



SCHOOL HANDBOOK 2015 - 2016

LINICLATE

BENBECULA

HS7 5PJ

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<http://www.sgoillionacleit.org.uk>



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## A letter from the Head Teacher

Dear Parent/Carer

Sgoil Lionacleit is a six-year comprehensive school serving the islands of Berneray, North Uist, Benbecula, South Uist and Eriskay. The school has 256 pupils.

The School Handbook will give you useful information about Sgoil Lionacleit which will help you support your child.

Our school has well-qualified, committed and experienced staff. We value our pupils and encourage openness, honesty and respect for themselves and others.

We have partnerships with many local organisations to help us deliver high quality education to our pupils.

In August we start the 28th year of Sgoil Lionacleit. We are very proud of the achievements of our present and former pupils. I see it as my duty to ensure that your child is challenged, is successful and enjoys their time here.

I look forward to welcoming you and your child to our school.

Yours sincerely

Miller Macdonald



Some of last year's award winning Film G production team helping to launch the 2014/15 Film G competition with athlete Kerry MacPhee.

## SECTION 1 - ETHOS

### Vision

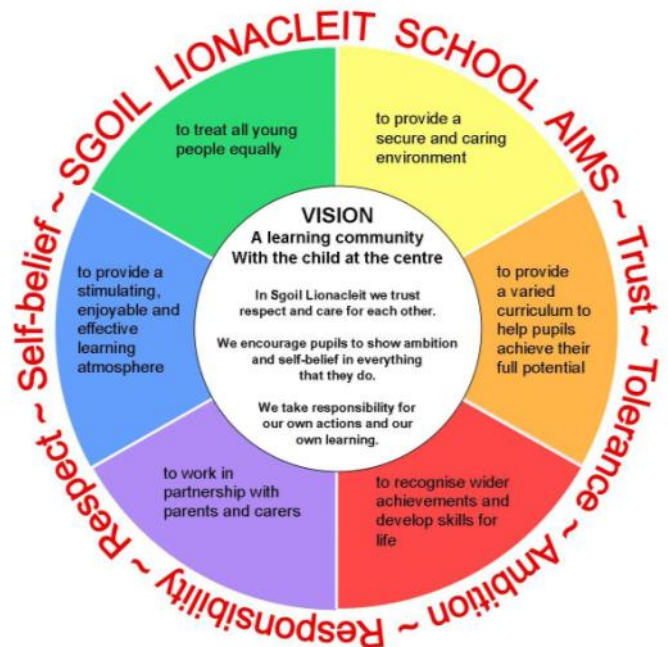
In Sgoil Lionacleit we trust, respect and care for each other. We encourage pupils to show ambition and self-belief in everything that they do; take responsibility for their own actions their learning.

### Values

We value trust, tolerance, ambition, responsibility, respect and self-belief.

### We aim to deliver an education of the highest quality in Sgoil Lionacleit by:

1. Enabling our young people to be confident individuals, successful learners responsible citizens and effective contributors;
2. Treating all people equally and ensuring equality of opportunity and provision for all pupils
3. Providing a varied curriculum to help pupils achieve their full potential
4. Providing a stimulating, enjoyable and effective learning atmosphere
5. Creating an ethos in which hard work is valued and self-discipline and respect for others are evident
6. Striving continually to raise levels of attainment and achievement for all
7. Developing an awareness of real-life issues and skills to prepare young people for life
8. Working in partnership with parents, carers and our community to promote excellence
9. Developing self-esteem, nurturing a sense of community responsibility and so creating a concern for others
10. Charting pupil progress so that each individual's existing skills are enhanced and new skills developed.



2014 School Christmas Concert.

## Spiritual, Moral, Social and Cultural Values

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As a school we seek to foster mutual respect, understanding and friendship without diminishing the distinct elements of the diverse faith traditions that exist within Uist and Benbecula. Also we are guided by the recommendations contained in national and regional guidelines.

The school is privileged to have the voluntary services of four committed chaplains: Fr Ross Crichton, Rev Lachie Macdonald, Rev Ishbel Macdonald and Fr Michael Macdonald. They contribute not only to curricular Religious, Moral and Philosophical Studies, but also to Religious Observance within Sgoil Lionacleit. School Assemblies are held weekly on a rotational basis and are led in turn by the chaplains. In addition to this, there are a number of religious services held in the school throughout the year, to which parents are invited to attend.



Sgoil Lionacleit pupils and staff displaying the Uist flag and enjoying the Italian sunshine at St Peter's Basilica in Rome.

## Practice in Relation to Religious Education

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*“Whereas it has been the custom in the public schools of Scotland for instruction in religious subjects to be given to students...”*

(Education Scotland Act)

We continue to observe this custom through the traditional one lesson per week. Parents may elect that their children should not receive any instruction in religious subjects by notifying the Head Teacher in writing.

## Practice in Relation to Religious Observance

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The aims of religious observance are:

- To promote the spiritual development of all members of the school community;
- To express and celebrate the shared values of the school community;
- To raise awareness of values underpinning life's varied activities;
- To reflect on values, beliefs, commitment and hope.

Parents may elect that their children should not receive any instruction in religious subjects by notifying the Head Teacher in writing. If after a meeting to discuss the RE/RME programme parents wish to withdraw their children then parents must provide alternative and relevant work for their child.

