



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

Head Teacher
K McAlaney

23rd August 2024

Dear Parent/Carer,

It has been a great start to the new term and lovely to see pupils settling back into their learning. Below you will find some whole school updates. A reminder though that our main way of communicating with you is via our school app, Groupcall Xpressions. If you have not yet download this, you can find out how to do so on our website here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/parent-zone/communication-with-parents/how-we-communicate-with-you/>

At the start of the term Depute Head Teachers sent out letters via our school app for each year group containing key information (e.g. dates of Parents Evenings and tracking reports) for all of this school year so that you have all of this in one place. All of these can also be found on our school website: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/>

We know how busy families are and so we rarely send out long bulletins to all parents and carers but instead use the Groupcall Xpressions app to target letters and updates throughout the year to the relevant year groups, groups of pupils etc. You should now be regularly receiving updates in this way, including information on ParentPay and ParentPortal. If you are not, please contact our school office.

As always, at the end of this bulletin you will find contact information for our Pupil Support Team and our Senior Leadership Team and if you have any concerns about your child's wellbeing or their learning, please do not hesitate to get in touch either via email or by phone. Please be aware though that all of the Pupil Support Team and Senior Leadership Team have a teaching commitment and may not be available to speak when you phone but we always endeavour to reply to phone calls and emails as soon as they can.

Timekeeping

Please support us with our message to pupils about the importance of timekeeping both in the mornings and after lunch so as not to miss any learning time.

Our school bell rings at **8.49am** each morning as a reminder that the day is about to start. At this point pupils should begin to make their way to their registration

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class so that they are there for the beginning of registration at **8.54am** when the second bell will ring. Registration ends at 9.00am which is the start of period 1. N.B. S1-S5 have a weekly year group assembly during the registration slot. It is really important that pupils are in school for registration and/or assembly as key information is shared at these times.

Please note if you are dropping your child off that the school gate on Southpark Avenue will be closed from 9.00am each day and pupils arriving after this point must come in via the front gate on Oakfield Avenue.

Reporting Absence

Below is information on how to report your child's absence from school. You can also find it on our school website here: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/parent-zone/communication-with-parents/reporting-absence/>

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.

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- **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, for example, an absence which is going to last more than one week
- Injury, for example, broken limb
- Contagious diseases or illness
- If you wish to discuss your child's absence with their Pastoral Care Teacher

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>

Attendance Texts

If your child is not in school as expected – i.e. if you have not contacted the PAR team or the school office to report an absence - then you will be informed via text message. Text messages are sent out each morning and afternoon to parents and carers of pupils who are not in school as expected. If you have any queries, please contact our school office.

Cost of the School Day

While we work hard to minimise the cost of the school day for all pupils, any payments (e.g for school ties, trips) must be made to the school via ParentPay. More information on ParentPay can be found here: <https://blogs.glowscotland.org.uk/gc/hillheadhigh/shop/>
Again, if you need any support setting this up or have any queries, please contact our school office.

We would strongly urge any families who are eligible to apply for Clothing Grants/Free School Meals. All information on how to do so can be found here:

<https://www.glasgow.gov.uk/article/2492/Clothing-Grants-Free-School-Meals>

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We also have a Financial Inclusion Support Officer (FISO) who is available to provide free advice regarding finances. This includes entitlements such as EMA, Free School Meals, and school clothing grants. Her name is Nicola McCaskill, and she can be contacted in confidence at 0141 648 2022 or at schools@money mattersweb.co.uk.

More information regarding financial supports in our school can be found here:
<https://blogs.glowscotland.org.uk/gc/hillheadhigh/school-information/cost-of-the-school-day/>

Education Maintenance Allowance (EMA)

Education Maintenance Allowance (EMA) is a weekly allowance paid to help young people in education beyond the statutory school leaving age of 16. You can find out more here:

<https://www.glasgow.gov.uk/article/2491/Education-Maintenance-Allowance>

Please note payments for **approved** applications will commence 13 September 2024

Digital Devices Policy

Our Digital Devices Policy was developed in consultation with parents and carers and then launched last session. It can be found on our website here:

<https://blogs.glowscotland.org.uk/gc/hillheadhigh/school-information/s3-into-s4/school-policies/digital-devices-policy-for-parents-and-pupils-2/>

Pastoral Care Team

Your child's Pastoral Care Teacher is usually your first point of contact should you wish to discuss the progress of your child at school, pass on information or share any concerns. As outlined above you can contact via email or phone. Please see overleaf for the caseload of each of the Pastoral Care Teachers as well as contact email addresses for all of the Pupil Support Team and Senior Leadership Team.

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Pastoral Care Responsibilities								
Session 2024-25								
Ms K Campbell	1D	2A	2F	3A	4A	4B	5A	6E
Mr J Greechan	1A	1E	2C	3D	4F	5D	6C	
Ms H Christie	1F	2E	3F	4C	5B	5C	6B	
Ms J Hewitt	1B	2B	3E	6A	6D			
Mrs C McCarthy	3B	4D						
Mrs N Alexander	1C	2D	3C	4E	5E	5F	6F	

Miss Campbell: gw19campbellkirstin@glow.ea.glasgow.sch.uk

Miss Christie: gw21christiehannah1@glow.ea.glasgow.sch.uk

Mr Greechan: gw07greechanjohn@glow.ea.glasgow.sch.uk

Mrs Alexander: gw10higginsnicola@glow.ea.glasgow.sch.uk

Ms Hewitt: gw09hewittjenny@glow.ea.glasgow.sch.uk

Mrs McCarthy: gw10mccarthyclaire@glow.ea.glasgow.sch.uk

Suport for Learning, EAL and Nurture: Miss McGuire

gw17mcguiresiobhan@glow.ea.glasgow.sch.uk

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Wider Achievement, College, Work Experience, Foundation Apprenticeships & Careers: Mr McFarlane gw16mcfarlanekyle@glow.ea.glasgow.sch.uk

Senior Leadership Team

S1 & S2: Mrs Campbell-Marzella gw10campbellharriet@glow.ea.glasgow.sch.uk

S3: Mr Brown gw17brownstuart@glow.ea.glasgow.sch.uk

S4&S5: Mr Neil gw10neilsteven@glow.ea.glasgow.sch.uk

S6: Mr Carson gw11carsonthomas3@glow.ea.glasgow.sch.uk

Raising Attainment & Child Protection Officer: Mr Richardson
gw12richardsonjack@glow.ea.glasgow.sch.uk

Head Teacher: Mrs McAlaney gw10mcalaneykaren@glow.ea.glasgow.sch.uk

Yours sincerely,

Karen McAlaney

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