



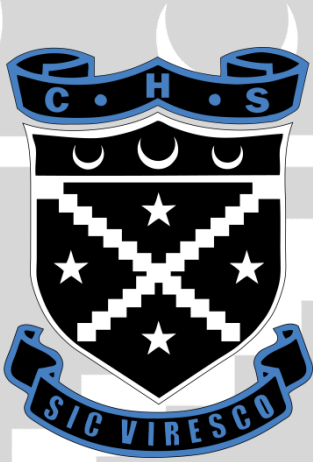
# SCHOOL HANDBOOK



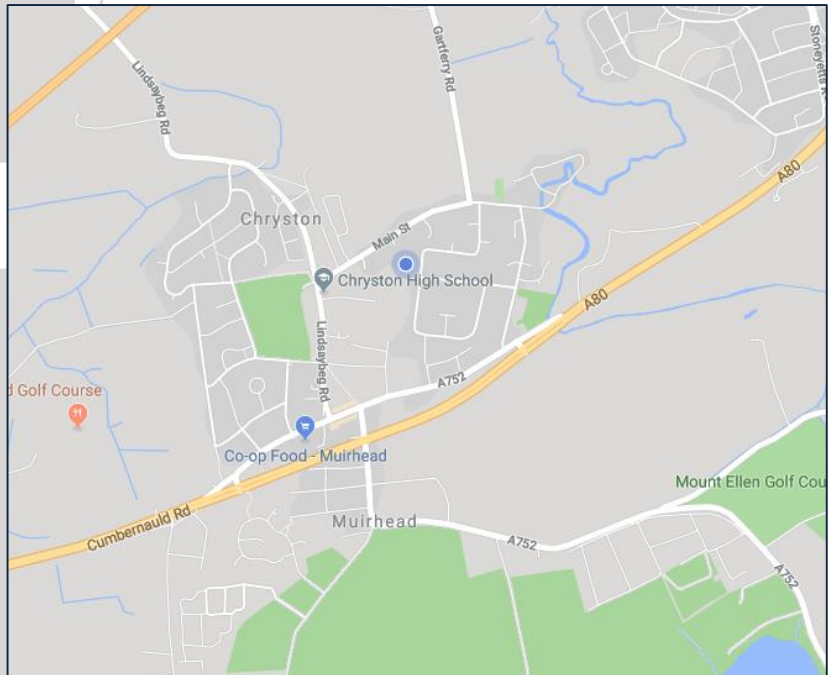
# 2019

Integrity - Compassion - Ambition - Respect - Equity

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**Head Teacher:**  
**Mr Jonny Mitchell**



**Address:** Lindsaybeg Road, Chryston, G69 9DL

**Telephone:** 01236 794890

**Email:** [enquiries@chrystonhigh.n-Lanark.sch.uk](mailto:enquiries@chrystonhigh.n-Lanark.sch.uk)

**Website:** <https://blogs.glowscotland.org.uk/nl/chrystonhigh/>

**Twitter:** @CHS\_Chryston

**Parent Council Twitter:** ChrystonHS\_PC

**Parent Council Chair:** Mr Graeme Robertson  
for parent council enquiries please use school email.



# Welcome to Chryston High School

It gives me enormous pleasure and great pride to introduce myself as the Head Teacher of Chryston High School. Our school has a strong tradition of providing high quality education for all pupils whilst providing a wide range of opportunities to develop their experiences, to achieve 'success for all'. Working together, our school is based firmly in our **core values** – Integrity, Compassion, Ambition, Respect & Equity (I C A R E) ensuring a caring, positive and nurturing community.

In working together with families and all of our partners, we strive to ensure that all young people secure the attributes, values and principles which allow them to achieve success.

Our school **vision** is to continuously and actively promote a positive, inclusive, engaging and aspirational ethos which enables all young people to achieve success and achieve their full potential as lifelong learners and responsible citizens.

Positive relationships are key to ensuring that all young peoples' needs are met and that each pupil is supported and challenged appropriately. Staff provide universal and individualised support for our pupils to help them fulfil their full potential. With this in mind, our main **school aims** are to continuously improve learning and to build the capacity of everyone in our school community.

Strong relationships with families and our school partners is crucial to ensure that as a school, we meet our responsibilities and maximise the opportunities and experiences available to our pupils. As a school, we will continuously reflect and evaluate our practice and provision, working closely with our community to fulfil this commitment to the young people of Chryston High School.

I invite you to explore our school handbook and I hope that you find it to be a useful source of information about our school.

In learning and improving together, 'We are Chryston High School' – welcome to our team!

Jonny Mitchell  
Head Teacher



# School Information

Chryston High is a non-denominational, co-educational secondary school. The roll of the high school for session 2017-18 was 817. The capacity of the building is 915.

The breakdown is as follows:

S1	S2	S3	S4	S5	S6
169	164	156	132	110	85

The likely intakes for the next 2 years are:

**August 2019 – 158                      August 2020 – 168**

Our accommodation includes a large games hall which can be partitioned into 3 separate halls, an assembly hall, purpose built classrooms, a courtyard for pupils to utilise, a recording studio and a library resource centre. Our school also has an outdoor, 3G, all weather football pitch which is used as part of the school facilities during the day. This is also utilised by community organisations through the authority's booking scheme at night and over the weekends. Our school is fully equipped to meet the needs of disabled people.

Part of the new school building is Chryston Cultural Centre which replaces the old Chryston Library. The school building sits close to Chryston Primary School, The Chilterns Old People's Home and Chryston Business Park.

Our pupils come mainly from our five partner primary schools:

				
<b>Auchinloch Primary</b> Fourth Avenue Auchinloch G66 5DU 01236 794824	<b>Chryston Primary</b> Lindsaybeg Road Chryston G69 9DL 01236 757648	<b>Gartcosh Primary</b> Lochend Road Gartcosh G69 8AB 01236 872314	<b>Glenmanor Primary</b> Lochend Road Gartcosh G69 8AB 01236 872314	<b>Stepps Primary</b> 10 Blenheim Avenue Stepps G33 6SH 01236 757692

# School Information

The school has close links with our local community. Local Groups and organisations make considerable use of school accommodation.

For permission contact:

**Community Learning and Development  
Pivot Community Education Centre  
Glenmanor Avenue  
Moodiesburn  
Telephone: 01236 874941**

## School Hours and Timetable

The times for each day are shown below. These have been designed to match the timetables of other North Lanarkshire schools so that we can work together.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8.55 – 9.45	8.55 – 9.45	8.55 – 9.45	8.55 – 9.45	8.55 – 9.45
Period 2	9.45 – 10.35	9.45 – 10.35	9.45 – 10.35	9.45 – 10.35	9.45 – 10.35
Interval	10.35 – 10.50	10.35 – 10.50	10.35 – 10.50	10.35 – 10.50	10.35 – 10.50
Period 3	10.50 – 11.40	10.50 – 11.40	10.50 – 11.40	10.50 – 11.40	10.50 – 11.40
Period 4	11.40 – 12.30	11.40 – 12.30	11.40 – 12.30	11.40 – 12.30	11.40 – 12.30
Lunch	12.30 – 1.15	12.30 – 1.15	12.30 – 1.15	12.30 – 1.15	12.30 – 1.15
Period 5	1.15 – 2.05	1.15 – 2.05	1.15 – 2.05	1.15 – 2.05	1.15 – 2.05
Period 6	2.05 – 2.55	2.05 – 2.55	2.05 – 2.55	2.05 – 2.55	2.05 – 2.55
Period 7	2.55 – 3.45	2.55 – 3.45	No Period 7	2.55 – 3.45	No Period 7

# School Holidays 2019-20

## School Holiday Arrangements 2019-20

Below is our School holiday and term date arrangements for the upcoming 2019-20 school session

### August 2019

In-service day:	Monday 12 August 2019
In-service day:	Tuesday 13 August 2019
Pupils return to school:	Wednesday 14 August 2019

### September 2019

September weekend:	Friday 27 September 2019 to Monday 30 September 2019
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### October 2019

October break:	Monday 14 October 2019 to Friday 18 October 2019 (inclusive)
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### November 2019

In-Service day:	Monday 18 Nov 2019
In-Service day:	Tuesday 19 Nov 2019

### December 2019 - January 2020

Christmas & New Year:	Friday 20 December 2019 – Friday 3 January 2020 (inclusive)
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(School closes 2.30 on Thursday 19 December 2019)  
(School returns on Monday 6 January 2020)

### February 2020

Mid-term break:	Monday 10 February 2020 and Tuesday 11 February 2020
In Service Day:	Wednesday 12 February 2020
In Service Day:	Thursday 13 February 2020

### March/April 2020

Spring break:	Monday 6 April 2020 to Friday 17 April 2020 (inclusive)
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### May 2020

May day holiday:	Monday 4 May 2020
In-Service day:	Tuesday 5 May 2020
May weekend holiday:	Friday 22 May 2020 and Monday 25 May 2020

### June 2020

School closes:	Wednesday 24 June 2020
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# School Staff

## Senior Management Team

The senior management team of the school are:

Head Teacher

Depute Head Teacher

Depute Head Teacher

Depute Head Teacher

**Mr J Mitchell**

**Mr A Jopling**

**Mr G Kane**

**Mrs A Mullen**

The senior management team are responsible for the strategic direction of the school specific to continuously improving learning whilst building the capacity of everyone within our school community. Some of the particular responsibilities of the senior management team are indicated below.

