

PHS School Service – Overview and Application Guidance for 2024-25

For the first time this year, new S6 pupils will be asked to either choose an extra course on their timetables, or submit an application for school service. PHS School Service is not just the opportunity to help out in faculties in which you have an interest, but apply to use additional periods to do a wide range of activities in or out of school that you feel could benefit you in a way that allows you to personalise your curriculum.

The guiding principle for this should be:

Demonstrate to us a plan how you can develop yourself more effectively than an additional course would do.

You should also demonstrate how you will be consistently engaged for the majority of time you would otherwise be engaged in a 5-period course, for the duration of the school session. There are several examples at the end of this document of how this might look.

Several areas have been suggested already which may qualify for this. Some more detail on how these may apply is given below to assist you in making a strong application, but these are examples only. The application is designed to be flexible and for you to create a curriculum that gets it right for you in the best way.

Making Applications – Initial Timelines

From now (Tuesday 26th March), you will be able to write and submit your PHS School Service Application, but you will be at no disadvantage if you choose to wait until after your exams to apply. We do feel however it is important to highlight three key time periods:

- 1. From now until start of new timetable (3rd June):** processing of initial applications, with intention to download these on Fri 29th March, Fri 26th April, and Fri 31st May. Pupils with active self-found and pre-existing arrangements are likely to be able to begin their new timetables with PHS School Service in place
- 2. The month of June:** processing of applications for “In-School” Service, such as Faculty Ambassadors. As School Service opportunities in faculties cannot be allocated until completion of the new timetable, these applications will most likely be processed from June at the earliest opportunity
- 3. From August:** processing of “Out-of-School” volunteering opportunities, such as the Peeblesshire Food Bank, Greener Peebles etc.

You will be reminded on Teams of these deadlines for information. Please be clear - as this is a new system, we are committed to ongoing review and adjustment to timescales which may be necessary.

Other Important Info

- Pastoral will be responsible for making initial approvals of school service applications, in consultation with relevant Head of House where necessary.
- It is important to remember that this is an application, and in some cases the school may need to ask you to revise your application to ensure your S6 curriculum is as strong as it can be
- If in some cases where we feel that School Service is not the best option for you, we will discuss this with you. The school is accountable for the progress of all learners, so we must retain the right to decide if it is the best option for you

- Safeguarding of young people is paramount in our school. Therefore, you should continue to attend all classes on your timetable until your given School Service start date which will be confirmed to you by email
- Remember – if your application is accepted, you are making a commitment to this arrangement for the duration of the school session (excluding periods of study leave)

Further Guidance on School Service Activities

- **Volunteering:**
 - You may wish to volunteer with a charity or care provider in the local area
 - If you wish to do this, you should indicate this by selecting the relevant volunteering options in your application, but these opportunities can also be self-found
 - A list of suggested local organisations including details on how you can make contact with them can be found in the forthcoming 2024-25 SWAG booklet. In the interim, the 2023-24 SWAG Booklet has been attached for some initial information on volunteering options available
- **Work Experience:**
 - You could potentially organise work experience for a suitable amount of time during the school day which is linked to your chosen career path or skills you need to develop. If you are interested in doing this, please indicate this in your application including the kind of placement in which you are interested. The school can then help you with arranging these placements
 - These arrangements must be managed formally by the school for insurance purposes, so at this stage we would ask you not to approach businesses directly for school service. You will receive more information on how to do this in the S6 Induction
- **Driving lessons:**
 - Although typically driving lessons will not take up a full year, the School Service column should be flexible enough for this skill development to be considered as part of a plan, which should include something to move on to once you have completed your lessons
- **EP Buddies;**
 - The Sunflower Class in our Enhanced Provision department offers many opportunities to work with the young people who attend through general support in class, breakfast and lunchtime clubs, or walking around a school area in class time to assist with socialising. If you wish to do this, you should indicate this by selecting the boxes in your application
- **Support for Learning & Inclusion Ambassadors:**
 - There are many opportunities to help young people around our school daily through our Support for Learning department. Many of our senior phase young people also have the skills to support young people in our Inclusion provision through modelling social skills and making good choices. This could range from help with school work, offering a weekly game of football, to beauty and make-up classes. If you wish to do this, you should indicate this by selecting the boxes in your application

- **Faculty Ambassadors:**

- There are many opportunities within school to volunteer to both give back to the school community and develop your personal skills. There may be particular faculties in the school in which you would like to assist. If you wish to do this, you should indicate this by selecting the boxes in your application

- **Professional Commitments (e.g. elite sporting commitments)**

- Many of our young people perform at a professional level in their activities outside of school, which may require a significant commitment of your time through training etc. If this applies to you, you can explain this in your School Service application and if you feel it is needed, propose that you use these 5 periods for additional study time in school. You may be asked for a letter from your coach or similar in support of your application

- **Other Commitments**

- If you do any activity out of school which you feel develops you personally and means you require additional flexibility in school to study, make this clear on your application what this is and how you would use your time in school to your advantage if you are not taking an additional subject

Finally – this is not a one-size-fits-all approach, and is rather designed to be flexible enough to suit and develop you personally. If you are unsure, speak to your pastoral teacher to help you plan an application package that is as strong as it can be.

School Service Application Example 1

Which course do you propose to take school service in place of?

