Williamwood High School Handbook 2020/21

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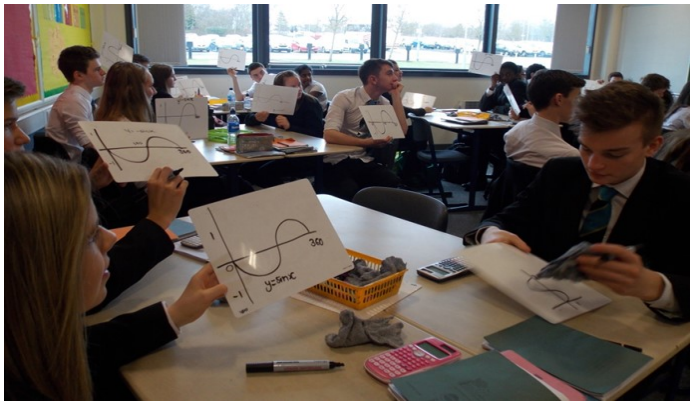


Section 1 - Introduction

INTRODUCTION FROM THE HEADTEACHER

I should like to take this opportunity to thank you for your interest in Williamwood High School.

This handbook is designed to provide information which you may find helpful as your son or daughter transfers to this school.

The aims and values of Williamwood are outlined here and I hope you will gain a sense of what is important for us in the school community.

The staff value your involvement in the education of your son or daughter, our pupils, and I assure you that you are very welcome in the school.

Together, I believe that we can work to reach the highest standards of achievement for our young people during the time they are in Williamwood and beyond.

William Inglis
Headteacher
Williamwood High School

Section 1 - Introduction

USING THIS HANDBOOK

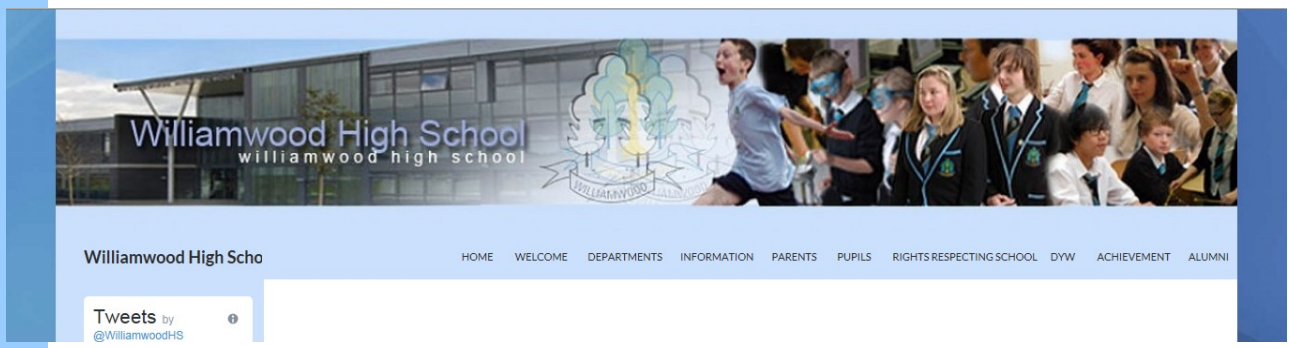
This Handbook has been designed primarily to introduce new or prospective parents to Williamwood High School. However, we will maintain regular contact with parents throughout their child's education at Williamwood High School. Information is communicated to parents in a variety of ways such as:

- Newsletters
- Information sheets
- Letters
- Texts
- Emails
- Options Booklets
- Standards and Quality Report
- School website and twitter

Most of these additional sources can be found on the school website, which in itself is a "live" school handbook. We would encourage all parents to make regular use of the website and they should refer to it alongside this handbook.

The school website can be accessed at:

www.williamwood.e-renfrew.sch.uk



Section 1 - Introduction

WILLIAMWOOD HIGH SCHOOL

The new Williamwood High school opened in August 2006 in private partnership with BAM. The school is situated on Eaglesham Road between Clarkston and Waterfoot in the south side of Glasgow. The Street forms the central part of the school and is used as a communal area for dining and socialising. The building is equipped to the highest specification throughout. All classrooms have quality ICT facilities and there are a high number of dedicated ICT rooms. The library is also well equipped with ICT equipment. The music and drama facilities in our Performing Arts Faculty are of the highest contemporary standard and we also have first class physical education facilities, both indoor and outdoor. We have a well-equipped Pupil Support Suite and a range of specialist rooms for pupils with additional support needs. Our Art and Design department is a particularly impressive feature of the building. The first class facility in its delightful green-belt location will allow us to ensure that the learning experience we provide for our pupils will continue to be of the highest quality.

Williamwood High School is a six year, non-denominational, comprehensive school serving the town of Clarkston. It has three associated primary schools — Carolside Primary School, Netherlee Primary School and Busby Primary School.

It has a current roll of approximately 1649 pupils and a teaching staff equivalent to 119 full-time teachers. There are 6 Depute Head Teachers, 14 Curricular Principal Teachers, 10 Pupil Support Principal Teachers and 5 Development Principal Teachers as well as the Communication Support Service.

The school is also fortunate in having strong parental support. Parents have high expectations of the school and most of them provide encouragement and support for their children. The Parent Council plays an active role and offers support to the staff. This support includes advice, support for school projects, encouragement and financial support.

The school has developed good links with the local community. Many local employers have offered work placements to pupils and some local business contacts have come into school to share their expertise with our pupils.

Section 1 - Introduction

SCHOOL ETHOS, VISION AND VALUES

The school promotes high expectations and standards for all in an inclusive environment and all are encouraged to strive to achieve their full potential. There is a positive ethos across the school and a high degree of commitment is shown by staff, pupils and parents, as well as the wider community.

Staff expect pupils to achieve to the maximum of their potential, both academically and socially. The vast majority of pupils respond positively in the classroom and in their participation in school activities. There is a wide range of activities, sporting, cultural, educational, which the staff provide. Relationships between staff and pupils are excellent.

Williamwood High School is noted for its caring and inclusive ethos. Pastoral, learning and behaviour support provision is strong. All pupils are respected and supported. Strong staff teamwork is a feature. Support staff, office staff, assistants, technicians and janitors are important members of the team and make significant contributions. Close working relationships within the staff are a strength of the school.

Our Vision and Values

Vision

We shall endeavour to make Williamwood High School a caring community.

We shall provide each pupil with an educational experience in keeping with his or her personality, talents, mental and physical abilities.

We shall work with parents, carers and other partners to achieve the best outcomes for our pupils.

We shall strive to ensure that each pupil's experience will be challenging, enjoyable and lead to successful learning.

Values

The values which underpin this vision, and against which we shall evaluate our performance, are:

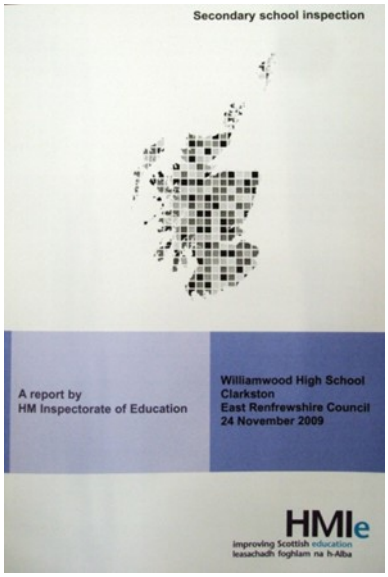
- Respect
- Responsibility
- Fairness
- Integrity
- Ambition

Section 1 - Introduction

HMIE INSPECTION OF WILLIAMWOOD HIGH SCHOOL

A team of Her Majesty's Inspectors visited the school in October 2009. This inspection involved our young people, staff, parents and members of the wider school community. The HMIe team published a report of its key findings in November 2009. You can view a copy of the Williamwood Inspection Report on the school website in the 'Information' section in 'School Aims, Plans, Policies and Reports'.

The inspection team awarded our school a rating of "excellent" in each of the five aspects of performance which are evaluated. We were particularly pleased to learn that no other secondary school in Scotland had achieved this standard at that time.



Section 2 - Transition to Williamwood High

TRANSITION FROM ASSOCIATED PRIMARIES

We have very close contact with our associated primary schools in the Williamwood Cluster. There are regular visits by a range of Williamwood staff co-ordinated by the Senior Management Team.

Arrangements are in place to facilitate a smooth transition for pupils in P7 to Williamwood High School.

By the time your child joins S1, information will have been passed on by their primary school to make sure that learning is continuous, and that any additional support needs are also known. Curriculum for Excellence provides a framework that co-ordinates learning and teaching from age 3 to 18 and we work closely with our associated primaries to ensure this happens.

We maintain close links with all our primary schools—primary teachers visit Williamwood High's classrooms and some of our teachers will already have worked with your child in P6/P7, for example in maths or writing, P.E. or science.

Our Depute Headteacher, Pupil Support staff, Learning and Behaviour Support staff and some of the wider support team will have met with your child's P7 teacher to make sure all useful information is transferred at an individual level.