### **Mr J Mitchell**

- Overall leadership, management and strategic direction
- Overall responsibility for continuous school improvement
- Management of School Budget
- Raising Attainment
- Responsibility for S5 year group

### **Mr A Jopling**

- SQA Coordinator
- School Improvement Planning
- Staff Development & PRD (Career Long Continuous Learning)
- Faculty Link for Humanities, Maths & Health
- Responsibility for S4 year group

### **Mr G Kane**

- Staffing
- School Timetable
- Curriculum Planning
- Faculty Link for English, Performing Arts & Technical/Art
- Responsibility for S2 and S6 year groups

### **Mrs A Mullen**

- Overall leadership of Pupil Support
- Child Protection & Safeguarding
- Transition
- Transport
- Faculty Link for ICT, Modern Languages & Science
- Responsibility for S1 and S3 year groups

# School Staff

**Whole School Team**  
**61.7 FTE**

**KEY:**

DHT  
FH  
PTPS  
APT/ADHT  
SAC  
HSPO  
YC  
EP  
ASNA  
SDS  
AFA

Depute Head Teacher  
Faculty Head  
Principal Teacher of Pupil Support  
Acting PT/Acting DHT  
Scottish Attainment Challenge Mentor  
Home Schools Partnership Officer  
Youth Counsellor  
Educational Psychologist  
Additional Support Needs Assistant  
Skills Development Scotland Officer  
Accounts and Finance Administrator

## ART & DESIGN TECHNOLOGY

### Technical

Mr P. Davidson (FH)  
Mr S. Beaton  
Mrs N. Mulrooney  
Mr R. Johnston

### Art

Mrs J Ferguson  
Mrs L. McDougall  
Mrs K. McGhee  
Mr D Scott

## MODERN LANGUAGES

Mr R. Kirk (FH)  
Dr F. Malcolm  
Mrs A. Mullen (DHT)  
Miss V. Sommerville

## ENGLISH

Mrs E. Dover (FH-0.8)  
Mrs J. Doig (FH-0.2)  
Miss S. Bateman  
Miss M. Deans  
Mrs C. Liddell  
Mrs J. Lorimer  
Mrs K. McNulty

## HEALTH & WELLBEING

### Physical Education

Mr A. Flanagan (FH)  
Mr J. Cookman (APTPS)  
Mr G. McAlpine  
Miss. S Morrison  
Mrs C. Pegrum  
Mrs E. Walker

### Home Economics

Mrs J. McColl  
Miss F. Williamson

## MATHEMATICS

Mrs K. McKee (FH)  
Mrs C. Agnew  
Mrs J. Carragher (PTPS)  
Mrs L. Connelly  
Miss M. Millet  
Miss P Reilly  
Miss S Renicks

## PERFORMING ARTS

### Music

Mr E. Drysdale (FH)  
Mrs D. Kirkpatrick  
Miss M. Wallace

### Drama

Mrs L. McTavish (PTPS)  
Miss E. Brand  
Mrs N. Kay

## HUMANITIES

Mr R Hewitt (FH)  
Mrs N. Henderson (PTPS)  
Mrs J. McNeill (PTPS)  
Miss R. Bell  
Miss C. McMullen  
Miss D. Phee  
Mr S. Wright

## ICT

Mrs L. Taylor (FH)  
Miss R. Easson  
Miss K. Hillhouse  
Miss P. McCready  
Miss K. Smith

## TECHNICIANS

Mr R. Lawie (Senior Technician)  
Mr C. Martin (ICT)  
Mrs M. Hamilton (Science)  
Mr W. Ford (Technical)

## SCIENCE

Mrs J. Miller (FH)  
Mrs L. Harvey (PTPS)  
Mrs K. Perriss (PTPS)  
Miss P. Adams  
Mr E. Buchanan  
Mr S. Campbell  
Dr G. Norris

## THE LEARNING CENTRE

Mr A. Cooper (PTsfl)  
Miss M. Borland  
Mrs L. McLaughlin (HSPO)  
Mr M. Bradshaw (SAC)  
Mrs M. Bernard (EP)  
Miss J. Nimmins (YC)  
Mrs A. Gallagher (ASNA)  
Mrs U. Hadden (ASNA)  
Mrs M. Irvine (ASNA)  
Mrs S Turner (ASNA)  
Mrs C. Wordie (ASNA)

## LIBRARY

Mrs L. Connor (Librarian)  
Mrs C. Bruce (SDS)

## ADMINISTRATION

Mr D. Sullivan (AFA)  
Mrs M. Crockard  
Mrs N. De Nardo  
Mrs L. McLaren  
Mrs L. Oliphant  
Mrs C. Pollock

## JANITORS

Mr D. Arbuckle (Senior Janitor)  
Mr P. Agnew

## KITCHEN

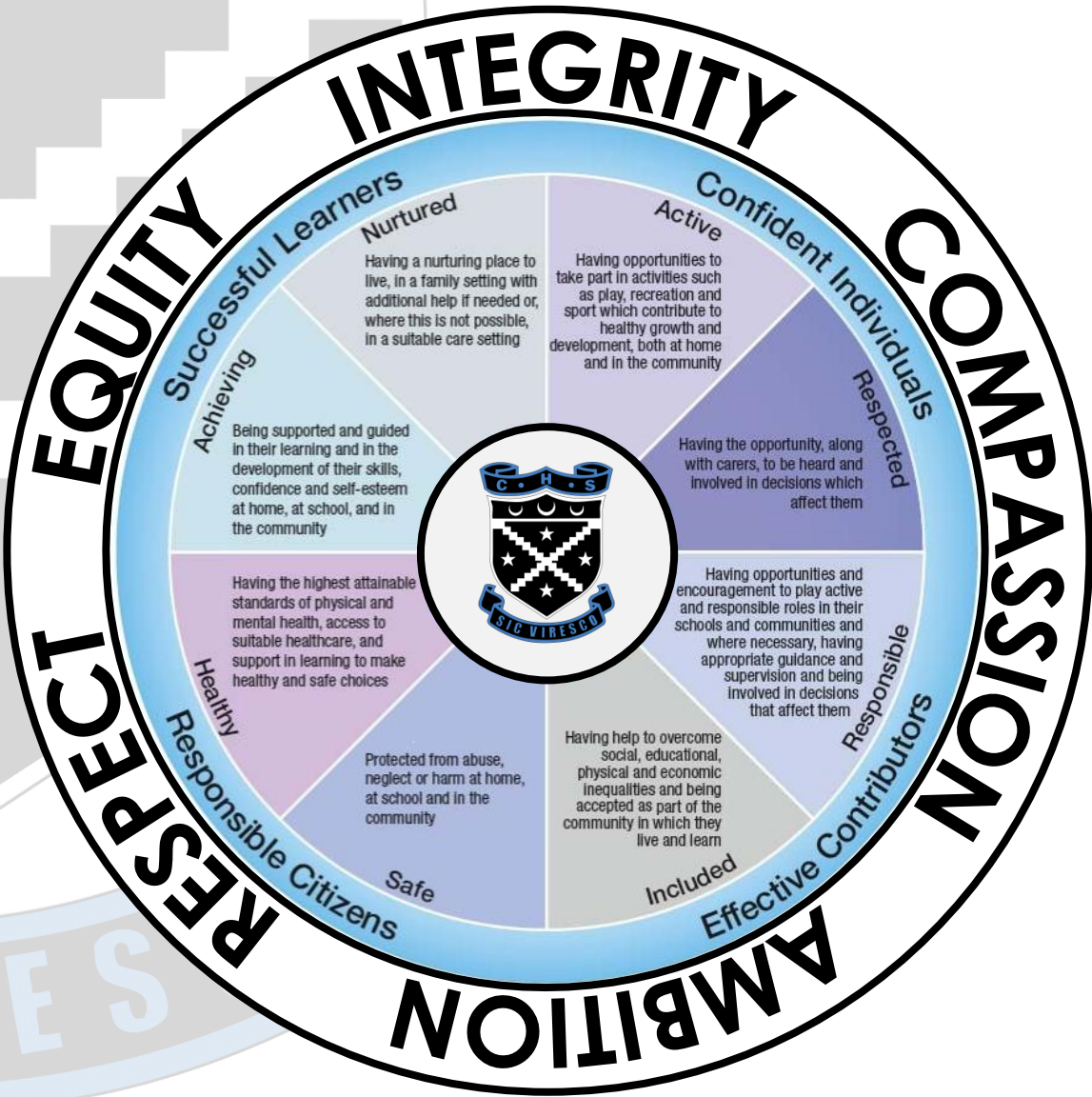
Mrs A. Friel (Cook Supervisor)

# Pupil Support

## Pupil Support Structure

We have a horizontal pupil support structure at Chryston. That means each PT Pupil Support (PTPS) is for a year group and they will link in to a member of senior management. If a PTPS is in charge of S1 this year, they will be in charge of S2 the following year and so forth. This ensures continuity for the pupil and their family. Senior management links are fixed each year.

PTPS	2019/20 Year Responsibility	SMT Link
Mrs L McTavish	S1	Mrs A. Mullen
Mrs J McNeill	S2	Mr G Kane
Mrs J Carragher	S3	Mrs A Mullen
Mrs L Harvey	S4	Mr A Jopling
Mrs N Henderson	S5	Mr J Mitchell
Mrs K Perriss	S6	Mr G Kane





# Pupil Support

## Pupil Support Aims

### Aims:

- **To ensure that each child knows and is known personally and in some depth by at least one member of staff.**

Each pupil remains with the same Pupil Support teacher throughout his/her school career.

- **To help each pupil to be aware of his/her own development and to take responsibility for it.**

Pupil Support staff will help pupils to assess their own performance and to set targets related to school work, effort, etc.

