



## Introduction

Carluke High School is one of 17 secondary schools throughout South Lanarkshire Council.

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council's Plan Connect sets out the Council's Vision to improve the quality of life for all within South Lanarkshire.

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The Education Resources Plan further builds on the commitment to improve the experience for children, young people and adults as they participate in learning or make use of the wide range of services within Education.

The context for service delivery in Education Resources takes account of major national and local developments. These include a commitment to implement all aspects of the national programme, Curriculum for Excellence (CfE); a commitment to work in partnership with colleagues to meet the challenges of 'Getting it Right for Every Child; and an awareness of the need to seek continuous improvement as we embark on a Journey to Excellence. Locally, the community plan, Stronger Together, and the ambitious outcomes for children within Education Resources' framework of core policies help to inform the Resources Plan.

The aims of South Lanarkshire Council, Education Resources are shown on the back page of the handbook.

It is hoped that with your support and the support of other parents that the school can work together in creating an environment where children can be successful learners, confident individuals, effective contributors and responsible citizens.

Curriculum for Excellence is now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.



Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy and from 2012/13, new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

#### Changing Qualifications Framework

SCQF Level	SQA National Qualifications	SQA Standard Grades	New Qualifications
7	Advanced Higher		Advanced Higher
6	Higher		Higher
5	Intermediate 2	S G Credit	National 5
4	Intermediate 1	S G General	National 4
3	Access 3	S G Foundation	Access 3
2	Access 2		Access 2
1	Access 1		Access 1

There's personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.



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## Introduction by the Head Teacher

As a prospective parent, I warmly welcome you to Carluke High School. The move from primary to secondary is undoubtedly one of life's milestones and an event that is looked forward to with much excitement and no little trepidation by children and their parents. This handbook is designed to give as much information as possible about the school, its aims and the opportunities which it offers. I hope it will give you an insight into our school and answer many of the questions that you have.

Carlukian High School is a six year comprehensive, non-denominational secondary school with a current roll of 1168. In November 2007 we were delighted to move into a wonderful new state-of-the-art school which provides absolutely first-class facilities. The building has received much favourable comment from all of the many visitors we have had and I am sure our new environment for learning will encourage and inspire pupils and staff on a daily basis. The school is definitely very well equipped to serve the pupils of the area well into the 21st century. There is no doubt our new S1 will enjoy the additional excitement of the new facilities in addition to the usual thrill of 'moving to the big school'!

The key to developing a successful school is the quality of the relationships that exist between pupils, staff and parents. I believe 'nothing is more important than the way we treat one another' and we try our best to ensure this happens in practice and is not just a statement in our handbook!

This is not just your children's school – it is also yours! Please take the opportunity to join in and play an active part in affecting what goes on here. An active Parent Council strongly supports the school and its commitment to developing home school links. You will always be most welcome to visit the school at any time to see for yourself what we try to do and how successful we are in achieving our aims. Should you have any questions or concerns whatsoever, please do not hesitate to contact me – I will be only too happy to help in any way I can.

Kindest regards.

James Yuille  
Head Teacher



## About Our School

Carluk High School is a sixth year comprehensive, non-denominational, co-educational secondary school. Contact details:

Carluk High School,  
Carnwath Road,  
Carluk,  
ML8 4EA

Telephone: 01555 773680 Fax: 01555 773681  
Web site [www.carluk-highschool.org.uk](http://www.carluk-highschool.org.uk)

The current roll is 1157, made up as follows:

S1 - 206	S4 - 243
S2 - 216	S5 - 178
S3 - 196	S6 - 118

The projected intake for the next three sessions is likely to be:

2010 - 206	2011 - 212	2012 - 183
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We have now moved into our impressive new purpose built school. The layout of the building with many stairwells and the wide corridors allows pupils to quickly and freely move around the school. The school is designed with the five wings accessed from the "Street". The Street is designed to host concerts, assemblies, parents' nights and act as a social/dining area. It has a state of the art sound system and stage. The large modern toilet facilities are also accessed from the Street.

Wing A contains many of the practical subjects, Home Economics, Technology, Art, the Sciences as well as the library. Both Wing A and Wing D have lifts which facilitates movement for physically disabled pupils as well as for moving items of equipment around the school.

Wing B hosts, Mathematics, Social Subjects and Modern Languages. The Modern Languages department has premier audio learning equipment in its classrooms.

Wings A and B are connected by walkways on the first and second floors. Wings B and D are connected by corridors on the first and second floors.

Wing C hosts Physical Education where facilities include a large Games Hall, Gym and changing rooms. Outdoor facilities include an artificial all weather football/hockey pitch and a grass pitch. The department also uses the swimming pool in the Recreation Centre.

Wing D is home to Music and Drama on the ground floor, English on the first floor, and Computing and Business Education on the second floor. IT suites of twenty computers are situated in Mathematics and English with an additional forty portable laptop computers that can be used in any classroom.

Wing E is the administrative heart of the school it contains the School office, Janitor's office, staff lounge, conference room, Senior Management offices, Pupil Support office, interview rooms, visiting services rooms and classrooms for Support for Learning.

Further information about Carluk High School including photographs and a fabulous new map is available via our new website: - <http://www.carluk-highschool.org.uk/>



Leisure Services run a wide range of leisure classes, details of which can be obtained in the foyer of the Recreation Centre. School facilities can also be made available to groups, clubs etc., such use being made in accordance with approved letting procedures. Such enquiries should be directed to: **South Lanarkshire Lifestyle – School Lets Section (Tel. 01555 772501).**

Although Carluke High School receives placing requests from outwith its catchment area, the following seven primary schools are associated with Carluke.