## Extra-Curricular Activities

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The school offers a range of interesting extra-curricular activities for example:

- Askernish Golf,
- Uist Youth Theatre
- Eco - Schools working toward Green Flag
- Local Mod
- Pipe Band
- Volleyball
- Basketball
- Athletics
- Duke of Edinburgh Award



Christmas Pantomime 2014

## SECTION 2 - PRACTICAL INFORMATION ABOUT THE SCHOOL

### Contact Details

Name of Head Teacher: Mr Miller MacDonald  
Name of School: Sgoil Lionacleit  
Address: Liniclate,  
Isle of Benbecula  
HS7 5PJ

Telephone Number: 01870 603690  
Website: <http://www.sgoillionacleit.org.uk>  
Email address: [sgoillionacleit@gnes.net](mailto:sgoillionacleit@gnes.net)

Chair of Parent Council: Mr Howard Warner  
Monach View  
Kilaulay  
lochdar  
HS8 5RE

Phone/E-mail contact: [mcjo67@hotmail.com](mailto:mcjo67@hotmail.com)  
01870 610257

### TERM DATES FOR SESSION 2015 - 2016

#### About the School

Stages of Education provided for: S1 – S6  
non-denominational  
Present Roll: 267

#### Organisation of the School Day

Start Time: 8.50  
Morning Break 10.30 – 10.45  
Lunch Time: 12.25 – 1.15

#### Finish Times

**Mon, Tues, Wed, Thurs:** 3.45pm  
**Friday:** 2.05pm

**PE Days for Pupils:** Every day

#### Assembly for Religious Observance:

Monday Morning

**School Assemblies:** S3/S4 Tuesday, S1/S2  
Wednesday and S5/S6 Thursday Morning



A Group of S4 and S5 Sgoil Lionacleit pupils taking their seats in the Scottish Parliament Debating Chamber, Edinburgh.



<b>Autumn 2015</b>		
Open	Teachers	Monday 10 August 2015
	Pupils	Thursday 13 August 2015
Close	Teachers/Pupils	Thursday 8 October 2015
<b>Winter 2015</b>		
Open	Teachers	Tuesday 20 October 2015
	Pupils	Thursday 22 October 2015
Closed	Teachers/Pupils	Friday 27 November 2015
Closed	Teacher/Pupils	Monday 30 November 2015
Close	Teachers/Pupils	Tuesday 22 December 2015
<b>Spring 2016</b>		
Open	Teachers/Pupils	Thursday 7 January 2016
Closed	Teachers/Pupils	Friday 19 February 2016
Closed	Teachers/Pupils	Monday 22 February 2016
Closed	Teachers/Pupils	Friday 25 March 2016
Closed	Teacher/Pupils	Monday 28 March 2016
Close	Teachers/Pupils	Friday 1 April 2016
<b>Summer 2016</b>		
Open	Teachers/Pupils	Monday 18 April 2016
Closed	Teachers/Pupils	Monday 2 May 2016
Close	Teachers/Pupils	Friday 24 June 2016

### **Inset Day**

10, 11 & 12 August 2015

20 & 21 October 2015

### **Local Holidays**

Friday 9 October 2015

Friday 27 November 2015

Monday 30 November 2015

Friday 19 February 2016

Monday 22 February 2016

Friday 25 March 2016

Monday 28 March 2016

Monday 2 May 2016

## **Attendance and Absence**

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School starts with a five minute registration period in the morning at which pupil attendance is noted by the Register Teacher. It is a time when information can be passed between Register Teacher and pupil and also gives an opportunity for pupils to get to know their Register Teacher who has a particular responsibility for their welfare.

If your child is unable to attend school due to illness please contact the School Office on telephone number: 01870 603690 before 9.30am. If we do not receive an explanation by 9.30am a member of staff will contact you by telephone to find out why your child is not in school.

## **Pupils Arriving Late to School**

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All pupils arriving late for school must bring a note of explanation from parent / carer. We insist on this to avoid any cases of truancy.

## **Requests for leave of Absence**

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All requests for leave of absence from school other than for medical or dental appointments MUST be made to the Head Teacher IN WRITING. It is important that full information be given as to the exact date, time and reason for the absence. Requests for absence must be placed at least ONE WEEK IN ADVANCE of the requested date.

The Scottish Government classify family holidays for the following reasons as unauthorized.

The availability of cheap holidays; The availability of desired accommodation; Poor weather experienced during school holidays; Holidays which overlap the beginning of term; and parental difficulty obtaining leave (with local judgement applied in cases where evidence is provided by the employer that cannot accommodate leave during school holidays without serious consequences).

Family holidays judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events will be treated as authorised.

**Request forms for withdrawal from school are available from the School Office or the download section on the School Website.**

## **Travelling to and from School**

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Secondary School Children living **two or more miles** from school are entitled to free transport.

Children who are not eligible for free transport will have to pay for transport if they make use of it. It will be possible for parents to buy a weekly book of tickets or purchase a termly / session pass.

Children attending this school rather than their local catchment school (as placing requests) are not entitled to free transport. However if this school is a pupil's nearest Gaelic Medium Unit then they are entitled to free transport.

Details of charges and how to apply as well as the school transport policy and transport appeal forms are available at:

<http://www.cne-siar.gov.uk/education/schooltransport.asp>

It is the parent's responsibility to make sure their child arrives at the pick up point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home / school transport.

## **S6 - Use of Private Cars**

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S6 pupils wishing to use private cars instead of school transport must seek the permission of the Head Teacher. The Head Teacher will issue a parental consent form requiring parents to accept any responsibility in the event of any accident.

Car keys must be left with the janitor at 8.50am and collected at the end of the school day.

The overriding concern is for pupil safety. Any pupil travelling in a car to school being driven by an S6 pupil must also seek permission from the Head Teacher.

## School Meals

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School meals operate on a cafeteria system. Pupils may choose food from a wide selection of main courses, sweets, snacks, and drinks. Pupils pay £1.90 for a two course meal.