- **To give pupils and parents vocational guidance, i.e. to encourage pupils to think about jobs and careers, and to assist them to make appropriate decisions.**

Pupil Support staff are involved at critical times such as when making subject choices. They work closely with pupils and parents to make sure each young person's pathway is individually tailored to best suit their individual needs and aspirations. A programme of PSHE (Personal, Social and Health Education) lessons is also arranged to help pupils.

- **To provide a link between home and the school.**

Pupil Support staff will contact parents if a child is giving any cause for concern. Parents should not hesitate to contact the Pupil Support teacher if there is any matter they want to discuss.

- **To foster links with agencies such as psychological services, social work, careers service, etc. in order to obtain the necessary support for pupils.**

Your child's Pupil Support teacher will know your child personally and will work closest with them throughout their learning journey at Chryston High School. Therefore, your child's Pupil Support teacher should always be the first point of contact between family and school. In the first instance, contact your child's Pupil Support teacher.

**In general, Pupil Support staff are available for consultation by parents or pupils. They are always present at parents' consultation evenings. They seek to work in partnership with parents and families. They work closely with the external agencies when relevant/appropriate.**

# School Improvement Plan

## School Improvement Plan Priorities 2019/20

### Priority 1:

Improvement in learning, teaching and assessment to raise attainment and achievement with a particular focus on literacy and numeracy.

### Priority 2:

Improvement in young people's health and wellbeing.

### Priority 3:

Improvement in employability and enterprise skills of all young people

### Priority 4:

School leadership resulting in improved learning, teaching and assessment

## IMPROVING LEARNING & BUILDING CAPACITY



### Our Vision

The shared vision for Chryston High School is to continuously and actively promote a positive, inclusive, engaging and aspirational ethos which enables all learners to achieve success and achieve their potential as lifelong learners and responsible citizens.

We have a clear vision which is to continuously improve learning which ultimately raises attainment for all, especially in literacy, numeracy and health and well-being.

Our school has two main aims – continuously improve learning and build capacity of everyone in our community. These aims are wrapped around our core values – I CARE (Integrity, Compassion, Ambition, Respect and Equity).

We promise to care equally for all our young people and intervene appropriately to overcome barriers to learning. We actively seek opportunities to work in partnership with parents, carers, families and the wider school community.

Our measure of success is that our young people leave Chryston High School with the necessary skills, knowledge and competences to achieve a positive and sustained school leaver destination into the world of work, training or further/higher education.

*Integrity - Compassion - Ambition - Respect - Equity*

# Uniform

## School Dress Code

All pupils in Chryston High School come to school dressed according to our Dress Code. This code was established after extensive consultation with pupils, parents and staff. The Dress Code carries the full support of the Parent Council.

We have assured that the pupils can choose from a wide range of attractive and comfortable garments.

**We believe that having our pupils dressed fully in uniform has many positive effects on the life of the school by:**

- Creating an atmosphere that encourages learning
- Developing a sense of community – 'We are Chryston High'
- Maintains and further enhances positive behaviour and respectful conduct
- Helping security – possible intruders can be easily spotted

**Pupils may choose from the following garments:**

- Black blazer
- Black or dark self-coloured jacket during winter months
- Black trousers or skirt
- White shirt / blouse with appropriate year group school tie
- Plain black sweatshirt, sweater, cardigan (no logos or designer trademarks)
- Black shoes



**Shell suits, tracksuits and jeans must not be worn**

Please note that as long as classrooms are at a sufficiently warm temperature, pupils wearing sweatshirts/cardigans/tops that are not part of the Dress Code will be asked to remove them. In school, once outdoor clothing has been removed, pupils must be wearing garments that immediately identify with the school dress code.



*Integrity - Compassion - Ambition - Respect - Equity*



# Uniform

## School Dress Code

### PE Kit

PE kit is worn in Chryston High, and is often admired by visitors to the school.

Girls: white tee-shirt and navy games skirt or sports shorts

Boys: plain bright blue tee-shirt or polo shirt and royal blue shorts

Pupils wear white or light coloured indoor trainers, which must have non-marking soles. Outdoor trainers are also worn when appropriate. In winter, when outdoors, tracksuits or jogging trousers may be worn.

The school encourages PE kit to be brought to every lesson. If unfit to fully participate in a PE lesson, pupils are given alternative activities in the area.

### North Lanarkshire School Dress Code Framework

NLC's guidance on school uniform can be found by visiting the following website:

<https://www.northlanarkshire.gov.uk/index.aspx?articleid=5578>

## Clothing Grants

Parents in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Information and application forms may be obtained from any school or First Stop Shop.

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), housing benefit, council tax rebate.



## School Dress Code

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents\carers, pupils and staff were fully consulted.

It is the expectation of Education and Families that parents\carers will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances. Includes items which:

- could potentially encourage factions(e.g. football colours)
- could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery
- are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- could cause damage to flooring
- carry advertising in particular for alcohol or tobacco,
- could be used to inflict injury to other pupils or to be used by others to do so.

**Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code may be deemed to be a serious challenge to the head teacher's authority and to be detrimental to the wellbeing of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.**

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents/guardians are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc, are not brought to school. Parents should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

# Transport

## Transport

The Council has a policy of providing free transport to secondary pupils who live more than two miles from their local school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Education and Families school transport section. These forms should be completed and returned before the end of February for those pupils beginning the school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).

**It is the parent's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.**

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

### Transport Department contact details:

School Transport  
Kildonan Street  
Coatbridge  
ML5 3BT

Email: [lltransport@northlan.gov.uk](mailto:lltransport@northlan.gov.uk)  
Phone: 01236 812529





# Placing Requests

## Placing Requests



You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session.

Other than those who are moving home. To a new area, parents are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school. Once a pupil has reached the school leaving age **the pupil, not the pupils' parents** may choose which school to go to.

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the council's website.

Parents and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), ASN school or special class managed by the home authority.

In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.

### Enrolment of Pupils

Parents interested in enrolling their children in the school are encouraged to contact the school at any time to arrange an interview with a senior member of staff at a mutually convenient time. Otherwise, enrolment is automatic from P7 to S1.

# Child Protection

## Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the School's actions in response to Child Protection concerns.

If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

The Child Protection Coordinator is: Mrs. A Mullen.

## Adult Protection

The council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. It's employees therefore have the responsibility to ensure the welfare of all adults at risk of harm whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society.

The Head Teacher is responsible for the school's actions in response to Adult Protection concerns.

If there are any Adult Protection Coordinator concerns the Head Teacher or the Adult Protection Coordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines Protection Procedures and Guidance.

Adult Protection Coordinator is Mrs. A Mullen  
Telephone Number: 01236 794890

# Careers - SDS

## Careers Advice

At present the school has one Skills Development Scotland officer who attends school weekly, helping pupils to make well-informed choices about their future. Normally the SDS officer's main contact will be with older pupils through a screening process. However, all pupils can access the SDS service through a lunchtime clinic (details on notice boards) for which no appointment is needed.

Parents are welcome to contact the SDS officer for assistance. This can be done through the Pupil Support teacher or by contacting the local Careers Centre.

### Airdrie Careers Centre

North Lanarkshire Careers Centre

61 Stirling Street

Airdrie

ML6 0AS

**Tel:** 01236 757 400

**Opening hours:** Monday, Tuesday, Wednesday, Thursday and Friday 9 am - 5 pm

### Cumbernauld Careers Centre

New College Lanarkshire

North Carbrain Road

Cumbernauld

G67 1HU

**Tel:** 01236 720 889

**Opening hours:** Tuesday, Wednesday and Thursday 9 am - 4 pm



Skills  
Development  
Scotland



## My World of Work

Pupils are given excellent post 16 advice in school through a range of external speakers and are also given opportunity to access Skill development Scotland – My World of Work, [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) – Pupils can plan, build and direct their career throughout their lives using this resources. Pupils have the opportunity to build CV's; search for vacancies and explore training opportunities in a way that is personal to them.

# Equality and Anti-Bullying Policy

## ICARE

Chryston High School aims to promote positive relationships amongst students and staff through a caring and inclusive ethos which celebrates diversity. This is in the spirit of the 2010 Equality Act and is in line with duties detailed by the GTCS Standards and Expectations.

**Our Core Values – ICARE: Integrity, Compassion, Ambition, Respect & Equity – are at the heart of our Equality and Anti-Bullying policies.**

As a High School in North Lanarkshire, Chryston is committed to the promotion of positive relationships and positive behaviour in line with the NLC policy framework. At our school we believe that all children and young people have the right to an educational environment where they feel respected, safe and which is free from harassment and bullying.

This policy is implemented in partnership with the pupils and parents and is founded on the school's values of integrity, compassion, ambition, respect and equity.

We believe that we all have a responsibility to treat others as we would like to be treated. In addition, at Chryston High, we take very seriously our role as a Rights Respecting School and in promoting the rights of the child in line with the United Nations Convention on the Rights of the Child (UNCRC) which states that:

*Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others' human rights and their own and other cultures. It should also help them learn to: live peacefully, protect the environment and respect other people.*

*(Article 29 Goals of Education)*

We regard bullying of any form as unacceptable. It is important that all members of our community are able to identify these types of behaviour and know how to tackle them.

**Access to our Equality and Preventing Bullying Policy can be found by visiting our school website.**

<https://blogs.glowscotland.org.uk/nl/chrystonhigh/policies/>

Equality and Human Rights Commission's Technical Guidance for Schools in Scotland outlines the essential requirements of the Equality Act 2010 for schools.

This can be accessed at:

<https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

**We have recently obtained a Bronze – Rights Committed Rights Respecting School Award and are on course to achieve the Silver standard by the end of the year.**





# Positive Behaviour Learning

## Positive Behaviour Learning

Our first concern is to promote and encourage good behaviour, not to punish bad behaviour.

