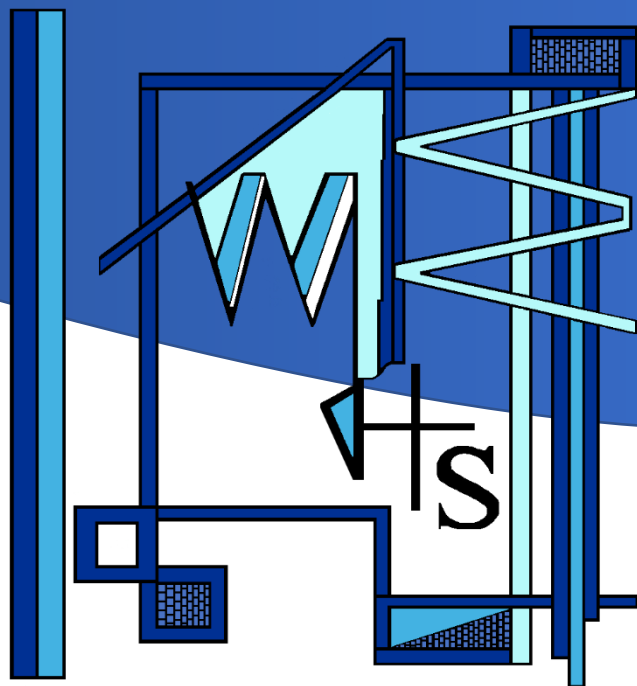




# WOODFARM HIGH SCHOOL

SCHOOL HANDBOOK

2024 / 2025



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## Welcome from the Head Teacher

Welcome to our school.

Woodfarm High School is a high performing school with excellent resources and committed staff. We are all proud to be part of the Woodfarm community. High expectations and the welcome support of our parents ensures that our school builds on current achievements and continues to improve.

Whether you read this handbook as a prospective parent or pupil, I am sure you will be impressed by the range and variety of experiences we offer at Woodfarm High School.

We strive to provide an inclusive education which will:

- provide opportunities to support and challenge all children and young people in their learning in order to fulfil their potential;
- encourage wider achievement;
- enable young people to belong to and contribute to communities;
- be responsive to the needs of individual pupils regarding the promotion of equal opportunities, including their language, cultural and social backgrounds and previous educational experiences and achievements.

As young people progress through our school, existing skills for life, learning and work will be further developed which will enable them to be empowered and engaged in decision making not only at a local level but also at a National level.

Please visit our school website or follow us on Twitter [@WoodfarmHigh](#) to keep up to date with our school notices and acknowledgements.

Gillian Boyle  
Head Teacher

## Senior Leadership Team

### **Miss Gillian Boyle** **Head Teacher**

Miss Boyle has overall responsibility for driving forward the school's vision and values. She has strategic responsibility for curriculum, celebrating achievements; providing opportunities for all young people to participate in the wider life of the school and ensuring that they perform to the best of their ability in National examinations. She monitors and evaluates school policies and procedures.

Miss Boyle has overall responsibility for staff management, staff development, budgets, resources, participation, consultation and self-evaluation for self-improvement.

She is the school's external representative as well as correspondent and is adviser to the Parent Council. She is also responsible for health and safety and publicity.

### **Mr Scott Higgins** **Depute Head Teacher (S1 & S2)**

Mr Higgins has responsibility for all matters relating to S1 & S2. Transitions from Primary 7 to Secondary are also the responsibility of Mr Higgins and he co-ordinates all events and communications with our 3 Cluster Primary schools. He leads on Tracking and Monitoring within the school and staff professional development.

Mr Higgins works closely with partners and leads our religious observance programme. He is responsible for the Duke of Edinburgh Award and Prizegiving. He also maintains an overview of our PSHE programme.



## Senior Leadership Team

### **Mr Graeme Lamb** **Depute Head Teacher (S3 & S4)**



Mr Lamb has responsibility for all matters relating to S3 & S4. He oversees procedures to ensure correct curricular pathways and curriculum planning from S1 to S6.

Mr Lamb leads pupil support and coordinates the school child protection & safeguarding practices. He is responsible for maintaining school policies, including attendance and Promoting Positive Relationships. Mr Lamb is our Equality Co-ordinator and has responsibility for school budget (DSM).

Mr Lamb also has responsibility for staff welfare and class cover allocation.

### **Mr Mohammed Asad Hamid** **Depute Head Teacher (S5 & S6)**



Mr Hamid has responsibility for all matters relating to S5 & S6. He is also responsible for SQA Examinations, UCAS and EMAs.

Mr Hamid coordinates prefects and School Captains and oversees Graduation and upper school events. He manages the Vocational Training Programme and has responsibility for College links and post school transitions.

Mr Hamid is also the school's ICT coordinator and organises our supported study and is strategic lead on study skills.

# Woodfarm: The school that *PREPARES* you for life

## Parents and Carers

## Young People

## Staff

P

Partnership

Communicate with the school and its partners to ensure our young people achieve their potential.

Engage at home to complete tasks to the best of their ability.

Foster a spirit of partnership with all stakeholders.

R

Respect

Encourage our young people to respect each other, the community and the environment.

Respect the school environment and the right of others to learn.