Staff from Williamwood High School will have visited your child's school and talked to them about the transition. Your child will also have had at least two induction days to give them an opportunity to get to know the secondary school, its geography and its way of working. Parents will also have had the opportunity to visit Williamwood High School and hear more about the transition process.

Any parent who wishes to make individual contact is most welcome and should telephone the school to arrange an appointment with the appropriate Depute Headteacher.

Section 2 - Transition to Williamwood High

TRANSITION AT OTHER TIMES
SCHOOL ADMISSIONS ARRANGEMENTS

Pupils may join Williamwood High School at times other than the start of S1 and from schools other than our associated primaries.

Before a child enrols in Williamwood 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 this web address.

When a child who was enrolled in the school as a catchment pupil ceases to reside within the Williamwood 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 Williamwood 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 parents(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 Williamwood 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.

In all these cases, we would normally want to meet with the child and the parents to discuss the request and be sure that it is the best way forward for all concerned. We would normally also contact the previous school to obtain further information to help us ensure that needs will be met. We are happy to show prospective parents round the school and to discuss your child's future education at this time. Please contact the School Office on 0141 577 2100 to make an appointment at a time that is convenient for all parties.

To make a placing request, or for further information about this, please contact

East Renfrewshire Council Offices
Placing Request Education Department
211 Main St
Barrhead
G78 1SY
0141 577 3578

Section 3 - Support for Pupils

GETTING TO KNOW US—SENIOR MANAGEMENT TEAM

The support and partnership of parents is very important to the success of Williamwood High School. We hope to get to know new parents as soon as possible, but in the meantime, you will find it helpful to be introduced to some of the staff your child may meet, even before they arrive. Details of the SMT remits can be found on the school website.

Senior Management Team

Mr Ian Fisher
Depute Headteacher
S4

Mr Ben Harrison
Depute Headteacher
S5

Mrs Kate Sinclair
Depute Headteacher
S6

Mrs Shirley Gibson
Depute Headteacher
S1

Miss Laura Ferguson
Depute Headteacher
S2

Mrs Claire Raeburn
Depute Headteacher
S3

Section 3 - Support for Pupils

GETTING TO KNOW US: PUPIL SUPPORT TEAM

Pupil Support Team

Mrs Laura Carswell
Principal Teacher Pupil Support (Pastoral)
R Group

Mr Marc Falconer
Principal Teacher Pupil Support (Pastoral)
S Group

Mrs Nichola Penman
Principal Teacher Pupil Support (Pastoral)
T Group

Mrs Jan McKirdy
Principal Teacher Pupil Support (Pastoral)
V Group

Mr Andrew MacDonald
Principal Teacher Pupil Support (Pastoral)
W Group

Mrs Kirsty Macphee
Principal Teacher Pupil Support (Pastoral)
X Group

Mrs Allison MacKinnon
Principal Teacher Pupil Support (Learning)
Y Group

Mr Alex Muirhead
Principal Teacher Pupil Support (Personal Development)
Y1 Group

Mr Chris McKenna
Principal Teacher Pupil Support (Pastoral)
Z Group

Mr John Moffat
Principal Teacher Pupil Support (Communication Support Service)

Section 3 - Support for Pupils

HERE TO HELP

At some point during your child's time at Williamwood High School, you may have a question needing answered or a concern needing addressed. Whatever the concern, we have a number of staff who are there to help you and your child resolve any difficulties or queries before they become bigger issues.

Office Staff

Many questions on day to day procedures can be answered by one of our office staff who will answer the phone on:

0141 577 2500

Principal Teacher of Pupil Support

The best person to talk to about issues relating specifically to your individual child will usually be their Principal Teacher of Pupil Support (see page 10). If they do not have the answer to your query to hand, they will know who to speak to and can act as a go-between yourself and the teaching staff. You can contact them on the phone number above.

Depute Headteacher

For more serious issues, you may require to speak with the Depute Headteacher for your child (see page 9). You can contact them on the phone number above.

EXTRA HELP REQUIRED?

Many children need additional support at some point in their school career. Some pupils will have specific needs communicate to us when they transfer to Williamwood High School — they may have to cope with a specific difficulty, like dyslexia or dyspraxia, a hearing or visual impairment. Other pupils may develop a need at some point — they may have a loss of some kind, through bereavement or divorce which makes it difficult to concentrate on learning for a while; they may feel they are being bullied; there may be difficulties in the community which affect them; they may have emotional or behavioural difficulties.

Anyone can need a bit of extra help at some time, and at Williamwood High School, we have an extended team to offer help—meet them over the next 3 pages. Please feel free to contact the Principal Teacher Pupil Support or the appropriate person listed.

Section 3 - Support for Pupils

PUPIL SUPPORT

Pupil Support Teacher

Williamwood High School has a number of promoted teachers responsible for pupil support. Their key purpose is to ensure that each pupil knows and is known personally and in some depth by at least one member of staff. Pupil Support teachers will help young people to make informed and responsible decisions at key stages in their careers and to make available to pupils and parents all the services which the school has to offer. Pupil support teachers, therefore, are engaged in a number of important tasks in addition to their teaching duties, including:

- Care of new admissions
- Monitoring the academic progress of all pupils
- Giving advice on course choices and careers
- Friendship issues
- Checking on attendance and timekeeping
- Care of pupils facing difficulties – emotional, physical, academic
- Preparation of reports on pupils – for employers, universities, colleges etc.
- Contact with parents of individual pupils – by letter, telephone, interview, and meeting
- Links with supporting agencies such as the careers service, social work department and community organisations etc.

At the start of each session, your child's Pupil Support teacher will make contact with you and will advise you on the most suitable times to contact him/ her; this will ensure that the Pupil Support teacher is not in class or does not have another appointment when you contact the school. Parents are encouraged to keep in regular contact with their child's pupil support teacher and not to hesitate to telephone about any matter of concern. In an emergency, parents should of course contact the school immediately and arrangements will be made to have the matter dealt with.

We also try to ensure that brothers and sisters share the same pupil support teacher so you should be able to speak to one person who knows your child and your family well.

Pupils will be introduced to their Pupil Support teacher when they first arrive at High School and in most cases, their Pupil Support teacher will meet with them at least one period every week for PSHE.

We would encourage you to keep in regular contact and let us know if you have any concerns before they develop into more serious issues.

Section 3 - Support for Pupils

SUPPORT FOR LEARNING AND PERSONAL DEVELOPMENT

Support for Learning

In Williamwood High School we have a team of teachers and other staff, who provide specialist support to pupils who may experience difficulties in their learning. Every opportunity is taken to establish the nature and extent of a pupil's learning difficulty as soon as possible: close liaison with our associated primary schools means that information on individual pupils is available to us before the pupils join us in August. For other pupils, already in Williamwood, individual subject teachers monitor closely the performance of pupils and are able to request additional support for any pupil from learning support staff.
Pupils experiencing difficulties with 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 teacher or Pupil Support assistant to a class
- Advice to classroom teachers by Learning Support staff
- Referral to specialist services, e.g. Psychological Services, through the school's Joint Support Team
- Arranging a case conference for pupils 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 pupils with additional support needs to make positive transitions to Williamwood High School from primary and other schools, and from Williamwood High School to further education, employment or training
- Working co-operatively with other staff in the Pupil Support team

Contact the Principal Teacher of Pupil Support (learning) with any concerns: Mrs MacKinnon.

Personal Development

For some pupils who have social, emotional and behavioural difficulties, their behaviour may affect their learning, or the learning of other pupils. We have a team of teachers whose specialism is in behaviour management. This team of teachers, and other support staff, are led by a promoted member of staff and work closely with certain pupils, their parents and their teachers to bring about an improvement in pupils' behaviour. This is a feature in all of the secondary schools in East Renfrewshire.

The team will employ similar strategies to those detailed above, working one-to-one, in small groups or with whole classes, focussing on behavioural issues. They work within the East Renfrewshire GIRFEC Framework and will also liaise with other partner agencies like the East Renfrewshire Psychological Service and Social Work.

Contact the Principal Teacher of Pupil Support (personal development) with any concerns: Mr Muirhead

Section 3 - Support for Pupils

WIDER SUPPORT TEAM

The Wider Support Team

Your child can also be supported by our Campus Police Officer; or by our Education Psychologist; and we also have a link to Social Work, the Youth Counselling service, the School Nurse, a local doctor and many, many others.

All of these supports are available for any pupil who needs additional help, and we hope that parents will work with us all to make sure learning is fully supported. Please contact the Principal Teacher of Pupil Support with any concerns.

Joint Support Team (JST)

The work of coordinating the different support agencies is often carried out through the Joint Support Team. It is made up from representatives of the school's Senior Management Team, Pupil Support staff, teaching staff, Social Work department, Psychological Services, School Nurse Service, Careers Service and other appropriate agencies. It allows us to bring together the experience and specialist knowledge of the different agencies to find the best solutions for the individuals being discussed. We would always seek a parent's permission first before involving the JST.