## **Associated Primaries**

**Braidwood Primary School,**  
Harestanes Road,  
Braidwood, Carluke, ML8 5NY.

01555 770279

**Carluke Primary School,**  
Belstane Road,  
Carluke, ML8 4BG.

01555 771621

**Crawforddyke Primary School**  
Eastfield Road,  
Carluke, ML8 4NZ.

01555 771215

**Forth Primary School,**  
Main Street,  
Forth, ML11 8AE.

01555 811205

**High Mill Primary School,**  
Market Road,  
Carluke, ML8 4BE

01555 772580

**Kirkton Primary School,**  
Kirkton Avenue,  
Carluke, ML8 5AB

01555 772466

**Law Primary School**  
Lawhill Road  
Law  
Carluke ML8 5HA

01698 350816



## Teaching Staff

Head Teacher  
Depute Head (Senior)  
Depute Head Teachers

Mr J Yuille  
Miss Muriel Ashwood  
Mr Neil Farquharson  
Mr Jim Kerr  
Mr Gordon Roberts  
Mr John Robertson

### Art

Ms Dobbie (Principal Teacher)  
Mrs Loudon  
Mr Martin

### Behaviour Support

Mr Cunningham

### Biology

Mr Wilkie (Principal Teacher)  
Ms Cooke (Probationer)  
Mrs Forshaw  
Miss G Robb

### Business Education

Mrs Cunningham (Principal Teacher)  
Mrs Wilson  
Mrs Young

### Chemistry

Mr Bonar (Principal Teacher)  
Mr Kerr (Depute Head Teacher)  
Miss Courtney  
Mr Jamil

### Computing

Mrs Tedman (Principal Teacher and ICT Coordinator)  
Mr Quinton  
Ms Graham  
Mrs Sterkenburg

### English/Classics

Mrs Hunter (Principal Teacher)  
Ms Carswell (Probationer)  
Mr Cunningham  
Miss Lindsay  
Mr O'Neill (Principal Teacher of Pupil Support - Douglas)  
Miss Sweeney  
Miss Winton  
Ms Browning  
Mr Falconer  
Mr Wright  
Mr Adam  
Miss Deacons

### Geography

Mrs Lee (Principal Teacher of Social Subjects)  
Mrs Craig (Principal Teacher of Pupil Support – Lee)  
Mrs Ivison (Principal Teacher)  
Mrs Swan (Principal Teacher of Pupil Support - Kirkton)  
Mr Haldane

### History/Modern Studies

Miss Adams (Principal Teacher of History/Modern Studies)  
Mrs Baird  
Mr Fagan  
Ms Robinson (Probationer)  
Mrs Thomson  
Mrs Stewart



<b>Home Economics</b>	Mrs St. John (Principal Teacher) Mrs Forrest Ms Murray Mrs Ross Mrs Struthers (Principal Teacher of Pupil Support – Milton)
<b>Mathematics</b>	Mr Anderson (Principal Teacher) Ms Breslin Ms Dunsmuir (Probationer) Mr Farquharson (Depute Head Teacher) Mrs Gillespie Ms Love Mrs McCormack (Principal Teacher of Pupil Support - Halbar) Mrs McCormack Mrs Mills Ms Parry Mr Robertson (Depute Head Teacher)
<b>Modern Languages</b>	Mrs Hope (Acting Principal Teacher) Ms Ahmad Mrs Hughes Mrs Reid Ms Whyte Ms Reid Ms Dollard
<b>Music</b>	Mrs Walker Ms Gibson
<b>Physical Education</b>	Mr Meehan (Principal Teacher) Mr Coburn Mrs Connelly Mr Hill (Probationer) Mr Roberts (Depute Head Teacher) Ms Rice
<b>Physics</b>	Mr Ronald (Principal Teacher) Mr D Forshaw Mr Shearer Dr MacLean (Probationer)
<b>Religious Education</b>	Mrs McIntyre (Principal Teacher) Mrs Mitchell
<b>Speech and Drama</b>	Mrs Frew Mrs McMaster Ms Rodwell
<b>Support for Learning</b>	Mr Scott (Principal Teacher) Mrs Magnus (Principal Teacher) Mrs Osprey
<b>Technical Education</b>	Mr McNulty (Principal Teacher) Mr Bell (Probationer) Mr Boyle Mr Forster



## Senior Staff

The senior staff are listed below.

**Head Teacher** Mr. James Yuille

### **Senior Management Team**

Miss. Muriel Ashwood

Mr. Neil Farquharson

Mr. Jim Kerr

Mr Gordon Roberts

Mr John Robertson

## Promoted Staff

**Principal Teachers:** Some are responsible for a subject department. Their duties are concerned with:

1. The development and promotion of their subject area.
2. Monitoring achievement in their department.
3. Managing the personnel and administration within their department.
4. Liaising with Pupil Support with regards to individual pupil progress.

Some principal teachers have whole-school responsibilities and others have specific responsibility for Pupil Support.



## Non-Teaching Staff

<b>Office</b>	Ms Tolmie (Team Leader) Mrs Cochrane Mrs Edgar Mrs Fingland Ms Langford Mrs Mackie Mrs Steen
<b>A.S.N. Auxiliary</b>	Mrs Nellies Mrs Shajahan Mrs Muir Mrs Gray
<b>Home Economics Asst.</b>	Mrs Anderson
<b>Janitor</b>	Mr Campbell
<b>Librarian</b>	Mrs. Martin
<b>Technicians</b>	Mr Reid (Team Leader) Ms Connell Mr King Mrs Harper Mr Walker
<b>Canteen/ Cafeteria</b>	Mrs. Mathers

## The School Day

The school operates a six period day as follows:

Registration	8.50am - 9.00am
Period 1	9.00am - 9.55am
Period 2	9.55am - 10.50am
Interval	10.50am - 11.05am
Period 3	11.05am - 11.55am
Period 4	11.55am - 12.45pm
Lunch	12.45pm - 1.30pm
Period 5	1.30pm - 2.25pm
Period 6	2.25pm - 3.20pm



## Information in Emergencies

We make every effort to ensure the school is open, but on some occasions circumstances arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or difficulties with the supply of fuel; in such cases we shall do all we can to let you know if this happens. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements on local radio and through the Council's website ([www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)).