Every effort is made to develop good habits of work, attendance, punctuality, and to encourage pupils to be honest, reliable and trustworthy. For this reason we limit school rules to an essential minimum, and try in the first instance to change pupils' attitudes through warnings, discussion or advice. If a pupil shows a pattern of misbehaviour, Guidance Staff will be alerted, and the parent will be contacted.

**The aim is to develop a close working partnership between the home and the school to check any drift into bad habits or indiscipline.**

Despite the positive attitudes of staff toward pupil behaviour, they must employ sanctions if behaviour is deemed inappropriate or to impinge on learning. A basic staged intervention model is shown below.

- **Non – verbal warning** - make eye contact with pupil causing disruption. highlight 'rules'.
- **Positive / polite reminder** - expectations of class/ rules reiterated to whole class, allowing pupil causing disruption time to self – regulate their behaviour.
- **Verbal warning** - pupil causing disruption spoken to quietly/ directly to flag up negative behaviour.
- **Time out with refocus card** -pupil given time out with a refocus card to reflect on behaviour and engage in a calm, one to one conversation about behaviour and expectations with the class teacher. this allows incidents to be dealt with in a low-key fashion.
- **Detention / reflection exercise** - if undesirable behaviour continues, class teacher should issue a reflective exercise to pupil to be completed in their own time (interval or lunch). this should be retained by the teacher.
- **Referral to FPT** - if pupil still continues to display negative behaviour after all other strategies have been exhausted, a referral to the Faculty PT is then required.
- **Referral to PT Pupil Support** – PTPS will liaise with home to determine best way forward. Link DHT will also be involved at this stage.
- **Exclusion** - applied according to the regulations of North Lanarkshire Council

All incidents that may eventually lead to exclusion will be carefully recorded. However, every effort will be made to avoid exclusion by notifying parents at an early stage of pupil misbehaviour. A complete set of school rules will be issued to pupils and parents at the beginning of every session. A list of current rules is shown in this booklet.

**We hope that parents will see the value of these rules and will cooperate in our efforts to enforce them, not only in school but when out of school on a visit or trip.**

# Positive Behaviour Learning

## Supervision in non-class times

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

## External Provider Staff

1. School disciplinary policy & procedures should be invoked when there is an incident involving any member of external staff (not employed by NLC) within a NLC establishment.
2. External staff with allocated classes in schools should be met by a school senior manager before the first lesson to confirm the policy and procedures on how disruptive behaviour will be managed.
3. Any misconduct should be reported to a member of the school SMT before the close of the business day.



Harry Potter  
WB Studio Tour - May 2019





# Homework

## Homework

Pupils are issued with study planners to enable them to record their homework. Parents and staff are asked to check and sign these planners each week. Support for homework is seen as an important part of the partnership between school and parents.

Chryston High School has a fully integrated policy on homework, extracts from which are provided below:

### Among the purposes of the homework policy are:

- to develop the habit of private study
- to encourage a sense of ownership and responsibility for learning
- to stimulate pupil interest and promote high achievement
- to reinforce class work and consolidate the learning process
- to extend and enhance class work through research or further study
- to develop planning and organisational skills
- to prepare for assessment
- to involve pupils in self assessment and encourage them to identify strengths and weaknesses in their own work
- to strengthen the partnership between home and school and involve parents/carers in the learning process

### Homework tasks.

This is not an exhaustive list but it does include most of the types of homework which can be set:

- a writing exercise
- finding out information
- reading part of a book
- making use of the media e.g. watching television programmes
- finishing off a piece of work already started in class
- revision
- planning or preparation of an investigation
- redrafting
- developing folios/diaries
- preparing for a test
- committing work to memory e.g. learning vocabulary



As a rough rule of thumb, the amount of homework given (ie not including tasks undertaken on pupil's own initiative) should be:

S1/S2 -approximately 1 hour per evening in total

S3/S4 -average of about 1 hour per week / per subject

S5/S6 - average of about 2 hours per week / per subject  
(this may vary depending on course of study)

# Extra Curricular Activities

Chryston High prides itself on the wide range of extra-curricular activities for pupils. The following are some examples of events which take place in a typical year.

## Educational Visits

The school has, over the past few years run many educational trips to the likes of Germany, Belgium, Italy, Tanzania and London to allow the pupils the opportunity to combine their studies and have fun. Drama trips to London theatre productions have provided the opportunity for pupils to see incarnations of our own school shows on "the big stage".

Trips to Belgium and Berlin have afforded the pupils a chance to see attractions and learn more about European culture. Tanzania was part of the World Challenge in 2017 and Around 40 pupils travel to the Italian Alps every year for fun on the piste.

In addition to these there are many visits organised by departments throughout the course of the year, to art galleries, theatres, concerts, sporting events, university open days and career events.

## Sports and Games

Hockey, badminton, basketball, gymnastics, netball, athletics, rugby and football are all organised by the PE department with help from other volunteering members of staff.

## Music Making and School Shows

The School productions involve as many as one fifth of our pupils, and we have excellent music and drama accommodation for the performances. Pupils also take part in instrumental groups within school, and join the numerous choirs, bands and orchestral groups organised by North Lanarkshire Council. We have had great success with our rock group in past years, winning the last 3 Rockfest NLC Battle of the Band competitions!

## Dances and Discos

Our social events have a first class reputation for good organisation and excellent pupil behaviour so that everyone is safe and secure. There is a Halloween party, S1 Welcome Disco and Christmas dances, while the highlight of the social calendar is the 'senior prom', for which we have established a tradition of formal dress.

## Other Activities

We take great pride in the achievements of our young people and we hope that parents will encourage pupils to participate in the wide range of activities available in the school.

Many departments in the school organise lunchtime clubs and activities, for example, the Library, PE, Computing, Drama and Music.



# Attendance at School

## Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent\carer of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc., Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised: As defined by the Scottish Government.

At the start of each school session, parents\carers will be asked to provide contact details including at least one emergency contact number. Parents\carers are required to inform the school if these contact details change during the course of the school year.

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Parents/carers should be asked to inform the school by text, letter or telephone if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence.

## Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/Carers should inform the school by letter of the dates before going on holiday.

Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the 'authorised absence' category will not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the head teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised

# Attendance at School

## Extended Leave with Parental Consent

Where most family holidays will be recorded as unauthorised absence (see previous page) extended leave with parental consent will not be considered the same as a family holiday.

Leave in such circumstances will be authorised under circumstances such as:

- Extended overseas educational trips not organised by the school
- Short-term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families

## Exceptional Domestic Circumstances

Parents\carers may request permission for such leave in writing and the school may authorise such requests under the following:

- The period immediately after an accident or illness
- A period of serious or critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

As parents would expect, the school has procedures for monitoring the attendance of pupils. The Pupil Support team contacts parents when they have a concern, and take further steps if attendance deteriorates or fails to improve without good reason.

The school will investigate unexplained absences and the authority has the power to write to, interview or prosecute parents\carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.

## Information in emergencies

We make every effort to maintain a full educational service, but on some occasion's circumstances arise which lead to disruption. For example, schools may be affected by 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 closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and twitter.

# Medical and Health Care

## Health and Medical Care

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an official establishment. Immunisation is offered at various times throughout the year.

Health matters are dealt with in PSHE classes as well as in PE, Biology/Science and Home Economics. The School Nurse Service contributes to senior school Health Education in PSHE.

Chryston High School has 2 trained first-aiders. Parents are asked to supply, and thereafter to update as necessary, the name and address of a neighbour or relative to act as an emergency contact. If a child takes ill at school, every effort will be made to communicate with the parent or other contact. In exceptional cases, pupils may be escorted to hospital while efforts are made to contact the parents. In a crisis, we will of course act on our own initiative to protect the child.

Parents should notify the school of any particular medical requirements, or of precautions to be taken in the case of certain ailments.

In accordance with health and safety regulations, we have a system for enabling pupils with prescription medicines to have access to these via our school office - parents should ask for the necessary forms.

## Health and Safety

In order to ensure the safety of Chryston High School pupils, it is strongly recommended that they stay within the grounds of the school at lunchtimes rather than frequent the Muirhead area.

The school has been fitted with security doors. The doors are locked at 9.10 am, after which anyone wishing access to the building must do so by the main entrance and reception area. Our pupils are therefore safe from intruders.

At the start and end of the school day, school buses need access to the school car park.

In the interest of safety of pupils using these buses, it would be preferred if parents dropping or collecting pupils by car, avoided using the car park.

# Home and School Links

The school positively welcomes parental involvement in school life, and adopts a number of approaches to encourage this.

## Parents' Meetings

The current pattern of parents' meetings is shown below. Appointments are arranged to minimise delays; we try to arrange a display of pupil and/or course work for each meeting, and we always arrange tea and coffee! We also hold several other meetings each session, including special meetings about course choice.

P7 Info Evening	November 2019
S1 Parent Consultation	March 2020
S2 Parent Consultation	January 2020
S3 Parent Consultation	February 2020
S4 Parent Consultation	November 2019
S5/6 Parent Consultation	November 2019

Some consultative meetings, though not all, follow the issue of a report. Parents' meetings are a valuable opportunity for communication. The timing of these meetings is carefully planned to maximize the benefit to parents and students.

## Newsletter

Our newsletter, with 4 issues each session, is an excellent way to let parents and the wider community know about the achievements of our pupils and about school events. The newsletter is available on our website.

## The Parent Forum

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the Parents and Carers of children at the school.

