



## **Notre Dame High School School Handbook**

Welcome to Notre Dame High School

I would like to welcome you to Notre Dame High School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope that this handbook gives you a glimpse of life here at Notre Dame. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Rosemary Martin  
Head Teacher



*Last updated 1 Oct 2021*

## **School Vision & Values**

In Notre Dame 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 prepared to take their place in society. This is achieved through working together with young people, their families and the community, based on a shared sense of direction.

### **Values:**

- Respect
- Equality & inclusion
- Friendship
- Pride
- Nurturing & Caring
- Honesty
- Healthy

### **Vision**

We are Notre Dame, a Catholic High School, welcoming those from all faiths and backgrounds. We provide the highest quality education and support in a community which is inspired by our Foundress, St. Julie Billiart.

### **Values**

Through the love and compassion of our good God, we nurture growth and enrich the lives of our young people. By displaying mutual trust, respect and tolerance, all pupils are treated equally and with fairness, creating a community where everyone is encouraged to realise their God-given talents.

### **Aims**

Staff, pupils, parents and partners work together to achieve the following:

- To benefit themselves, their family and society, each individual will be provided with what they needs to realise their full potential in;
  - academic studies
  - wider achievement opportunities
  - spiritual, emotional and physical well being
- Staff are provided with the tools and skills to carry out our vision
- Each pupil will make a positive contribution to society, both now, and in the future
- All young people will reach their planned destination beyond school, meeting their individual goals and aspirations.



## 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:

160 Observatory Road

Glasgow

G12 9LN

Phone: 0141 582 0190

Email: [headteacher@notredamehigh.glasgow.sch.uk](mailto:headteacher@notredamehigh.glasgow.sch.uk)

[www.notredamehigh.glasgow.sch.uk](http://www.notredamehigh.glasgow.sch.uk)

### Background information:

- Co-educational
- Roman Catholic
- Stages taught: S1-S6
- Current Roll: 763
- Capacity: 800

### School staff

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

The leadership team is as follows:

Headteacher: Mrs Rosemary Martin

Depute Heads: Mrs Elizabeth Henderson

Mr David O'Neill

Mrs Sarah Watt

### Moving from Primary to Glasgow Secondary

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 3 partner primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from outwith our area. Families living outwith the school catchment area are welcome to make a placing request to Notre Dame High School. Prospective parents are welcome to visit the school and should contact the school office.

**Further information is available on**

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

## **The School Day**

Period 1	08.50-09.40
Period 2	09.40-10.30
Interval	10.30-10.45
Period 3	10.45-11.35
Period 4	11.35-12.25
Lunch	12.25-13.05
Period 5	13.05-13.55
Period 6	13.55-14.45
Period 7	14.45-15.35 (Tuesdays, Wednesdays and Thursdays only)

## **School Term Dates**

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

## **Pupil Absence**

Within Notre Dame High School good attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their son or daughter 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/index.aspx?articleid=18832>

## **Medical & Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

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, power failures or difficulties of fuel supply.

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 S1-5 school uniform is:

- School blazer
- Blue shirt
- School tie
- Brown skirt (standard design)/Brown trousers (smart)
- Appropriate school footwear (black or brown shoes)



The S6 school uniform is:

- School blazer
- Blue shirt
- S6 tie
- Tartan skirt (standard design)
- Appropriate school footwear (black or brown shoes)

The school tie is available from the school office and the blazer supplier visits the school on an annual basis. The school office can advise on how to obtain a blazer outwith this time.

### **Hijab colours – All Pupils**



If your daughter wears a hijab to school, please ensure that the hijab is either plain brown or navy blue in colour, in line with our uniform policy.

### **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.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils



Our PE kit is comprised of:

- White T-Shirt
- Black/Navy Blue shorts or tracksuit bottoms
- Training Shoes

## **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/index.aspx?articleid=17885>

## **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 dining hall.

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/index.aspx?articleid=17885>

## **Transport**

The education authority has a policy of providing free transport to all young people who live outwith 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/index.aspx?articleid=17882>

## **Communication with Parents**

At Notre Dame High School 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* – 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/Twitter/App* – 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/index.aspx?articleid=18010>

Education specific privacy statements can be accessed at  
<https://www.glasgow.gov.uk/index.aspx?articleid=22069> .



## **Appointments During School Hours**

If your child has an unavoidable appointment, please send a signed and dated note in to school the day before permission is required. Permission slips can be obtained at the school office.

## **Comments & Complaints**

In Notre Dame High School 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  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or  
[education.customerservices@glasgow.gov.uk](mailto:education.customerservices@glasgow.gov.uk)

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

## **Curriculum**

### **Curriculum for Excellence 3-18**

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S3.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement

### **The Senior Phase S4-S6**

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 4 and National 5 awards. The pupil support programme seeks to advise pupils about:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and weaknesses
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success.

