



Transition to High School

Learners' Handbook



Confidence Confidence Confidence Confidence Confidence **Confidence** Confidence Confidence
Learning
Equity
Ambition
Respect Respect Respect Respect Respect Respect **Respect** Respect Respect Respect Respect

Introduction



Welcome to Port Glasgow High School

Moving on from primary school to secondary school is a big step, and I am sure you are both excited and nervous at the same time. All the adults around you want to help you have a smooth transition, and settle in quickly to the life of Port Glasgow High School. This booklet is to help you become familiar and confident about your start in High School - although I'm sure you will be aware that current circumstances mean things might be a bit different from the ordinary routines for a wee while. But don't worry, you will be informed and supported at all times.

There is a close relationship between all our schools (Port Glasgow high School and the Primary Schools), we have been working together to ensure learning programmes and support builds on your Primary School experience. I know that many of you have already experienced a range of learning and extra-curricular activities on the Campus. You may have already met some teachers and pupils, however, I hope you find this small booklet helpful in preparing you to become Port Glasgow High School students.

I look forward to welcoming you to the school official in August, but until then stay safe and have a lovely summer holiday.

Regards

Fiona Craig
Depute Headteacher

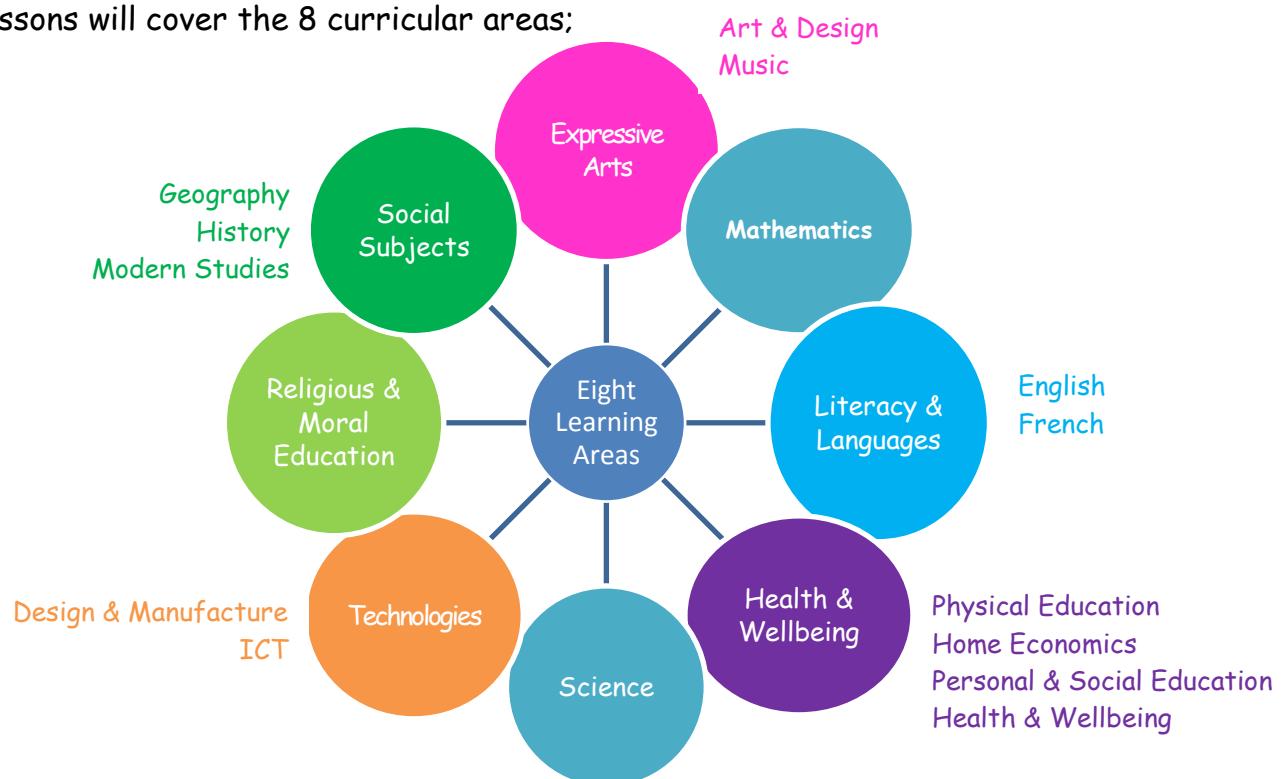


The School Day

Our school timetable consists of 32 periods in a week; 7 periods on a Monday & Tuesday and 6 periods on a Wednesday, Thursday & Friday. Every morning starts with a daily registration class at 8.50am.