**Please ensure that you notify the school of any change to your mobile/home telephone number.**

If you are unsure if the school is open please contact the school or **Education Resources, Operations Service, Communications & Information, Almada Street, Hamilton.**  
**(Tel. 01698 454545)**



# The School Year – Session 2010-2011

## School holiday arrangements



Break	Holiday dates		
<b>First Term</b>	Teachers return	Thursday	12 August 2010
	Pupils return	Monday	16 August 2010
September Weekend	Close	Thursday	23 September 2010
	Re-open	Tuesday	28 September 2010
October Break	Close on	Friday	8 October 2010 ( <b>40</b> )
	Re-open	Monday	18 October 2010
Christmas	Close on	Thursday	23 December 2010( <b>49</b> )
<b>Second Term</b>	Re-open	Wednesday	5 January 2011
February break	Close on	Friday	11 February 2011
	Re-open	<b>Wednesday</b>	16 February 2011
<b>Third Term</b> Spring break	Close on	Friday	1 April 2011( <b>61</b> )
	Return	Monday	18 April 2011
Easter Weekend	Close on	Thursday	21 April 2011
	Re-open	Tuesday	26 April 2011
Local Holiday	Closed	Monday	2 May 2011
Local Holiday	Close on	<b>Thursday</b> Tuesday	26 May 2011
	Re-open on		31 May 2011
Summer break	Close on	<b>Friday</b>	24 June 2011( <b>45</b> )
Proposed in-service days	*Proposed date for teachers return (subject to consultation)	Thursday	11 August 2011
	Date for pupils to return	Monday	15 August 2011

### Notes

- ◆ **Good Friday falls on Friday, 22 April 2011**
- ◆ **Lanark schools will close 9 and 10 June 2011**
- ◆ **Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 23 December 2010 and Friday, 1 April 2011 spring break)**
- ◆ **Schools will close at 1pm on the last day of term 3 (Friday, 24 June 2011)**  
\*Two in-service days proposed for Thursday, 11 August 2011 and Friday, 12 August 2011 (subject to consultation)



## **Spiritual, Social, Moral and Cultural Values**

In Carluke High School all pupils in years S1 - S4 follow a course of Religious Education. Religious Education is a basic part of the school curriculum aiming to develop appreciation of Christianity and other religions and cultures.

Parents who do not wish their children to attend R.E. may exercise this preference by providing the school with a letter to this effect. Alternative arrangements will be made.

Regular services are held in the street every month and there are special services at Christmas and Easter. The school has the services of four chaplains, Rev. Ian Cunningham, Kirkton Parish Church, Carluke 771262; Rev. Roy Cowieson, St John's Church, Old Bridge End, Carluke, 752519; Rev Dr Irene John, United Reformed Church, Carluke 772511; Mr Jim McIntyre, Street Level, Carluke, 751818, Rev. Una Stewart, Law Parish Church.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.

## **Equal Opportunities and Social Justice**

All members of staff in Carluke High School, by their actions and through their teaching will ensure that every pupil will have equality of opportunity and educational experience regardless of race, religion, gender or disability.

Various initiatives are underway within the school to help both staff and pupils in this area including the monitoring of subject uptake in S2 and S5 by gender.

There is an Equal Opportunities section of work in the P.S.E. programme in all years and through this and other areas of the curriculum pupils are made aware of the demands of living in, and contributing to, a multicultural society.

## **Reporting of Racist Incidents**

Schools take seriously any reported racist incidents. Within the school's approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of all racist incidents.

A member of the Senior Staff, Mr Farquharson, is responsible for this area and any queries regarding Equal Opportunities should be made to him.



## Transfer/Enrolment

Pupils normally transfer from primary to secondary school between the ages of 11½ or 12½, so that they have the opportunity to complete at least 4 years secondary education. Parents of P7 children will be informed of the transfer arrangements to secondary school normally by the headteacher of the primary school your child attends.

Parents whose children are in Primary 7 in one of our associated primary schools will automatically receive a copy of this handbook and details of the transfer arrangements. Meetings are arranged towards the end of May for Primary 7 parents, when the Head Teacher, Senior staff and Pupil Support staff provide information about Carlruke High School and, in particular, the content and organisation of the first year curriculum, and answer questions about concerns or queries which parents may have. There is also an Open Evening in Carlruke High School in September/October at which parents can view examples of the kind of work which their children are doing and meet the staff in an informal atmosphere.

Throughout the year, much contact is maintained between the High School and the local primary schools. This ensures that the transfer of pupils from Primary to Secondary is as smooth as possible and that the needs of every pupil (individually and collectively) are catered for.

Normally children attend the school in their local catchment area. However, there are times when parents wish their children to go to other schools. If you want your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your local school until we have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your local school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

**If an application for a 'placing request' is made then free school transport is not provided.**

If you move outwith your catchment primary school this can affect your right to transfer to the associated high school and a **'request to remain form'** must be completed. If you require further information, please contact Education Support Services on 01698 454102.

**Forms are available from schools, Q&A offices or by contacting Education Support Services on 01698 454102.**

**Complete forms should be returned as soon as possible to Education Resources, Support Services, Council Offices, Almada Street, Hamilton ML3 0AA.**



## Pupil Support Structures

Pupil Support in Carluke High School aims:

- to ensure that each pupil knows and is known personally and in some depth by at least one member of staff;
- to support the pupil's personal, social, and intellectual development;
- to help the pupil be aware of his/her own development and accept responsibility for it;
- to identify and respond quickly and appropriately to the specific needs of the individual;
- to foster the development of good relations between teachers and pupils;
- to work well with the home in all aspects of pupil development;
- to liaise with support and welfare services;

In our Pupil Support structure, pupils remain in the same 'house' all through their time in Carluke High School. Each pupil will have the same Pupil Support teacher all the way through their school life; this aids the attainment of the above objectives.

### The Principal Teachers of Pupil Support

**Belstane House** Mr J Shearer

**Douglas House** Mr S O'Neill

**Halbar House** Mrs M McCormack

**Kirkton House** Mrs K Swan

**Lee House** Mrs J Craig

**Milton House** Mrs E Struthers

Pupil Support staff lead a monthly morning assembly and also teach the **Personal and Social Education (PSE)** programme: designed to ensure that all pupils cover some aspects of social education and personal development not otherwise covered by individual subjects. There are specific skills and attitudes which as a school we would want to foster in our pupils, to prepare them for future life and to become effective and well-balanced citizens.

Topics covered include drugs (including nicotine and alcohol), vandalism, equal opportunities, study skills, health (including sex education, HIV and Aids), careers, living in a multi-cultural society and other aspects of modern living. All topics are addressed using a skills-based approach.

The programme is taught by promoted Pupil Support staff and is taught to all years. It is appreciated that all staff have a part to play in promoting such ideals through their dealings with the pupils and through their subjects – many of which overlap PSE topics.