As a member of the Parent Forum you can expect to:

- Get information about what your child is learning.
- Get information about events and activities at the school.
- Get advice/help on how you can support your child's learning.
- Be told about opportunities to be involved in the school.
- Have a say in selecting a Parent Council to work on behalf of all parents at the school.
- Be invited to identify issues for the Parent Council to work on with the school.



# Home and School Links

## The Parent Council

Parent Councils came into force on 1 August 2007.

The Headteacher will act as a professional advisor to the Parent Council.

The Parent Council's rights and duties will include:

- Supporting the work of the school
- Representing the views of the parents
- Consulting with parents and reporting back to the Parent Forum on matters of interest
- Promoting contact between the school, parents, pupils and the wider community
- Fundraising
- Taking part in the selection of senior promoted staff
- Receiving reports from the head teacher and education authority and receiving an annual budget for administration, training and other expenses.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in the decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school or for a particular stage in a particular school exceeds the number of places available.

### Parent Council Members

Mr G Robertson (Chair)  
Mrs K Chapman  
Mrs L Curran  
Mr H Good  
Mrs L Robertson  
Mrs A Macdonald (Secretary)  
Mrs S Wallace  
Mrs M Strange

### Staff Members

Mr Jonny Mitchell (Parent Council's Advisor)



Parent Council Twitter: [ChrystonHS\\_PC](#)  
for parent council enquiries please use school email:

[enquiries@chrystonhigh.n-Lanark.sch.uk](mailto:enquiries@chrystonhigh.n-Lanark.sch.uk)

# Chryston Parliament

## CHS Parliament

The parliament will be driven by the core values of Chryston High School

**Integrity** — We will act with impartiality with the aim of improving the school at the heart of all democratic decisions we make.

**Compassion** — We will show compassion by listening to all of our electorate and by representing them to the best of our abilities.

**Ambition** — We will actively pursue ways of nurturing and supporting ambition in all our pupils. Ambition will be positively promoted in our discussions and will be a key driver in our decision making processes.

**Respect** — We will treat everyone with respect and will celebrate differences and uniqueness across our school community.

**Equity** — We will show high levels and impartiality in our decision making processes by ensuring that each member of the school community has the opportunity to play a valued and important role in formulating policies.

## Rationale

To further embed high quality structures and strategies for taking into account the views of staff and young people through a more democratic approach.

This will inform our school improvement planning and decision making with a particular view to further improving learning using our school values as a strong foundation.

## Our Committees

### Charities

### Environment

### Human Rights

### Foreign Affairs

### School ID

### Sports

### Technology

Different to a Pupil Council or Forum, pupils that are part of the CHS Parliament are elected into separate committees that will focus on a particular aspect of the school / community. They will meet on a monthly basis to discuss concerns or ideas with a white paper required to be submitted to action change. So far our Parliament has been responsible for raising awareness of the Holocaust in our school community by inviting in Holocaust survivor Janine Webber. They have also raised concerns of minority groups throughout assemblies and PSHE lessons as well as raised money for various charities.

## Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously

unicef  
UNITED KINGDOM



RIGHTS  
RESPECTING  
SCHOOLS

# School Meals and EMA

## School Meals

Chryston High School is a health promoting school. In our dining area, catering staff make every effort to ensure that children are provided with a wide range of healthy food choices.

We operate a "cashless" system and provide pupils with a secure PIN number which is used in conjunction with photo ID to allow pupils to purchase meals and snacks.

It is possible to cater for special diets and parents who require this should contact the Head Teacher. In this instance parents should provide a medically prescribed diet form from a child practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision.

Special diets required for ethical, religious or cultural reasons should be requested in writing to the head teacher, who will liaise with the school catering service

Children of parents receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related) are entitled to a meal without charge.

Students aged between 16 and 18 and who are in receipt of any qualifying benefits can apply for free school meals in their own right.

Information and application forms for free school meals may be obtained from schools, first stop shops and Municipal Buildings, Coatbridge.



# School Meals and EMA

## Educational Maintenance Allowance (EMA)

Students who have reached the statutory school leaving age of 16 may be eligible for an Education Maintenance Allowance (EMA) to allow them to remain at school.

In session 2019-2020 students who are born before 1 March 2004 will be eligible to apply for an EMA.

The EMA guidelines explain the criteria which must be met in order to be eligible for an EMA and the rules which must be adhered to for the EMA to be paid throughout the year.

The following notes will be helpful in giving information about the EMA Guidelines.

### Eligibility

All applications are individually assessed. Students must attend a school within North Lanarkshire Council, regardless of where he or she is resident.

The income used as the basis of the assessment is the gross household income for the preceding financial year.

The income thresholds used in assessing applications in session 2018-2019 are as shown below. These levels may be subject to change in session 2019-2020.

For applicants in single student households - £30 per week is paid where the income is up to £24,421; Where the income is above that level no award will be made.

For applicants in multiple student households - £30 per week is paid where the income is up to £26,884; Where the income is above that level no award will be made.

### Attendance

Students in receipt of an EMA must attain 100% attendance in any week to receive payment for that week. Where the student is absent through illness a medical certificate must be submitted. In addition, self-certification forms are accepted for a maximum of 5 days sickness absence in the academic session. Any illness which would take the pupil over the 5 days self-certification would continue to require submission of a medical certificate.

**Applications forms and guidance notes are available from Schools, Council Offices Kildonan Street and First Stop Shops or they may be downloaded from the North Lanarkshire Council website.**



# curriculum for excellence



## What is a Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education wherever they are being educated.

All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

Parents requiring further information on the design and rationale of the curriculum can visit the Education Scotland website @ <https://education.gov.scot/>

successful learners	confident individuals	responsible citizens	effective contributors
<b>attributes</b> <ul style="list-style-type: none"><li>• enthusiasm and motivation for learning</li><li>• determination to reach high standards of achievement</li><li>• openness to new thinking and ideas</li></ul> <b>capabilities</b> <ul style="list-style-type: none"><li>• use literacy, communication and numeracy skills</li><li>• use technology for learning</li><li>• think creatively and independently</li><li>• learn independently and as part of a group</li><li>• make reasoned evaluations</li><li>• link and apply different kinds of learning in new situations.</li></ul>	<b>attributes</b> <ul style="list-style-type: none"><li>• self-respect</li><li>• a sense of physical, mental and emotional well-being</li><li>• secure values and beliefs</li><li>• ambition</li></ul> <b>capabilities</b> <ul style="list-style-type: none"><li>• relate to others and manage themselves</li><li>• pursue a healthy and active lifestyle</li><li>• be self-aware</li><li>• develop and communicate their own beliefs and view of the world</li><li>• live as independently as they can</li><li>• assess risk and make informed decisions</li><li>• achieve success in different areas of activity.</li></ul>	<b>attributes</b> <ul style="list-style-type: none"><li>• respect for others</li><li>• commitment to participate responsibly in political, economic, social and cultural life</li></ul> <b>capabilities</b> <ul style="list-style-type: none"><li>• develop knowledge and understanding of the world and Scotland's place in it</li><li>• understand different beliefs and cultures</li><li>• make informed choices and decisions</li><li>• evaluate environmental, scientific and technological issues</li><li>• develop informed, ethical views of complex issues.</li></ul>	<b>attributes</b> <ul style="list-style-type: none"><li>• an enterprising attitude</li><li>• resilience</li><li>• self-reliance</li></ul> <b>capabilities</b> <ul style="list-style-type: none"><li>• communicate in different ways and in different settings</li><li>• work in partnership and in teams</li><li>• take the initiative and lead</li><li>• apply critical thinking in new contexts</li><li>• create and develop</li><li>• solve problems</li></ul>

# curriculum for excellence



## What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:

**Expressive Arts**

**Health and Well Being**

**Languages (literacy)**

**Mathematics (numeracy)**

**Religious and Moral Education**

**Sciences**

**Social Studies**

**Technologies**

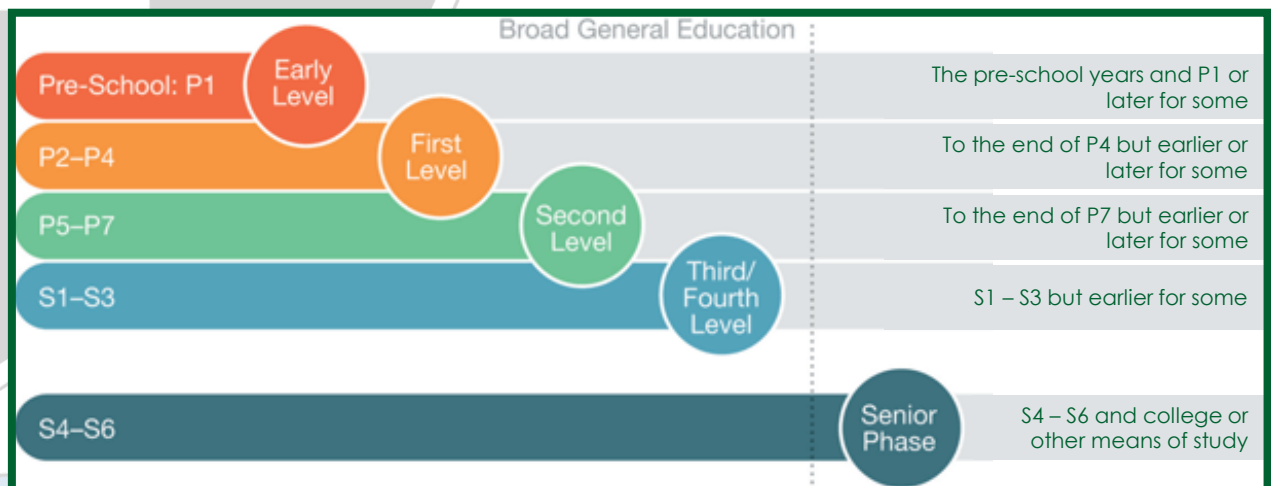
Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy and numeracy.