Create a nurturing and inclusive environment.

E

Equality

Promote equality by challenging discrimination and prejudice.

Acknowledge and recognise others' points of view.

Encourage open minds and challenge prejudice.

P

Participation

Encourage participation in learning and social activities.

Participate positively in all aspects of school and community life.

Provide opportunities for all our young people to participate in the school, local and global communities.

A

Ambition

Support our young people to develop achievable aspirations.

Plan for their future and show a willingness to learn.

Provide challenging and stimulating learning experiences and home learning activities.

R

Responsibility

Encourage responsible use of digital technology.

Be punctual, prepared for all lessons and dressed for excellence.

Encourage our young people to take responsibility for their actions.

E

Excellence

Encourage learning at home through literacy, numeracy and health and wellbeing.

Listen to and act on the advice of staff to achieve their full potential.

Encourage our young people to strive for personal excellence. Recognise and develop the skills of all.

S

Skills

Recognise that young people all have different skills and talents.

Participate in activities to develop skills for life, learning and work.

Develop resilience and skills for life, learning and work.

## Our Expectations

**WE ARE A UNICEF GOLD RIGHTS RESPECTING SCHOOL**



**Children's rights are learned, understood and lived in this school.**



Woodfarm High School places young people and their families at the heart of what we do. We work together to create a safe and inclusive learning environment, where everyone is valued and respected for who they are, enabling us to build our capacity to develop successful learners, confident individuals, responsible citizens and effective contributors to our community and the wider world.

Woodfarm High School prepares young people for life. We aim to encourage attitudes of responsibility, self-discipline and initiative in our pupils along with tolerance and respect for others, which is essential to the community that makes up Woodfarm. We are proud of our pupil participation structures and young people are involved in shaping our school vision and values.

We expect all young people to show respect to staff, visitors and each other. They must attend fully, arrive punctually, and behave well. Our school property and that of others should be treated with care and respect, including books, jotters, folders and other resources.

We challenge ourselves to do our best at all times in line with our motto of:

*“Higher Standards, Higher Expectations, Greater Opportunity.”*

### **Attendance and Timekeeping**

We attach great importance to good attendance. Absences from school, whatever the cause, disrupt a young person's learning. In Woodfarm High School, registration is recorded for all classes on a period by period basis. East Renfrewshire's target attendance figure is 95%. We value the partnership and support we have with parents in meeting our attendance target.

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



## Our Expectations (cont.)

### The School Day

Teaching and learning begins at 8:45am. A warning bell rings at 8:40am to direct pupils to Period 1 classes.

Throughout the day, your child should move quickly and efficiently between classes to minimise disruption to learning. Please encourage good time keeping habits with your child.

If your child arrives late for school, please contact us to tell us why. Your child should sign in at the Office. Note that all late coming is recorded. A late slip will be issued by the office that pupils must show to their class teacher on arrival.

Pastoral Support teachers monitor attendance and timekeeping and any concerns are shared with parents. Please contact your child's Pastoral Support teacher if you have any concerns.

The school has a 7 period day on Mondays, Tuesdays and Thursdays with 6 period days on Wednesdays and Fridays.

	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:45am-9:35am	8:45am-9:35am	8:45am-9:35am	8:45am-9:35am	8:45am-9:35am
2	9:35am-10:25am	9:35am-10:25am	9:35am-10:25am	9:35am-10:25am	9:35am-10:25am
3	10:40am-11:30am	10:40am-11:30am	10:40am-11:30am	10:40am-11:30am	10:40am-11:30am
4	11:30am-12:20pm	11:30am-12:20pm	11:30am-12:20pm	11:30am-12:20pm	11:30am-12:20pm
5	1:05pm-1:55pm	1:05pm-1:55pm	1:05pm-1:55pm	1:05pm-1:55pm	1:05pm-1:55pm
6	1:55pm-2:45pm	1:55pm-2:45pm	1:55pm-2:45pm	1:55pm-2:45pm	1:55pm-2:45pm
7	2:45pm-3:35pm	2:45pm-3:35pm		2:45pm-3:35pm	

### Medical and dental appointments

Your child should put the appointment card in the post box at the main office and follow signing out procedures. If there is no appointment card, a parental phone call is required. No pupil under the age of 16 will be allowed to leave during the school day without a consenting adult accompanying them.

### Unwell at school

If your child feels unwell during the school day, the office will contact you. At no point should your child call you. All calls should be directed through the school office. A parent/guardian may be asked to collect the pupil. No pupil under the age of 16 will be allowed to leave school unaccompanied.

# School Dress Code

## Dressing for Excellence

Woodfarm High School actively supports the ERC Dressing for Excellence policy and we expect all our pupils to wear the school uniform as follows:

A black blazer (woollen or polyester) with a Woodfarm High School badge is compulsory for all pupils. Blazers should be worn to and from school. Blazers must also be worn when moving around the school but can be removed during lessons. During inclement weather, pupils can wear a black outdoor jacket over their blazer. Outdoor jackets must then be removed in school and stored in lockers or bags.

Pupils must wear formal, black school trousers, skirt or shorts, worn no higher than the knee. Pupils may also choose to wear our kilt as shown in the photograph below. A formal white school shirt must be worn. A plain black V-neck jumper or cardigan, where the tie is clearly visible, can be worn.