There are also regular individual interviews between pupils and Pupil Support staff and Subject teachers on the development of pupils. On concern being expressed by a parent or teacher on any matter, Pupil Support staff look into the matter, report back and, if necessary, initiate action internally, through parents and /or external agencies.

**Consultation with parents is a vital aspect of the development of pupils in any school. Any parent with concern about their child's schooling should not hesitate to contact the school, initially through the relevant Pupil Support teacher.**



## **Additional Support for Learning Needs**

Any pupil may find difficulty with what they have to learn at some time or another regardless of ability. The policy of the Support for Learning Department is to provide help for pupils whenever and wherever it is needed.

Support for Learning staff identify and work with pupils who are experiencing difficulty. This may involve the Support for Learning staff supporting a particular pupil within their class, or extracting the pupil for more intensive, specialised help.

Another aspect of their work is assisting departments in the development of materials and teaching methods which will contribute to more effective teaching and learning.

The range of additional support needs catered for is wide-ranging and includes specific reading difficulties (including dyslexia), problems of comprehension, difficulties arising from English being a second language or pupils having extended breaks from education. Some pupils are also entitled to special exam arrangements to assist them in demonstrating their capabilities.

Carluk High School also recognises wider aspects of need and supports young people to overcome the barriers presented by disabilities, as well those presented by social, emotional and behavioural factors.

The concept of Support for Learning is very much a responsibility of every member of staff and while the Support for Learning specialist provides expertise, every teacher has a part to play in the provision of Support for Learning.

Co-operative teaching is another useful tool in the provision of Support for Learning. This is where more than one teacher is available for any one class, giving greater support within that class to any pupil who may be finding problems with a particular topic.

Any parent who may be concerned about their children having any kind of learning difficulty should not hesitate to contact the school.

## **Child Protection Procedures**

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and Guidance contained in "South Lanarkshire Child Protection Interagency Guidance and Education Procedures".

Under the terms of this Guidance, staff must report concerns relating to a Child Protection issue. This would include, where appropriate, sharing information with other agencies.

**For more information, or if you have a concern of a Child Protection nature, please contact the head of educational establishment which your child attends.**



## **Courses Available in the School & Policy on Class Organisation**

### **S1 and S2**

Pupils in S1 and S2 currently undertake a common course of study drawn from the following:

- Art and Design
- Drama
- English
- French or German
- Home Economics
- Information and Communication Technology (ICT)
- Mathematics
- Music
- Personal and Social Education (P.S.E.)
- Physical Education
- Religious Education
- Science
- Social Subjects (History, Geography, Modern Studies)
- Technical Education

First and Second Year classes are arranged and taught in mixed ability classes (according to their house) – all of equal standing. Every pupil has an entitlement to study a European language for 4 years and we offer French, German and Spanish. Pupils who show ability in English will be given an introduction to Latin in second year.

The entry of pupils into first year is made more easy and effective as a result of strong links with the associated primaries. These links have become even stronger as work has been continues to develop greater curricular continuity for our pupils.

### **S3 and S4**

Third and fourth year classes retain the same classes as in first and second years for registration only. Thereafter classes are determined by subject choices made at the end of S2. Class groupings are determined by subject departments – some of these may be mixed ability but the more usual arrangement is by setting.

Pupils will be fully prepared for making their S2 choices by consideration of the factors and implications of choice in Personal and Social Education classes and being interviewed individually by their Pupil Support teacher. The booklet “Course Choices for Middle School” and will be issued which gives details and information on choices generally and individual subjects. There will also be a parents’ evening where staff will be available for consultation before any final choices are made.



## **S5 and S6**

A very wide range of courses is available to students entering fifth or sixth year. These include courses leading to National Qualifications validated by the Scottish Qualifications Authority. In addition, students entering S6 may follow courses leading to Advanced Higher.

As in S2 the school will aid students in their choices, and the booklet “Course Choices for Upper School” will be issued. The Pupil Support staff interview prospective S5 and S6 students in February and the Depute Head Teacher consults the students in August once the results of SQA examinations are known.

In S5, students must take one subject from each column in the Option Form and therefore have a full timetable. In S6 however, private study time is made available by allowing students to have one free column. In this time students are also encouraged to participate in various community based projects. Depending on individual ability, choice of subjects and levels of attainment some students will be advised to regard their Higher course as a two year course.

Carlruke High School also liaises with Motherwell College, and some of our students travel to the College to study certain Modular courses.

We are very proud of our upper school in Carlruke High School. We expect them to set an example to the younger school in terms of dress, behaviour and courtesy. They also have a larger part to play in the running of the school and are expected to act much more on their own initiative – taking positions such as prefect and house captains etc. It is pleasing to note that almost all of our senior pupils react very favourably to these higher expectations and bring much credit to themselves and their school.

## **Adults in School**

The school welcomes adults who wish to return to education. Adults may join fifth and sixth year classes to further their qualifications though places may have to be limited in certain subjects if classes are full. Interested adults are welcome to approach the school for information.



## Assessment

Assessment is an important part of the education process. Assessment enables the teacher to know if a class or an individual has mastered a particular area of work or a particular skill. It tells the teacher whether he/she has been effective and indicates whether a class or individual is ready to move on to another area of work.

Assessment procedures include the following:-

- (a) informal classroom observation;
- (b) formal, continuous assessment of work done in class – oral, written, practical;
- (c) class tests;
- (d) group tests;
- (e) formal examinations;
- (f) homework – written, projects, practical etc.

Not all departments use all the methods of assessment as some are not appropriate to the content of certain courses or subjects. Records of assessment are kept by classroom teachers as appropriate. A copy of each pupil's report is stored in pupil files by the Pupil Support staff to facilitate access by staff and parents. A full written report is issued to parents once a year.

## Reports to Parents

There are two different formats of reports issued to parents: Monitoring & Tracking (M&T) and a full detailed report. The M&T report is a 'quick check' on how a pupil is doing in each subject based on his/her ongoing performance in class allied, where applicable, to internal assessments. The areas 'checked' are: behaviour; effort; homework and progress using a four-point scale. The main purpose of this system of reporting is to ensure there are 'no surprises' for pupils, parents and staff. During the session every year group will be issued with three or four M&T reports in addition to the usual 'full' school report. In this way a report outlining how a pupil is doing in each subject will be sent home to parents every seven school weeks.