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration (10 minutes)	08.50-09.00	08.50-09.00	08.50-09.00	08.50-09.00	08.50-09.00
Period 1 (50 minutes)	09.00 - 09.50	09.00 - 09.50	09.00 - 09.50	09.00 - 09.50	09.00 - 09.50
Period 2 (50 minutes)	09.50 - 10.40	09.50 - 10.40	09.50 - 10.40	09.50 - 10.40	09.50 - 10.40
Interval	10.40 - 10.55 (15 minutes)				
Period 3 (50 minutes)	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45
Period 4 (50 minutes)	11.45 - 12.35	11.45 - 12.35	11.45 - 12.35	11.45 - 12.35	11.45 - 12.35
Lunch	12.35 - 13.15 (40 minutes)				
Period 5 (50 minutes)	13.15 - 14.05	13.15 - 14.05	13.15 - 14.05	13.15 - 14.05	13.15 - 14.05
Period 6 (50 minutes)	14.05 - 14.55	14.05 - 14.55	14.05 - 14.55	14.05 - 14.55	14.05 - 14.55
Period 7 (50 minutes)	14.55 - 15.45	14.55 - 15.45			

Lessons will cover the 8 curricular areas;



Key Staff

You will find all staff in Port Glasgow High School very welcoming. They will be doing everything they can to make this transition as smooth as possible for you. However, there are some specific key staff here to help you;



Mrs Craig
(Depute Headteacher)

Our Pupil Support Team;



Mrs Brown
(Ferguson House)



Mrs Greenlees
(Glen house)



Mrs Fitzharris
(Kingston House)



Mrs Wilson
Learning Support



Mr Cummings
Home Link Officer

We operate a house system in the school. Each of our three Houses (Ferguson, Glen & Kingston) are led by a Guidance Teacher. Each house is then split into 6 register classes with pupils from across the year groups. Brothers and sisters are placed in the same register class. Many of our senior pupils have had specific training to act as buddies and MVP mentors, and hence are there to help our junior pupils.