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1-4 qualifications. Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail.

Courses at the new National 5, Higher and Advanced Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

The SQA website [www.sqa.org.uk/cfeforparents](http://www.sqa.org.uk/cfeforparents) contains useful information to help you understand national qualifications.

## **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.

## **Catholic Ethos and Religious Life of the School**

Notre Dame is an open, welcoming and inclusive community whose vision is based upon the central teachings and values of the Catholic Church. Such a community of faith is established by the Head Teacher and staff who make every effort to ensure that all are valued, treated with respect and encouraged to participate in the life of the school. Religious Education is a core aspect of our curriculum for all (S1-S6). Young people follow a programme of work, as prescribed and approved by the Bishops of Scotland. The curriculum is reviewed regularly and, in light of Curriculum for Excellence, is currently adhering to the guidance provided in the document '*This is our Faith*'. Every RE class receives instruction from a Catholic teacher. Two periods per week are devoted to RE for every class.

Chaplaincy support is provided by Canon McBride and Sr.Mary McClure, SND, who, together with Miss O'Neill (PT RE), Miss Lang and the extended team of RE staff, aim to ensure the optimum impact in the quality of young people's experience of Religious Education. We enjoy close relationships with our parish communities of St. Peter's, St. Simon's and St. Ninian's.

In addition, 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.

## **Useful websites**

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

<http://www.sces.uk.com/catholic-schools-charter.html>

<https://blogs.glowscotland.org.uk/gc/ndhs/files/2017/10/Provision-of-Religious-Observance-in-Scottish-Schools-Guidance-for-Scottish-Schools-March-2017.pdf>

## **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/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

## **Pupil Support Staff**

All staff in Glasgow Secondary School 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.

Other support for pupils is provided by the Support for Learning Team as required.

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.

## **Nurturing City**

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

## **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 Notre Dame High School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Notre Dame High School 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.

## **Glasgow City Council's Digital Learning Strategy**

As you may already be aware, as part of Glasgow City Council's Digital Learning strategy, every pupil in Notre Dame High School has been issued with an iPad. The vision is to empower Glasgow's young people to fully participate in our digital world, enabling and enhancing digital communication, collaboration and creation across all areas of learning.

The Connected Learning iPad scheme will provide our pupils with an iPad and a range of e-learning tools and resources to assist and enhance their learning at school

and at home. The iPad provided will belong to Glasgow City Council and is traceable through the Council's Mobile Device Management system.

Before your daughter can be issued with her Ipad a *Pupil Parent Home School Agreement* form must be signed. Every teacher at Notre Dame High School has completed **Apple Teacher** training and we are utilising **Microsoft Teams** as a digital enhancement to learning and teaching.

## Homework

Regular, effective homework is an important part of the school day. To this end, every young person in the school is assigned homework through **Microsoft Teams** on their Ipad. Parents are asked to check this on a regular basis. Homework has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It develops areas of interest that can be followed up later in life and become a leisure pursuit
- It allows parents to see, help and become involved in their child's work

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school.

## Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school, on Saturdays in the run up to Prelims and exams. 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.

## Parent Council

We have a very active Parent Council that represents the views of all parents. The Notre Dame Parent Council are very active in all matters relating to school improvement. The Parent Council meet with Mrs Martin, school staff and pupils five times each session. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. You can contact our Parent Council via the Parents and Carers page of the school web site, or by emailing [notredamehspc@gmail.com](mailto:notredamehspc@gmail.com)

## **Pupil Council**

Our Pupil Council meet at least once a term or as required during the academic year. The aims of our Pupil Council are:

- To provide pupils with a clear role in shaping the direction of our school
- To share ideas or proposals with pupils as part of our consultation process
- To capture the opinion of pupils as the year unfolds
- To take action where pupils feel strongly about a matter raised at the Pupil Council

Each class group vote for three house captains to act as representatives at the start of term. Representatives attend all council meetings. At the start of each year our S6 pupils participate in a vote where our Office Bearers are elected. Along with the support of staff, these senior pupils lead all meetings.

## **Extra Curricular Activities**

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. At the last count, there were 24 lunchtime and afterschool activities on offer. The list constantly changes but our school website is updated to reflect this.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

## **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. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

## **Useful Contacts**

**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 [www.education.gov.scot](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

### **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

### **Enquire Scotland**

Enquire is a national advice service for families with additional support needs.  
[www.enquire.org.uk](http://www.enquire.org.uk)

### **Education Services**

City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)