This session Parent's consultation meetings were held at the following times:-

**S1 – December**  
**S2 – February**  
**S3 – February**

**S4 – October**  
**S5/6 – November**

These meetings give parents an opportunity to meet their child's teachers and discuss their child's progress and development. In most cases they are timed to coincide with the formal reports above, which may provide a basis for discussion.

The S2 meeting is part of the S2 Option process and parents may use this meeting to clarify strengths and development needs in their child's ability and performance before choosing subjects.



## Information for Parents - Home and School Links

Carluk High School actively encourages the development of links with parents. A strong partnership between parents and teachers is of great importance to a child's progress and sense of well-being as he or she progresses through the school. A first point of contact for most parents will be the appropriate Pupil Support Teacher. Pupil Support Teachers have specific responsibilities for the general welfare of the children in their house and will meet their group in assembly, in class and individually on a regular basis.

Newsletters and letters on different topics throughout the year are sent home via the pupils and it is intended that these should provide parents with a regular over view of events at the school.

Report cards are sent home on a regular basis and parental comments on these are welcome.

Parents are welcome to come to the school at any time although it is helpful if an appointment can be made in advance by telephone or letter. This session we successfully ran an 'open week' where parents/carers could book tours at several point throughout the day to tour the school at work.

## Promoting Positive Behaviour

It is the responsibility of senior staff within the school to ensure that staff, parents and pupils work together to foster a positive school ethos that encourages good behaviour. Our approach is to create an environment where better behaviour will promote better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

A guideline (Management of Challenging Behaviour) has been developed to support all teaching and support staff and clarifying their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training helps develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

For most pupils few sanctions, if any, are needed. Sanctions, when required, may include verbal warnings, written exercises, withdrawals of privileges, referral to Pupil Support Teacher or Senior Staff. Where any pattern of unacceptable behaviour begins to emerge, contact with parents will always be sought with a view to solving the problem. On occasion a pupil may be given a behaviour card to be signed at home each evening. On very rare occasions, if all other sanctions including working co-operatively with parents have failed to change a behaviour pattern, or an incident is so serious that there is no recourse to the sanctions outlined above, it may be necessary to exclude a pupil from school.

The value of home/school links in this area cannot be over emphasised and parental support for any sanctions imposed by the school does a great deal to reinforce the importance of maintaining acceptable behaviour at all times. Praise and encouragement for good behaviour is as important as blame and sanctions. This permeates our attitude to discipline in Carluk High School and we are always pleased to hear from parents of our pupils' achievements outside school.



## Towards A Safer School

Carluk High School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Whilst working to promote positive behaviour, staff at Carluk High recognises our responsibility to support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour. Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

## Attendance at School

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – *authorised* or *unauthorised* absence. In cases where your child is unable to attend school parents are asked to:-

- inform the school by letter or phone if your child is likely to be absent, **and** give your child a note on his/her return to school, telling of the reason for absence;
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- inform the school of any change to the following :-
  - home telephone number
  - mobile number
  - emergency contact details

Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

In our approach to raising achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents, children and the school all have a part to play in encouraging children to attend school.

The school Attendance Officer will become involved where absence is a concern, and may be able to offer support.

In exceptional circumstances the Local Attendance Council has the power to write to, interview and prosecute parents, or to refer pupils to the Reporter of the Children's panel.

Please keep the school informed of your child's health and attendance. In the past we have had excellent co-operation from parents regarding these matters. This is reflected in the excellent attendance figures at Carluk High School. This allows for continuity of teaching and learning – with the result that our pupils are prepared to achieve their maximum potential.



## **Medical/Dental appointments**

Pupils requiring permission to be absent during the school day for medical/dental appointments etc. should bring either the appointment card or a letter of request to the school office who will issue them with a permitted absence slip. This should be shown to their class teacher. On return, a return slip will be issued from the school office which should also be handed to the class teacher.

## **Family Holidays during Term Time**

Every effort should be taken to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

If your child is taken on a family holiday during term time then in line with the Scottish Executive Education Department advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised. Every effort should be made to ensure that your child attends school during term time. Please contact the school should your child be unable to attend school.

## **Information to proposed transfer of school**

Children and young people may transfer school for a number of reasons. If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child.

**Attendance / Absence Data      Please refer to page 32**



## School Uniform

In Carlruke High School pupils are expected to take pride in their appearance and their school. The vast majority of Carlruke High School parents have expressed their wish to see school uniform. As a school we believe that it enhances the learning atmosphere and ethos of the school and as such we positively encourage pupils to wear school uniform.

In support of many parents' wishes, South Lanarkshire Council also encourages school uniform as it helps promote the identity of the school in the local community and fosters an ethos of sharing, and pride in the school.

In addition, wearing of uniform helps increase the protection of all pupils in light of the need to be more security conscious in all of our schools, distinguishing between who belong to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teacher alike.

**The recommended dress for pupils in Carlruke High is a black blazer, white shirt/blouse, black trousers/skirt, school tie and a metal house badge.**

**Tracksuits or coloured tops are not acceptable to be worn within school.  
All jumpers/cardigans/tops should be black or dark navy; plain with, at most, a very small logo.  
Footwear should be black.**

Equality of opportunity is an important aspect of the life of the school and any proposals on the wearing of a uniform will be the subject of consultation with parents, pupils and staff.

These are forms of dress which are unacceptable in all schools such as;

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of Health & Safety grounds such as shell suits, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could inflict damage on other pupils, or be used by others to do so
- footwear that may damage flooring.

The council provides support to those parents in receipt of income support, family credit, housing benefit and council tax rebate by providing financial assistance towards the purchase of school uniform/clothing.

**Application forms for clothing grants are available from Q&A Offices, Local Registration Offices, the school or Education Resources, Almada Street, Hamilton, Telephone 01698 454545.**



## Homework

Homework is an essential part of the education process. The discipline of regular work at home allows the completion of work begun in class, allows for preparation of a school lesson to come and affords practice or reinforcement of work covered by a lesson in school.

