



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

Head Teacher
 K McAlaney

**Change to new timetable Monday 20.05.24
 Information Letter**

Dear Parent / Carer,

I hope this letter finds you and your family well. In line with our planning and preparation for the new session in August, our school will move to the new timetable as of Monday 20.05.24. With the SQA exam diet underway during this time, the changes will initially affect pupils currently in years S1 to S4. We would anticipate that through shared understanding amongst pupils and families this will be as smooth an experience as possible for all involved. For all pupils attending school on Monday registration will be extended until 9.15am. This will allow new (paper) timetables to be issued. Information relevant to pupils at different stages in the school is shown below:

Transition	What to expect	Being prepared:
S1 into S2	S1 pupils will move to their S2 timetable. The range of subjects experienced in S2 is very similar to S1. Pupils will remain in the same class sections as before, however, lessons are timetabled at different times. Pupils will continue with Mrs Campbell Marzella as year head.	Pupils in 2C & 2D are timetabled in PE on Monday. We would ask that these pupils in these classes come with kit. For other classes PE days, please see the timetable when issued.
S2 into S3	S2 pupils will begin their new S3 timetable and experience their selected options choices for the first time. Pupils will experience a wide range of new classes and teachers. In most subjects, classes are formed as a result of the choices pupils have made. Understandably, at the point of experiencing the new timetable some pupils change their mind regarding subject choice. If this is the case, we ask that pupils experience a 'settling in' period before seeking any change. We will share instructions with pupils about how they can communicate timetable queries via an online form. <u>Teachers will not permit pupils to leave class to discuss timetables.</u> Where pupils communicate timetable queries through the online form we will arrange to see them as soon as possible. We will seek to satisfy any reasonable change request, however these can be limited by class sizes and subject availability. In some cases, where appropriate, we may ask for parental validation of any changes being made. Mr Brown will assume year head responsibility for the new S3.	Pupils who selected PE as an additional, elective options should bring PE kit on Monday. Pupils in 3A, 3B & 3C should bring kit for PE Tuesday. Pupils in 3D, 3E & 3D should bring kit for PE on Friday.
S3 into S4	S3 pupils will begin their new S4 timetable and join the classes selected through the options choice process. In preparation for the new timetable a significant amount of time has been spent ensuring pupils are placed in options that meet both their needs and aspirations. Understandably, at the point of experiencing the new timetable some pupils change their mind regarding subject choice. If this is the case,	Pupils in 4A, 4B & 4C should bring kit for core PE on Monday Additionally, pupils who selected PE as an additional, elective

	<p>we ask that pupils experience a ‘settling in’ period before seeking any change. We will share instructions with pupils about how they can communicate timetable queries via an online form. <u>Teachers will not permit pupils to leave class to discuss timetables.</u> Where pupils communicate timetable queries through the online form we will arrange to see them as soon as possible. We will seek to satisfy any reasonable change request, however these can be limited by class sizes and subject availability. In some cases, where appropriate, we may ask for parental validation of any changes being made. Pupils will see a ‘level’ printed on their timetable (normally National 5 or Higher – but can say other things). <u>This information is provisional at this time and need not be queried by pupils.</u> These levels are updated over time in line with ongoing assessment.</p> <p>On the afternoon of Monday 20.05.24 (Period 5 & 6) pupils will attend an event in the assembly hall focusing on the school’s Wider Achievement programme. Pupils will find that these periods are currently filled with placeholder information (not the final option or teacher). Pupils will learn about the various activities available on Monday afternoons, and how to select their choice. We then plan to complete the selection process and place pupils in classes by Monday 03.06.24. By that point timetables will be updated.</p> <p>Mr Neil will assume year head responsibility for the new S4.</p>	<p>options should bring PE kit on Monday.</p> <p>Pupils in 4D, 4E & 4F should bring kit on Tuesday.</p> <p>New blue school ties can be purchased via parent pay (Cost £8 - £7 if you donate a red tie in good condition). If you have any issue accessing or using parent pay, please contact the school office.</p>
Transition	What to expect	Being prepared:
S4 into S5	<p>S4 pupils will begin their new S5 timetable. Classes and teachers will often be the same as that experienced in S4. Where possible, departments have worked to provide continuity. A key focus in the weeks ahead for S5 will be the evidence gathering period.</p> <p>Pupils will continue with Mr Neil as year head.</p>	<p>Pupils who selected PE as an additional, elective options should bring PE kit on Monday. PE remains a core period so all S5 pupils should attend with kit on Wednesday.</p>
Transition	What to expect	Being prepared:
S5 into S6	<p>We understand that although currently S5 pupils are working through their period of study leave they will be thinking about the start of S6. During the forthcoming S6 induction programme (separate information to follow) an options choice menu for S6 will be shared. The process for options selection will be explained early in the induction programme.</p> <p>Mr Carson will assume year head responsibility for the new S6.</p>	<p>Attendance from day one and throughout the S6 induction programme is essential. Beyond options choice selection, the programme offers opportunities that cannot be missed!</p>

We hope that this information allows you and your child to experience the smoothest possible transition into the new school year. With your support, and understanding of new routines (for example days requiring PE kit), we expect that pupils will, as has been the case in the previous years, cope well with their new timetable and quickly enter into positive habits.

Yours sincerely,

Mr S Brown

Depute Head Teacher