ENQUIRE

The Scottish Advice Service for Additional Support for Learning

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

- A telephone helpline—0345 123 2303
- An email enquiry service—info@enquire.org.uk
- An online enquiry service
- Two websites—www.enquire.org.uk (for parents/carers and practitioners) and https://enquire.org.uk/advice-young-people/ (for children and young people)

Enquire also provide a range of clear and easy to read guides and fact sheets explaining everything from 'additional support in the early years' to 'what

Section 3 - Support for Pupils

CHILD PROTECTION

At Williamwood High School we work hard to keep our children safe.

At Williamwood 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 Gibson , one of our Depute Headteachers. The Headteacher, Mr Inglis, 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 either Mrs Gibson or Mr Inglis.

Clarkston Social Work Office: 0141 577 4000

Police Scotland Family Protection Unit: contact Police Scotland 101

Standby Social Work Out of Hours 0800 811 505

Section 4 - Policies and Procedures

THE SCHOOL DAY / THE SCHOOL YEAR

The School Day	
Warning Bell	8.42am
Period 1	8.45 - 9.35
Period 2	9.35 - 10.25
Interval	10.25 - 10.40
Period 3	10.40 - 11.30
Period 4	11.30 - 12.20
Lunch	12.20 - 1.00
Warning Bell	1.00
Period 5	1.05 - 1.55
Period 6	1.55 - 2.45
Period 7	**2.45 - 3.35 (M, T & Th)**

The School Year 2020/21

New Session Starts:
School Opens • Wednesday 12 August 2020

September Holiday:
Close • Wednesday 23 September 2020
Open • Tuesday 29 September 2020

October Holiday:
Close • Friday 9 October 2020
Open • Tuesday 20 October 2020

Christmas Holiday:
Close • Friday 18 December 2020
Open • Tuesday 5 January 2021

Mid Term Holiday:
Close • Friday 5 February 2021
Open • Wednesday 10 February 2021

Easter Holiday:
Close • Thursday 1 April 2021
Open • Monday 19 April 2021

May Day Holiday:
Close • Monday 3 May 2021
Open Tuesday 4 May 2021
In-service Thursday 6 May 2021

Local May Weekend Holiday:
Close • Monday 27 May 2021
Open • Tuesday 1 June 2021

Summer Holidays:
School Closes • Friday 25 June 2021

Section 4 - Policies and Procedures

ATTENDANCE AND TIMEKEEPING

If pupils are not in class, they will not learn. It is vital therefore that parents work with the school to maximise the opportunities to learn for their children by encouraging good attendance and timekeeping.

East Renfrewshire 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 Williamwood High School, electronic registration is now recorded for all classes on a period by period basis.

There are very strict guidelines governing the absence codes that can be used by schools. Most normal absences will be classed as authorised (e.g. sickness confirmed by parental note, medical appointments, bereavements). Other absences (e.g. those unexplained by parents, truancy, most family holidays in term time) are classed as unauthorised. If you have a question about the categorisation of attendance or absence please contact the school.

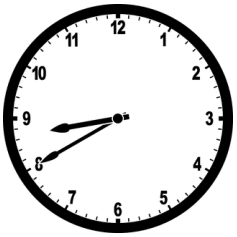
East Renfrewshire Council asks parents to avoid taking family holidays during term time if at all possible. At a school level we are very conscious of the disruptive effect on a pupil's learning, we would support this stand and ask for your support also with this matter. Holidays taken during term-time will normally be classed and recorded as unauthorised absence.

The Pupil Support team investigates all unexplained absences. If unexplained or unjustified absences persist, the matter is then referred to the Reporter to the Children's Panel, which is made up of members of Parent Councils in the area.

If parents believe that their child may be truanting from school, they should not hesitate to contact us. Early contact may remove the parent's fears and may help us to catch a problem at an early stage. Pupil absence is monitored each period and parents may be contacted by the school via a telephone call or text message to confirm pupil absences.

The Pupil Support team monitors the attendance of their caseloads on a daily basis and will contact home in the event of any pupil being absent if 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. Following an absence, parents should provide a written note detailing and explaining the absence on the day of return, which the child can deliver to the school office.**

When pupils are at school, it is vital that they arrive on time for classes. Otherwise not only is their education disrupted but so is the education of others in the class. Your assistance in ensuring your son/daughter arrives at school on time is appreciated.



Section 4 - Policies and Procedures

BEHAVIOUR AND ANTI-BULLYING

In Williamwood High School, we are conscious that effective learning and teaching will only take place in a calm and ordered environment, characterised by respect for self and respect for others. We expect very high standards of behaviour and we have agreed a code of conduct with our pupils to help maintain good order so that effective learning and teaching may take place.

The school policy on discipline is based very firmly on this agreed code of conduct and on achieving good relationships between pupils and staff. Teachers are experienced in dealing with breaches of discipline when they occur, ranging from a quiet word of censure to potential exclusion from school. A copy of the school policy on discipline is available to parents on request.

In dealing with repeated misbehaviour, the support of parents is vital. Should a pattern of misconduct emerge, parents will be invited to discuss the situation with a member of staff.

Much attention has been focused in recent times on bullying and is often a concern for parents of children moving to a new school, although, in practice, it is not as prevalent as some might fear. Schools throughout the country have been required to create a climate in which bullying is frowned upon and to take firm action when bullying occurs. We support these national efforts to eliminate the scourge of bullying, which brings such misery for pupils who are subjected to it and for their families. Bullying also strikes at the very heart of what this school stands for and cannot be tolerated. We will take strong action, should bullying occur, to tackle it promptly and effectively.

In recent years, with the easy access many pupils now have to mobile phones, social networking sites and the internet, there has been an increase nationally in incidents of cyber bullying. Internet safety measures are in place by the provision of the ERC firewall, ensuring the safety and protection of our pupils within school. However, many incidents of this nature occur out of school and we would encourage parents to be aware of their son/daughter's phone and internet usage. While we may have limited jurisdiction over what happens out of school, in many instances these things carry over into school as well, so it is helpful for us to know about them.

Any parent who believes that their child is being bullied should contact us immediately, confident that the matter will be dealt with firmly, sensitively and at the highest level in the school.

Section 4 - Policies and Procedures

DRESS CODE

Given that there is substantial parental and public approval of uniform, schools in East Renfrewshire expect the wearing of full school uniform. This is outlined in East Renfrewshire's *"Dressing for Excellence: A Policy on School Uniform"* .

Uniform sets a standard and at Williamwood High School we set very high standards for all. Wearing a uniform presents a much higher image of the school in the community, avoids inequalities in terms of possessing the latest designer fashions and allows us to identify quickly who should, and who should not, be in our campus.

Pupils, staff and parents working together can maintain excellent standards in uniform. The photographs illustrate acceptable school uniform at Williamwood High School.

In promoting the wearing of uniform, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals should be the subject of widespread consultation with parents and pupils.

As a school, we have an extensive supply of additional uniform items in a variety of sizes. Pupils will be able to borrow items if they do not have appropriate and acceptable uniform. A text message will be sent to parents for information.

We are confident that the pupils and parents of Williamwood High School support the wearing of our uniform. It is both practical and economical and brings a sense of common identity and pride. The uniform has been enthusiastically endorsed by the parent representative groups, the Parent Council and PTA. More information on our school uniform can be found on the school website.

Parents can support us by ensuring that their son/daughter is wearing:

- Black blazer with badge
- Black smart trousers
- Black skirts (knee length)
- White school shirt (buttons to the neck)
- Black v-neck jumper / cardigan
- Black shoes (all black)
- School tie
- Black outdoor jacket (as required)
- Shalwar Kameez (black)
- Headscarf (black)

Section 4 - Policies and Procedures

DRESS CODE

As we are preparing our young people for the world of work, parents can support us by ensuring pupils do NOT wear the following items of clothing:

- Leggings, jeggings, shorts
- Jeans (including black)
- Skirts of an inappropriate length, also no lycra skirts
- Hooded or casual tops (any colour including black in classes)
- Shirts that do not button to the neck
- White or coloured trainers or shoes, including black trainers and canvas shoes
- Items with logos and football colours

All outdoor jackets and other coloured tops, other than blazers, will require to be removed inside the building.

For physical education, the following kit is required:

- Plain sky blue polo shirt or t-shirt
- Navy or black shorts
- Appropriate training shoes (clean footwear for indoor use)

Pupils should not wear:

- Items with large logos
- Football colours
- Plimsolls (i.e. converse)

All the above are obtainable from local school outfitters.

Food and Textile Technology

Royal blue apron with food technology logo. This item may be purchased from the food and textile technology department.

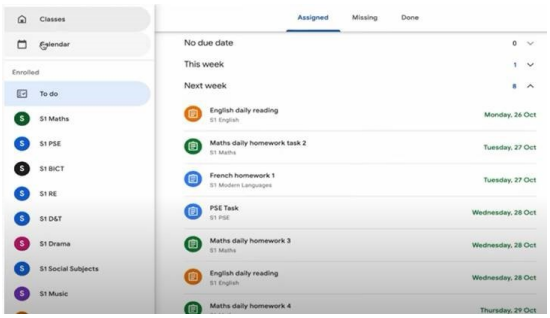
Section 4 - Policies and Procedures

HOMEWORK AND STUDY

Homework and study are important to successful learning. They are essential to support the learning that takes place in the classroom. It is also important to realise that homework involves more than completing set tasks issued by teachers. Increasingly as pupils move up through the school, they should be taking responsibility for consolidating work already covered and preparing for new work. It is vital, therefore, that they learn from an early stage to develop good study habits and routinely complete homework.