Throughout these 8 areas pupils will have the opportunity to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom.

## Learning is divided into 2 phases – The BGE and the Senior Phase

**The Broad General Education (BGE) is from nursery to the end of Secondary School Year 3. The Senior Phase is S4, S5 and S6.**

Learning is divided into levels. The levels are as follows:



As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

# curriculum for excellence



## How will my child's learning be assessed?

There will be new ways of assessing each child's progress to make sure that potential is achieved. New qualifications are being developed:-

National 4 and 5 qualifications were introduced in 2013/2014.

Access, Highers and Advanced Highers are being updated to reflect Curriculum for Excellence. New Highers in most subjects were introduced in almost all North Lanarkshire schools in August 2014.

In playrooms and classrooms staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is doing.

Each year we will let you know what is being done to continue to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

Wider methods of assessing achievement include foundation apprenticeships, Sports Leaders award, Duke of Edinburgh and Saltire Awards.

## S1-S3 Curriculum 2019/20

We have an excellent working relationship with all of our partner primary schools. The head teachers and staff plan and work together to provide the best possible continuity and progression, and to ensure a smooth transition for all our young people.

We are currently implementing a range of new and exciting cluster projects which articulate with the Curriculum for Excellence. Our staff in S1/S2/S3 adopt a variety of learning and teaching approaches which enable our pupils to experience active and co-operative learning within the classroom.

Throughout the junior school pupils have various opportunities to get involved in additional learning activities. S1/S2/S3 students are given the opportunity to be involved in the S1 Schools initiative, Picnic in the Park, International Children's games, Interdisciplinary projects, S2 Electives where pupils have the opportunity to follow three activities of their choosing, and various whole school activities. It is the purpose of these types of activities to allow pupils to recognise the values of the skills they are developing throughout S1 to S3 and give them the opportunity to apply them in both familiar and unfamiliar situations.

# curriculum for excellence



## Personalisation and Choice in S3

In S3 pupils are expected to continue with a broad general education to ensure coverage of Experiences and Outcomes across all curricular areas. Towards the end of S2 pupils will be given the opportunity to personalise their education and allow for deeper learning through limited choice of subjects which will make up their timetable in S3.

For information on the options process for S2-S3, S3-S4 and S4-S5 please visit the below section of our website:

<https://blogs.glowscotland.org.uk/nl/chrystonhigh/parents/>

## S4 Curriculum

National 4 and National 5 qualifications were introduced in 2013, replacing Standard Grades, Intermediate 1 and Intermediate 2 levels. National 4 is equivalent to Standard Grade General and Intermediate 1. National 5 is equivalent to Standard Grade Credit level and Intermediate 2.

National 4 courses are assessed by teaching staff primarily through course assessments, quality assured by the SQA (Scottish Qualifications Authority). The qualification will not be graded, freeing up more time for learning and teaching.

National 5 courses will also have course assessments, assessed by teaching staff and quality assured by SQA. However, National 5 will also be assessed by SQA through an exam or other external assessment. The national 5 qualification will be graded to help learners progress to Higher and other areas of learning and employment.

There will be a number of opportunities for parents of pupils in the senior school to obtain further information about children's progress and our expectations of students. Other than the traditional parents' meetings the school will have information evenings explaining how individual subjects are broken into components, the impact these have and pupils already through these courses will provide perspective on what they did to make the grade.



# curriculum for excellence



## S5/S6 Curriculum

Departments will offer courses at Higher and National 5 levels. Some will also offer courses at National 4 level. Free standing units will also be offered in some areas of the school. Some subjects will also be offered at Advanced Higher level. This range of courses is in accordance with both local and national advice.

Students entering S5 who achieved good results in their SQA exams can go on to study up to five subjects at Higher grade. It should be noted that, for admission purposes, universities prefer five good passes at Higher to six mediocre passes.

We will offer a good range of courses. Where we cannot offer a particular course at a particular level, students can still study these courses if it is available at one of our partner schools. Our partner schools are:

Cumbernauld Academy  
Kilsyth Academy  
St Maurice's High School

Greenfaulds High School  
Our Lady's High School

Students may also be able to study courses in conjunction with New College Lanarkshire. We work with our partner schools to aim for the best coverage of as many subjects as at many levels as possible. Where we cannot offer a particular course at a particular level, students will have the opportunity to travel to another school to study such subjects.

Travelling arrangements are made by the local authority and we arrange timetables to minimise travelling time. Within our local area, students should be able to select from a menu of courses leading to a wide range of qualifications.

Students over the age of sixteen are entitled to negotiate their curriculum within the range of courses provided within the area. Parents are fully consulted, however our students also enter into an agreement about their course of study, attendance, etc. We take every opportunity to develop positive attitudes and study skills.

## Education Maintenance Allowance (EMA)

Students who have reached the statutory school leaving age of 16 may be eligible for an Education Maintenance Allowance (EMA) to allow them to remain at school.

In session 2017-2018 students who are born before 1 March 2002 will be eligible to apply for an EMA.

The EMA guidelines explain the criteria which must be met in order to be eligible for an EMA and the rules which must be adhered to for the EMA to be paid throughout the year.

Applications forms and guidance notes are available from Schools, Municipal Buildings and First Stop Shops or they may be downloaded from the North Lanarkshire Council website.

# Religious Education

## Religious Education at Chryston

Religious Education makes a distinctive contribution to the curriculum. The aims of RE include recognition that religion is an important part of human experience, and enabling pupils to evaluate their own understanding of the issues involved.

RE seeks to foster attitudes such as respect for others and compassion.

Learning and teaching approaches are varied, taking account of the different needs of pupils. Knowledge and understanding, and certain skills are developed in the courses.

RE provision is in accordance with national guidelines in terms of contact with pupils in S1 - S4. Parents may elect to withdraw their children from Religious Education, in which case the Head Teacher should be contacted.

## Religious Observance

Religious observance can contribute to the overall school ethos, by providing opportunities for the school and the community to come together.

Religious observance allows the school to celebrate important occasions. The provision of religious observance is enhanced by the close working relationship we enjoy with our school chaplains, Rev. M. Malcolm from Chryston Parish Church, Rev. D. Slater from Gartcosh Parish Church and Rev. S. Marr.

The chaplains make regular visits to morning assemblies to speak to a whole year group. We greatly appreciate their assistance and support at various times in the school year.

Parents/Guardians from ethnic minority religious communities may request that their children 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 not more than three occasions in anyone school session and the pupil noted as an authorised absentee in the register.

Parents/Guardians who do not wish their children to participate in the school's religious assemblies are invited to discuss the arrangements with the Head Teacher. If the school is formally notified by parents from non-Christian religious groups, appropriate arrangements will be made to take account of the needs of the children during periods of special religious significance.



# Additional Support Needs @ CHS

## ASN at Chryston

Chryston High School complies with Learning (Scotland) Act 2004 as amended by the Education (Additional Support (Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice", a copy of which is available in the school. The school has a Support for Learning policy, available on request which is consistent with North Lanarkshire Council Guidelines.

Chryston High School complies with the Education (Additional Support for Learning) (Scotland) Act 2009. North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available in the School. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Through a process of staged intervention and, where appropriate in conjunction with other appropriate agencies, the school will work to support these pupils and their families within the framework of the new legislation and in line with the Code of Practice.

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. Parents and young people can request of the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

## Planning

Getting it Right for Me (GIRFMe) plans enable staff to plan effectively for children and young people with Additional Support Needs.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary Agency to help them meet their learning targets.

Where this support requires a high level of co-ordination the creation of a GIRFMe Plan in partnership with young people and their parents/carers may be considered.

A GIRFMe plan is usually initiated by the school. Parents and young people can, if they wish, request that a GIRFMe plan to be considered and would be involved in the process. Parents\carers and pupils are an essential part of any assessments or planning and review processes and their views will be actively sought.



# Additional Support Needs @ CHS

## Dispute Resolution

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request **mediation**. An independent mediation service is available to parents and young people through Resolve (see contact details at the back of this handbook). Mediation is free and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for Independent Adjudication can be made by parents\carers free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The Additional Support Needs **Tribunal** has been set up to hear appeals made by parents or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

## Staged Intervention

The school is committed to supporting all our young people and follows the Education and Families service's staged intervention model:

**Level 1** – Where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources.

**Level 2** – Requesting support from within Education and Families (services/resources out with school) e.g. Educational Psychologist, Community Learning and Development.

**Level 3** – Requesting support from another agency (joint working with partner agency/agencies including 3<sup>rd</sup> Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

**Level 4** – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified.



# Additional Support Needs @ CHS

## ASN at Chryston

Rarely, a pupil may be extracted from the classroom to our Learning Centre for an individual or group intervention. However this would normally be arranged in consultation with the parents and teachers involved, and is short-term and specific. Support is mainly provided in the classroom in a cooperative teaching context.

## The Learning Centre



Where there is a recognised additional educational need, a team approach is taken to meeting these needs.

All of our staff at the Learning Centre work closely with subject staff to plan, teach and assess pupils; providing advice on differentiating work appropriately for individual needs; creating materials and units in collaboration with subject staff; coordinating arrangements for pupils with special educational needs, including special arrangements in exams; coordinating the work of other specialists such as Bilingual Support, Ed Psych, Youth Counsellor, Speech and Language and Hearing or Visual Impairment specialists.