An appropriate school tie must be worn up to the neck and properly tied. Pupils in S5/S6 may choose to wear the senior tie which must also be properly tied, with the school badge visible. Pupils may choose to wear religious headwear in line with school colours. This should be either plain black or dark navy blue.

Formal all black school shoes or trainers with a black sole, black laces and no coloured logos must be worn.



*A sample of the Woodfarm Uniform standard*

### Uniform for Physical Education

All pupils must wear appropriate P.E. kit from the following selection: Woodfarm t-shirt; Woodfarm long sleeved sports top or Hooded top; plain dark shorts or leggings and trainers; Woodfarm waterproof sports jacket. You are entitled to a Clothing/Footwear allowance if you receive Income Support, Jobseekers Allowance, Employment Support Allowance, Working Tax and/or Child Tax Credit. More information is provided on 0141 577 3000.

### Our main uniform stockists are:

#### **Blossoms**

☎ 0141 639 8616

[www.blossomsschoolwear.com](http://www.blossomsschoolwear.com)

#### **Stevensons**

☎ 0141 638 7689

[www.stevensons.co.uk](http://www.stevensons.co.uk)

#### **Schoolwear Made Easy**

☎ 0141 847 1444

[www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)

## Admission to Woodfarm High School

Woodfarm High School is one of 7 secondary schools within East Renfrewshire. We are a co-educational, non-denominational school, catering for pupils of all ability ranges from First Year through to Sixth Year. The capacity of the school is 900 pupils, and the roll at present is 690 pupils. With a high number of young people continuing into S5 and S6, we maintain a successful senior school.

The school also attracts a number of placing requests, mainly from the City of Glasgow. Our students reflect a truly comprehensive intake and include an ethnic minority population of some 39%.

A range of cluster transition events including the STEM Challenge, Modern Languages event, Multi Sports Event, Cluster Ceilidh and Induction Visits provide the young people with opportunities to experience the secondary curriculum and meet future teachers. A calendar of events, including the Primary – Secondary Transition programme, is available from our Cluster primaries and via the school website.

Before a child enrolls in Woodfarm 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 details on required documentary evidence is available in the Education Department's school admission policy which is accessible on the Council's website.

When a child who was enrolled in the school as a catchment pupil ceases to reside within the Woodfarm High School delineated catchment area and their parents wish the child to continue to attend the school, the parent must submit a placing request to remain. If a child is no longer entitled to a catchment place in Woodfarm 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.

### Primary/Secondary Transition

Woodfarm High School has 3 associated primaries – Giffnock Primary School, Braidbar Primary School and Thornliebank Primary School. In addition, Isobel Mair School also is housed within Woodfarm High School. All schools work in very close partnership as a cluster team to ensure cohesion and continuity in the curriculum from 3-18.



## School Values

There is a successful Pupil Parliament, where all pupils have the opportunity to have their voice heard and influence the changes made within the school.

Woodfarm is a forward thinking school which embraces the four capacities of Curriculum for Excellence; believing that education should impact on individuals in the widest possible way. As such, we have achieved several national accreditations for our work. Woodfarm has strong values, which are integrated in learning and teaching across the school.



*A senior pupil winning our monthly Endeavour Award which recognises the continuous demonstration of our school values*

### Co-Curricular Activities

There is a high level of participation in a wide range of activities – sporting, cultural and educational. All pupils are encouraged to participate in at least one co-curricular activity following our annual ‘Freshers’ Fair’ where activities are promoted. This includes clubs such as sports, drama, equalities, languages, gaming and eco.

### Woodfarm High is a UNICEF Gold Rights Respecting School.

The Gold Award recognises achievement in putting the United Nations Convention on the Rights of the Child at the heart of a school's planning, policies, practice and ethos. The aim of our school charter is to ensure the whole community learns about the Convention on the Rights of the Child and that our young people, staff and parents use this shared understanding to work for global justice and sustainable living.



## School Curriculum

Woodfarm provides a wide range of courses and learning opportunities to suit the needs of all pupils, with many courses designed to offer a more flexible approach to learning and reinforce a commitment to achievement. East Renfrewshire Council's Vocational Programme for S4-S6 pupils has a number of options which allow young people to develop employability skills. As most of the courses are based in local colleges, pupils are given the chance to experience college life which increases their confidence about making a successful transition from school.

Curriculum for Excellence (CfE) aims to raise standards of learning and teaching for all 3 to 18 year olds by providing a coherent, more flexible and enriched curriculum. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. It is all about bringing real life experiences into the classroom and taking lessons beyond it.

The rationale for the curriculum is based on our school's shared vision of preparing young people for life. The curriculum reflects much more than the subjects taught in classrooms. It includes everything we plan in and outside of school that allows young people to learn and develop. One of the key entitlements of CfE is that all children should receive a Broad General Education, from early years through to the end of S3.

S3 is a period of transition. Pupils work through Level 4 Experiences and Outcomes achieving Benchmarks at this level. The S3 experience is more

tailored to the interests of the young people as they choose 9 courses they wish to deepen their knowledge within, ensuring a broad curriculum is still delivered. This allows staff to plan the delivery and assessment of Experiences, Outcomes and Benchmarks as well as ensuring skills are developed throughout the curriculum and begin to apply their understanding within the Broad General Education with Level 5 outcomes.