The amount and type of homework set by teachers will vary from year to year. We expect that all faculties will set pupils homework at all stages. The work to be done at home should be worthwhile and planned to add to the educational experience. Some exercises may be set to reinforce what has been taught in class; on other occasions pupils 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.

Pupils can now access their assigned homework tasks online through Google Classrooms. When teachers assign homework activities, the homework will appear on a pupil's GC calendar as well as on the individual subject GC page. A booklet detailing how to access online work and support videos can be viewed here.



Supported Study

At various times in the session, a programme of supported study is organised to provide pupils with additional help with their work, particularly in the run up to the prelims or the SQA exams. These supported study sessions are usually held at the end of the school day, Maths sessions on a Saturday morning or during the Easter break, when teachers are available to provide tutorial support. Pupils are encouraged to take full advantage of these opportunities to maximise their achievement and ensure they attain the highest possible grades.

At other times, teachers will offer help on an informal basis and again we would encourage pupils to make full use of this.

Section 4 - Policies and Procedures

LIBRARY

The school library contains PCs for staff and pupil use, a scanner, fiction, non -fiction and reference books plus periodicals.

The school library uses the same automated management system as the East Renfrewshire community libraries. This means the school can tap into the vast resources of the community libraries.

Technology is an important part of all school libraries. As well as the resources mentioned above, the Internet and on-line careers information can be accessed on computers in the library. The librarian has the appropriate ICT skills to help pupils use these resources.

The careers library is part of the school library and the librarian will help to provide information for pupils in conjunction with the Careers Officer and Pupil Support staff.

Section 4 - Policies and Procedures

SCHOOL CANTEEN AND FREE MEALS

Pupils in S2 and above are allowed to go out of school at lunchtime, however, we encourage parents and pupils to make full use of the on-site facilities. Our cafeteria is safe, supervised and offers a wide range of healthy eating options. S1 pupils are required to stay in school at lunchtimes.

Williamwood High School operates a cashless cafeteria. Pupils and staff have an account which is accessed by entering their individual code number. Purchases are then debited from the account.

Money can be credited to the account by inserting cash into the machine in The Street. However, we would encourage parents to make use of the online payment facility **ParentPay** to add money to the pupil's card (see page 24).

If pupils require special diets, their parents should obtain a diet sheet from their doctor or the hospital dietician and send it to the school meals supervisor. The supervisor will then contact the catering manager at the school and the matter will be dealt with discreetly.

Pupils who bring packed lunches to school may use the cafeteria and The Street to eat them.

Free School Meal Entitlement

Some pupils may be eligible for free school meals. This is a means-tested benefit dependent on parental income. Pupils are given a daily allowance (currently £2.30) which is automatically added to each pupil's account every day. If it is not used, it is then lost and cannot be cashed or built up.

Information and application forms for free school meals may be obtained from the school office or from Customer First staff at Council Offices, Barrhead (0141 577 3001). 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. Please note that a new application must be made each session.

We would encourage parents, who are eligible, to apply for this. Pupils **who are in receipt** of free meals are also eligible for other support e.g. at present senior pupils are entitled to free places on the authority's study weekends and the school's Easter Revision classes. These benefits are only available to pupils who actually receive the free meals. Similarly, the school can receive support based on the number of pupils who receive free meals.

Section 4 - Policies and Procedures

PARENTPAY

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.

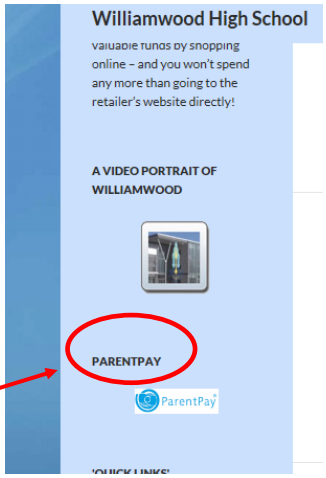
The system is also more cost-effective and avoids the amount of cash that has to be handled by staff.

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:

www.eastrenfrewshire.gov.uk/learning

or access it directly from the school website.



Using ParentPay

- Access the ParentPay facility at www.parentpay.com (You can go directly to the site from the Quick Link on the school website.)
- 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 dinners, Home Economics payments, school trips and much more.

Section 4 - Policies and Procedures

MEDICAL MATTERS

We do not have a full-time nurse, although we do have trained First Aiders. For pupils who are ill during the day there are strict regulations limiting the first aid we are allowed to provide. 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.

In cases of serious illness or accidents, every effort is made to contact the parents and, if necessary, arrangements are made to have the pupil taken to hospital. In cases where a pupil is not able to remain in school, contact is made with the parents with a view to having the pupil taken home. Fortunately most cases are straightforward and the pupil returns to classes as soon as possible after receiving first aid.

We would request all parents to inform us of any medical problem or condition affecting their child. Such information is helpful, for example to teachers of Physical Education, and enables us to take prompt and appropriate action if a pupil is suddenly taken ill. Details of this nature are of course handled with sensitivity and in confidence.

Routine medical examinations or immunisations are carried out from time to time by the education doctor and nursing staff. Parents are informed when these examinations are to take place.

Pupils with medical/dental appointments during the school day should bring the appointment card to the school office to be recorded. As much notice as possible of appointments should be given.

EMERGENCY PROCEDURES

As with all schools in East Renfrewshire Council, we make every effort to maintain a full educational service, but on some occasions circumstances may arise which lead to disruption. 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 as soon as possible. In any decisions taken, the safety and welfare of both pupils and staff will always be paramount. We shall keep in touch by using letters, twitter, text-messaging and our school website. We shall also use the ERC website, local radio and notices in the local community.

Section 4 - Policies and Procedures

EQUALITIES AND DIVERSITY

Equality and Diversity

Our school is committed to the educational and social values of sustainability, equality and justice. We seek to support our community through fair, transparent, inclusive and sustainable policies and practices in relation to age, disability, pregnancy and maternity, gender and gender identity, race, religion or belief, and sexual orientation.

We take a values based approach to our work with children, staff, parents and the wider community. We respect all learners' rights and our work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC).

The school regularly gathers and reflects upon the views of children, families and community partners in order to continually improve our approaches to promoting equality and equity. We work to remove or minimise all forms of disadvantage suffered by our learners, including economic disadvantage.

We value the diversity of the Williamwood High school community and wish for all parents to be involved in the life and work of the school.

In accordance with the Equalities Act 2010 we seek to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- 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.

The school community has achieved the Rights Respecting School Gold Award, which confirms that such values are embedded into our values, policies and procedures.

Williamwood 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 Mr Ian Fisher (DHT) and can be contacted by email or by telephone.

DATA PROTECTION

Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the General Data Protection Regulation 2018 and may only be disclosed in accordance with Codes of Practice. For further information please contact the school. East Renfrewshire Council's Privacy Notice can be found on pages 50-52.

Section 4 - Policies and Procedures

RELIGIOUS AND MORAL EDUCATION and RELIGIOUS OBSERVANCE

In line with our statutory duty, the school includes one period of religious, moral and philosophical studies (RMPS) within the curriculum for S1 - S4. Relevant issues are examined in a meaningful and progressive way, using a context of Christianity, other religions or other belief systems.

Within the S5/S6 curriculum, pupils also have the opportunity to study religious, moral and philosophical studies, offering certification at Higher level.

Further relevant issues in relation to moral education will be addressed through our programme of Personal, Social and Health Education (PSHE) for all year groups, operated mainly by the Pupil Support teachers.

Similarly issues of this nature may be addressed within the programme of regular assemblies held with each year group.

The issues addressed, and the manner in which they are dealt with, make them relevant to all pupils and we encourage all pupils to participate fully in these programmes.

At times throughout the session, again in line with our statutory duty, we offer opportunities for religious observance.

The programme for this is designed to provide a meaningful experience for all, regardless of personal faith. As well as considering the meaning and impact of some of the important festivals (Christmas and Easter) on our society and culture, issues such as new beginnings, thankfulness and remembrance will be considered within an appropriate context. There will normally be 4-6 such assemblies for each year group in a session and we work with our team of Chaplains and school staff to provide these.

Such assemblies are handled in a sensitive manner to ensure that they are meaningful to all and are sensitive to individual spiritual needs and beliefs. They provide opportunities for the school community to reflect upon and develop a deeper understanding of the dignity and worth of each individual and their contribution to the school and wider community. Again we would encourage all members of our community to participate fully in the programme.

Parents of children of ethnic or religious minority background may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Appropriate requests will be granted.