**Our aim is to have every child reach their full potential within Chryston High School.**

At this moment in time we are delivering a variety of evidence based interventions that focus on improving Literacy, Numeracy and HWB outcomes. The staff at the Learning Centre are there to support all pupils at Chryston High School.

For more information on any of the work done @ the Learning Centre please contact Mr A Cooper, PT SfL, at:

[a.cooper@chrystonhigh.n-Lanark.sch.uk](mailto:a.cooper@chrystonhigh.n-Lanark.sch.uk)

**Read Write Inc. has helped me to read more fluently and improve my spelling.**

**S2 Pupil**

**In the learning centre you have great company and you can talk to the staff about anything.**

**S1 Pupil**

**The learning centre staff are awesome. They helped me grow in confidence within the school.**

**S6 Pupil**

# Data Protection and Information

**Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Coordinator can be contacted by telephone on 01698 302484**

## **Privacy statement for enrolment of pupils in a North Lanarkshire school**

### **What is this statement?**

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

### **Who are we?**

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

### **Why do we need your personal information and that of your child or young person?**

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

### **Legal basis for using your information**

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

### **Your personal information**

Education and families uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually. We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff out with the nursery or school, key staff from these services may also store information securely about your child or young person.

# Data Protection and Information

## How will we use this information?

Your personal information will be used:

- to provide your child or young person with an appropriate education
- for teaching, enrolment and assessment purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland.

## Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligation, personal information may be shared internally between services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

## How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for.

You can view this on our website at:

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Kildonan Street, Coatbridge ML5 3BT.

# Data Protection and Information

## Your rights under data protection laws

You can:

**Request access to your information** – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.

**Request a correction to your information** – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.

**Request the restriction of processing** – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.

**Request the transfer** – you can request the transfer of your information to another party.

**Deletion of your information** – you have the right to ask us to delete personal information about you, your child or young person where:

1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. you have a genuine objection to our use of personal information
3. or, use of personal information is contrary to law or our legal obligations.

**If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.**

### The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO)  
Civic Centre,  
Windmillhill Street,  
Motherwell ML1 1AB  
or by email to [ALTeam@northlan.gov.uk](mailto:ALTeam@northlan.gov.uk)

### The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,  
45 Melville Street,  
Edinburgh, EH3 7HL  
or by e-mail to [casework@ico.gov.uk](mailto:casework@ico.gov.uk)



# Data Protection and Information

## Transferring Educational Data About Pupils

Education authorities and the Scottish Government Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

### Why do we need your data?

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

### Your data protection rights:

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

# Data Protection and Information

## ScotXed Concerns

If you have any concerns about the ScotXed data collections you can email

[school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk)

or write to

The ScotXed Support Office,  
SEGP,  
Area 1B,  
Victoria Quay,  
Leith,  
EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

## Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, <http://www.scotxed.net>.

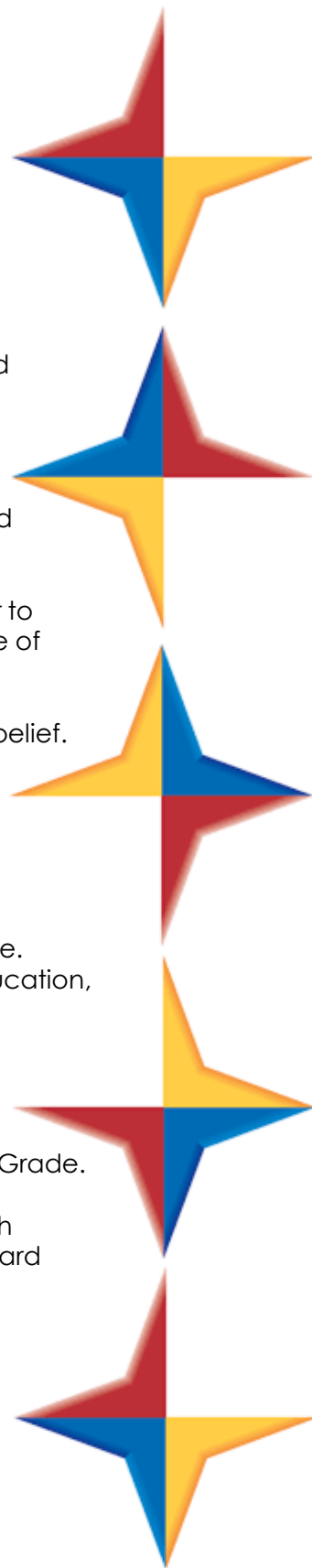


**The Scottish  
Government**  
Riaghaltas na h-Alba



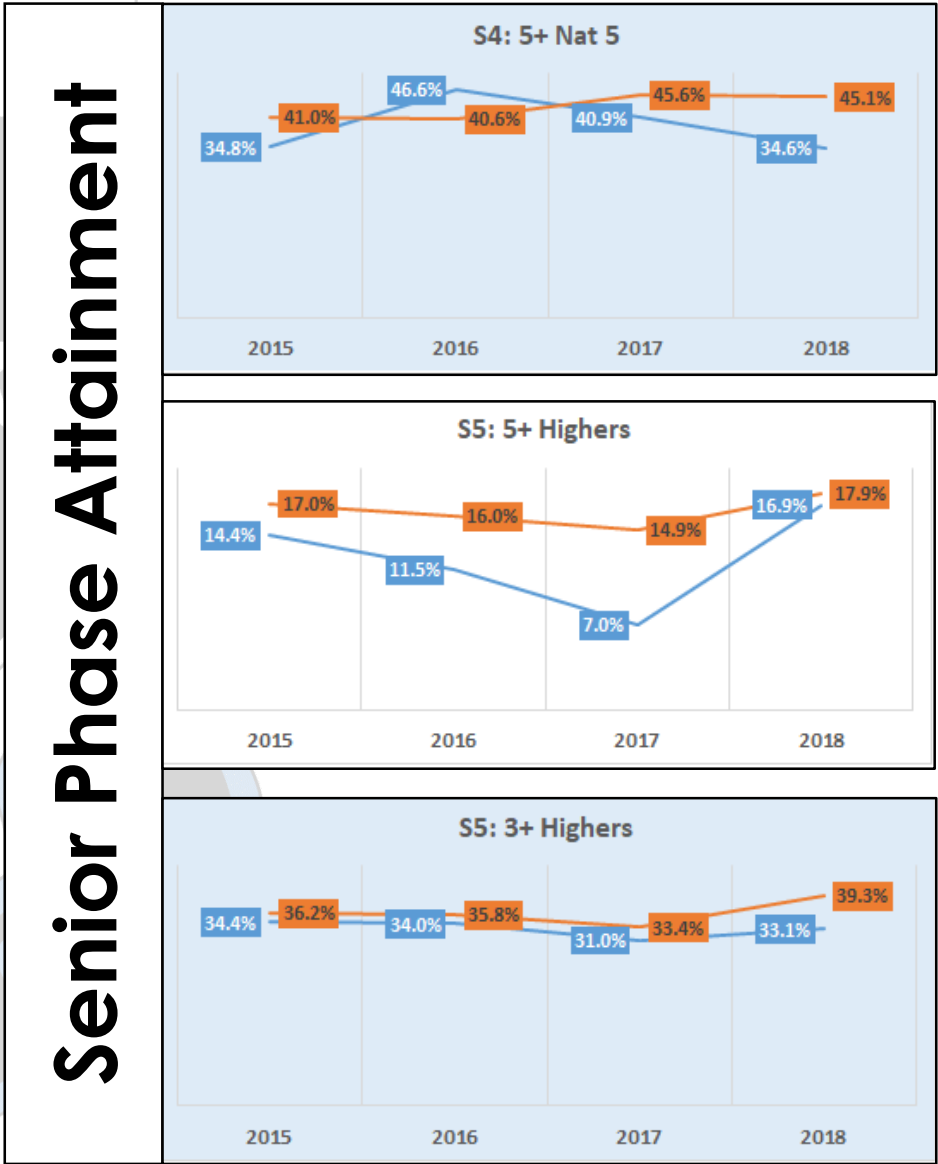
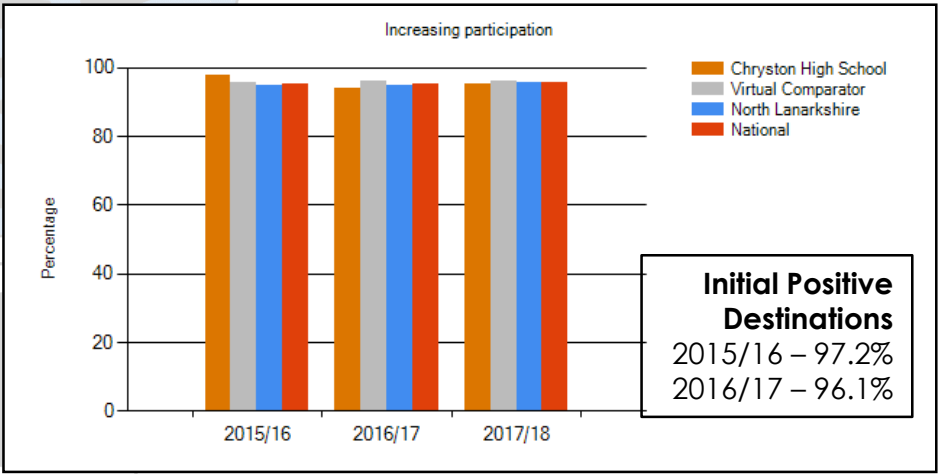
# Glossary of Terms

<b>GIRFMe:</b>	Getting It Right For Me Plan
<b>Co-educational:</b>	A school which educates boys and girls together.
<b>Curriculum:</b>	The courses taught in the school.
<b>Extra-curricular activities:</b>	The sports, games, clubs etc., organised by teachers for the benefit of pupils.
<b>Mixed Ability Group:</b>	Pupils of a wide range of ability taught together as a class; the work of such a group is largely based on individual and group assignments.
<b>Moderation:</b>	The check made by a visiting examiner to ensure that courses and assessment are of an appropriate standard.
<b>Non-Denominational:</b>	A school taking pupils of any religious belief.
<b>PSHE:</b>	Personal, Social and Health Education.
<b>PTA:</b>	Parent Teacher Association.
<b>S1:</b>	The youngest pupils in the secondary, i.e. they are the first year of secondary education, having just come from primary school.
<b>S6:</b>	The group of students in the 6th year of secondary education.
<b>SQA 'H' Grade:</b>	Scottish Qualifications Authority Higher Grade.
<b>SQA National 5:</b>	The level of award introduced for Fourth Year pupils. Pupils may achieve an award at grades A-D.
<b>SQA:</b>	Scottish Qualifications Authority.
<b>Work Experience:</b>	Schemes where pupils spend time, usually one week, in a commercial or industrial organisation, to learn about the world of work.