Pupils move to the Senior Phase in S4 to S6, which entails study towards awards presented by the Scottish Qualifications Authority.

The approach offered in Woodfarm High School ensures a broad experience across the curriculum areas up to the end of S4, providing pupils with a wide range of knowledge, skills and exciting experiences that they can draw on as their lives, careers and job opportunities continue to change.



*S3 pupils working alongside partner agencies to present engineering proposals in Design and Manufacture*

## School Curriculum (cont.)

### Courses in S5 and S6

In S5 and S6 pupils move on from the subjects studied in S3 and S4 to further specialisation. Pupils usually study 5 subjects in S5 and 4 subjects in S6. A full range of course levels is available in S5 and S6. In S6, pupils also have the opportunity to complete Advanced Highers if they have been successful at Higher level.

Further progression options in the Senior Phase include various vocational options available through the East Renfrewshire Vocational Programme.

Some pupils in S3 and S4 may also be able to access vocational opportunities, depending on their curricular pathway.

Some courses are 2.5 day options, which means a student will attend

college or a training provider all day on a Monday and a Tuesday and then one afternoon later that week. For the rest of the week they will attend school, taking 3 school subjects.

Other courses will run for 2 afternoons, (Tuesday and Thursday) allowing students to study 4 subjects in school.

All transport costs are met by East Renfrewshire Council. Taxis/buses collect students from the front of the school and return them at the end of the day.

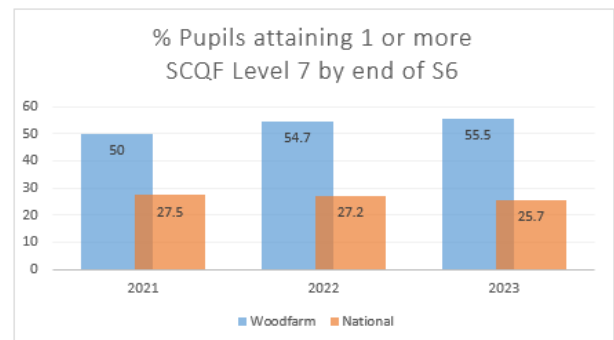
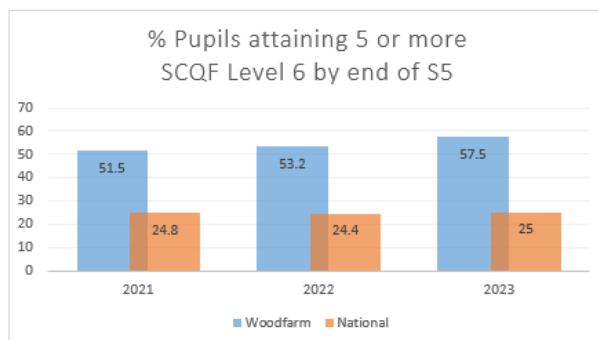
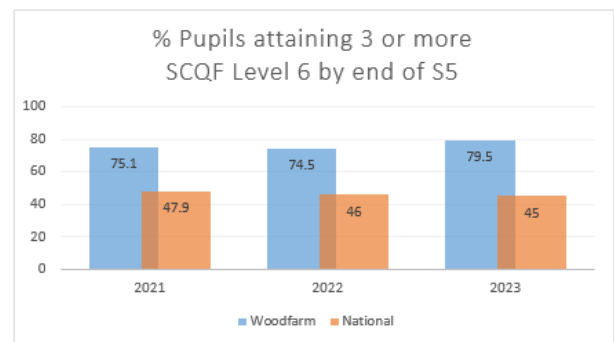
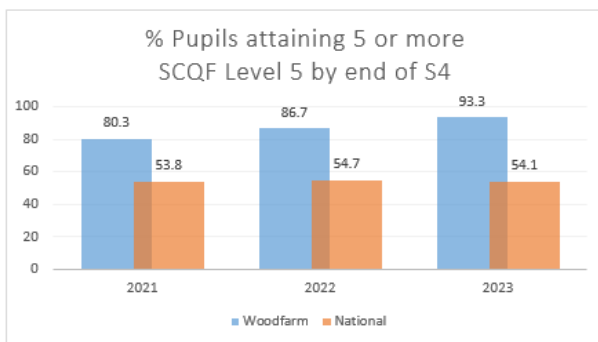
Full details of the programme for this session are available by clicking on East Renfrewshire's Vocational Programme prospectus or, by accessing the school website.



## School Performance

Woodfarm High School is a high performing school. Below is key data on the % of pupils in each year group attaining key qualification benchmarks.

Level 5 is equivalent to National 5 (A-D); Level 6 to Higher and Level 7 to Advanced Higher.