- Nat 5 XXX

If you already have a voluntary, work-experience, School-Service activity in place, please give details of this arrangement:

- n/a

If you already have any other self-found commitment- which is relevant to your application, please give details of this arrangement:

- Training for Scotland in 100m sprint.

If you are interested in volunteering in school as a Faculty Ambassador, please tick all subject areas below in which it would be most suitable for you to assist:

- BCT
- Computing
- Drama
- Art
- Drama
- Music
- HLS
- CDT
- English
- RMPS

- Maths
- Social Subjects
- Modern Languages
- Biology
- Chemistry
- Physics
- General Science
- Pastoral
- Enhanced Provision
- Support for Learning
- Peer Mentors/Buddies
- Any

If you are interested in volunteering through one of the programs available through the S6 SWAG, please tick all those in which you are interested below:

- Greener Peebles
- Tweeddale Youth Action
- Volunteer Centre Borders
- Volunteer Youth Ambassadors
- Dementia Friendly Tweeddale
- Food Foundation
- Boys' Brigade
- Interest Link
- Saltire Awards
- Peeblesshire Food Bank
- Borders Community Action
- Peebles Care Home

Please outline below how you propose to use your time for school service. If you are applying for additional study time in school, you should make clear here what your commitments are which means that you need this time:

I currently represent Scotland in 100m sprint which means I have a commitment of XXX hours of training outside of school on YYY evenings and weekends. I also study 3 Advanced Highers with significantly demanding course content.

I propose to use my period time as:

1. AH Physics project/revision
2. AH Biology project/revision
3. AH Biology project/revision
4. AH Chemistry project/revision
5. AH Chemistry project/revision

Please explain how this will develop you personally more than the completion of an additional course in S6.

This would benefit me by...

Which course do you propose to take school service in place of?

- Higher YYY

If you already have a voluntary, work-experience, School-Service activity in place, please give details of this arrangement:

- n/a

If you already have any other self-found commitment- which is relevant to your application, please give details of this arrangement:

- n/a

If you are interested in volunteering in school, please tick all subject areas below in which it would be most suitable for you to assist:

- BCT
- Computing
- Drama
- Art
- Drama
- Music
- HLS
- CDT
- English
- RMPS
- Maths
- Social Subjects
- Modern Languages
- Biology
- Chemistry
- Physics
- General Science
- General Science
- Enhanced Provision - x
- Support for Learning - x
- Peer Mentors/Buddies
- Inclusion - x

If you are interested in volunteering through one of the programs available through the Senior Wider Achievement Group, please tick all those in which you are interested below:

- Greener Peebles
- Tweeddale Youth Action
- Volunteer Centre Borders
- Volunteer Youth Ambassadors
- Dementia Friendly Tweeddale
- Food Foundation
- Boys' Brigade
- Interest Link
- Saltire Awards
- Peeblesshire Food Bank

- Borders Community Action
- Peebles Care Home

Please outline below how you propose to use your time for school service. If you are applying for additional study time in school, you should make clear here what your commitments are which means that you need this time:

Driving lessons will take up 2 periods per week for around 8 weeks of the year. Beyond this, I would propose to move to additional study periods as well as ongoing school volunteering with the Store by offering football sessions for the Inclusion group.

I propose to use my period time as:

1. Enhanced Provision volunteering
2. Enhanced Provision volunteering
3. Driving lessons/school study
4. Driving lessons/school study
5. Additional school study

Please explain how this will develop you personally more than the completion of an additional course in S6.

This would benefit me by...

School Service Application Example 3

Which course do you propose to take school service in place of?

- Higher ZZZ

If you already have a voluntary, work-experience, School-Service activity in place, please give details of this arrangement:

- n/a

If you already have any other self-found commitment- which is relevant to your application, please give details of this arrangement:

- n/a

If you are interested in volunteering in school, please tick all subject areas below in which it would be most suitable for you to assist:

- BCT
- Computing
- Drama
- Art
- Drama
- Music
- HLS
- CDT
- English - x
- RMPS
- Maths

- Social Subjects - x
- Modern Languages
- Biology
- Chemistry
- Physics
- General Science
- General Science
- Enhanced Provision
- Support for Learning
- Peer Mentors/Buddies - x

If you are interested in volunteering through one of the programs available through the S6 SWAG, please tick all those in which you are interested below:

- Greener Peebles
- Tweeddale Youth Action
- Volunteer Centre Borders
- Volunteer Youth Ambassadors
- Dementia Friendly Tweeddale
- Food Foundation
- Boys' Brigade
- Interest Link
- Saltire Awards
- Peeblesshire Food Bank
- Borders Community Action
- Peebles Care Home

Please outline below how you propose to use your time for school service. If you are applying for additional study time in school, you should make clear here what your commitments are which means that you need this time:

I would ideally like use a combination of my additional time to both volunteer as a Faculty Ambassador in English as well as timetable some additional time for completion of my AH Art folio, but I have selected additional school volunteering suggestions if English is not available.

I propose to use my period time as:

1. Faculty Ambassador volunteering in English
2. Faculty Ambassador volunteering in English
3. AH Art folio
4. AH Art folio
5. Additional study time

Please explain how this will develop you personally more than the completion of an additional course in S6.

This would benefit me by...