

LOCHEND COMMUNITY HIGH SCHOOL



LEARN, GROW, ACHIEVE

SCHOOL HANDBOOK 2025/26

HONESTY EQUITY AMBITION RESPECT RESPONSIBILITY DETERMINATION



Lochend Community High School Handbook



Dear Parents/Carers and partners of our school,

I feel very honoured to be giving you information about Lochend Community High School through our School Handbook which is published in line with Glasgow City Council guidelines. The school aims to provide a happy, safe environment where all young people are supported to reach their full potential. We hope that our young people will be active members and responsible members of the community served by the school.

At Lochend Community High School we have high expectations of our young people and strong working relationships are built with young people based on mutual respect which focus upon developing young people's skills and qualities for learning, life and work within a nurturing and Rights Respecting environment.

At Lochend, education is viewed as partnership between school, family and community in order to ensure that we can support our young people to successfully progress to a sustained positive destination.

We hope that this school handbook gives you helpful information about our school, and that you find it useful. You may also want to look at our School Website and Twitter feed which has current updates.

<https://blogs.glowscotland.org.uk/gc/lochendchs/>

I very much look forward to working with our young people and families throughout their school journey at Lochend Community High School.

Katy Anderson
Head Teacher



Our School

Lochend Community High is a non-denominational school of approximately 447 young people located in Easterhouse in the North East of Glasgow. Our young people aspire to be the best that they can be and work together with our committed staff securing future learning and career pathways. We meet the learning and development needs of our young people by providing a full range of experiences and opportunities allowing them to achieve success. We provide a broad general education for young people in S1 to S3 and have an ambitious senior phase for S4 to S6 to ensure positive destinations.

Our School Charter



At Lochend Community High School we have created our School Charter through consultation with young people, staff and partners. It was agreed that our School Charter should be used to guide everyone towards creating a consistent and nurturing learning environment which supports all young people to *Learn, Grow and Achieve*.



School Vision & Values

In Lochend Community High School we will provide a welcoming and friendly environment, which celebrates the diversity of our community. We aim to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors and are prepared to take their place in society. This is achieved through working together with young people, their families and the community.

Values:

- Honesty
- Equity
- Ambition
- Respect & Responsibility
- Determination

Vision:

LEARN GROW ACHIEVE

School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details:

20 Cairnbrook Road
Glasgow
G34 0NZ
Phone: 0141 582 0170
Email: Headteacher@lochendcommunityhigh.glasgow.sch.uk

Background information:

- Co-educational school
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 447

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School staff

A full list is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

Headteacher:	Ms Katy Anderson
Depute Headteacher:	Mrs E Large Mr J Wright Mrs L Neil Miss H Kerr (Acting)
Associate Depute Headteacher:	Ms R Wood Mrs C McCauley

Moving from Primary

We recognise that the move from primary to secondary is a very important event for young people. Throughout the later stages of Primary, in particular Primary 7, all pupils will be given the opportunity to meet and work with staff from Lochend Community High School. This ensures that the move from primary to secondary is as smooth as possible for our young people.

Each year in November, the parents of all pupils in the Associated Primary Schools ready for transfer to Lochend Community High School, are invited to an open evening in the school. They are given information about the school and the courses offered and are given an opportunity to meet the teachers, see some of the work done and facilities available in all departments.

In June each year all primary pupils attend Lochend Community High School to spend time in their new school to follow their new S1 timetable.

We welcome families from out with our area. Families living out with the school catchment area are welcome to make a placing request to attend LCHS. Prospective parents are welcome to visit the school and should contact the school office.

Further information is available on

<https://www.glasgow.gov.uk/placing>

School Hours

Monday 8:50 – 3:15

Tuesday 8:50 – 3:40

Wednesday 8:50 – 3:15

Thursday 8:50 – 3:40

Friday 8:50 – 2:50



School Term Dates

Details of holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

Pupil Absence

Within Lochend Community High School good attendance is encouraged at all times to ensure pupil success. Parents/carers are asked to advise if their young person is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/pupilabsence> or contact the school office.

Medical & Healthcare

If a young person becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport or power failures.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Dress Code

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people.



The school uniform is:

- White shirt
- School tie
- Black trousers
- Black skirt
- Appropriate school footwear

School uniform is available from Aspire Academy, 21 Glasgow Road Baillieston, Glasgow G69 6JT.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds) Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<https://www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances>

School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. A breakfast and mid-morning service is also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office.