## Arrangements for Reporting on Pupil Progress

Year	Month	What will you receive?
S1	December February (Interim)	In December and February, a brief report will indicate how your child has settled into S1. This will include a rating for Effort, Behaviour and Homework. These ratings will also be provided in April reports.
	April (full report)	This S1 Broad General Education full report will outline progress in class throughout the session. Teachers will include a rating for Effort, Behaviour and Homework; as well as a detailed comment indicating strengths, development needs and next steps. Details of how parents/carers can help their child succeed in S2 will also be included.
S2	September (Interim) April (Review)	In September, a brief report will indicate how your child has settled into S2. This will include a rating for Effort, Behaviour and Homework. These ratings will also be provided in April, with a further review comment included.
	November (full report)	This S2 Broad General Education report will outline progress in class throughout the session. Teachers will include a rating for Effort, Behaviour and Homework as well as a detailed written comment indicating strengths, development needs and next steps. Details of how parents/carers can help their child succeed in the remainder of S2 and into S3 will also be included.
S3	September November (Interim) February (Review)	In September, a brief report will indicate how your child has settled into S3. This will include a rating for Effort, Behaviour and Homework. These ratings will also be provided in November. These ratings will also be provided in February, with a further review comment included.



	May (full report)	Staff will provide a rating for Effort, Behaviour and Homework as well as a detailed written comment indicating assessment information, strengths, and next steps. Details of how parents/carers can help their child succeed in S4 will be included.
S4	October (Interim)	In October, a brief report indicates how your child has settled into S4. This will include a rating for Effort, Behaviour and Homework.
	January (full report)	This S4 report will include the prelim percentage where applicable. Teachers will include a rating for Effort, Behaviour and Homework as well as a detailed written comment indicating assessment information, strengths and next steps. Details of how parents/carers can help their child succeed in the upcoming SQA examinations will also be included.
S5/6	October (Interim)	An interim report will indicate how your child is progressing in S5/6 in preparation for SQA Examinations. Teachers will include a rating for Effort, Behaviour and Homework.
	February (full report)	This S5/6 full report will include the prelim percentage, where applicable. Teachers will include a rating for Effort, Behaviour and Homework as well as a detailed written comment indicating assessment information, strengths and next steps. Details of how parents/carers can help their child succeed in the upcoming SQA examinations will be included.

# Support for Pupils

## Staff

Within the school 80 teaching and non-teaching staff are committed to making Woodfarm High School a safe and welcoming environment for pupils. The Senior Leadership Team consists of the Head Teacher and 3 Depute Heads. The Pupil Support team consists of 4 pastoral staff, a learning support teacher and a Social Justice Manager.

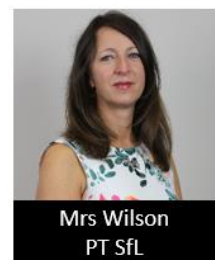
## Support Team

Woodfarm High School seeks to create an environment which maximises the opportunities for every pupil to learn and to achieve his or her potential. All teachers have a role to play in ensuring that pupils are cared for, nurtured and supported so that we are 'Getting it Right for Every Child'.

The Pupil Support Team has a special part to play, providing a supportive pastoral relationship with each pupil throughout their time at Woodfarm. In this way, we ensure that every pupil is known to one teacher who can be turned to for support.

The Pastoral Support teacher will offer advice and support on personal, curricular and vocational issues as young people move through the various stages of secondary education. Dialogue with the Pastoral Support teacher supports effective target-setting and assists young people through the personal learning planning process as well as at times of change and transition.

## Meet our Pupil Support Team:



## Support for Pupils (cont.)

### Online support

Our Support Hub is available online and regularly updated. This provides information about S1 induction, supporting home learning and curricular choices. Visit it at: <https://sites.google.com/er.glow.scot/woodfarmhub/home>


### The Hive

The Hive is a supportive learning environment that provides space to nurture young peoples' abilities, talents and ambition. A variety of interventions are facilitated within this learning space to develop young peoples' literacy, numeracy, digital skills and wellbeing. The Hive is always supervised by a member of staff and provides resources, expertise and the experiences for young people to flourish.

### Mentoring and Attainment Programme

There are a number of support initiatives that are provided across Woodfarm to help those in the Senior Phase with their attainment.

Each year, we identify pupils who would benefit from participating in our S4-S6 Mentoring Programme. This programme consists of sessions throughout the academic year, specific to updated tracking and monitoring information. Young people meet with a member of staff in school who volunteers to be their individual mentor for the year. The purpose of these sessions is to encourage pupils to regularly review where they currently are in their learning journey, and plan support strategies for improvement moving forward, allowing them to maximise their potential for SQA examinations.



## Safeguarding and Child Protection

At Woodfarm High School we work together to keep our children safe. Our Safeguarding and 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 in the community. These policies are designed to ensure that children and young people receive the help they need when they need it.

All Woodfarm staff complete annual safeguarding and child protection training using East Renfrewshire Council's Child Protection programme. This ensures that all pupils receive the most appropriate support. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential safeguarding concerns.