For some pupils it is most important to develop such study skills to high degree in preparation for higher education in university or college. Homework provides the opportunity to acquire the means of organising independent learning and study habits.

Homework can take various forms eg. Written, reading, investigating, etc. In certain subjects resource based methods cause problems as exercises cannot be 'set from a book'. Extra demands are made of the teacher in this situation to produce additional material specifically for homework.

Pupils should understand that in the unlikely event of having no specific tasks to do, this does not mean that nothing is expected. They are encouraged to use such occasions for revision or self-remediation. This is particularly helpful for those who may have missed some classwork through absence.

In allocating homework particular attention is paid to the level and amount of homework so that no pupil is asked to do work which is beyond his/her ability, or overloads his/her evening or weekend (despite what he/she says).

As a school we have spent a great deal of time and effort in the past session with regards to homework and subsequently the school has the unanimous backing of parents in requiring homework to be done in Carlruke High School.

The school has a study planner issued to each pupil. This contains helpful study hints as well as spaces to record holidays and project work to be done, in addition to the traditional homework pages. As a parent you are encouraged to become involved in your child's progress and one way of doing this is to regularly sign the homework book ensuring that the homework is completed. Monitoring what your child is working on at home is also extremely helpful for you, your child and the school.

It is impossible to state exactly how much time each pupil should spend on homework as this will vary greatly from individual to individual; however, it can be stated with certainty that from S3 onwards regular homework is essential if an individual is to obtain the best results of which he/she is capable in SQA examinations. As a general guide, in S1 average time of one and a half hours per evening would not seem unreasonable. As pupils mature and develop into students in S5/S6 they are expected to accept greater responsibility for their own studies and they should develop their own routine of regular home study.

**Any enquiries regarding homework are welcomed and in the first instance such concerns/enquiries should be directed to the Pupil Support staff.**



## School Meals

At Carlruke High School we have a policy of encouraging “Healthy Eating” in the school cafeteria. A wide variety of attractive and nourishing hot and cold dishes are on offer daily; salads, baked potatoes with various fillings, sandwiches together with a variety of fresh fruit, yoghurts and milk drinks are always available. A self-service system is in operation, currently pupils pay daily on a cash or card basis.

Special diets can be catered for by request.

Children of parents who receive income support are entitled to a free lunch time meal. Parents of children who are entitled to this benefit are encouraged to take up this opportunity of having a meal provided for their child whilst they are at school.

**Information and application forms for free school meals may be obtained from the school, Q&A Offices, Benefit & Revenues 01698 453371/453245/453244 or by contacting Education Resources, Council Offices, Almada Street, Hamilton, Tel 01698 454545.**

## Insurance for Schools - Pupils’ Personal Effects

South Lanarkshire Council is concerned at the level of claims being received for loss or damage to pupils’ clothing or personal effects. Parents are asked to note the Council’s position in terms of insurance for pupils’ personal effects:

### Theft/Loss of Personal Effects

The Council is not liable for the loss or theft of pupils’ clothing or personal effects and any items are therefore brought into the school at the pupil/parents’ own risk.

Parents can assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Teachers and other staff have been advised not accept custody of any such items.

The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil but are brought into the school. Staff should ensure that pupils and their parents are aware that if such equipment is left in school, it is done at the pupil/parents’ own risk.

In the case of valuable items such as musical instruments, parents should ensure that these items are covered by their own household insurance.

### Damage to Clothing

The Council is only liable for damage caused to pupils’ clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council’s insurers.



## Transport

### General

South Lanarkshire Council has a policy of providing free transport to secondary pupils who live more than two miles by the recognised shortest walking route from their local school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton (telephone 01698 454102). 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 and will be considered by Education Resources. The Executive Director of Education has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred.

Buses will be provided for pupils from Braidwood, Forth, Kilncadzow, Law, Yieldshields and other outlying areas.

### Pick-up Points

Where free transport is provided it may be necessary for pupils to walk a certain distance to the 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 behaves in a safe and acceptable manner while travelling in/alighting from the vehicle. Misbehaviour can result in your child losing the right to free transport.

### Placing Request

South Lanarkshire Council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

## Health and Medical Care

Every pupil at Carlruke High School is given various vaccinations (after parental consent) and a health check. For most this means the following:

- S3 – Tetanus/Diphtheria immunisation
- S2 Girls - Human Papilloma Virus (HPV) vaccination.

Pupils taken ill while at school should approach their class teacher or the office staff, the latter at lunchtime or intervals only. Should the illness be such that the pupil has to be sent home, then every effort will be made to contact the parents (or the 'emergency contact' name given by the parent).

**No pupil will be sent home without the consent of a parent or carer.**

If the pupil becomes ill to the extent that he/she has to go to hospital then the school will attempt to contact the parent (or 'emergency contact') but will arrange for transfer directly to hospital if necessary.

It is of utmost importance that parents inform the school of any medical conditions or special arrangements which may have to be made, for example, physical disabilities, tablets of any description required to be taken, special diets, allergies, diabetes, etc.



## Parental Involvement (PTAs, parent forums/parent councils)

South Lanarkshire Council recognises the importance of parents as partners in the education of their child.

Parents, carers and family members are by far the most important influences on children's lives. After all, between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental representation is about helping parents and schools work together as partners in children's learning.

### A new approach to involvement

Because parents have such a vital role to play in their children's education, the Scottish Parliament has passed a new law called the Scottish Schools (Parental Involvement) Act 2006 – to encourage and support more parents to become involved.

The main aims of the Parental Involvement Act (the new law) are to :

- Learning at Home
  - > Help parents become more involved with their child's education and learning
- Home/School Partnership
  - > Welcome parents as active participants in the life of the school
- Parental Representation
  - > Provide easier ways for parents to express their views and wishes

To help achieve these aims, all parents will automatically be members of the Parent Forum at their child's school and will be entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them.



<b>Parent Council</b>
<p>The school and the local authority are obliged to listen to what the Parent Council says and to respond to the issues raised. Parent Councils decide such things as :</p> <ul style="list-style-type: none"> <li>&gt; how their Parent Council will be set up</li> <li>&gt; what it should be called (Parent Council or other name)</li> <li>&gt; what size it should be – e.g. in a very small primary school, all parents could be involved</li> <li>&gt; who should be a member of the Parent Council</li> <li>&gt; how they should be appointed</li> <li>&gt; when the most convenient time is to hold meetings</li> <li>&gt; what will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school’s anti-bullying policy, etc. However, it should be noted that a Parent Council cannot discuss issues attributed to individual pupils.</li> </ul>

a) Parental involvement – what does it mean?

