



# Lochaber High School



Prospectus  
2011

*Dear Parents/Carers*

*Welcome to Lochaber High School!*

*This booklet has been prepared to give you information on how the school works; I hope you find it useful. Further detailed information on individual courses will be sent out at appropriate times.*

*Your child will experience many 'once-in-a-lifetime' opportunities (academic, social, cultural, sporting etc) during his or her time in the school which I hope he/she will find interesting and beneficial. We offer a well-balanced curriculum designed to help pupils gain a wide range of knowledge, skills and abilities and we work hard to provide the highest standard of education in a safe, caring and stimulating environment.*

*A partnership between teachers and parents is essential if pupils are to gain maximum benefit from their time with us. I would encourage all parents to take an active interest in their child's work and to become involved with the school. We will keep you informed of your child's progress through annual progress reports and regular Parents' Evenings. You should feel free to contact the school – at any time – if a problem should arise or if you require further information. Our door is always open and we are only a phone-call away.*

*I look forward to getting to know you in the years ahead and hope that your family's association with Lochaber High School will be happy and rewarding.*



*Jim Sutherland  
Head Teacher*

**The information in this prospectus is correct at the time of publication but is liable to change in the future.**

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## Contact Information

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Fort William  
Inverness-shire  
PH33 7ND  
Telephone: 01397 702512  
Fax: 01397 703667  
E-mail: [lochaber.high@highland.gov.uk](mailto:lochaber.high@highland.gov.uk)  
Web: [www.lochaber.highland.sch.uk](http://www.lochaber.highland.sch.uk)

Head Teacher: Mr Jim Sutherland

## School Information

Lochaber High School is the six-year comprehensive school which serves the town of Fort William and the greater Lochaber area. There are eleven associated primary schools: Banavie, Caol, Fort William, Fort William RC, Invergarry, Inverlochy, Lochyside, Roy Bridge, Spean Bridge, St Bride's and Upper Achintore. The school stands in spectacular surroundings to the north of Fort William at the foot of Ben Nevis.

The school building is spacious and generally very well equipped. A multi-million pound refurbishment and rebuilding programme – 'Lochaber 21' – is currently in progress and is bringing about considerable improvements to the campus. New facilities include refurbished classrooms, IT suites, Home Economics department and Technical department. A state-of-the-art Sports and Drama Centre opened in 2010 and includes a four-court games hall, gymnasium, fitness suite, dance studio and drama studio. Two grass pitches will become available in autumn 2011, adding to the existing full-size synthetic pitch. The school hall is a major performance venue for the community. There is a support base for pupils with additional support needs and a behaviour support unit.

Set in the 'Outdoor Capital of the UK', Lochaber High offers a unique and extensive range of extra-curricular activities. Pupils have the opportunity to participate in art, drama, music and sporting activities as well as the Duke of Edinburgh's Award Scheme and charity fundraising events. There are strong links with the Commando Association who visit the school at Remembrance weekend each year. The school has arranged an extensive programme of educational trips in this country and abroad including S6 London, 'Adventure France', Iceland, Paris, New York and Skiing in the French Alps.

Major events in the school calendar include an annual fundraising hike, School Show, Christmas dances, a work-experience programme for S3 and, at the end of S6, a Graduation Ceremony and ball.

The current school roll is 862 pupils.

# School Aims

## In Lochaber High School we aim to:

- Give all pupils an education which meets their needs and prepares them for future life.
- Value and treat everyone with fairness and respect so that they feel included and take a pride in being part of the school community.
- Provide a safe, healthy and disciplined environment where pupils enjoy learning.
- Work in partnership with parents and the community.
- Encourage all pupils to participate in extra curricular activities and have fun!

These aims are in line with the four capacities of 'A Curriculum for Excellence' which aims to create:

- Successful Learners
- Effective Contributors
- Confident Individuals
- Responsible Citizens

# Code of Conduct

All pupils are expected to follow a simple **Code of Conduct**. Pupils should:

1. Show respect and consideration (for other people, for school property, for the wider community and for the environment).
2. Attend school; be punctual and suitably prepared for classes.
3. Follow instructions from staff and work to the best of your ability.
4. Behave in a safe, sensible and responsible manner.
5. Participate actively in school life.
6. Wear school Dress Code every day.
7. Take pride in yourself and your school.

## **Staff List (from August 2011)**

### **Senior Management Team**

Mr J Sutherland (Head Teacher)  
Mrs I R MacKenzie (DHT)  
Mr D MacLean (DHT)  
Mr P Reynolds (DHT)

### **Art, Design & Technology**

Mr W MacKenzie (PT)  
Miss Frances McCourt (Art & Design)  
Mr A Thomson (Art & Design)  
Mr R Watt (Art & Design)  
Ms K Collins (Home Economics)  
Mrs F Harrower (Home Economics)  
Mr W Cameron (Technical)  
Mr R Macneil (Technical)  
Miss T Robertson (Technical)

### **Biology**

Vacancy (PT)  
Mrs A Blair  
Mrs I Gannon  
Miss M Kirkaldy

### **Business Studies**

Mrs M Meldrum (PT)  
Mrs L Kelly  
Mrs I MacKenzie (DHT)