**Graeme Lamb**  
**DHT**  
Child Protection  
Coordinator



**Gillian Boyle**  
**Head Teacher**



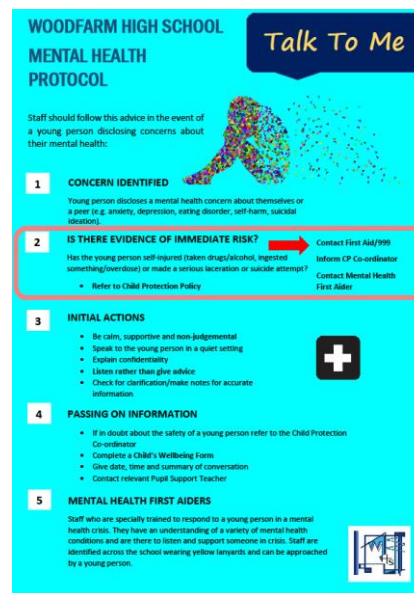
**Ryan Ward**  
**PTPS**  
Safeguarding Trainer



# Mental Health and Wellbeing

Children and young people's mental health and wellbeing is a priority for the Scottish Government. It is central to achieving its ambition for Scotland to be the best place in the world for children to grow up. The Scottish Government's mental health strategy focuses on early intervention and prevention. At Woodfarm, following consultation with the Pupil Parliament, we have provided Mental Health First Aid Training to staff within the school and the cluster as part of 'Talk to Me' initiative. These staff are specifically trained to support young people with presenting mental health concerns and form part of our universal Support strategy. Mental Health First Aiders are easily identifiable; wearing yellow 'Talk to Me' lanyards. There are also posters around school informing our pupils who these staff are.

Our Pupil Parliament committees have also worked on developing new P.S.H.E. resources specifically focused on building resilience and supporting your mental health as well as launching the 'No Bystanders' anti-bullying campaign.



## Sure Start

Within Woodfarm High School there are a range of initiatives that offer universal support with regards to mental health and wellbeing. There are also targeted support strategies in place to build the resilience, confidence and social skills of our young people. Our Sure Start programme involves young people meeting as a group on a weekly basis to work collaboratively on a task or project. We hope that by meeting the social and emotional demands of these young people, we will provide the necessary support to remove any barriers to learning and improve their attainment.

# Support for YOUR Mental Health

Organisation	Main contact details	Topic addressed
Samaritans	Call free on 116 123 (UK) Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a>	Confidential support service and are open 24 hours a day, 7 days a week.
Childline	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>	Get help and advice about a wide range of issues; talk to a counsellor online.
Breathing Space	Call for free on 0800 83 85 87 <a href="http://www.breathingspace.scot">www.breathingspace.scot</a>	Advice and support if you need someone to talk to. Their phone line is open 6pm-2am Monday – Thursday and 6pm-6am Friday – Monday.
Beat	The Beat Youthline is open to anyone under 25 0808 801 0711 <a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>	UK's leading charity supporting anyone affected by eating disorders, anorexia, bulimia, EDNOS or any other difficulties with food, weight and shape.
Aye Mind	<a href="http://www.avemind.com">www.avemind.com</a>	Digital for youth wellbeing. Resources for young people and staff to boost and promote youth wellbeing.
Mental Health Foundation	<a href="http://www.mentalhealth.org.uk">www.mentalhealth.org.uk</a>	To help people to thrive through understanding, protecting and sustaining their mental health.
LGBT Youth Scotland	Call us: 0141 552 7425 Text us: 07786 202 370 <a href="http://www.lgbtyouth.org.uk">www.lgbtyouth.org.uk</a> Email us: <a href="mailto:info@lgbtyouth.org.uk">info@lgbtyouth.org.uk</a>	Here to support lesbian, gay, bisexual, and transgender young people.
SAMH	<a href="http://www.samh.org.uk">www.samh.org.uk</a>	SAMH is the Scottish Association for Mental Health. SAMH believe that there is no health without mental health. We're here to provide help, information and support.
See Me	<a href="http://www.seemescotland.org">www.seemescotland.org</a>	See Me is Scotland's programme to tackle mental health and discrimination.
TESS: Text and Email Support Service	Text: 07537 432 444 Helpline: 0808 800 8088 <a href="http://www.selfinjurysupport.org.uk">www.selfinjurysupport.org.uk</a> follow links to email	For girls and young women affected by self-injury.
RAMH	Call 0141 847 8990	RAMH provides professional care and services to those affected by mental ill health; depression, self-harm, bipolar disorder, anxiety and other conditions.
Hemat Gryffe	24 Hour Emergency Service 0141 353 0859	Providing support for women and young people experiencing difficult domestic circumstances.
ERYCS	Call 0141 577 2612 Email us: <a href="mailto:youthcounselling@ramh.org">youthcounselling@ramh.org</a>	A youth counselling service for 11-18 year old young people who reside in or attend a secondary school in East Renfrewshire.

Woodfarm High School

Talk To Me



# Skills Development Scotland

<b>SDS Careers Advisor:</b>	Jennifer Whelan
<b>In School:</b>	Every day except Wednesdays
<b>Post School Support:</b>	Aileen Wilson



SDS supports individuals to develop career management skills and find and sustain a work, training or learning opportunity. In school, all pupils are encouraged to register on [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) to access information on careers, college and modern apprenticeship opportunities.

SDS Advisors speak to all S2-6 classes to familiarise young people with this resource and to encourage the development of career management skills which will help prepare young people to make confident choices about their future transition from school. Further assistance in school will be provided to S4-S6 through group work and one to one career coaching.

If you are in S4-S6 and wish to make a careers appointment, please see your Pastoral Support Teacher.