As a member 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 your school

b) Parent Teacher Association or Parents’ Association

Information should be given on the PTA or PA and the point of contact normally the secretary.

c) Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources has established a “Working with Parents Team” to promote liaison among schools, members of Parent Councils, parents/carers and Education Resources. Members of the team are available to provide advice and support to Parent Councils, parents/carers and headteachers and can, where necessary, act as mediators and facilitators.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively staff have been assigned to deal with issues as follows:



Working with parents team		
Name	Area of responsibility of team	Contact number
<b>John Edgar</b>	<b>Bullying and related issues, care and welfare issues, other Parental Council matters</b>	<b>01698 454666</b> <a href="mailto:john.edgar@southlanarkshire.gov.uk">john.edgar@southlanarkshire.gov.uk</a>
<b>Des Dickson</b>	<b>Parent Council: procedural and administrative issues (only)</b>	<b>01698 454495</b> <a href="mailto:des.dickson@southlanarkshire.gov.uk">des.dickson@southlanarkshire.gov.uk</a>
<b>Jessie McPherson</b>	<b>Class organisation and all staffing related issues</b>	<b>01698 455632</b> <a href="mailto:jessie.mcpherson@southlanarkshire.gov.uk">jessie.mcpherson@southlanarkshire.gov.uk</a>

Parental enquiries and concerns relating to school transport, placing requests, property, Inclusive Education and Early Years should be directed to the appropriate service manager:

- David Hinshelwood**      **School transport (mainstream), placing requests and property issues**      **01698 454408**  
[david.hinshelwood@southlanarkshire.gov.uk](mailto:david.hinshelwood@southlanarkshire.gov.uk)
- Trevor Baxter**      **Inclusive Education Manager**      **01698 454455**  
[trevor.baxter@southlanarkshire.gov.uk](mailto:trevor.baxter@southlanarkshire.gov.uk)
- Morag McDonald**      **Early Years Manager**      **01698 454474**  
[morag.mcdonald@southlanarkshire.gov.uk](mailto:morag.mcdonald@southlanarkshire.gov.uk)

## Extra-Curricular Activities

The school actively encourages pupils to join in extra-curricular activities. It is an important element of a broad education, and particularly in the early years, for pupils to participate in at least one activity. This can do a great deal to help the pupil identify with the school, make new friends and gain in personal confidence.

Activities currently on offer include

**Sporting**      Badminton, jogging, athletics, football (boys and girls), cross-country, hockey, netball, rugby, volleyball and Basketball.

**Musical**      Band, choir, discos and dances, and musical instruction.

**Other**      Computer club, ECO Group, Drama, Scripture Union and Theatre Outings.

These activities are organised on a voluntary basis by parents and members of staff who have always given generously of their time. The school, and the pupils who benefit from such goodwill, are grateful to them.

In addition to the above, other out of school visits related to the curriculum take place throughout the year and there are opportunities for groups to travel abroad. Written parental approval is always sought for visits out of school; all such visits are organised in accordance with Council guidelines for out-of-school visits.



## INFORMATION FOR PARENTS 2009 - SECONDARY SCHOOLS

Education Authority: South Lanarkshire

### Leaver Destinations

Number Of Pupils Leaving In School Year 2008/2009 And Percentage With Destination As:

Total Number of Leavers (=100%)	3,242
Higher Education	38
Further Education	22
Training	8
Employment	18
Other Known	13
Not Known	1

Key to symbols:

Percentages for schools where the number of leavers is greater than 0 but less than 5 have been replaced by asterisks (\*\*) because they could be misleading or lead to identification of individuals. The symbol (##) indicates that the data are not available or comparable with other years because the school has recently opened or merged with another school, or is temporarily closed.

### Budgeted Running Costs For Financial Year 2009-2010

School Roll at September 2008	19,386
Total School Running Costs at April 2009 (£)	107,135,575
Cost per Pupil (£)	5,526

Key to symbols: The symbol ## indicates that the data are not available.

### Attendance And Absence For School Year 2008/2009

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances (Pupil Half Days)	1,334,052	1,333,269	1,364,455	1,445,479	1,012,083	6,489,338
Percentage Authorised Absences	6.7	8.4	10.2	10.1	9.1	8.9
Percentage Unauthorised Absences	0.3	0.3	0.6	0.4	0.4	0.4

Key to symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.



## INFORMATION FOR PARENTS 2009 - SECONDARY SCHOOLS

**Education Authority:** South Lanarkshire

***Estimated S5 January Roll As A Percentage Of The S4 Roll  
In September Of The Previous Session***

2006/2007	2007/2008	2008/2009
66	66	71

***Examination Results (within Scottish Credit and Qualifications Framework)***

***(2008/2009 results are pre-appeal)***

Percentage of the relevant September S4 roll achieving:									
By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2006/20	2007/20	2008/20	2006/20	2007/20	2008/20	2006/20	2007/20	2008/20
	07	08	09	07	08	09	07	08	09
	90	90	91	75	75	77	33	35	34

Percentage of the relevant September S4 roll achieving:									
By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2006/20	2007/20	2008/20	2006/20	2007/20	2008/20	2006/20	2007/20	2008/20
	07	08	09	07	08	09	07	08	09
	41	37	42	24	21	23	11	9	23

Percentage of the relevant September S4 roll achieving:									
By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2006/20	2007/20	2008/20	2006/20	2007/20	2008/20	2006/20	2007/20	2008/20
	07	08	09	07	08	09	07	08	09
	29	32	30	18	20	18	10	12	11

Key to symbols:

Counts and percentages for year groups which contain more than 0 but less than 5 pupils are replaced by asterisks (\*\*) because they could be misleading or lead to identification of individuals.

The symbol (##) indicates that the data are not available or comparable with other years. Possible reasons for this include: the school has recently opened or merged with another school; S5 and S6 results for S1-S4 schools; S4, S5 and S6 results for S1-S2/S3 schools; cases where the relevant year group roll figure is zero.