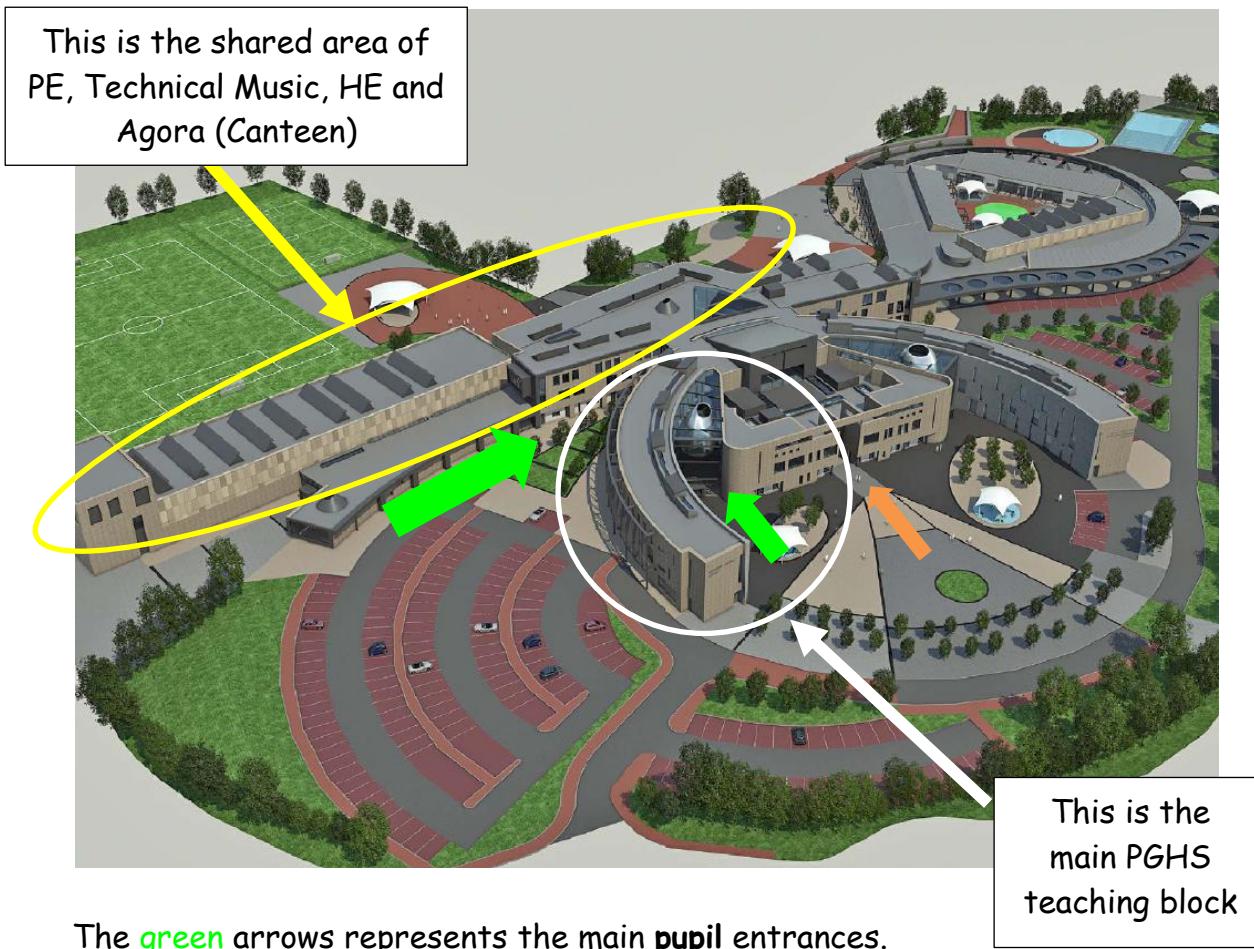
The School Building

We have a fantastic Campus building with fabulous facilities. The campus is home to Port Glasgow High School, St Stephen's High School, Craigmarloch School and the Enterprise Centre. While some areas are shared - we all have our own 'home' areas. I know many of you have already been in the building during our Learning Showcase Evenings, School Shows, Sporting Events, Concerts etc - but if you haven't don't worry, you will find your way around very quickly. Areas are colour coded, there are lots of signs. Each room has a disc with its number on it.



This is Room G232 - Mrs Craig's Office
Mrs Craig is the Depute Head Teacher in charge of S1-3.
Her office is on the ground floor, in the social area

The G tells you it is on the ground floor.
If it was F232 - it would be on the first floor.
If it was S232 - it would be on the second floor



The **green** arrows represents the main pupil entrances.
The **orange** arrow represents the visitors entrance.