For further information on SDS services, please visit [www.sds.co.uk](http://www.sds.co.uk) or [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk).

The SDS Centre for East Renfrewshire is currently situated in:

*Skills Development Scotland  
The Russell Institute  
30 Causeyside Street  
Paisley PA1 1 UN  
Telephone: 0141 849 0942*

## **Joint Support Team**

The Joint Support Team (J.S.T.) currently meets biweekly and consists of the Pastoral Staff and the Senior Leadership Team. The school's Educational Psychologist, Social Justice Manager, Health professionals and other partnership agencies may also attend.

Who is referred to the J.S.T.?

A referral to the J.S.T. is one of the strategies which can be used in school to support your child. Referral to this team will be as a result of discussion between the Pastoral Teacher and the parent or carer. Parental consent is sought before referral. Furthermore, the child or young person's voice is represented together with the views of parents and carers.

### **What does the Joint Support Team do?**

The team suggests strategies and targeted support which may help individual pupils who have been referred by their Pastoral Teacher or by a Depute Head Teacher. In many cases, the J.S.T. recommends additional action to be taken by teachers and support staff. In addition, there can be requests for further consultation with parents and carers. The views of the children, young people, parents and carers are recorded and shared at the meetings. The J.S.T. will refer young people on to specialist support services if required. Decisions made are shared with young people and their families. Regular reviews take place to ensure that the most appropriate support is in place.

### **How am I involved as a parent or carer?**

If you have a concern about your child's learning, behaviour or wellbeing, you can speak with your child's Pastoral Teacher. A referral may then be made to the J.S.T. for advice or access to targeted support.

### **What support will my child be offered after being referred to the J.S.T.?**

Your child may be offered a range of supports including emotional and behavioural support, in class learning support or a group work programme.

If further targeted support is needed, the Educational Psychologist may be asked to arrange a consultation meeting. If so, parents/carers will be invited to a consultation meeting in the school. During this meeting, the young person and parent/carer will share views through a discussion with support staff.



## 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 Woodfarm 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.

Our Equalities Co-ordinator is **Graeme Lamb, DHT**. He can be contacted by email at [schoolmail@woodfarm.e-renfrew.sch.uk](mailto:schoolmail@woodfarm.e-renfrew.sch.uk) or by telephoning the school.

The Education Department has a specific duty to gather information on Equality to ensure that policies and practices create a culture of Equality. It is for this reason that pupils and their parents/carers may be asked to respond to questions which require them to share information that may be personal and sensitive.

### 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 £2.60) 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). You may also apply online at: [www.eastrenfrewshire.gov.uk/free-school-meals](http://www.eastrenfrewshire.gov.uk/free-school-meals)

## Equality and Diversity (cont.)

Although applications may be made at any time, it is helpful if forms are completed in April/May for applications which are to take effect from the beginning of the following session (August). **Please note that a new application must be made each session.** We would encourage parents, who are eligible to apply for this.

### Inclusion at Woodfarm High School

Woodfarm High School aims to develop a nurturing and inclusive environment where all our young people benefit fully from the 'Getting It Right For Every Child' policy. We want our pupils to be safe, included, responsible, respected, active, nurtured, achieving and healthy. Wellbeing and attainment are inextricably linked, and we know that teacher- student relationships combined with our nurturing ethos are vital for good outcomes for our young people. Curriculum for Excellence, the GIRFEC philosophy and the promotion of health and wellbeing as the responsibility for all ensures that this is a high priority.

### Religious Observance in Woodfarm High School

Religious observance, known in Woodfarm High school as '*Making Sense of...*' events are whole school occasions which provide opportunities for the school community to reflect on our shared values. All events are inclusive so that all young people can participate and are based on current government and Education Scotland guidelines. This ensures that all our community can participate with integrity in '*Making sense of...*' events without compromise to their personal faith.

Events are planned by the pupil and staff Equalities committee, and, where appropriate, in conjunction with interested parents, our chaplains and representatives from community-based organisations. Formats used include assemblies to celebrate diversity and traditional festivals central to the life of the community, interactive reflective experiences designed for class group visits and discussion opportunities in a class setting.

Please contact **Mr Scott Higgins (DHT)** if you require more information regarding Religious Observance at Woodfarm High School.



*Pupils leading learning at a 'Making Sense Of...' event*

# ParentPay

## *Online School Payment Service*

This service enables parents/carers to pay quickly and securely for meals, trips and other school activities.

### **What are the benefits?**

ParentPay is easy-to-use and will offer the freedom to make online payments whenever and wherever you like, 24/7. The technology used meets industry standard security demands, ensuring that your money will reach school safely – offering you peace of mind.

Payments can be made by credit/debit card with full payment history available. Parents can choose to be alerted when pupil balances are low via email.

Using ParentPay ensures that all financial transactions are safe and secure - helping to reduce costs associated with managing cash securely on the school premises.



## Recognising and Celebrating Achievement

Recognising and celebrating achievement is a high priority in Woodfarm. Pupils are encouraged to share their achievements through the House system. We have 4 Houses: Arran, Bute, Cumbrae and Tiree.

Each House has two Captains in our S3 cohort, appointed via interview.