There is a statutory provision for parents to withdraw children from participation in RMPS and/or religious observance. Should you wish further information regarding this, please contact the relevant depute headteacher.

Section 4 - Policies and Procedures

COMPLAINTS

As a school, we pride ourselves in offering a first class service to all stakeholders — 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 have been involved in a highly successful intergenerational project which involves older members of the community which has attracted numerous positive comments from various sources.

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.

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, there is still 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.

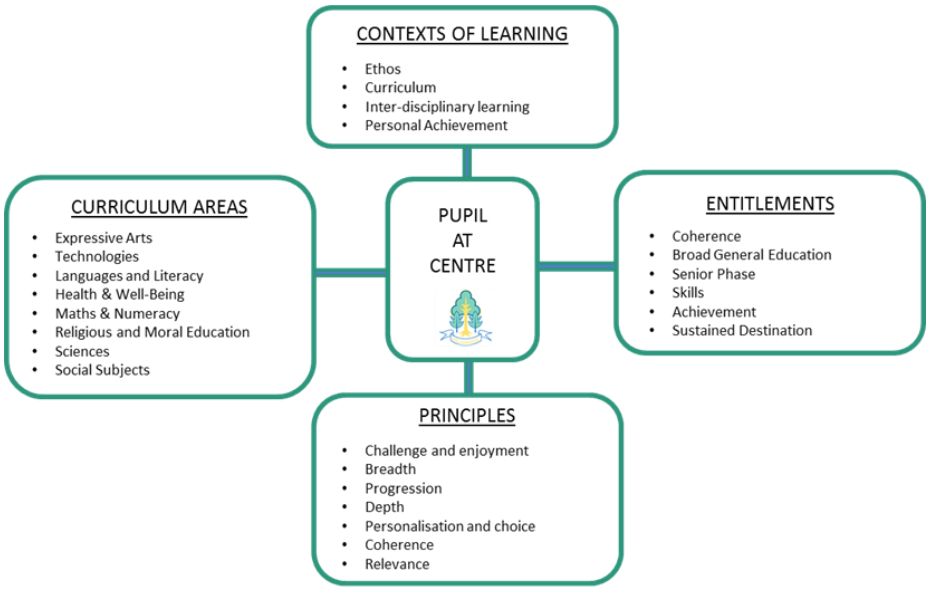
Section 5 - The Curriculum

CURRICULUM FOR EXCELLENCE

Our vision is to provide a curriculum which enables all pupils to achieve their potential; to allow them to fulfil their aspirations within and beyond school. We aim to deliver a curriculum which allows for breadth and depth of learning, offering challenge and enjoyment. Our curriculum will offer choice and specialisation as well as progression through levels, allowing the opportunity for attainment at the highest level. This will be achieved through excellence in teaching and learning.

At every level, an ethos of high expectation is encouraged and attainment and achievement is recognised and celebrated.

The Curriculum for Excellence documentation offers advice and establishes principles for the design of the curriculum. This guidance identifies four **contexts** in which learning takes place, six **entitlements** for pupils, seven **principles** for curriculum design and eight **curriculum areas** in which learning is organised. These contexts, entitlements, principles and curriculum areas are at the heart of decision making regarding our Curriculum for Excellence rationale.



You can find out more about Curriculum for Excellence on the website:

Education Scotland

The school website also contains further information relating to the particular curriculum arrangements, the subjects on offer and the subject departments within Williamwood High School.

Section 5 - The Curriculum

THE BROAD GENERAL EDUCATION: S1-S3

In Scotland the period of education from pre-school to the end of S3 at secondary has been developed to ensure that each pupil is provided with a broad, general education. All pupils are entitled to experience this Broad General Education (BGE) which will include delivery of the experiences and outcomes across all curriculum areas up to, and including, the third level, as far as this is consistent with their learning needs and prior achievements. Almost all pupils will progress into the fourth level in many aspects of their learning before the end of S3 (and indeed S2 for some pupils), laying strong foundations for more specialised learning en route to qualifications and lifelong learning.

BGE Curricular Areas:
* Languages (English and Modern Languages) and Literacy
* Mathematics and Numeracy
* Social Studies
* Sciences
* Expressive Arts
* Health and Well-Being
* Religious and Moral Education
* Technologies

S1 – S3: Structure and Aims of the Broad General Education

The S1 and S2 curriculum offers a broad range of subjects covering all curricular areas and offering diversity and a rich variety of learning experiences. In S1 and S2 the school operates rotations for all practical subjects and social subjects. All pupils receive 3 periods of P.E. to meet the national target of 2 hours of physical activity a week.

Time allocation varies across curricular areas and all courses are planned around the Experiences and Outcomes and Significant Aspects of Learning. The Experiences describe the learning activities and the Outcomes state what the pupil can explain, apply or demonstrate. It is expected that all pupils will have covered the Significant Aspects of Learning within each subject area through the subject specific Experiences and Outcomes at third level by the end of S2. For some pupils, there are modified expectations based on their learning profile.

Skills Development
Skills will be developed across all years through the delivery of experiences and outcomes and qualification delivery. The development of skills is essential to learning and supports young people to become successful pupils, confident individuals, responsible citizens and effective contributors. The skills and attributes which young people develop will provide them with a sound basis for their development as lifelong pupils in their adult, social and working lives, enabling them to reach their full potential.

Section 5 - The Curriculum

THE BROAD GENERAL EDUCATION: S1-S3

Personalisation and Choice
As pupils progress through their studies there will be opportunities for personalisation and choice. Allowing pupils to make informed choices about their learning will encourage and motivate pupils to become successful pupils. Personalisation and choice can take many forms including what pupils will learn in class, subject choices, choices within subjects and within lessons as well as to approaches to learning and assessment opportunities. It also relates to how pupils will learn through active learning, through different activities offered within lessons and to the challenge relating to a learning product or outcome. There will also be opportunities for choice as to how pupils will demonstrate learning through making, saying, doing or writing, offering a range of assessment approaches.

All teaching staff, across all subject areas, have responsibility for the cross-cutting themes of Literacy, Numeracy and Health and Well-Being. At Williamwood High School, we have added Information Technology to support learning as a fourth cross-cutting theme, given the importance of digital technology in education and the wider world. Whilst it is anticipated that aspects of these themes will be delivered by key subjects, all departments will provide meaningful opportunities to deliver experiences and outcomes across these themes within their courses.

Inter-disciplinary Learning
Inter-disciplinary Learning (IDL) is a key feature of Curriculum for Excellence and is a feature which has enhanced the secondary curriculum. It has brought rich rewards, allowing for increased and improved collaboration across subject areas and has led to exciting and challenging opportunities for our pupils to make connections across learning within the phase of Broad General Education and the Senior Phase. IDL opportunities exist across two or more subject areas to enhance learning. IDL embraces the principles of challenge, enjoyment, relevance and sustainability.

S3 Options Programme
In S3, most pupils in East Renfrewshire schools will continue to focus on 8 or 9 subjects which they will study over the next two sessions. S3 in particular will act as a bridge between completing the Broad General Education phase, described in terms of Experiences and Outcomes, that they have followed up to this point and prepare for certification through the Nationals in S4.

Pupils will choose their subjects through an options process taking into account their progress and achievements to date and their career intentions beyond school. They will be supported in making these choices by their Pupil Support Teacher. Further details can be found on the school website. Parents will have a vital role to play in supporting and helping their child to make the right choices. Information sessions are arranged at this time which are specifically aimed at parents.

Section 5 - The Curriculum

THE BROAD GENERAL EDUCATION: S3

S3 Achievement Week- Master Classes

In S3, we have enriched the curriculum by providing master classes to develop special interest classes and opportunities. Currently there are master classes in Modern Languages in the first term of S3 and in Williamwood's Achievement Master Class day in May. A large percentage of our pupils will take part in the Duke of Edinburgh's Award Scheme during this achievement week as there is a very high uptake of this award scheme from S3-S6.

S3 Experience

By the end of S2, pupils will have been exposed to the Third Level Significant Aspects of Learning and pupils will be offered the opportunity to introduce specialisation to their learning to pursue interests and personal preferences within the phase of Broad General Education. Pupils will then move on to National courses and to follow a suitable and appropriate level of challenge as they experience S3 and S4. This will allow for depth of learning and the opportunity to further increase pace and challenge. At the end of S2, pupils will make 8 choices of courses to study from each of the 8 curricular areas. We are keen to give pupils as much breadth as possible in S3 and S4 so have a column structure that ensures all the key areas of the BGE are still studied to give our pupils wider choices for courses in the senior school and allow further time to decide on university courses and careers. English and Mathematics are compulsory in S3, as are core entitlements of Physical Education, Religious Education and Personal and Social Education. At Williamwood High School, a Modern Language is also compulsory given the national impetus of support for the young people of Scotland to study Modern Languages. In addition to this provision, pupils select 5 other subjects. If a pupil, or a group of young people, has specific needs which are best addressed by following an alternative learning pathway, opportunities will be provided.