If for medical reasons a special diet is required this should be brought to the attention of the school so that special arrangements can be made with the meals service.

Children of parents in receipt of income support are entitled to a free midday meal. Currently a £1.90 credit voucher is issued towards the cost of the midday meal. Information and application forms for free school meals may be obtained from the school and from the Catering Officer, Education and Children's Services Department, Comhairle nan Eilean Siar, Stornoway – telephone 0845 600 7090. Accommodation is provided for pupils wishing to eat a packed lunch.



Pupils that passed the REHIS Food Hygiene certificate.

We hope to educate children in order for them to be able to make their own informed choices, which could impact on their future wellbeing. We want to eliminate the choice of less healthy food items returning to school meals menu. We want all pupils to eat healthier balanced meals.

### School Meals Contacts:

Louise Laing: Trading Operations Manager  
01851 709452

Mairi Boyle: Assistant Operations Manager  
01870 603567

We are looking to run taster sessions and liaise with our Parent Council and Pupil Council to get ideas and feedback. We also welcome any suggestions / comments you may have.

## Education Maintenance Allowances

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From August 2004, EMAs provide financial support for 16 year olds from (nationally defined) low income families who undertake a full time school or college course. The Comhairle's Education and Children's Services Department will manage the scheme for pupils in Western Isles schools. EMAs are a weekly allowance payable during term time.

EMAs are paid directly into a pupil's bank account every two weeks. The size of the allowance will depend on the financial circumstances of the family. EMAs are only paid for full weeks within term time up to a maximum of 42 weeks in any one academic year. They can only be paid where 100% weekly attendance has been achieved by the young person (but authorised absences such as certified sickness and work experience count as attendance).

EMA payments are not made during short term holidays which include the October holiday, Christmas and Easter. Application forms are available to download here:

<http://www.cne-siar.gov.uk/education/finance.asp>

For more information please contact:

Catriona Maciver

Education & Children's Services

CNES

Sandwick Road

Stornoway

Isle of Lewis

HS1 2BW

Tel: 01851 822729 or 822763

e-mail: [catriona-maciver@cne-siar.gov.uk](mailto:catriona-maciver@cne-siar.gov.uk)

## School Dress

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The policy of the school is to encourage pupils to take pride in their appearance and in the school they represent. Parents and pupils are asked to support the school's policy on School Dress.



1. Black or white shirt/blouse with school tie
2. Black or white school polo shirt
3. Black or white school t-shirt
4. Plain black or white polo shirt
5. School sweatshirt
6. Plain black sweatshirt
7. School cardigan
8. Plain black cardigan
9. Black trousers
10. Black knee length skirt
11. Plain black jogging trousers
12. No blue jeans (plain black jeans may be worn)
13. No leggings or trousers of similar type
14. No shorts/cropped trousers to be worn as school wear.



For all formal school functions or pupils representing the school on trips – white or black shirt with school tie.

## Appropriate Dress for PE

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1. Shorts or tracksuit bottoms
2. Change of footwear
3. No vest tops
4. Strictly no football colours or labels

Garments with the school logo/badge are available through the School Office.

- i) Badges other than official school badges are forbidden. As are articles of clothing relating to football clubs, pop groups etc.
- ii) For Health and Safety reasons, earrings are restricted to the stud type, especially when undertaking practical activities. Pupils wearing very large earrings will be asked to remove them. Pupils should not attend school if they have any other piercings.
- iii) Clothing should be clearly identifiable with name tags sewn on.
- iv) All outdoor clothing should be stored in pupils' lockers.

## Pupils who do not wear School Dress

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Pupils who are not wearing appropriate school dress will be spoken to by a member of the school management team (SMT). If a pupil does not have their school clothes available to them that day, they should have a note from their parents / carers to explain why. Pupils who do not have school dress that day will be directed to the school office to borrow clothing which should be washed at home and returned as soon as possible.

If no note is provided, then the member of SMT dealing with the pupil will record this in the log in the school office. Where a pupil has been spoken to twice, a letter will also be sent home outlining the school policy, indicating that the pupil has been spoken to twice and asking for parental co-operation. A third breach will result in a further letter home again with the above request. Further breaches will result in the parents /carers being invited to discuss the matter.

Pupils who do not wear school uniform will not be able to attend school functions such as School Dances or represent the school on trips or at Regional or National events.

## **Clothing Grants**

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All parents in receipt of Family Credit or Income Support are eligible for a clothing grant from the Education Authority to ensure that their children are able to make full use of education provision. Parents on low income may also make an application for a clothing grant.

Application forms for clothing grants are available from the Department of Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway. Telephone 0845 6007090. You may download the form from here:

<http://www.cne-siar.gov.uk/education/finance.asp>

## **Emergency Closure**

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It may be necessary, occasionally, to close the school at short notice and send the pupils home, for example, in exceptionally bad weather or if the electricity or heating system fails. If parents are not regularly at home during school hours, they should always make arrangement to have someone available to receive their children should such an emergency occur. The School will ask each parent to provide the address and / or telephone number of a person who can be contacted in these circumstances.

Parents should also feel free to contact the school if they are concerned about the safety of their children because of severe weather conditions and are free to call for them at any time.

## **Closure due to severe weather**

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On occasion the Head Teacher, given severe weather conditions, may decide to keep school closed for pupils. This may be due to dangerous road conditions such as heavy snow or very high winds. In such circumstances information will be issued to parents using Groupcall, using the CNES website and using local radio. It is possible that closure applies to pupils from one particular area because the weather is localised in that area.

