



**Hillhead High School**  
Oakfield Avenue  
Glasgow G12 8LJ  
Phone 0141 582 0100

**Head Teacher**  
K McAlaney

14.05.24

Dear Parent/Carer,

Below you will find some information on events taking place in May in our school as well as a reminder about attendance procedures. Finally there is some information on our Summer Fayre and Summer Concert which both take place in June.

### **New Timetable: Monday 20<sup>th</sup> May**

Our new timetable for current S1-S4 pupils begins on Monday 20<sup>th</sup> May. A separate newsletter will be distributed to parents with specific information for each year group as well as information on how to purchase new ties for S4 pupils.

### **May Holiday Weekend: Friday 24<sup>th</sup> & Monday 27<sup>th</sup> May**

School will be closed to pupils on Friday 24<sup>th</sup> and Monday 27<sup>th</sup> May for the holiday weekend. The only exception is for the pupils sitting SQA exams on these days. School re-opens to all pupils on Tuesday 28<sup>th</sup> May.

### **P7 Visit & Parents Night: Tuesday 28<sup>th</sup> -Thursday 30<sup>th</sup> May**

The three day induction transition for P7 pupils who will be coming to Hillhead High in August takes place from Tuesday 28<sup>th</sup> May-Thursday 30<sup>th</sup> May. A letter with more information has been sent out to primary schools and can also be found on our school website here: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/2024/05/14/p7-s1-information-april-2024/>

As outlined in the letter there will be a P7 Parents' Evening on Wednesday 29<sup>th</sup> May from 5.45pm-7.30pm. Ties can be purchased via ParentPay – again all information is in the letter. Please contact Mrs Campbell Marzella if you have any questions.

### **S5 & S6 Leavers: Friday 31<sup>st</sup> May**

S5 & S6 school leavers have been invited into school on the morning of Friday 31<sup>st</sup> May. More information on the arrangements will be put on year group Teams pages by Mr Neil and Mr Carson.

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## Reporting Absence & Supporting Attendance

### How to report your child absent from school:

You should call the Pupil Absence Reporting (PAR) Team on: **0141 287 0039** to report your child absent from school. You can call the line every school day from 8:00am. You should call the absence reporting line **before 9.30am** on the first day of your child's absence.

### The Pupil Absence Reporting (PAR) team:

The Pupil Absence Reporting (PAR) service is provided by a dedicated team of experienced Education support staff. The information you provide to the team is updated in the school's system when you call, so the school is immediately aware of all absence information. The Pupil Absence Reporting (PAR) service has been created to provide an efficient flexible way for parents/carers to report absence. We recognise that in some circumstances, for example, to report or discuss a sensitive issue, you may still require to speak directly with the school. The following guidance should be applied:

### Please phone the PAR team to report the following absences:

- **Sickness absence:** if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- **Medical or dental appointments:** Parents and carers should call the team to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

### Please phone the school directly to report the following absences:

To make sure you receive the right support you require, parents and carers should still contact the school directly to report absences of a sensitive or personal nature, for example:

- Bereavement
- Serious illness
- Any absence likely to last for more than one week
- Injury, for example, broken limb
- Contagious diseases or illness

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You can also report your child's absence by using an online form, though you need to register with *myaccount* to do so. More information can be found here: <https://www.glasgow.gov.uk/pupilabsence>

A key school improvement priority is to increase attendance. We understand that there can sometimes be barriers preventing pupils attending school and we would urge that if you have any concerns you contact your child's Pastoral Care Teacher in order to discuss the issue and the supports available. We will also get in touch with you if we have concerns about your child's attendance so we can support pupils back into school.

Pastoral Care Responsibilities Session 2023-24								
Ms K Campbell	1A	1F	2A	3A	3B	4A	5E	6E
Mr J Greechan	1C	2D	3F	4D	5C	6C	6D	
Ms H Christie	1E	2F	3C	4B	4C	5B	6F	
Ms J Hewitt	1B	2E	5A	5D	6B			
Mrs C McCarthy	2B	3D						
Mrs N Alexander	1D	2C	3E	4E	4F	5F	6A	

- Miss Campbell** - gw19campbellkirstin@glow.ea.glasgow.sch.uk
- Mr Greechan** - gw07greechanjohn@glow.ea.glasgow.sch.uk
- Mrs McCarthy** - gw10mccarthyclaire@glow.ea.glasgow.sch.uk
- Mrs Alexander** - gw10higginsnicola@glow.ea.glasgow.sch.uk
- Miss Christie** - gw21christiehannah1@glow.sch.uk
- Miss Hewitt** - gw09hewittjenny@glow.ea.glasgow.sch.uk

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### Summer Fayre: Saturday 1<sup>st</sup> June

Our Summer Fayre takes place on Saturday 1<sup>st</sup> June from 10.00am – 12.00pm. We have around 35 stalls as well as lots of activities taking place. Members of our Parent Council will be running a Swishing Stall. Bring items you no longer want (e.g. clothing, books, DVDs) & swap for something you do! Haven't got anything to swap? No problem, all items need a good home, you'll still be able to take something. Any items not taken will be passed on to Apparel Xchange. We will also have some free items of uniform available. Entry is £1 for adults and 50p for children.



### Summer Concert: Thursday 6<sup>th</sup> June

Please save the date for our wonderful Summer Concert which will take place at 7.00pm on Thursday 6<sup>th</sup> June. Suggested donations for tickets are £4 for adults and £2 for concessions & children. As with last year if the weather is good the concert may be held outside.

Yours sincerely,

*Karen McAlaney*

Mrs K. McAlaney  
Head Teacher

Email: [gw10mcalaneykaren@glow.ea.glasgow.sch.uk](mailto:gw10mcalaneykaren@glow.ea.glasgow.sch.uk)

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