The School Building

Ground Floor



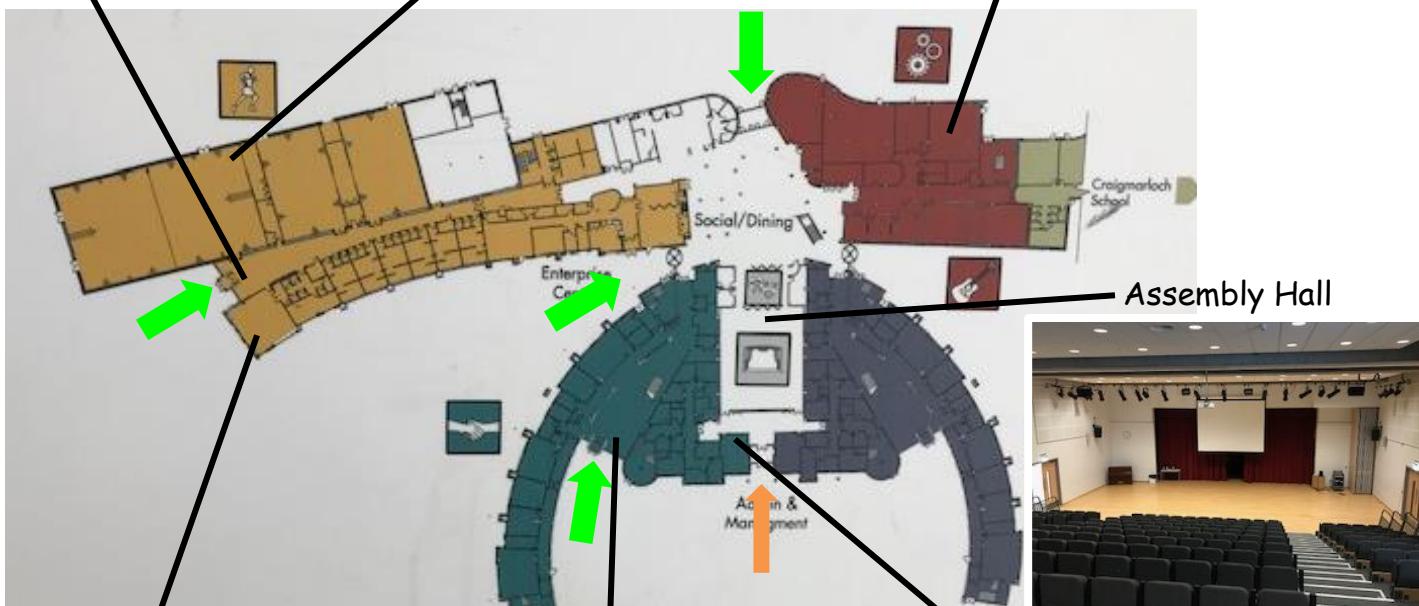
PE Corridor



Games Hall



Technical Workshop



The Gym



Pupil Social Area



School Reception



The **green** arrows represents the main pupil entrances.

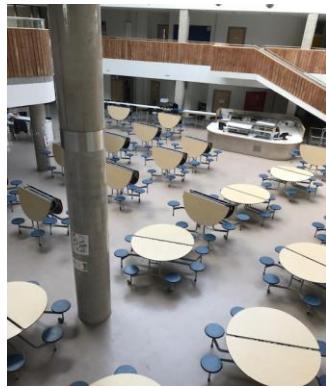
The **orange** arrow represents the visitors entrance.

The School Building

Ground Floor continued...



