charities, eg. Barrhead Foodbank. Links with local parishes are particularly good, and we try to keep students involved in parish events.

A substantial number of our students have participated in the annual pilgrimage to Lourdes organised by the Diocese of Paisley. This provides students with an opportunity to care for the elderly and sick and helps them to develop a variety of skills. Our students also support the Betty Cunningham Trust and the Dambo School in Malawi.

We have a large number of activities across the school related to Learning for Sustainability. This involves developing all young people as global citizens.

As well as many opportunities for outdoor learning, we have an active Eco Schools

Programme in partnership with Keep Scotland Beautiful. St Luke's has two Green Flags and the Eco committee take responsibility for this important aspect of our sustainable education programme. The committee is led by Senior Student Leaders and are always looking for new recruits with an interest in promoting and improving the environment. In addition, we are a Rights Respecting School and ensure that Unicef's Rights of the Child are central to everything we do.

This year, a group of S5 pupils established their own Social Enterprise Business in St Luke's High School. The business was formed in their Administration class to heighten business awareness and develop skills in operating and managing a successful business. This led to a successful launch of a business space where pupils and staff alike could visit to make use of a range of beauty treatments. The Social Enterprise Programme was so successful that they were invited to Edinburgh to receive a Social Enterprise award from the prestigious Social Enterprise Academy.

PARENTAL INVOLVEMENT

The support of parents is vital to the success of St Luke's High School. We believe, therefore, that we should do everything possible to provide parents/carers regularly with information and opportunities to visit and work with the school to learn of matters that relate to their child's education.

At present, involvement with parents/carers takes many forms including:

- Newsletters
- Parish noticeboards
- Students' reports
- Meetings to discuss students' progress
- Information evenings
- Reporting evenings
- Meetings to consult with parents e.g. about school uniform
- Social/fundraising events
- Contact by Integrated Pupil Support Team (letter, telephone call or individual interview)
- Contact by Senior Leadership Team
- Parent Council, Parent Forum, Parent Workshops (including Curricular Workshops)
- Liturgical life of the school
- School website
<https://blogs.glowscotland.org.uk/er/StLukes/>
- Twitter
[@StLukesHigh](https://twitter.com/StLukesHigh)
- E-mail
SchoolMail@st-lukes.e-renfrew.sch.uk

Parents/carers are also invited to get in touch with us about any matter concerning their child's education. We encourage them to do so and shall do our utmost to resolve any matters of concern.

Further information for parents about the parent council can be found on our school website:

<https://blogs.glowscotland.org.uk/er/StLukes/parental-involvement/pupils/>

The Parent Forum and Parent Council

The Scottish Schools (Parental Involvement) Act 2006 makes provision for all parents to be members of the Parent Forum at school, and to have their views represented to the school, education authority and others, through a representative Parent Council for the school.

The intention behind this legislation is to support parental involvement in a much wider sense than before. It aims to help all parents/carers to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

The Parent Council also has a role in the appointment of Headteachers and Deputy Headteachers.

Further information on Parent Councils is available at www.parentzonescotland.gov.uk

You can also find more information about our Parent Forum in the Parent Forum section of the school website or by contacting our Chair of the Parent council Mrs Helen Byrne on bymehelen566@gmail.com.

<https://blogs.glowscotland.org.uk/en/StLukes/parental-involvement/pupils/>



FUNDRAISING GROUP

(SUB-COMMITEE)

St Luke's High School has an enthusiastic Parent Council Fundraising Group.

Since the inception of the Parent Council Fundraising Group, the Committee has shown that parents/carers and staff of St Luke's High School can work together effectively to further the interests of the school. Parents/carers are given every encouragement to support and offer their services and expertise to the school through work in the Parent Council's sub-committee.

In the past, activities have included Burns' nights, school fêtes, dances, fashion shows, annual Advent service and other social activities. In addition they have arranged talks and parental meetings on a wide range of educational matters.

The Parent Council from St Luke's High School also works closely with the councils from St Mark's, St John's and St Thomas' Primary Schools to further support the effective work of the Cluster and have taken a lead in organising the annual fundraiser quiz evening with proceeds being used to support young people in all of our schools.

The Parent Council Fundraising Sub-Committee is always looking to recruit new members. If you wish to join the group please contact our Parent Council Chairperson Mrs Helen Byrne on byrehelen566@gmail.com

MEDICAL MATTERS

It is in the interests of students that we ask parents/carers to inform us of any medical problem or condition affecting their children.

Such information is helpful, for example to teachers of physical education, and enables us to take prompt and appropriate action if a student is suddenly taken ill. Details of this nature are of course handled with sensitivity and in confidence.

Annual Data Check forms are requested to be completed and returned to the school office to ensure that the most up to date medical information is accurate.

Students with medical/dental appointments during the school day should bring the appointment card to their Pupil Support Teacher to be recorded. As much notice as possible of appointments should be given.

We do not have a full-time nurse, though we do have trained First Aiders. For students who are ill during the day there are strict regulations limiting the first aid we are allowed to give. We are forbidden to administer medicine unless the relevant pro-forma has been completed, signed by a parent/carer and returned to the school office along with the medicine, stored in its original packaging. These can be accessed from the school office.

In cases where a student is so distressed that it is unwise for them to remain in school, contact is made with parents/carers to agree arrangements to take them home. Fortunately most cases are straightforward and the student returns to classes after receiving first aid.