## **Concerns, Complaints, Comments and Suggestions Procedure**

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We are keen that you should be completely satisfied about your child's education and we encourage feedback from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions, concerns or complaints.

If you have any concerns regarding your child's education, progress or welfare please contact the school as soon as possible either by telephoning the School Office or in writing - either a letter or email to [sgoillionacleit@gnes.net](mailto:sgoillionacleit@gnes.net). Once received your concern will be passed to the most appropriate person which may be a member of the Senior Management Team, Faculty Head or Principal Teacher or Guidance Principal, who will contact you and discuss the matter further.



Some of the Gaelic Choir which took part in the Royal National Mod in Inverness October 2014.

If you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint; we will deal with the issue confidentially and as quickly as possible. If we have made a mistake we will apologise and put things right.

Please make any complaints, by letter or email, initially to the Head Teacher. This ensures that the school knows what is going on and has an opportunity to respond and resolve the issue. In some cases your concerns can be dealt with immediately. In other cases more extensive investigations may have to be carried out. The Head Teacher will notify you, normally within five working days, of the school's response.

However should you not be satisfied with the way in the School has dealt with your complaint

or concern or are still unhappy with the service then you have the right to take the matter further.

You can put your complaint in writing or fill in a complaint form. Completed forms should be sent to:

**Director of Education and Children's Services**  
**Comhairle nan Eilean Siar**  
**Sandwick Road**  
**Stornoway**  
**Isle of Lewis, HS1 2BW.**

If you are still unhappy after further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman. The reply will include the contact details.

## **Medical and Health Information**

### **Medical Care for Pupils**

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Parents should inform the school without fail of any relevant medical history of which teachers should be aware e.g. asthma, epilepsy, diabetes etc.

### **Administration of Medicines in Schools**

Drugs or medication required to be taken by pupils on school premises should be handed in to the School Office or Head Teacher together with a signed letter from Doctor or Parent/Carer stating:

- a) The name of the pupil;
- b) The name of the drug or medicine and the reason for taking it;
- c) Whether the medication has been prescribed by the parent or doctor;
- d) The correct dosage and the daily time of issue;
- e) The completion date of the course of medication.

### **Illness at School**

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If your child becomes unwell during the school day he/she should inform their class teacher or school office staff. The pupil will be directed to the School Office. The school will then contact parent or SOS contact to collect your child from school. On occasion the school may call an ambulance on the advice of a First Aider following an accident at school. We will advise

parents as quickly as possible to enable you to accompany your child to hospital or to meet the emergency services at the hospital.

### **Immunisations and Examinations**

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The school is visited regularly by nurses from the local surgeries who carry out a programme of examinations and immunisations for all pupils. Parents are informed in advance of these visits and consent for participation is requested each time.

### **Dental Services**

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NHS strongly encourages all school pupils to receive regular dental examinations. To arrange an appointment for pupils, parents or carers should telephone the Dental Clinic in Linciate School on 01870 60 2178. Alternatively patients may contact the Lochboisdale Dental Clinic on 01878 700257, or the Lochmaddy Dental Clinic on 01876 500242.

Parents or guardians should accompany all pupils under 16, at least for the first visit, or when emergency treatment is being carried out. At times of high demand there may be a waiting period of up to six months for routine treatment, although treatment of dental emergencies will be prioritised.

### **Speech Therapy Service**

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The services of a speech therapist are provided for schools. The written consent of a parent/guardian is obtained before a pupil is referred to this service.

### **School Policies and General Advice**

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Full details of all School Policies can be found on the School Website:

<http://www.sgoillionacleit.org.uk>

### **Mobile Phone Policy**

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<http://www.sgoillionacleit.org.uk/documents/docs2012-13/School%20policies/mobile%20phone.pdf>

### **Home Work Policy**

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<http://www.sgoillionacleit.org.uk/documents/docs2012-13/School%20policies/Homework.pdf>

### **Better Behaviour Policy**

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<http://www.sgoillionacleit.org.uk/documents/docs2012-13/School%20policies/Better%20behaviour.pdf>

## **Anti – Bullying Policy**

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Parents should immediately inform the school of any incidents of bullying which may occur unaware to members of staff. The pupils should be encouraged to discuss any incident or worries / problems of this nature with their Head of House at an early stage. Parents should keep a written record of any incidents regarding WHO, WHAT, WHERE and WHEN. This will help the school in dealing with the situation and in devising strategies which will help the child and provide her/him with support inside and outside the school.

## **Photographing and Filming Pupils on School Premises**

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Pupils may be filmed or photographed on school premises for a variety of reasons including recording of curricular activities, events such as school concerts or plays, or for school publicity material e.g. school websites. The photographs or film may or may not be accompanied by details about the pupil such as name, age, year group or general home location.

Where filming of pupils under Minimum School Leaving Age is taking place through a media company, that company must already obtain the permission of the pupil's parent or carer under Performance Licensing legislation. Having regard to Data Protection, Child Protection principles and the basic principle of parental consent to activities relating to their children, it has now been agreed that any official photographing or filming of children where the images might be for public consumption (i.e. media, website or official school videos) should only take place in school premises or grounds with the prior written consent of parents.

This policy relates to official school photos or filming or official requests made to the school. You will recognize that there are certain situations which might in practice be outwith the school's control (e.g. another parent inadvertently capturing an image of your child at a school sports day). If you have specific concerns about this, you should discuss these with your child's school.

To ensure that your child's school has the optimum flexibility to allow filming which you would support, we are seeking your views on

such activities in advance of their taking place. You have the options of:

- i) agreeing to photographs of your children appearing in any publication or form (i.e. on the school website) approved by the Head Teacher;
- ii) not agreeing to photographs or film of your child appearing in any form;
- iii) agreeing to photographs or film of your child being used only in certain ways (which you can specify);
- iv) advising the school whether you are happy for school-approved information about your child to accompany any photographs or film – or whether you wish to restrict it.

