



Trinity High School  
Glebe Street, Renfrew PA4 8TP  
Tel: 0300 300 1444



**Head Teacher: Paul Marshall**

**Director of Children's Services: Janie O'Neill**

Our Ref:

Your Ref: PM / LM

Date: March 2024

Dear Parent / Carer,

I am writing to provide an update with regards to upcoming changes regarding Management and Pastoral Structures within Trinity High School. Over the past few years, we have been pleased to see the school roll growing steadily which is further evidence that parents and carers are confident that their child will receive a well-rounded educational experience underpinned by Gospel Values and supplemented with an excellent wider achievement programme. Due to the increasing roll, we have been able to appoint a fourth substantive Depute Head Teacher. I am delighted to inform you that following a robust application and selection process Mr. Alan McEwan has been appointed to the post of Depute Head Teacher in Trinity High School.

This now means our Senior Leadership Team and Principal Teacher of Pupil Support (Pastoral) Team will consist of 4 Full Time Equivalent (FTE) in each team. We are now better placed to move away from the current system of Year Group Heads supported by Pastoral Staff to a structure which fully embraces the House System. Our four House patrons (St. Columba, St. Margaret, St. Therese and St. Andrew) will not change as we move to the model outlined below.

**In the new model Depute Head Teachers will no longer be the Head of a particular Year Group but will assume the role of 'Head of House'. They will have a caseload which contains pupils from all year groups.**

Each Head of House will be supported by a Principal Teacher of Pupil Support (Pastoral) who will have a caseload solely made up from pupils from one House. Pupils within Trinity already have a house identity and for most pupils this change will not impact on what House they are a member of.

Throughout the course of this session, I have given the proposed restructuring serious consideration and explored various models currently in use. I have spent time discussing models with colleagues across schools; including those who are currently operating the proposed model. I wish to reassure you that I believe that our school will continue to progress under the new model and young people and families will benefit from the following:

- Every pupil will have a strong sense of House Identity which is aligned to our school core values.



- Siblings will all be in the same House meaning **each family** will now have two direct points of contacts (Head of House and Pastoral) instead of different Year Heads.
- There will be clearly defined roles for the Head of House and Pastoral Teacher meaning our commitment to continue to improve school to home communication will be further progressed.
- Depute Head Teachers and Pastoral Staff will be allocated a House caseload which means they can meet more regularly and therefore interventions in areas such as attendance, attainment and wellbeing will be more streamlined.

As a school we are currently in the process of finalising the House group allocations; I will send further information regarding this before the Easter Holidays indicating each Head of House and corresponding Pastoral Teacher. The following timeline indicates how we hope to smoothly transition to the new system:

Mon 22 <sup>nd</sup> April	Study leave begins for pupils in S4 – S6. Pupils in S1 – S3 will follow new House system (reporting to Head of House and Pastoral Teacher).
Mon 20 <sup>th</sup> May	Proposed date for new timetable for pupils in S1, S2 and S3
Wed 29 <sup>th</sup> May	Senior Phase pupils return from study leave (inductions). Pupils in new S5 and S6 will follow new House system.
August 2024	New S1 pupils will arrive in Trinity aligned to a House and will know who their Head of House and Pastoral Teacher is from day one.

I understand that you may have some questions regarding the proposed changes above and as such I have planned a short “drop-in” session on Microsoft Teams to answer any questions that you may have. The link and joining information can be found below:

[Click here to join the meeting](#)

Meeting ID: 334 331 753 004

Passcode: sg7xSB

Although we are taking everything into account to ensure a smooth transition, we understand there may be some challenges in the first few months as we all get used to operating in the new system. If there are any issues regarding this, please do not hesitate to contact myself should you wish to discuss this matter further.

Yours faithfully,



P. Marshall  
Head Teacher