In S3, programmes of work are matched around the Experiences and Outcomes at Fourth Level and the new National Courses at Level 4 or 5, although some pupils may still be consolidating work at Level 3. It is possible that many of our pupils may stretch beyond Level 4 work into National 5 work dependant on their progress in S2. Subject areas will focus in S3 on richer, deeper learning within their subject, offering opportunities for personalisation, project work, added value skills, independent learning and research and collaborative tasks. This will provide a good foundation for qualification success in the Senior Phase. In situations where a subject has been discarded at the end of S2, work related to skills based significant aspects of learning may be undertaken in order to address any third level Experiences and Outcomes which still require coverage.

Section 5 - The Curriculum

THE SENIOR PHASE: S4-S6

S4 Curriculum
Moving to the Senior Phase offers opportunity to extend and deepen pupils' education as they build qualifications in recognition of their learning, enabling skills development and offering pathways to next steps, employment, training, further and higher education.

The S4 Curriculum will open up further opportunities for young people beyond subjects studied in S1 – 3 of the BGE. Pupils in S3 and into S4 will continue to study eight or nine subjects and are presented at the end of S4 at National 3, National 4 or National 5 level. In addition, pupils also study Personal, Social and Health education, Physical Education and Religious Education. The subjects studied in S3/S4 provide a good basis for progression to courses in the senior phase and beyond.

The subjects offered and the option pattern fully reflect both national and local guidelines on curriculum structure. In addition every pupil will be offered the opportunity to take part in our Work Experience programme in S4.

S4 into S5 and S5 into S6 options process runs from January – June. This will include an information evening for parents and individual interviews for pupils with their Pupil Support Teacher. It is important that pupils check with employers, colleges and universities to identify the required qualifications for their chosen pathway.

Results of external SQA examinations are not published until early August, therefore, it is appropriate that changes can be made to S5 courses in the light of the results. Pupils have an opportunity to come into school before the beginning of the school term to finalise their courses. Information about the process is contained in the options booklet and exact dates will be issued in the school calendar.

A more detailed programme of information will be issued at the appropriate time and can also be found on the school website.

Section 5 - The Curriculum

THE SENIOR PHASE: S5/S6

In S5/S6, pupils can continue their studies from S4, progressing on to Highers and then Advanced Highers or continuing at National levels as appropriate. Pupils will normally focus on 5 subjects in S5.

In addition to P.E. and PSHE, all S5 pupils will also choose an elective subject from an extensive list, some of which are enrichment courses and some are subject specific additional support time. A large number of pupils choose to achieve a Sports Leaders Award or Dance Leader award as part of their S5 elective subject. In S5 all pupils are expected to have a full timetable. In the Senior Phase pupils may experience an increasing range of delivery methods including: in-school provision, partnership arrangements with other schools and colleges, community and youth work delivery, work experience, volunteering, community service and pupil-centred learning.

East Renfrewshire Council also offers an extensive programme of vocational courses in conjunction with the local colleges which can supplement or take the place of some of the school options. Pupils are supported and encouraged to make use of any appropriate vocational options (see page 35 for further details).

As pupils move into S6, a further review of learning takes place to consider learning pathways to support pupils into a positive destination post-school. In S6 pupils are expected to focus on 4 subjects. This allows them some freedom to have an involvement in the wider life of the school – for example the S6 committees, volunteering or peer mentoring as well as relevant work experience.

Our Personal, Social and Health education programmes for S4 and S5 contains important careers information to support this subject choice exercise and information about the range of courses available in Williamwood High School. Our school Careers Officer is available to help pupils at this time, as well as being available on a regular basis throughout the school session.

More details on all aspects of the secondary school curriculum are available on the following websites:

Williamwood school website—department section

East Renfrewshire Curriculinks

Williamwood school website—options section

Section 5 - The Curriculum

VOCATIONAL PROGRAMME

East Renfrewshire's Vocational Programme brings various council services together with local employers and colleges of further education, to provide a range of stimulating vocational courses for pupils, providing a broader range of options for pupils entering 5th or 6th year. Vocational courses are intended to provide a pathway to employment, training or further and higher education and pupils will gain general employability skills valued by employers.

Some courses are 2.5 day options which means a pupil will attend college/training provider on a Monday, Tuesday and Wednesday afternoons and all day on a Thursday. The rest of the week he/she will attend school, taking 3 school subjects. Other courses will run for 2 afternoons (Tuesday and Thursday) allowing pupils to study 4 subjects in school. All transport costs are met by East Renfrewshire Council. Taxis/buses collect pupils from the school and return them at the end of the day.

Full details of the programme for this session are available in our options booklet or by speaking to a Principal Teacher of Pupil Support.

Pupils wishing to apply for a course should speak to Mrs Macphee, PTPS with responsibility for vocational provision.

LEAVING SCHOOL

The school works with Skills Development Scotland to ensure every pupil moves on to a positive destination. Pupil Support teachers lead an intensive UCAS programme, including a parents' information evening, to help pupils apply for university. Mrs Shirley Gibson (DHT) works with the Pupil Support team and other agencies to ensure that pupils moving on to other destinations are well informed and supported.

If you have questions relating to the choices available to pupils after they leave school, please contact Mrs Shirley Gibson.

Section 6 - Assessment and Reporting

ASSESSMENT

Assessment is an integral part of learning and teaching. It helps to provide a picture of a pupil's progress and achievements and to identify the next steps in learning. As pupils move through the curriculum, they will experience a range of approaches to assessment.

A pupil's progress will be assessed in ways and at times appropriate to their learning needs. Judgements about learning will be based on evidence from a broad range of sources, over time and across a range of activities, both in and out of school. Pupils at all stages will be involved in planning and reflecting on their own learning, through formative approaches, self and peer assessment and personal learning planning.

Assessment in the Broad General Education

Teachers will use a variety of methods to assess young people. This may include observation, coursework and tests to see how a pupil is progressing and what their next steps in learning should be.

In addition to school assessment, all pupils in East Renfrewshire will sit standardised tests in Literacy and Numeracy during S2. In August 2017, the Scottish Government introduced the Scottish National Standardised Assessments (SNSA) as part of the National Improvement Framework. The assessments have been designed to provide teachers with information about children's progress, as such, they should help inform professional judgements. The SNSA will be undertaken by all children in S3 and assess aspects of reading, writing and numeracy.

Assessment in the Senior Phase

During the senior phase young people will also experience assessment practices which lead to qualifications. There will be a variety of internally and externally assessed items, including SQA exams.

Courses at **National 5, Higher** and **Advanced Higher** levels still include work that is assessed by teachers and lecturers, but pupils will also have to pass a course assessment for these qualifications – usually a question paper and/or coursework which will be marked by SQA.

Assessment methods – such as assignments, case studies and question papers – will be appropriate to the subject and level pupils are studying.

Section 6 - Assessment and Reporting

REPORTING

Reporting has two main purposes. Firstly, it provides clear, positive and constructive feedback about young people's learning and progress, looking back on what has been achieved against standards and expectations. Secondly, it creates an agenda for discussions between pupils and those teaching and supporting them about their next steps in learning.

Parents will get regular information about their children's strengths, progress and achievements. They will be informed about any gaps in their children's progress and ways that they can help. To help parents support their children's learning, it is important that teachers share full and open accounts of each pupil's progress.

Teachers will report to parents on their child's progress in planned learning across the curriculum areas and in different contexts. They will do this in terms of levels (CfE levels or National Qualification levels) as well as using brief qualitative comments. Reporting will note particular strengths, areas for development and achievements in challenging aspects and in the application of learning.

We will send home a full formal report for each pupil at an appropriate time each year. In addition, we will issue at least one tracking report which informs briefly how the pupil is performing in each subject area in terms of effort, behaviour and homework. The timing of these reports varies by year group and are issued at the start of each session. More information on the dates can be found in the school calendar on the school website.

Pupil Profiles
Throughout S1-S3, pupils create their pupil profile which is completed at the end of their BGE at the end of S3. The pupil profile is a snapshot of a pupil's best achievements at a given point in time. Pupil profiles are primarily aimed at pupils and their parents, and draw together a range of information about a pupil's learning. It is envisaged that this profile will build up over the pupil's time in school and produce a document that will assist the pupil in applying for jobs, college or university.

Parents' Evenings
In addition to the written reports, there will be a parents' evening for individual year groups each session. Where possible this is held at a different point in the session from the full report to increase the quantity and value of communication. Parents will have an opportunity to speak to the specific subject teachers as well as a member of the senior management team if they have any additional questions.

Section 7 - Achievement & Improvement

ACHIEVEMENT

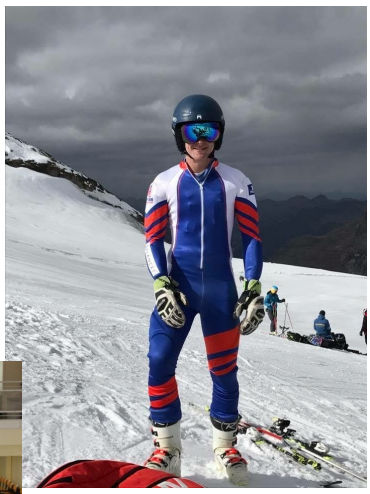
Attainment in SQA Examinations

Williamwood High School aims to ensure that all pupils attain to their highest level. The summary statistics for current attainment in the SQA examinations are shown on page 40. They are also summarised in the school's Standards & Quality Report for the previous session, issued each October. A copy of this can be accessed on the school website.