Once completed, your preferences will be retained in your child's school file and will remain in force (transferring between schools as appropriate) until you revoke it. If you wish to change your mind at any time, complete a new form, indicating your revised preference.



Pupils filming

## **Pupil Representation**

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The school has a Pupil Council which meets every 2 or 3 weeks. Each year group nominates and elects 2 representatives for the council.

In addition S6 pupils apply for places on the S6 leadership Team. The team comprises of a Head Girl and Head Boy, 3 House Captains and a number of Prefects. The team is responsible for promoting positive role models to younger pupils, organising fundraising events and liaising directly with Senior Management Team.

## SECTION 3 – PARENTAL INVOLVEMENT IN SCHOOL

### Communication with Parents/Carers

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The school welcomes contact with parents and carers and encourages parents and carers to become involved in the education of their child and in the broader life of the school.

Parents/carers of prospective pupils or existing pupils are welcome to visit the school. Appointments to meet with the Head Teacher or Deputies can be made through the School Office.

All pupils are provided with a Planner to record Homework and other school related information. Tutors check these planners regularly to ensure that homework is being recorded and to see whether homework is being given. Parents are asked to sign their child's planner each week to show that they are also monitoring homework. Planners can also be used by parents as a means of quick communication with teachers or tutors.

Parents' Evenings are held for each year group to provide an opportunity for parents/carers to discuss their child's progress with teachers and a 'Choices Evening' is held annually for parents of pupils in S2, S4 and S5 for parents to find out about courses offered to senior pupils and to discuss with teachers the most appropriate subjects for their child to pursue at qualification level.

In addition appointments can be made through the School Office with the Head Teacher and Depute Head Teachers. Appointments with members of staff should be arranged through the Head Teacher or Depute Head Teacher.

A termly newsletter is sent out which highlights the achievements of the pupils and provides a glimpse into the school's activities.

The School Website:

<http://www.sgoillionacleit.org.uk> provides up to date information about school events, policies,

curriculum, study guides and forms as well as achievements by the School and individual pupils.

The school uses Groupcall to send text messages and to parents. One use of Groupcall is to alert parents / carers when their child has not registered in school. These messages are sent out every morning at 9.30am by text to parents' mobiles. To ensure that we can contact parents in the most appropriate way please make sure the school office has the correct contact numbers. Groupcall will also be used to send out other messages relating to groups of pupils involved in specific activities.

The school uses e-mail to send out letters to parents in addition to paper copies that are given to pupils. Please make sure that the School Office has the correct e-mail address on our system.



Pupils visiting the Travelling Gallery bus.

### Parental Involvement

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Research has shown that children do better at school when parents/carers are involved in their education. Pupils at secondary need to be better organised than in primary. Establish a routine for morning and evening during the school week. When is homework done? Where is it done? Make sure your son/daughter goes to bed at a reasonable time every day.



## Parent Council

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The role of the Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between the school, parents, pupils and the wider community
- Report back to the Parent Forum (all parents are members of the Parent Forum).

Parents/Carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council. The Parent Council usually meets 2 times per school term. All meetings are open and parents are welcome to attend.

### Office Bearers:

**Chair** - Mr Hoard Warner

**Vice-Chair** - Mrs Catherine Ferguson

**Treasurer** - Mr George McGhee

**Secretary** - Ms Libby Paterson

### Council Members:

Ms Linda Johnson

Mr Archie MacDonald

Mrs Angela Brass

Mrs Ann Macdonald

Mrs Bella Macdonald



The Sgoil Lionacleit Pipe Band during their trip to the Scottish Schools Pipe Band Championship in 2015.

## SECTION 4 – CURRICULUM

### Secondary 1 to Secondary 3 Broad General Education

After extensive discussion and consultation the school moved to a 3+3 model for its curriculum. Three important factors in this decision were: the need to delay pupils choosing subjects for certification; to prepare pupils thoroughly for new qualifications and to meet the demands of the new courses, e.g. the courses were designed to be taught in one year.

In S1 to S3 all students follow a broad general education which involves covering CfE Levels 2 and 3 through studies in: English, Mathematics, Science, Languages - Gaelic/Gaidhlig, German, Geography, History, Modern Studies, Art & Design, Music, Technical, Home Economics, Physical Education, ICT and Enterprise, Religious Education with inter-disciplinary learning. Pupils can choose which L2 language they wish to study and they choose three subjects from Home Economics, Music, Art and Design and Technical. In S3 we broaden the area of study to include Skills for Work (SfW) courses. All SfW courses have a component of enterprise or employability. This ensures the school meets the entitlement that every young person undertakes a SfW work in secondary school. You can view a copy of our S3 Choice form in the download section of our website.

<http://www.sgoillionacleit.org.uk/downloads.html>

Once pupils have completed Level 3 CfE experiences and outcomes, they begin work on Level 4 CfE experiences and outcomes. This provides a knowledge and skills that pupils will need to meet the SQA requirements for National 3, 4 and 5.

### Secondary 4 to Secondary 6 Senior Phase

S4 pupils take a maximum of six courses at National 2, 3, 4 or 5. Subjects studied should normally include:

- English
- Mathematics
- Creative or Aesthetic subjects - Art and Design, Music,

- Physical Education;
- Sciences - Biology, Chemistry, Physics;
- Languages - Gaidhlig/Gaelic, German;
- Social Subjects - Geography, History, Modern Studies;
- Technological subjects - Administration and IT, Computing Science, Home Economics: Health and Food Technology, Practical Craft Skills, Graphic Communication
- Skills for Work – Construction, Crofting, Hospitality, Energy.