In cases of serious illness, arrangements are made to contact parents/carers to have the student taken to hospital. When students are involved in accidents, if necessary, arrangements are made to have them taken or sent by ambulance to hospital. Every effort is made to contact parents/carers. Routine medical examinations or immunisations are carried out from time to time by the school nursing team. Parents/carers are informed when these examinations are to take place.

INFORMATION IN EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption.

In very rare circumstances, schools may be affected by, for example, severe weather, dislocation 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 closure or re-opening. Guidance and advice will be issued to parents and carers annually and will be updated regularly on the school's website.

In the event of any circumstances which may lead to disruption of education or school closure, information will be widely broadcast on local media, posted on the following:

Online

East Renfrewshire Council

<http://www.eastrenfrewshire.gov.uk>

St Luke's High School

<http://www.ea.e-renfrew.sch.uk/stlukes>

Twitter

@StLukesHigh

<http://twitter.com/StLukesHigh>

Local Radio

Announcements are made on local radio stations when necessary.

SMS

In addition we will utilise the text messaging service via SMS to contact parents with important information.

**IT IS IMPERATIVE THAT THESE SOURCES BE CHECKED
REGULARLY FOR ACCURATE UPDATES.**

EQUALITIES

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In order to fully incorporate the views of parents/carers in ensuring equality and fairness, the Education Department holds regular Equalities Forums which are attended by a representative of our Parent Council.

The forum is chaired by a Quality Improvement Officer and also attended by a Head of Service, a representative of the Psychological Service and senior staff from schools.

In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to –

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

St Luke's High School has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage that any concerns be raised with us.

Our Equalities Coordinator is Mrs Claire Ross DHT and can be contacted by email or by telephoning the school.

COMPLAINTS

As a school, we pride ourselves in offering a first class service to all parties — pupils, parents and the community.

We encourage our pupils to show respect for each other, our neighbours and the local community. For example, our pupils carry out regular litter-picks in the area surrounding the school and have attracted numerous positive comments from various sources for their roles in the local community.

Our staff are recognised and respected for their willingness to go the extra mile — many will be found at intervals, lunchtimes and after the school day offering additional help to their pupils in their own time.



However, we do understand that sometimes things can go wrong. We value feedback and use the information from concerns and complaints to help us improve our services.

If you have a concern, we would welcome hearing from you at an early stage, before it develops into a more serious concern or

complaint. We will attempt to deal with all issues at the lowest level possible and often a quick call to the Pupil Support teacher or even the Year Head will be enough to resolve the issue. Please contact us on 0141 577 2400 or via SchoolMail@st-lukes.e-renfrew.sch.uk.

In line with Council policy, and following statutory direction from the Scottish Public Services Ombudsman (SPSO), we have adopted a Complaints Handling Procedure with a two stage approach to handling complaints:

Stage One: Frontline Resolution: We will use this to deal with issues that are straightforward and easy to resolve. We will give you our decision in five working days or less, unless there are exceptional circumstances.

Stage Two: Investigation: For complaints not resolved at Stage 1 or those that are complex and require detailed investigation, we will:

- acknowledge receipt of your complaint within three working days
- give you a full response to the complaint as soon as possible and within 20 working days.

If you are still unhappy with the response, after going through all the stages, you would still have the option of taking your complaint to the Scottish Public Services Ombudsman (SPSO). We would expect however that we would be able to resolve most issues at an earlier stage.

USEFUL ADDRESSES

ST LUKE'S HIGH SCHOOL

Springfield Road
Barrhead
East Renfrewshire
G78 2SG
0141577 2400
schoolmail@st-lukes.e-ren-frew.sch.uk
www.ea.e-renfrew.sch.uk/stlukes

DIRECTOR OF EDUCATION

Education Department
East Renfrewshire Council
211 Main Street
Barrhead
East Renfrewshire
G78 1SY

SKILLS DEVELOPMENT SCOTLAND

Barrhead Foundry
Main Street
Barrhead
G78 1SW
0800 917 800

COMMUNITY SERVICES DEPARTMENT

East Renfrewshire Council
Council Headquarters
Eastwood Park
Rotten Glen Road
Giffnock
G46 6UG
0141577 3000

CUSTOMER FIRST

East Renfrewshire Council
211 Main Street
Barrhead
G78 2SY
0141577 3000 / 3001
www.eastrenfrewshire.gov.uk

East Renfrewshire Councillors can be contacted at:

East Renfrewshire Council Headquarters
Eastwood Park
Rotten Glen Road
Giffnock
G46 6UG
0141577 3000

CHURCHES

ST JOHN'S CHURCH

Aurs Road
Barrhead
G78 2RW
0141876 1553
0141888 1788

ST THOMAS'S CHURCH

70 Main Street
Neilston
G78 3NJ
0141888 1478

USEFUL LINKS

ST LUKE'S HIGH SCHOOL

Springfield Road
Barrhead
East Renfrewshire
G78 2SG

Phone

0141577 2400

Email

schoolmail@st-lukes.e-renfrew.sch.uk

Website

<http://www.ea.e-renfrew.sch.uk/stlukes>

Twitter

[@StLukesHigh](https://twitter.com/StLukesHigh)

[@EastRenCouncil](https://twitter.com/EastRenCouncil)