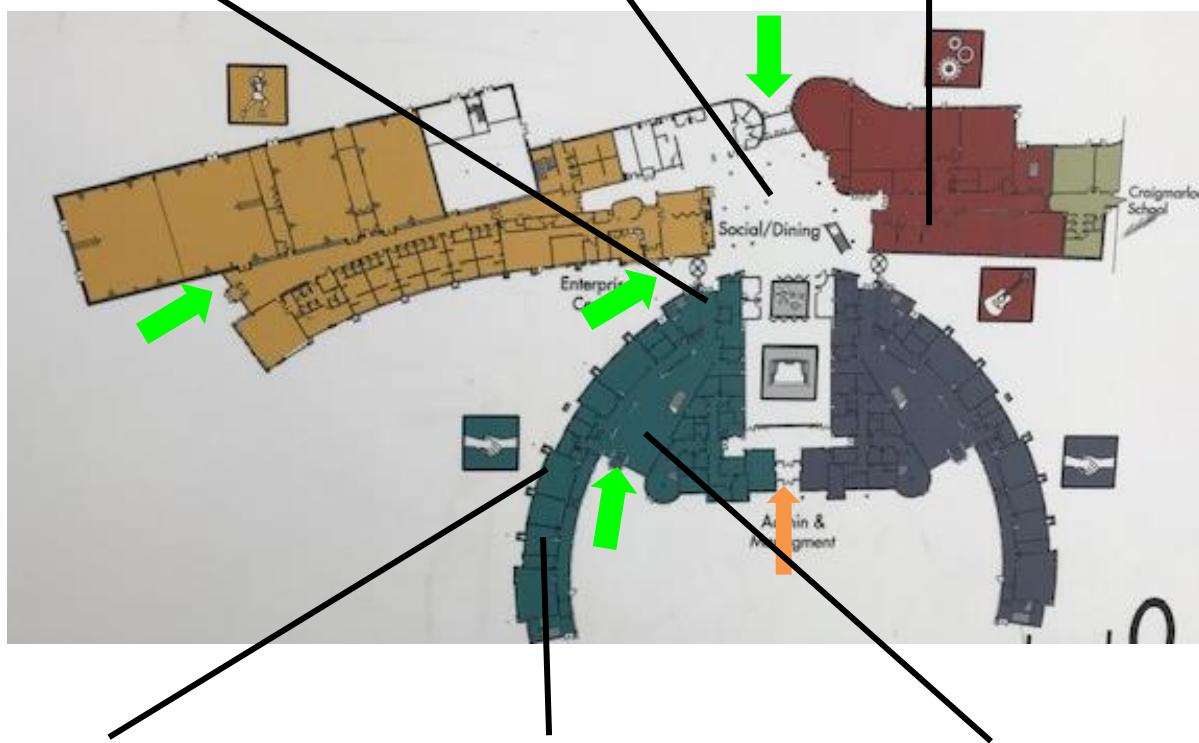
Toilets



Agora



Music Room & Music Studio



Guidance Base



Goliath

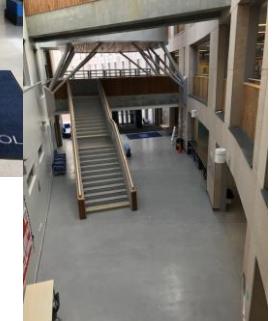


Pupil Social Area



The **green** arrows represents the main pupil entrances.

The **orange** arrow represents the visitors entrance.