The school is increasing the range of Vocational subjects on offer.

In addition to the main courses all students will take core Learning to Learn, core PE, core RE and PSE (Personal and Social Education).



Something Gaelic.

S5 and S6 pupils choose a range of subjects to study at different levels. In S5 pupils take five full courses, to each of which is devoted 300 minutes a week.

Subjects may be offered at National 4 or 5, Higher or Advanced Higher level depending on demand. You can view a copy of the S5 and S6 Choice form in the download section of the website.

<http://www.sgoillionacleit.org.uk/downloads.html>

These courses include:

- English
- Mathematics

- Science - Biology, Chemistry, Physics
- Language - German, Gaelic/Gaidhlig
- Creative and Aesthetic Subjects - Art and Design, Music, Media Studies, Physical Education
- Social Subjects - Geography, History, Modern Studies
- Technological Subjects - Administration and IT, Computing Science, Engineering (SfW)
- Home Economics: Health and Food Technology, Fashion and Textile
- Graphic Communication, Product Design, Practical Woodwork Skills, Engineering Craft Skills,
- Energy: Skills for Work, Boat Building; Skills for Work, Sport and Recreation: Skills for Work

Links with Lews Castle College (Benbecula Campus) give pupils access to courses such as Higher in Early Education and Child Care, Psychology and Units in Mental Health.

We have developed links with local businesses to support our SfW courses: The local Blacksmith in Engineering, Stepping Stone Restaurant and The Dark Island Hotel in Hospitality and the Boatshed in Grimsay for Boat Building.

## Active Schools

Active Schools is a national network of staff working across Scotland to provide more and higher quality opportunities for children and

young people to participate in sport before, during and after school.

The fundamental aim is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. Our Active Schools Co-ordinator works with the school to develop an action plan of work they can support through the school year. Here are some examples of the activities which took place in the last year:



Photography Club

Active Schools has developed a good working relationship with the PE staff at Sgoil Lionacleit which has enabled us to establish a PE Group which includes all PE Staff, Head of Faculty, Active Schools and Sports Development. The PE Group meets in August and January of each school year to determine dates for inter school competitions and to discuss sports development opportunities.

Young Ambassadors is a programme that encourages nominated 14-17 year-olds to take the lead in encouraging greater sports participation and awareness of the benefits of sport in their own schools. Two senior pupils have been selected to represent Liniclate. Active Schools support them in their role as well as developing opportunities and supporting Sport & Recreation students.

Currently we are working to develop basketball at junior and senior level with John Kerray from Basketball Scotland .



Sgoil Lionacleit Girls football team 2015.

## SECTION 5 – SUPPORT FOR PUPILS

### Support For Pupils

We aim as far as is possible to educate pupils who have additional support needs alongside their peer group. When necessary, extra help is provided. This help is delivered in a flexible manner and the pupils can be seen individually, in a group or class. Pupils who face barriers to their learning and need additional support to make progress are said to have 'Additional Support Needs'.

The Additional Support Needs of the Children are identified through a process of Staged Assessment and Intervention. The process of Staged Assessment and Intervention provides a structured system for identification, assessment, planning, review and record keeping for individual children who receive additional support of any kind. The Getting it Right Approach for Children and Young People (GIRFEC) in the Western Isles puts in place a network to promote wellbeing so that children and young people get the right help at the right time.



National 2: Developing skills in creative arts.

All Looked After Children and Young People are considered to have additional support needs. This is the case unless the school establishes they do not have additional support needs. The Local Authority must consider whether each looked after child requires a Co-ordinated Support Plan (CSP). The CSP is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the

child, explain the nature of the child's difficulties and outline the difficulties the Authority will take to support the pupil's needs. An assessment service is also provided by the teacher of children with visual and hearing impairment. The Speech Therapist also visits the schools to help any pupils who require support. Children who have the greatest difficulties may also require a CSP setting out their needs.



Pupils selling plants to raise funds for the school.

In addition, an Educational Psychologist advises on the varied behavioural and learning difficulties which all pupils can experience. He can work directly with pupils and families if required.

Where any additional support is deemed necessary, individual education plans (IEPs) are drawn up for each pupil and progress is reviewed regularly. Decisions are made about the resources, targets and actions that are most appropriate to the needs of the child. The views of parents, pupils and subject teachers are invited and highly valued as a contribution to such reviews.

Under the Equality Act 2010, the Education Authority is not allowed to discriminate against disabled pupils.

Mediation is provided by Resolve in the Western Isles. It is a non-judgemental voluntary process which seems to resolve misunderstandings in the early stages to prevent them escalating. Parents also have the right to have an advocate present at Mediation and this is available through Advocacy Western Isles.

Parents should also be aware of the following organisations which provide advice and further information.

- Children in Scotland: Working for Children and their Families, trading as Enquire – a charitable body registered in Scotland under registration number SC003527.
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SCO33576.
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.

Further information locally can be obtained from the Principal Teacher of Learning Support in Sgoil Lionacleit Ms Anne Wilson or Area Principal Teacher of Learning Support Mrs Sue Macdonald.