Young people who prefer to bring packed lunches are accommodated in the school street area.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at

<https://www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances>



Transport

The education authority has a policy of providing free transport to all young people who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/article/2493/Free-School-Transport-for-Catchment-School>

Communication with Parents

At LCHS we strongly encourage all parents to become involved in the education of their children. We are always ready to listen to suggestions for new ways of stimulating parental interest. We contact and involve parents in many ways. For example:

Newsletters and video updates– will be sent out on a regular basis to keep parents and carers informed about the work of the school.

Letters – further information which requires a response may be sent out in letter form.

School website/X/Facebook – will contain a great deal of information about the school. It is a good idea to check this regularly.

Text messaging – You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with school staff.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, award ceremonies, religious and other assemblies. The school newsletter and website will keep you informed.

Strong communication links between home and school ensure parents and carers are confident to address any concerns they may have about their child's education with pastoral care staff and the senior leadership team.

Emergency Contact Information

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.



Data Protection – use of information about children and young people and parents/carers

We collect information about children and young people attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/privacy>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/search?q=education+privacy+statement>

Appointments During School Hours

If your child has an unavoidable appointment, please give them a letter for their pastoral care teacher to ensure that they have permission to be absent from class.

Comments & Complaints

In LCHS we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available: <https://www.glasgow.gov.uk/complaints>

Customer Care Team
Glasgow City Council
Glasgow G2 9RZ

Tel: 0141 287 0900

Or use the online form www.glasgow.gov.uk/complaints

The above website also includes information on data protection and freedom of information.



Learning and Teaching

In all year groups, there is an expectation of learning and teaching that complements the school policy and GCC's Pedagogy programme.



Broad General Education

S1 and S2

This is a common course for pupils, covering all curricular areas, and a large number of third and fourth level Experiences & Outcomes. This builds on the work of Early Years, Primary and the Transition programme.

PSE is a weekly contact with the appropriate Pupil Support teacher. Through Wider Achievement pupils will gain a number of additional qualifications.



S3

Near the end of S2 young people will be involved in activities that encourage and enable them to look at their areas of strength within the curriculum alongside their career aspirations. They will then have the opportunity to personalise their experiences for S3 through personalisation and choice. All pupils will participate in 2 period of Wider Achievement in S3. This will consist of college courses in partnership with Glasgow Kelvin College or Duke of Edinburgh this session.

Senior Phase

Pupils within the Senior Phase can select from a variety of routes that provide further specialisation.

Pupils can select from any curricular area at an appropriate level to match progression, interest, ability and intended destination.

In S5 PSE will be a weekly contact with the appropriate Pupil Support Teacher. In S6 pupils will have weekly contact with a member of staff to support them in their route beyond school: UCAS, Routes for All & Employability. In S6 all pupils must be engaged in full timetables of 5 subjects unless by prior arrangement with the DHT & PTPS. Those pupils successful in their S5 SQA exams may be exempt from this depending on their post-school pathway.