Other Achievements

While we recognise attainment in SQA exams as very important, we also value achievement in other areas, both in and out of school.

As a school, in recent years, we have seen a number of exciting successes including the award of a Green Flag, the achievement of the Gold Award in Rights Respecting Schools, the Diana Award as well as a number of pupils achieving their Duke of Edinburgh Award at all levels. Our 'T in the Street' intergenerational project also won the Best Established Intergenerational Award from Generations Working Together and continues to move from strength to strength. In addition we regularly see our pupils achieving success in sporting, musical and competitive contexts, as individuals or teams, at the highest levels.



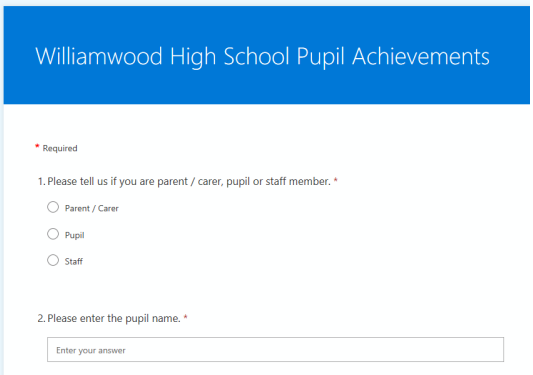
Section 7 - Achievement & Improvement

CELEBRATING ACHIEVEMENT

Pupils at Williamwood are involved in a wide variety of different activities both within and out with school. Parents can also inform us about their child's achievement through the school website. Information on specific subject achievement criteria can also be viewed on the school website.

As a school, we celebrate achievement in a variety of different ways such as:

- Departmental achievement boards
- Classroom and corridor displays
- Colours ties and badges (Physical Education and Performing Arts)
- Departmental and school website (newsfeed and pages)
- Twitter
- Teacher praise
- Art Calendar of work
- Reward stickers/stamps/certificates/letters
- Parents' evenings/reports/tracking
- Homework planners
- Pupils Profiles (S1-S3)
- Plasma screens
- Pupil bulletin
- Awards ceremonies (junior and senior)
- Accredited awards (Saltire, Diana, duke of Edinburgh etc. …)
- Departmental achievement schemes (merit badges, certificates etc...)
- References
- Dux, proxime accessit
- Wall of achievement
- S3 BGE ceremony and certificate
- Assemblies (achievement slot)
- Achievement tab on the website



Section 7 - Achievement & Improvement

IMPROVEMENT

The results below summarise the school's achievements in SQA exams over the past three sessions in the three key statistics:

- Percentage of pupils attaining five or more National 5 (SCQF Level 5) awards
- Percentage of pupils attaining three or more Higher (SCQF Level 6) awards
- Percentage of pupils attaining five or more Higher (SCQF Level 6) awards

By end of S4	5+ @ level 5 or better				
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	80	86	80	84	84

By end of S5	3+ @ level 6 or better				
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	78	73	78	74	79

By end of S5	5+ @ level 6 or better				
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	55	48	56	57	59

All percentages are of the relevant S4 roll. The full statistics are available on the school website.

School Improvement Plan

Williamwood 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.

Section 8 - Pupil Involvement

SCHOOL AND COMMUNITY INVOLVEMENT

School is not just about the academic learning that takes place in the classroom. Many of the most powerful experiences that pupils will learn from occur in other contexts. Sometimes this will involve teachers taking their subject out of the classroom but often it will be through participating in other experiences and making the most of opportunities.

This can be through extra-curricular clubs, charity work, competitions, school trips and much more.

The school has well-established links with the community, through our work and support of local charities and through more direct involvement with organisations and groups such as the Generations Working Together and Isobel Mair School (IMS).

Our contract and links with commerce and industry are maintained through pupil placements with local firms as part of Work Experience Programme, which allows every S4 pupil to be given a work experience placement.

If you want to get the most out of your time at Williamwood High School, pupils must be prepared to put the most into it.

Pupil Voice

Pupils can have a voice on decisions that will affect them through the Pupil Forums. There are 4 Pupil Forums: School Matters, Equalities, Sustainability and Mental Health. Pupils from all year groups can self-nominate to be a part of the pupil forums. The forums are led by S6 Deputes and supported by Principal Teachers of Pupil Support. They meet regularly throughout the school session to discuss important matters relating to young people and the school. In addition, we also have an S6 Committee of Management which includes the Head Girl, Head Boy, Deputes and prefects. S6 pupils have a responsibility for different committees which contribute to the life and ethos of the school.

Section 8 - Pupil Involvement

EXTRA-CURRICULAR ACTIVITIES

We strongly believe in the value of extra-curricular activities as a means of enriching the education of our pupils. In Williamwood, there are many opportunities for pupils to be involved in activities out with the timetabled school day. These may occur at lunchtime, or at the end of the school day, or they may involve day visits or residential visits either at home or abroad. The school also has an ever expanding activities day, "The Big Day Out", during the last week of the summer term. Pupils have the opportunity to participate in a range of one day events and an increasing number of 2-3 days activities including golf in St Andrews, watersports in Millport and rock climbing in the Cairngorms.

As a school, we offer over 90 extra-curricular clubs throughout the week including clubs in music, sports, debating, creative writing, chess and many more. A full list of the clubs on offer can be viewed on the school website.

Williamwood High School offers many sporting activities during lunchtimes and after school. Activities vary from session to session depending on demand. Football, rugby, badminton, basketball, netball, gymnastics and athletics have been offered in the past and are open to both boys and girls.

We also offer a wide variety of activities in performing arts. Pupils can join the school orchestra or choir or use the extensive resources to join groups of pupils, for example, practising guitar, drum, keyboard or many other instruments during the lunchtime. Our Drama Studio has allowed our pupils not only to study Drama as part of their course, but to take part in other activities based on Drama. As well as an annual concert, we also have highly successful school shows which are suggested, organised and directed by pupils themselves, supported by staff. We have also enjoyed talent shows such as young singer of the year and young musician of the year.

Trips are often the highlight of a pupil's school experience. In recent years we have skied in France, treaded the boards on Broadway, ate tapas in Spain and caught a show in London, as well as adventured in an Outdoor Centre. Parents are asked to recognise that teachers in charge of parties away from home have assumed considerable responsibility in accepting supervision of the well-being of all in the party. Accordingly, parental support is asked for in ensuring that the normal school rules are followed by their children, not only in school but whenever parties are out of school.

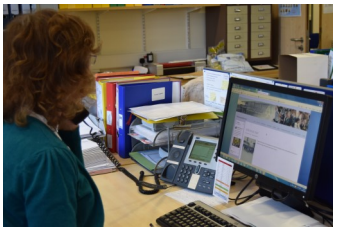
Section 9 - Parental Involvement

KEEPING IN TOUCH

The support of parents is vital to the success of Williamwood High School. We believe, therefore, that we should do everything possible to provide parents regularly with information and opportunities to visit the school to learn of matters that relate to their child's education. Parents are also invited to get in touch with us about any matter concerning their child's education; we encourage parents to do so and shall do our best to resolve any matters of concern.

At present, contact with parents takes many forms including:

- Pupils' reports (full reports and tracking reports)
- Meetings to discuss pupils' progress
- Consultation at times of transition
- Information evenings
- Workshops
- Conferences
- Meetings to consult with parents e.g. about school uniform and future school improvement
- Contact by Pupil Support staff (letter, telephone call or individual interview)
- Texts and e-mails
- Letters and handouts
- Parent council and PTA
- School website and twitter
- Flying Start initiative



We make extensive use of our website and Twitter to inform parents and pupils. They are updated regularly and contain a wealth of information about the school as well as important links to other sites of interest to parents. Most information is added as news items to the website. We also have good relationships with The Extra and they feature articles about the school.

We are always accessible by phone by contacting our school office. If the member of staff you need is teaching, a contact number will be noted and we will get back to you as soon as possible. Principal Teachers of subjects or Pupil Support may contact you directly. We also welcome parents into school for formal and informal meetings as well as events like 'bring a parent to school' careers event.

Every child is issued with a Pupil Planner. You should check that your child is using the planner properly and also that they are completing homework. We would ask you to sign the planner on a regular basis.

Section 9 - Parental Involvement

GETTING INVOLVED

Research consistently demonstrates that where parents are involved with their children's education and learning, both at home and in partnership with the school, their children do better and achieve more. These benefits can be long-lasting and extend to better health and relationships, and improved employment prospects.

Parents make a difference

Parents, carers and families are by far the most important influences on children's lives. Parents who take on a supportive role in their children's learning make a difference in improving achievement and behaviour. Their support can play a vital role at all stages of education.