Contact Details:

Ms Anne Wilson : 01870603690

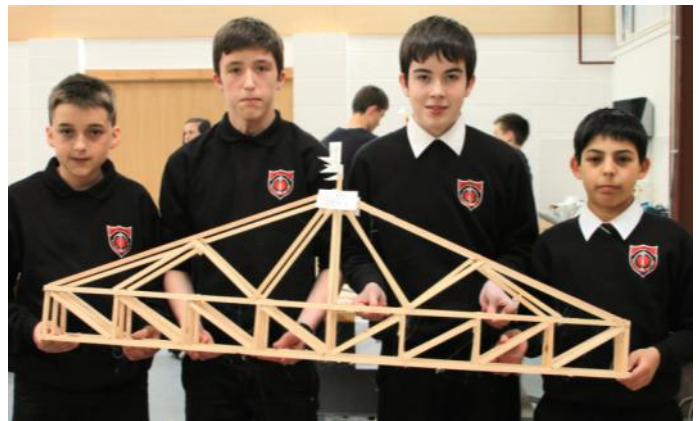
Mrs Sue Macdonald : 01870604880

### **Pastoral Support Arrangements**

All teachers are concerned for the welfare of the pupils in their care and will try to help pupils, not only in the area of formal instruction in specific subjects, but also in the wider aspects of their development. However, there are a number of teachers who have a particular pastoral responsibility for pupils. This includes:

- Personal Guidance - helping a pupil at a time of personal difficulty or lending a sympathetic ear to a pupil who needs to talk to an understanding adult.
- Curricular Guidance - assisting a pupil towards making a realistic choice of subjects, monitoring that choice and seeking

- to ensure that the pupil attains full potential. Parents can request to see any of our course materials such as the materials on Sexual Health. If you would like to inspect any of the materials that we use to teach sensitive aspects of the curriculum such as relationships, sexual health or drugs awareness then please contact one of the Depute Head Teachers.
- Vocational Guidance - promoting a programme of careers education and offering individual careers guidance.



A group of S2 taking part in the annual CITB Design and Build a Bridge competition in Stornoway.

### **Pastoral Support Framework**

Mr Kenneth Macdonald DHT  
with responsibility for S4, S6 and S6

Miss Mary Galbraith DHT  
with responsibility for S1, S2 and S3

Mrs Fiona Campbell PT Guidance

Mrs Jessie Ann PT Guidance

If you have a question about any pastoral or guidance matter please telephone the school 01870 603690 and ask to speak to Mr Kenneth Macdonald or Miss Mary Galbraith.



S1 pupil's art work from an art class during induction week 2015.

### **Primary to Secondary Transfer**

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Visits to Sgoil Lionacleit are organised throughout the year with a final Induction Week in June. Children from our associated Primary Schools will have the opportunity to meet and get to know each other and their teachers. The children will know some of the teachers already through visits to their school by some Sgoil Lionacleit staff. There are various transition projects running between Sgoil Lionacleit and the Primary schools. Staff who support pupils also visit our associated Primary schools to ensure all pupils are confident about moving to Sgoil Lionacleit. For pupils with additional support needs meetings are held during P6 well in advance of their transition to Sgoil Lionacleit.

### **Secondary to College/University Transfer**

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Skills Development Scotland (SDS) organise a Careers Convention every two years for pupils in Uist and Benbecula. Delegates from University and College are represented at this event. SDS offer careers interviews to pupils,

especially pupils who are unsure about what they wish to do after leaving school.

Parents can request a careers interview at any time by contacting SDS at their Benbecula Offices in Kinloch House. The telephone number is 01870 604927.

### **School to Employment**

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Pupils who reach the age of sixteen between 1st October and 28th February may leave school at Christmas holidays. Pupils who are 16 between 1st March and 30th September may leave school on 31 May.



Science, Technology, Engineering and Mathematics  
STEM Award 2015.

Opportunities for All and Include Us are two agencies that work with the school to provide opportunities for young people aged 16 to 19. The school can refer a young person to either of these agencies to support the pupil and help them get a training place or an apprenticeship.

The telephone number for Mrs Lynn MacMillan of 'Include Us' is 01870 603570 and the telephone number for Ms Sarah Frost of 'Opportunities for All' is 01870 603599.



Sgoil Lionacleit is very active fundraising for many causes.

Pupils demonstrate their enthusiasm and organisational skills by arranging charity events throughout the year.



Cycling enthusiasts Spin Cycling for two gruelling hours to raise funds for Children in Need.



Pupils on their Duke of Edinburgh camping expedition in North Uist.

## SECTION 6 – ASSESSMENT AND REPORTING

### Reporting

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Parents' evenings are held each session when parents can discuss their child's progress with the subject teachers. Further meetings may be held to discuss any matters of concern to parents or to give information about curricular development or change. In addition to these scheduled evenings, parents are welcome to make appointments to meet with staff.

Further meetings may be held by appointment to discuss any matters of concern to parents or to give information about curricular development. Parents are welcome to make an appointment to meet the appropriate Class Teacher or Principal Teachers, if there are any matters which are of concern at any point throughout the session.

Mid-September S4, S5 and S6 Targets to parents

October S1 Parents Evening

November S4, S5 and S6 Parents Evening

December S3 Parents Evening

January S2 Parents Evening

February Written Report to S4, S5 and S6 Parents

March S4 Parents Evening

March S5, S6 Parents Evening

March Choices Evening for S2, S4 and S5 pupils

June Written Report to S3 Pupils

June Written Report to S1 Pupils

June Open Evening for Parents of S1, S2 and S3 pupils

### Assessment

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Personalisation and choice is one of the seven principles of curriculum design and children and young people throughout their education



Pupils participating in an Include Us event.

will have the opportunity to discuss with their teacher the context in which they learn and how they will approach the learning. Staff will discuss new learning with the children at the beginning of a new topic and plan together the areas of specific focus.

Assessment is crucial to tracking progress, planning next steps, reporting and involving parents and learners in learning. Evidence of progress can be gathered by learners themselves, and by fellow pupils (peers), parents, teachers and other professionals.