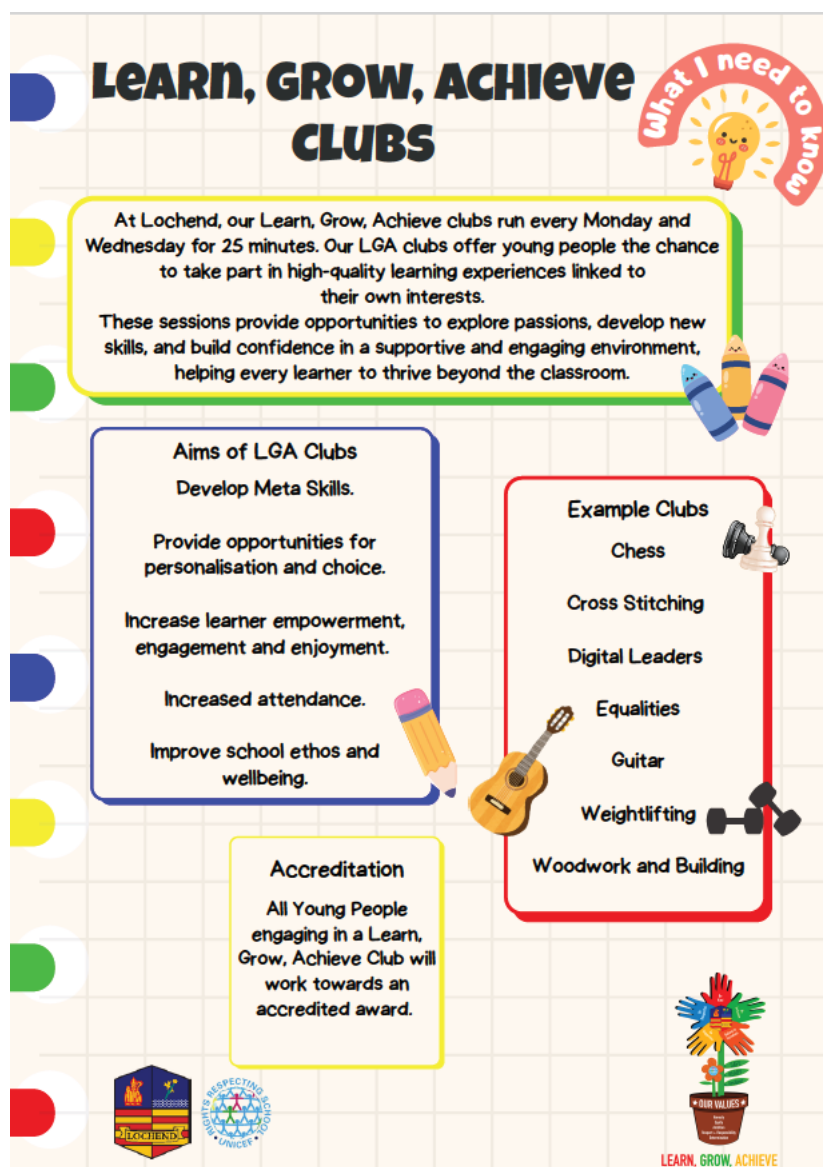
Courses available in S5 & S6

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges, universities and employers. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. S6, in particular, offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Encouraging excellence is central to our aspirations and expectations for all young people.



Learn, Grow, Achieve Clubs



LEARN, GROW, ACHIEVE CLUBS

What I need to know

At Lochend, our Learn, Grow, Achieve clubs run every Monday and Wednesday for 25 minutes. Our LGA clubs offer young people the chance to take part in high-quality learning experiences linked to their own interests. These sessions provide opportunities to explore passions, develop new skills, and build confidence in a supportive and engaging environment, helping every learner to thrive beyond the classroom.

Aims of LGA Clubs

- Develop Meta Skills.
- Provide opportunities for personalisation and choice.
- Increase learner empowerment, engagement and enjoyment.
- Increased attendance.
- Improve school ethos and wellbeing.

Example Clubs

- Chess
- Cross Stitching
- Digital Leaders
- Equalities
- Guitar
- Weightlifting
- Woodwork and Building

Accreditation

All Young People engaging in a Learn, Grow, Achieve Club will work towards an accredited award.

Logos: Lochend School, UNICEF, and a plant logo with the text "OUR VALUES" and "LEARN, GROW, ACHIEVE".

Religious Observance

Parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.



Assessment & Reporting

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is issued at the start of term and is available on the website.

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website: <https://www.glasgow.gov.uk/asl>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

Pupil Support Staff

All staff in LCHS have a clear responsibility for the welfare of young people. In addition, all young people are given a pastoral care teacher on entering the school. This provides a vital link between home and school as the pastoral care teacher has an 'all-round' picture of a pupil's progress and general health and well-being. In most cases, a parent's first point of contact with the school will be the pastoral care teacher.

Arran House – Mr Burrows – Sburrows@lochendcommunityhigh.glasgow.sch.uk
Islay House – Miss Mullen – Dmullen@lochendcommunityhigh.glasgow.sch.uk
Mull House – Miss McFarlane – Rmcfarlane@lochendcommunityhigh.glasgow.sch.uk
Skye House – Mr McGovern – JmcGovern@lochendcommunityhigh.glasgow.sch.uk



We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and wellbeing programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Child protection co-ordinator: Mr J Wright (DHT)

Deputy child protection co-ordinator: Mrs L Neil (DHT)

Deputy child protection co-ordinator: Ms K Anderson (HT)

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within LCHS is to build a positive ethos that demonstrates care and respect for all.

The smooth running of LCHS requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy. In most cases, a quiet reprimand is



sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.