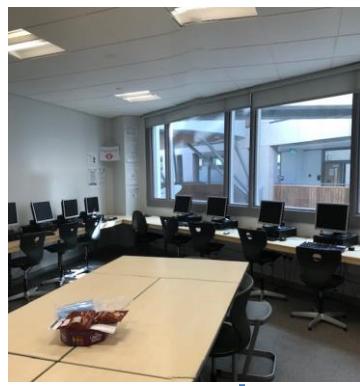


The School Building

First Floor



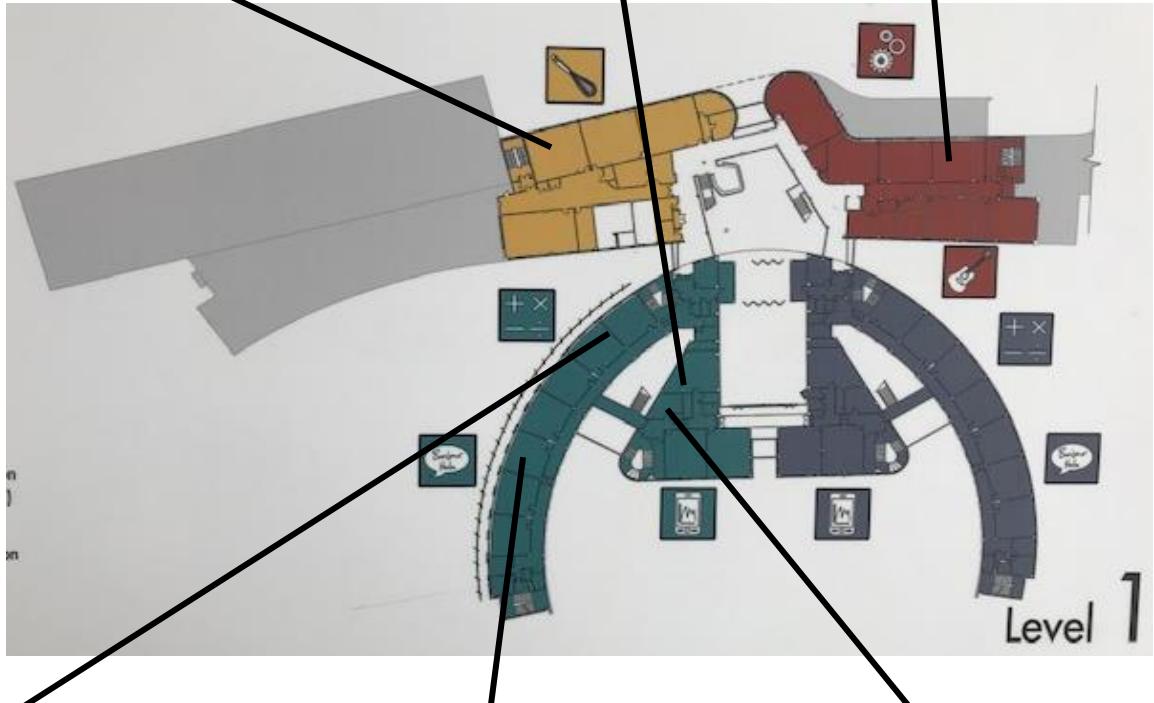
Home Economics Kitchen



IT classroom



Graphics classroom



Maths classroom



Modern Languages classroom



Space2B



The School Building

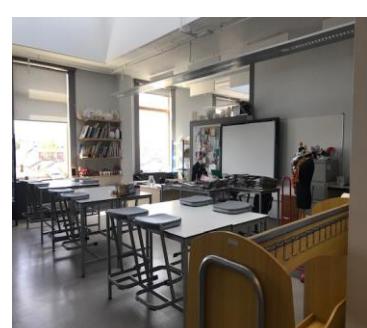
Second Floor



Learning Resource Centre



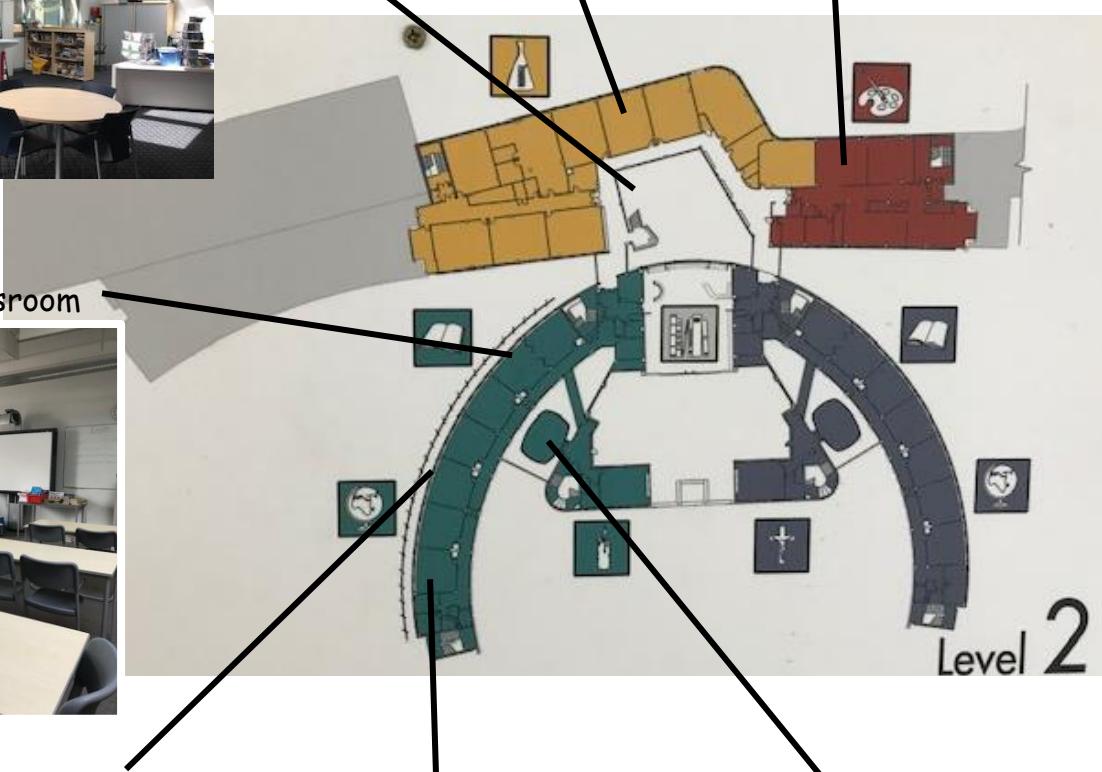
Science classroom



Art Room



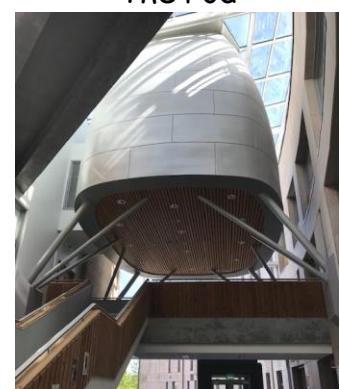
English classroom



Geography classroom

Modern Studies classroom

The Pod



School Uniform

We are proud of our school community and pupils outwardly show this by sticking to the school dress code.

Port Glasgow High School uniform consists of;

- White Shirt or blouse with school tie or White PGHS Polo Shirt
- PGHS sweat shirt (jumper) or plain grey jumper/cardigan
- Smart, plain black or grey trousers or skirt (of suitable length)
- Black shoes or Black Trainers
- PGHS Blazer (optional at junior school, but worn by many pupils)

We ask all our pupils to wear the school uniform for the following reasons;

- Identity - it is important that all our pupils have a sense of identity & belonging. You will all be part of the Port Glasgow High School community, and this adds to the work ethic of our school.
- Security - we are part of a larger Campus, and through the wearing of our uniform we can easily identify our Port Glasgow High school pupils.
- Safety - some items of clothing, such as loose fitting tracksuits are unsafe in Science and Technical areas
- Equality - all items of school wear are reasonably priced.
- Preparation for later life - wearing school uniform requires self-discipline. In most work places there are certain expectations about dress.



Our School Values and Ethos



Our School Values are **CLEAR**

We have high expectation for all our pupils. We expect our pupils attend school regularly, so they can make the most of their learning opportunities. We expect pupils to show respect for one another and demonstrate exemplary behaviour at all times. We expect pupils to try their best in class and with their home learning tasks. We encourage pupils not to be scared to make mistakes in their learning.