# School Performance

For further information regarding Chryston High School's most recent SQA attainment (for session 2017/18) please contact any of the SMT within the school.



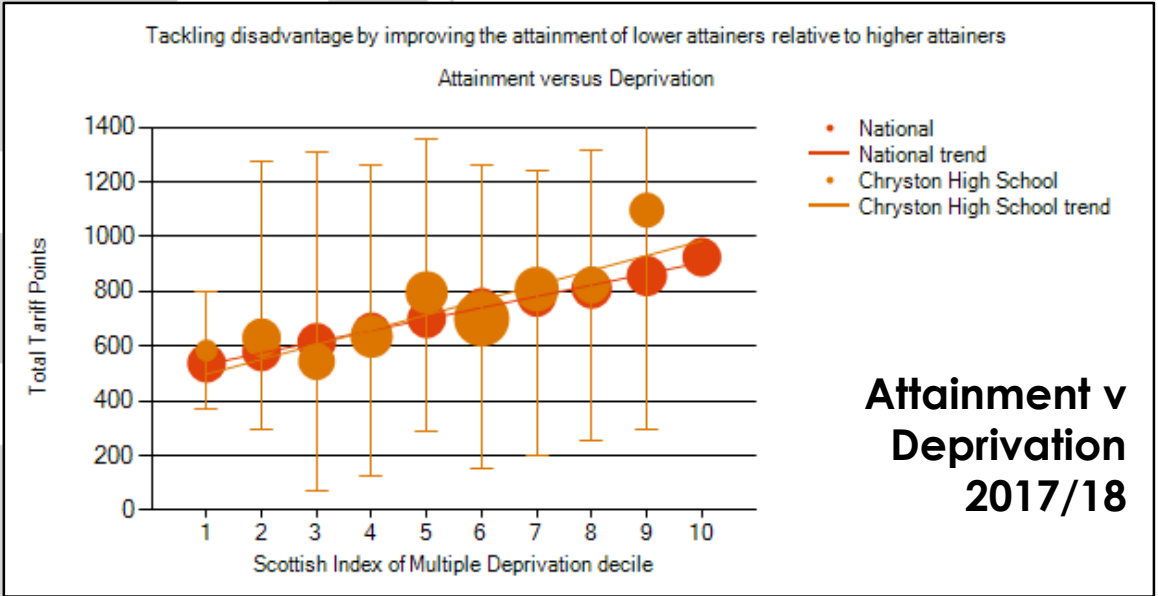
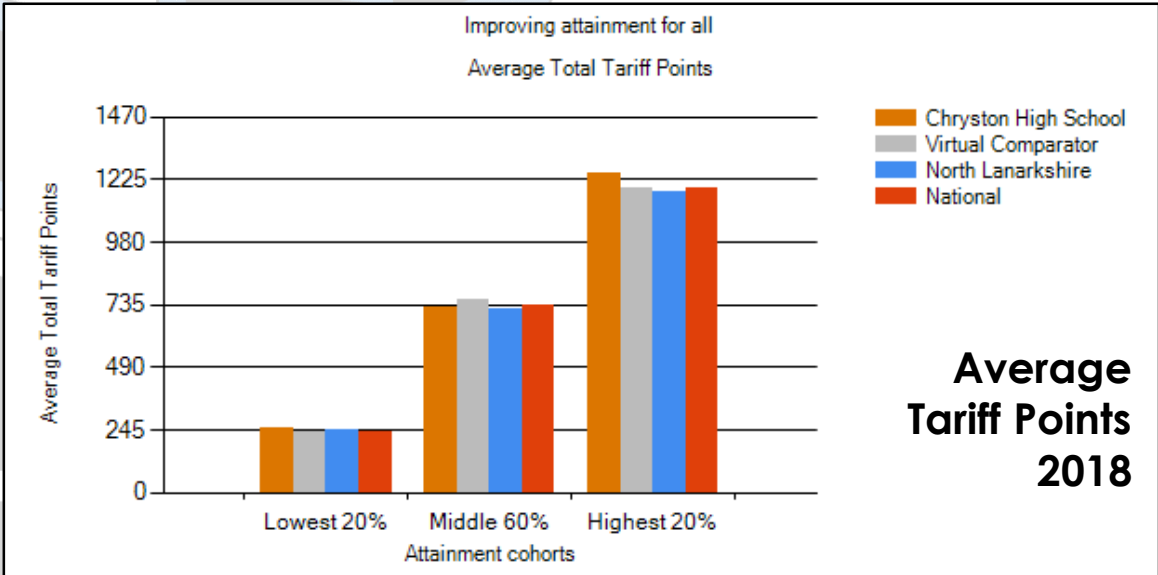
Attendance  
2018

**91.9%**

Local Authority Average: 89.4%  
2017/18: 88.8%  
2016/17: 90.5%  
2015/16: 91.3%



# School Performance



Achievement of CfE at Level 3 (ACEL)			
	2017	2018	Local Authority Averages
Numeracy	95.4%	93.9%	87.9%
Reading	96.9%	95.4%	86.9%
Writing	96.2%	96.2%	86.5%
Listening & Talking	96.2%	97.7%	89.3%

# Additional Contacts

## North Lanarkshire Council

### Education & Families

Municipal Buildings  
Kildonan Street  
Coatbridge  
ML5 3BT

### Continuous Improvement Officers:

Mrs Margaret Hunter  
Mr Robert Dalzell

### Education Officer:

Mr David Craig

### Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from:

### North Locality

Carolann McCann  
Lyndsay Malley  
Additional Support Manager  
St Mary's Primary school  
Liddell Road  
Cumbernauld  
01236 632363

Carolann McCann may be contacted directly through school.

### Enquire

The Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets.

0345 123 2303

[info@enquire.org.uk](mailto:info@enquire.org.uk)

[www.enquire.org.uk](http://www.enquire.org.uk) for parents and practitioners

[www.enquireorg.uk/yp](http://www.enquireorg.uk/yp) for children and young people

### Reference to Additional Support Needs Tribunal (Scotland)

ASNTS  
Health and Educational Chambers  
First Tier Tribunal for Scotland  
Glasgow Tribunals Centre  
20 York Street  
Glasgow  
G2 8GT  
0141 302 5860  
[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

### Resolve

0131 313 8844  
(Independent Adjudicator)

Scottish Independent Advocacy Alliance  
Mansfield Traquair Centre  
15 Mansfield Place  
Edinburgh  
EH3 6BB  
[enquiry@siaa.org.uk](mailto:enquiry@siaa.org.uk)  
[www.siaa.org.uk](http://www.siaa.org.uk)



# Additional Contacts



## NHS Lanarkshire

Cumbernauld - Condorrat Health Centre  
Airdrie Rd  
Glasgow  
G67 4DN  
01236 733221

## Social Work

Cumbernauld/Chryston  
Bron Way  
Town Centre  
Cumbernauld  
G67 1DZ  
01236 638700

## Community Learning and Development Locality Offices

North CLD Area Office  
Baird Memorial Primary School  
6 Avonhead Road  
Condorrat  
Cumbernauld  
G67 4RA  
01236 638384  
[CLD-North@northlan.gov.uk](mailto:CLD-North@northlan.gov.uk)

## Local Councillors for the School Catchment

L Anderson (SNP)	-	Stepps, Chryston & Muirhead
W Doolan (LAB)	-	Gartcosh, Glenboig & Moodiesburn
S Goldsack (IND)	-	Stepps, Chryston & Muirhead
G Lennon (SNP)	-	Gartcosh, Glenboig & Moodiesburn
J McLaren (LAB)	-	Stepps, Chryston & Muirhead
M McPake (LAB)	-	Gartcosh, Glenboig & Moodiesburn

Details on how to contact any of the local councillors can be found by visiting here:  
<https://mars.northlanarkshire.gov.uk/egenda/public/main.pl?op=ListCurrentMembers>

**MSP for Coatbridge and Chryston** – **Fulton MacGregor (SNP)**  
<https://www.parliament.scot/msps/currentmsps/fulton-macgregor-msp.aspx>

**MP for Coatbridge and Chryston** – **Hugh Gaffney (LAB)**  
<https://www.parliament.uk/biographies/commons/hugh-gaffney/4614>

**Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt within the document:**

- before the commencement or during the course of the school year in question.
- in relation to subsequent school years.

Education Authorities are required by law to issue a copy of the school handbook to certain parents\carers in December each year. It details the current policies and practices of both the council and the school.