Each week, staff award charter champion tokens to young people who are modelling our school charter actions: be kind, be supportive, be inclusive, believe in ourselves and be respectful. Tokens are exchanged each Friday for a reward and young people are entered into a termly prize draw to win a larger prize.



Mobile Phones

Following extensive consultation with all staff, pupils and parents/carers, we have implemented our mobile phone policy. Mobile phones should be placed in school bags and bags placed at the front or back of the classroom or they should be placed into the green tray on the teacher's desk for the duration of lessons.



Phones in bags

Bags in the assigned space



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Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements.

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Parent Council

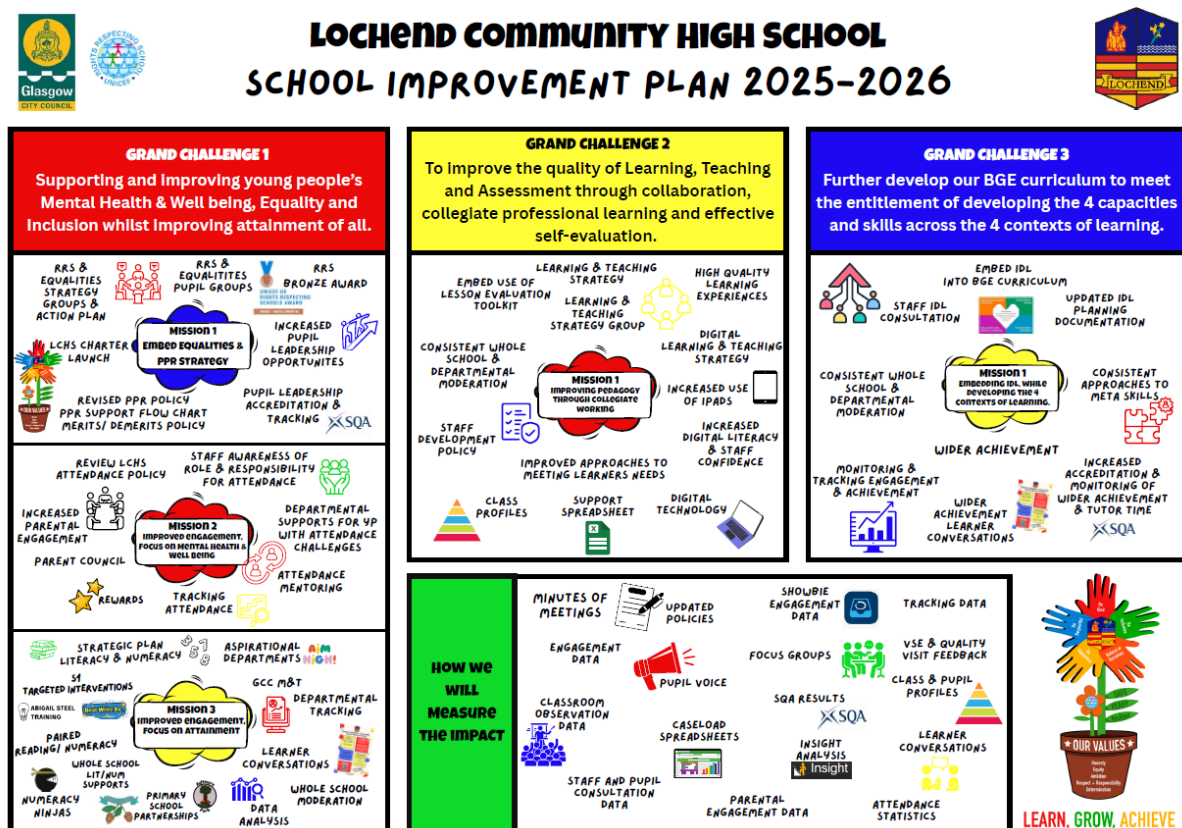
We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and become members of the Parent Council.

Pupil Leadership Team

Our Pupil Leadership Teams are made up of several representatives from each year group. This is an important group which ensures that the views of pupils are heard.

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report will be used to share the overall exam performance of the school and highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. A copy of this is available on our school website. Please see summary below:



Useful Contacts

<https://blogs.glowscotland.org.uk/gc/lochendchs/>

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Useful websites and contacts

Education Scotland <https://education.gov.scot>

National Parent Forum of Scotland www.npfs.org.uk

Parentzone <https://education.gov.scot/parentzone/>

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