For example, where parents are actively involved in reading with their children at home, their children's reading scores improve, on average, by between 12 and 18 months. In the secondary sector, parents' active support for their child's learning can make a difference into adolescence. Evidence shows that most differences in achievement by 14-year-olds in English, maths and science are due to home influences.

Parents in partnership with schools

The active involvement of parents in the life of the school can help promote a learning community in which pupils can engage positively with school staff and their peers. As a school, we try to ensure that parents are kept informed and involved in all decisions affecting their children's education and learning.

We run a number of events aimed at parents in addition to the normal curricular parents' meetings. We regularly offer sessions to help parents support their child in their homework and study, whether the focus is on Maths in S1, helping with English homework, different ways of studying and preparing for exams in the senior phase or preparing for transition to university after school. In addition, we also have the Flying Start project run by the Parent Council and events such as 'Bring a Parent to School' Careers Event as well as a yearly successful Careers Event.

Section 9 - Parental Involvement

PARENT COUNCIL

Scottish Schools (Parental Involvement) Act 2006

School Boards were replaced in August 2007 by a system of Parent Councils. The Act makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, Education Authority and others, through a representative Parent Council for the school.

The legislation supports parental involvement in a much wider sense than before. It aims to help *all* parents 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 Depute Headteachers.

The Parent Council for our school is known as:

Williamwood High School Parent Council

We have more than 20 Parent Council Members who meet regularly. The Council has its own section on the school website. Parents can contact the Parent Council through the school office or by email to the school email address.

Chair:	Simon Cunningham
Vice-Chair:	Vanessa McCabe
E-mail:	williamwoodpc@gmail.com

The Headteacher will, and local Councillors may, attend all meetings as advisors to the Parent Council and have the right to speak although, not being members of the Parent Council, no right to vote.

Meeting dates will be advertised on the school website at:

Williamwood school website—Parent Council section

The main focus of the Parent Council has been fund-raising through various activities like the Quiz Night and supporting joint events like our charity walk and STEAM events.

Joining the Parent Council is a good way to contribute to the life of the school and parents of new pupils who are interested in doing this will be made most welcome.

Section 9 - Parental Involvement

PARENT TEACHER ASSOCIATION

The Williamwood High School PTA is a very active group which is made up of volunteer parents and teachers. It is a recognised Scottish Charity, SC036644.

It aims to raise funds to be able to complement the school curriculum which will benefit pupils to enhance their educational experience. The PTA organises various fundraising events throughout the year such as:

- S1 Freshers' Disco
- Christmas shopping Night
- Quiz Night

The PTA newsletter is published throughout the year and new members are welcome at any time. Parents can contact the PTA through the school office or by email to the school email address.

Chair:	Sheena Hamilton
Vice-Chair:	Lorraine McLaren
Treasurer:	Tom Purcell

More information about the PTA can be found on the school website at:

Williamwood school website—PTA section

Section 10 - Further Information

ERC INFORMATION AND EDUCATIONAL MAINTENANCE ALLOWANCE

East Renfrewshire Council Education Department

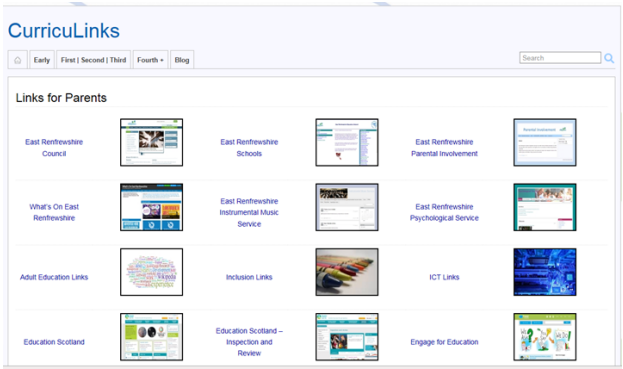
East Renfrewshire Council's education website can be found using the link below. There are further pages giving information on a range of topics including placing requests, free meal entitlement, school holiday dates, and much more.

https://www.eastrenfrewshire.gov.uk/schools-and-learning

CurricuLinks

The link below will take you directly to the East Renfrewshire Council Education Department's CurricuLinks 'Links for Parents' page:

https://blogs.glowscotland.org.uk/er/curriculinks/links-for-parents/



As well as giving information on the curriculum, this site has direct links to various other websites which may be of interest to parents including Education Scotland, SQA, and Parentzone.

In fact many of the sites listed on the following pages (48- 49) can be accessed directly from this page.

The 'Inclusion Links' icon will lead to various sites of relevance to Additional Support Needs including Enquire, Dyslexia Scotland and the Scottish Society for Autism. The 'ICT Links' icon will lead to various sites giving advice on the safe use of ICT including Respect*me*, CEOP and Be Safe Online.

Educational Maintenance Allowance

Senior pupils who remain at school beyond the statutory leaving age of 16 may apply for an Educational Maintenance Allowance (EMA).

It is a means tested allowance made on a sliding scale, which takes into account family income and other circumstances. Pupils, parents and the school draw up a learning agreement, breach of which will result in withdrawal or deferment of the allowance. Currently, this is a weekly payment of £30 for pupils from a household with an income of £24,421 or less (£26,884 if more than one child). More information at:

www.emascotland.com

Section 10 - Further Information

OTHER USEFUL WEBSITES

The Scottish Government
This is the Government's site relating to education. There are further pages dealing with curriculum, assessment, support for pupils, Additional Special Needs and much more.

http://www.scotland.gov.uk/Topics/Education/Schools

Education Scotland
Education Scotland is the key national body supporting quality and improvement in Scottish education. It has merged the development work previously carried out by Learning Teaching Scotland with the functions of the HMIE. The website is full of information relating to all areas of education—curriculum, assessment, support for pupils, Additional Special Needs, quality and improvement, and much more.

https://education.gov.scot/

The Scottish Qualifications Authority (SQA)
The SQA is the national accreditation and awarding body in Scotland. They are responsible for the administration of courses and exams offered in the senior phase.

http://www.sqa.org.uk

Parentzone Scotland
A special section of the Education Scotland website, designed specifically with parents in mind. It covers everything from choosing a school to getting involved in your child's education; from Curriculum for Excellence to Additional Support Needs—from a parent's point of view.

https://education.gov.scot/ParentZone

Parenting Across Scotland
Parenting across Scotland is a partnership of charities which offers support to children and families in Scotland to give children the best possible start in life.

http://www.parentingacrossscotland.org/

The National Parent Forum of Scotland
The NPFS is a very active organisation who have produced a number of very high quality and useful materials, particularly relating to Curriculum for Excellence and the new National Courses. They have produced single sheet summaries for almost every subject known as "Nationals in a Nutshell".

https://www.npfs.org.uk/

Section 10 - Further Information

OTHER USEFUL WEBSITES — continued

Enquire
Enquire is the Scottish advice service for additional support for learning (see page 14)

http://www.enquire.org.uk/

Skills Development Scotland
Formerly Careers Scotland. The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning.

http://www.skillsdevelopmentscotland.co.uk/

Section 10 - Further Information

EDUCATION PRIVACY NOTICE

Privacy notice – Education

Who will process your information?
The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock, G46 6UG for the administration of Education and any additional support you or your child may require.

Why do we process your information?
Your information is processed to help us administer education provision and related functions within East Renfrewshire. Your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

What is the legal basis for us to process your information?
The council processes your information in order to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity e.g. health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?
Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

How do we collect information about you?
Most of the information the council holds about you will come from you as an individual and it provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-
Child's Forename
Child's Surname
Child's gender
School Stage
Details of child's medical condition
Any other name child is known by
Child's date of birth
Address including postcode
Mother's/Carer's Name
Father's/Carer's Name
Mother's/Carer's address including postcode
Father's/Carer's address including postcode
Mother's/Carer's telephone number
Father's/Carer's telephone number
Mother's/Carer's email address
Father's/Carer's email address
Single Parent/Carer family
Name of Brother/Sister
Date of Birth of Brother/Sister
School stage of Brother/Sister

Section 10 - Further Information

EDUCATION PRIVACY NOTICE

Additional Information Support Application
School applying for
Preferred Alternative School
Early Learning and Childcare place applied for
Council Tax Evidence
Mortgage Statement
Rental Agreement
Rental Agreement End Date
Landlord Registration Number
Birth Certificate
Baptism Certificate
Date of Baptism
Name of Church venue
Child Benefit Statement
Utility Statements
Other Catchment Evidence

How long will we keep your information?
The council will hold your information from when your child first has contact with one of our services through to five year beyond them leaving school.

Who is your information shared with?
Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?
In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making
The Education Department does not use profiling or automated decision-making for administration.

Your rights

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

Section 10 - Further Information

EDUCATION PRIVACY NOTICE

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.

Williamwood High School

Eaglesham Road
Clarkston
East Renfrewshire
G76 8RF

0141-577-2500

Email:
schoolmail@williamwood.e-renfrew.sch.uk

Website:
https://blogs.glowscotland.org.uk/er/Williamwood/about-2/