Our Core Values

- Confidence
- Learning
- Equity
- Ambition
- Respect

<h1>Learning Together for Success</h1>	
	<h2>Aims</h2>
	Building respect and confidence by promoting ambition, achievement and life-long learning
<h3>Confidence</h3>	We aim to provide experiences which build self-esteem and Self-belief
<h3>Learning</h3>	We aim to ensure high quality learning experiences and Promote positive attitudes to lifelong learning
<h3>Equity</h3>	We aim to ensure every members of the school community receives the help they need to fulfil their potential
<h3>Ambition</h3>	We aim to celebrate achievements and develop a desire To contribute to society
<h3>Respect</h3>	We aim to develop relationships where every individual is respected and valued

We understand that learning does not just happen in the classroom and would recommend pupils join in with the wider aspects of school life - assemblies, concerts, school shows, excursions and trips. There is a wide range of extracurricular clubs which will help new pupils make friends, build confidence and develop new skills

Wider School Life

Provide Experiences which build self-esteem and self-belief

Panto Bands Breakfast Club
Junior Orchestra Drama Club Choir
Pupil Council Maths Competitions
Leadership Football Gymnastics
Peer Support School Shows ECO Group
Concerts Science Club Music lessons
Talent Shows



Our School Values and Ethos

The pupils in Port Glasgow High School are focused on their learning and consistently show high standards of behaviour. This is recognised by teachers through the wide range of rewards that are distributed to pupils.

Managing Appropriate Behaviour



- Rewarding appropriate behaviour
 - praise
 - positive referrals
 - merit awards
 - Distinction awards
 - Excursions
 - HT Tea Party
- Dealing with inappropriate behaviour
 - stages
 - detention
 - behaviour reports
 - removal from class
 - parental contact
 - exclusion

 Success For All