## INFORMATION FOR PARENTS 2009 - SECONDARY SCHOOLS

Education Authority: South Lanarkshire

### *Minimising Overall Absence*

	Absence recorded (2007/2008) Average number of half days absence per pupil	Absence recorded (2008/2009) Average number of half days absence per pupil
<b>Absence</b>	36.9	36.2

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.

### **For Information:**

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6

## Transferring Educational data about pupils

Education authorities and the Scottish Executive Education Department (**SEED**) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the **ScotXed programme**.

## What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. 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 their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only.

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 the ScotXed website ([www.scotxed.net](http://www.scotxed.net)) 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, SEED and education authorities need accurate, up-to-date data about our pupils. We aim to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, 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 influencing 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.

SEED will not publish or release any information that allows an individual pupil to be identified. Data will not be used by SEED to take any actions in respect of any individual pupils. Data will only be shared with bona fide partners, such as HMIE and the SQA. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.

## Concerns

If you have any concerns about the ScotXed data collections you can email the Data Controller, Pete Whitehouse, at [EDData.Controller@scotland.gsi.gov.uk](mailto:EDData.Controller@scotland.gsi.gov.uk) or write to:

**The ScotXed Support Office, SEED, 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. Please allow up to 10 days for requests to be processed.**

## Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website: [www.scotxed.net](http://www.scotxed.net).

The website also contains answers to commonly asked questions about ScotXed.



## School Leaving Arrangements

There are two statutory leaving dates in the session:

- Pupils whose sixteenth birthday falls between 1st October and the last day of February may leave at the Christmas holidays.
- Pupils whose sixteenth birthday falls between 1st March and 30th September may leave on 31st May.
- 

Parents are requested to ensure that their son/daughter returns all school textbooks and other materials before leaving school. Even in cases where a pupil may have definite prospects of a job, he or she may not leave school until the statutory leaving date. Where a pupil continues at school beyond the statutory leaving date, parents continue to receive child benefit.

School bursaries have now been replaced by an Educational Maintenance Allowance (E.M.A.) which may be awarded by the council according to family income. If pupils are eligible for this allowance it is dependent on 100% attendance (with some exceptions) and the completion of a Learning Agreement. More information about the EMA and application forms for it is available from the school office.

## Employment of Children and Work Permits

Children and Young Persons (Scotland) Act 1937 (as amended)

Bye Laws governing the employment of children.

The following points are drawn to the attention of parents:

**(a) General Prohibition on Employment** Normally a child must have reached the age of 13 years before he may be employed, although a child between the ages of 10 and 13 years may be employed in light agricultural work (for example, weeding or fruit picking) so long as he is not required to operate machinery. If the child is under the age of 13 years he may only be employed by, and in the company of, his parents.

**(b) Permits** Before any child may be employed a permit authorising his employment must have been issued by the Area Officer having jurisdiction over the school which he attends. A permit normally is valid for one school year (although in appropriate cases it may be less). It is valid only for the job and if there is any change in any of these a fresh application for the permit must be made.

**(c) Application for Permit** Application forms for an employment permit may be obtained from the Area Officer (Mr. Scott, 25 Hope Street, Lanark) or from schools. The form must be completed by the prospective employer and countersigned by the child's parent.

**(d) Hours of Employment** The hours during which a particular child may be employed will be specified on the permit.

**School Days:** not more than two hours. This may be a single period at any time between 16.30 hours and 19.00 hours or not more than one hour may be worked between 07.00 hours and 08.30 hours, with the balance, if any, between 16.30 hours and 19.00 hours.

**Sundays:** not more than two hours, between 07.00 hours and 19.00 hours.

**Non school days:** In the case of a child under the age of 15 years, not more than five hours per day (excluding meal breaks) or 25 hours per week. In the case of child over 15 years not more than eight hours per day (excluding meal breaks) or 35 hours per week.



## **Data Protection Act 1998**

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the Data Controller. The Council have established a Data Protection policy that applies to all of its schools. For more information please contact the school.



## Addresses

### Education Resources Helpline

**Tel: (01698) 454545.**

### Larry Forde, Executive Director (Education Resources),

Council Offices  
Almada Street  
Hamilton ML3 0AE  
**Tel: (01698) 454545.**

### Carol Mason, Head of Education (Clydesdale)

**Tel: 01698 454545**

### Carlruke High School

Carnwath Road,  
Carlruke,  
ML8 4EA  
**Tel: 01555 773680**  
**Fax: 01555 773681**  
**e-mail [www.carlruke-highschool.org.uk](http://www.carlruke-highschool.org.uk)**

### Working with Parents Team

Council Offices  
Almada Street  
Hamilton ML3 0AE  
**Tel: (01698) 454468**  
Council Offices,  
Almada Street,  
Hamilton ML3 0AE  
(01698)  
453371/453245/453244

### Q&A Offices, Benefit & Revenues (clothing/free school meals)

### Local Councillors:

Mr. A. Allison  
Mr. I Gray  
Mrs E. Logan  
Mr. D Shearer

### Strathclyde Passenger Transport (SPT)

Consort House 12 West  
George Street Glasgow  
G2 1HN  
**Tel: 0141 333 3360**

*Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question in relation to subsequent school years. We will do all we can to let parents know about what is going on in our school.*



## Purpose statement and improvement objectives

South Lanarkshire Council aims to provide education of the highest quality by ensuring all learners,

- are effectively supported to raise their attainment and achieve their full potential
- benefit from an appropriate range of learning opportunities which match their individual needs
- access a curriculum which reflects national and council priorities and best practice in education. This includes,
  - being engaged with current environmental themes and issues
  - experiencing a curriculum which promotes and supports health education
  - being engaged in learning opportunities which develop self awareness and their skills as citizens
  - benefiting from an entitlement to enterprise in education
  - opportunities for a range of cultural, creative and artistic activities which foster creativity and ambition
- benefit from partnership working and the integration of services
- are actively engaged, as appropriate, in evaluating the quality and impact of their learning experiences
- experience a motivated and professional workforce who demonstrate best practice in providing opportunities for learning
- have access to modern resources which are used effectively to maximise the impact of learning experiences
- are safe and feel valued when using Education Resources premises