A number of approaches are employed including the following:

- Self-assessment - learners will be encouraged and supported to look at and revisit their own work, to develop a better understanding of what they have learned, and what they need to work on;
- Peer assessment - learners will be encouraged and supported to work together to help others assess what is good about their work and what needs to be worked on;



- Personal learning planning - children, teachers and parents will work together to develop planning for next steps in learning;
- A folder of achievements both within and outwith school follows the pupil from early Primary to S3. In Sgoil Lionacleit we record achievements on e1.

Your child's progress is not only based on 'tests' but on the learning that takes place within the classroom and in different settings outwith the classroom. Assessment takes place as part of ongoing learning and teaching, periodically and at key transitions.

Evidence of children and young people's progress and achievements will come from day to day learning and through the things they may write, say, make or do. For example evidence may emerge as a result of children and young people taking part in a presentation, discussion, performance, or practical investigation.

Evidence may be captured as a photograph, video or audio clip as part of a particular learning experience.

The Education Authority have decided to implement a programme of standardised tests throughout the Western Isles. These tests will allow the school to monitor progress against national standards and pinpoint areas of difficulty. The CAT tests will provide predicted results for every pupil in S4 and will enable teachers to identify under-performance and support pupils to get back on track.

The Programme for Standardised Tests is as follows:

S1: CAT (Level D) – by the end of September

S2: PiM 13 and PiE 13 – by the end of March



Pupils are encouraged to enter competitions as with the BBC Radio Two, 500 Words story event.

# SECTION 7 – SCHOOL IMPROVEMENT

## Standard & Quality Report

Each year the school publishes a Standards and Quality Report which highlights the school's major achievements in the previous year.

See school website: <http://www.sgoillionacleit.org.uk/downloads.html>

## School Improvement Plan

See school website: <http://www.sgoillionacleit.org.uk/downloads.html>

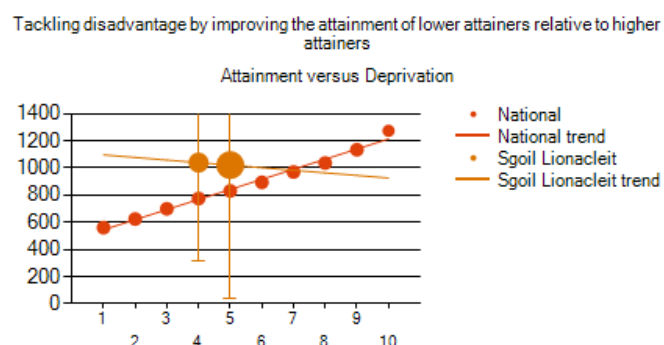
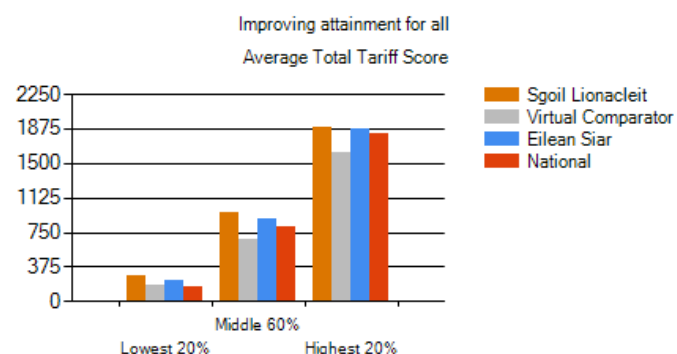
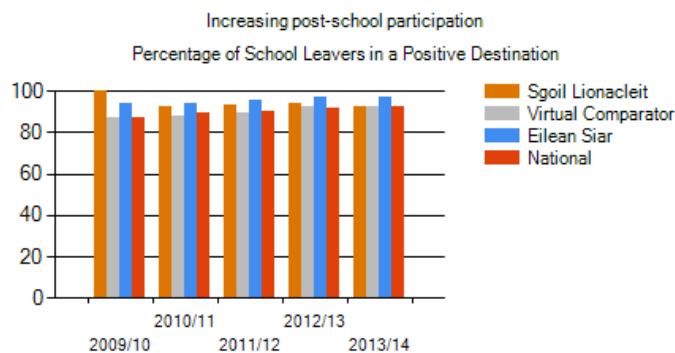
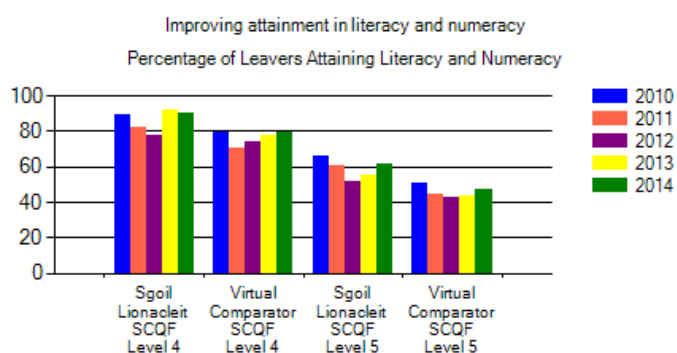
## Performance Information

The school is introducing the Progress in Maths and the Progress in English tests in May 2014. Initial analysis of the results shows 27 pupils out of 43 have improved in Mathematics and English.

In terms of Health and Well-being the school will extend two periods of Physical Education for S1 to S4 pupils.

We will continue to make Health and Wellbeing the responsibility for all staff.

## Whole School All Measures for Sgoil Lionacleit 2014 from Insight.







COMHAIRLE  
NAN EILEAN SIAR