House points are allocated in a variety of ways, such as:

- Whole school events
- Faculty competitions
- School representation
- Demonstrating our values
- Self-referral achievement forms



*Woodfarm High School pupils presented with the Convener's Award which recognises their achievements both within and out with school*

### Prizegiving

As well as recognition of attainment of the young people at Woodfarm High School, our Prizegiving also recognises the fantastic achievements of our young people both within and out with school.

Citizenship and personal achievements are important to us at Woodfarm.

### Co-curricular Activities and Community Involvement

It is an important part of any school community that opportunities exist for pupils to participate in a wide variety of co-curricular and community activities. These promote healthy lifestyles, relaxation and the development of new skills.



*Woodfarm's Senior Volleyball team winning the West of Scotland National Championship*

Co-curricular opportunities allow pupils to interact with staff and their peers in a different setting. The school offers a range of clubs including debating, chess, book club, creative arts and science clubs. In addition, we also provide many sporting opportunities. There are opportunities for pupils to represent Woodfarm High in inter-school matches and to demonstrate their talent through competitive and challenging contexts. Every day after school there is an activity offered within the P.E. Department.

Other departments offer a variety of activities throughout the week and at certain times in the session.

By participating in these co-curricular activities we feel that every pupil contributes to the positive, inclusive ethos of the school. Therefore we encourage every pupil to take part in at least one co-curricular session each week.

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 ERC Young People's Services and Isobel Mair School (IMS).

# Pupil and Parent Involvement

## Pupil Parliament

We actively promote leadership opportunities by encouraging our young people to participate in the Woodfarm Parliament. All year groups have the opportunity to develop communication, organisation and debating skills by joining a committee in the Parliament. The committees meet regularly to discuss topics, issues and initiatives that affect them and their learning environment. As part of their responsibilities, the team organise their own meetings, decide on an agenda and share new ideas. Representatives from each committee meet throughout the year to form the Parliament and vote on a number of school-related issues.



*School Captains (L-R)*

*Back: Shehryaar Hafeez, Fraser Johnston, Kristin Ross, Matthew Knak, Rebecca Mutrie  
Front: Isra Naseer, Rosie McClelland, Jessica Ramsay, Madeeha Aslam, Warishah Shahid.*

## Pupil and Parent Involvement (cont.)

### Parent Council

The Parent Council is the formal body which represents all parents and carers of pupils at Woodfarm High School. The Scottish Schools (Parental Involvement) Act 2006 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.

It aims to help all parents to be:

- Involved in 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.

In addition, Parent Council plays an active part in the selection of senior staff, has an important role in local educational consultation and organising fundraising events which support the work of the school.

The Parent Council has an independent section on the school website and their own Twitter page.

Website: [Parent Council](#)

Twitter: @WFH\_Parents

Alternatively, you can e-mail the Parent Council at:

[schoolmail@woodfarm.e-renfrew.sch.uk](mailto:schoolmail@woodfarm.e-renfrew.sch.uk)

### Family Learning

All parents want their children to do well at school and to succeed, however many don't know where to start. Our [Family Learning](#) page on the [Woodfarm Support Hub](#) contains information and materials that can be used to help support young people with their learning journey, and to provide families with the opportunity and tools to engage with their child's learning.

# Privacy Notice

## 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, telephone number, email address & postal address, including postcode
- Father's/Carer's Name, telephone number, email address & postal address, including postcode
- Single Parent/Carer family
- Name of Brother/Sister
- Date of Birth of Brother/Sister
- School stage of Brother/Sister
- 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 of your information from when your child first has contact with one of our services through to five years 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 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 & 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 to personal data held about you

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](mailto: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](http://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](mailto: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.

If there is a change to any of the confidential information held in school records it is important that parents/carers notify the school in writing of any such change. In the event of an emergency we need to have accurate information and correct emergency contact names/ telephone numbers.

## **PARENTAL RIGHT OF ACCESS TO RECORDS**

The Pupils' Educational Records (Scotland) Regulations 2003 give the independent right of parents to access their child's educational records. A request for access to educational records has to be put in writing and must describe what information is requested.

## **Feedback & Complaints**

Woodfarm High School works in partnership with all stakeholders: pupils, parents, staff and the community. We strive at all times to improve the service we offer and value feedback, positive and negative, as a key support to improvement.

Pupils are regularly consulted in school through whole school and departmental evaluations and also through the Pupil Parliament. Parents and carers are consulted at parents' meetings and

through focus groups held throughout the session.

Any specific concerns or issues should be raised with us in the normal way by contacting the school office directly on 0141 577 2600. You will then be directed to the most appropriate person to deal with your enquiry.

Complaints are responded to in line with East Renfrewshire Council's Complaints procedure.

Complaints can be made by contacting the school office directly by telephone, email or in writing. Your complaint will then be passed to the most appropriate person to deal with the complaint. Alternatively, you may wish to use East Renfrewshire Council's online system for recording complaints.

Woodfarm High School aims to resolve complaints as quickly as possible. All complaints will be investigated within the agreed timescale as outlined in the Council policy.

ERC Compliments, Complaints and Feedback:

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



School Website  
Woodfarm Support Hub



SchoolMail@woodfarm.e-renfrew.sch.uk



@WoodfarmHigh



0141 577 2600