### **Chemistry**

Vacancy (PT)  
Miss Laura Brown  
Dr J Hill (PT Guidance)  
Miss J MacNeill  
Mr D Meldrum

### **English/RME**

Ms A Whiteford (PT/English)  
Mr S Carruthers (English)  
Mr J Currie (English)  
Mrs J Hume (Drama/English)  
Miss S McGonigal (English)  
Mrs I Walker (English)  
Mr I Welch (English)  
Ms N Westwood (English)  
Mr W Burnside (RME)

### **Geography**

Mr N Adams (PT)  
Miss M Neil  
Mr D Smith

### **History**

Mr I Rose (PT)  
Mr D MacLean (DHT)

### **Languages**

Miss M Bernard (Acting PT Languages/French)  
Ms A Virgil (French)  
Miss F MacNab (Gaelic)

### **Mathematics/Computing**

Mrs N McCrae (PT/Maths)  
Mr G Singh (Computing)  
Mrs S Doherty (Computing/Maths)  
Mr A Gibson (Maths)  
Mr E Groat (Maths)  
Mrs C McCreath (Maths)  
Mrs J Morrow (Maths)  
Mrs J Skene (Maths)

### **Modern Studies**

Mr R Colman (PT)  
Mr L McFarlane

### **Music**

Mrs W Colman (PT)  
Mrs M Anderson  
Mr G Young

### **Physical Education**

Vacancy (PT)  
Mr L Beagent  
Mrs Y Clark  
Mrs A MacCallum (PT Guidance)  
Mrs A McFarlane

### **Physics**

Ms R Barr (PT)  
Mr G Bernard  
Mr W Mackenzie (PT A D & T)  
Mr P Reynolds (DHT)

### **Pupil Support/Guidance**

Mrs M Watt (PT Additional Support Needs)  
Miss E Gow (Acting PT Behaviour Support)  
Mrs J Macleod (PT Additional Support Needs)  
Vacancy (PT Guidance – Nevis)  
Mrs A MacCallum (PT Guidance – Shiel)  
Mr G Macnab (PT Guidance – Rannoch)  
Dr J Hill (PT Guidance – Locheil)  
Mrs M Cameron (Additional Support Needs)  
Mrs M Cassidy (Additional Support Needs)  
Mrs C Drain (Additional Support Needs)  
Mrs L MacAllister (Additional Support Needs)  
Mrs C Reynolds (Additional Support Needs)  
Mr A Ross (Additional Support Needs)

## **Staff List (continued)**

### **Instrumental Instructors**

Miss K Thomson (SI - Woodwind)  
Miss M Macmaster (Piping)  
Mr M Reynolds (Brass)  
Miss S Sievwright (Strings)

### **Library**

Mrs A-M Masson (Librarian)

### **Technicians**

Miss A Gow (Science)

### **Office**

Mrs M Macdonald (Admin Assistant)  
Mrs E Brayshaw  
Mrs L MacQueen  
Mrs K Shearer

### **Janitors**

Mr R Hepburn (Head Janitor)  
Mr D Bryce  
Mrs F Dillon

### **General Auxiliaries**

Mrs K Barrie  
Mrs C Budge  
Miss J Menzies  
Mrs C Rigg

### **Support Auxiliaries**

Ms N Alvarez-Landesa  
Mrs J Gray  
Ms A Johnson  
Mrs L Laing  
Ms D MacDonald  
Mrs L MacDonald  
Mrs J MacIntyre  
Mrs J McLugash  
Mrs P MacMillan  
Miss A McWalter  
Mrs L Rodgers  
Mrs J Young

### **School Nurses**

Mrs J Anderson  
Mrs F Gibson  
Mrs H MacEachan

### **Active Schools Coordinator**

Miss S Cameron

### **Careers Advisers**

Mr R Bailey  
Mrs C Leckie  
Mrs L Oliver  
Mrs S Patterson

DHT = Depute Head Teacher

PT = Principal Teacher

SI = Senior Instructor

## Term Dates 2011 – 2012

<b>2011/12</b>	
<b>Term 1</b>	Tue 16th Aug 2011 – Fri 7th Oct 2011
<b>Term 2</b>	*Tue 25th Oct 2011 – Thu 22nd Dec 2011
<b>Term 3</b>	Mon 9th Jan 2012 – Fri 30th March 2012
<b>Term 4</b>	Tue 17th Apr 2012 – Fri 29th June 2012
<b>February Break</b>	**Mon 13th Feb – Fri 17th Feb 2012 (inclusive)
<b>May Holiday</b>	Mon 7th May 2012
<b>Staff Training</b>	Mon 15th Aug 2011
	*Mon 24th Oct 2011
	**Wed, Thurs & Fri 15th, 16th & 17th Feb 2012
<b>2012/13</b>	
<b>Staff Resume</b>	Mon 13th Aug 2012
<b>Pupils Resume</b>	Tue 14th Aug 2012

## Important Dates

Important dates for events such as Parents' Evenings will be sent to parents regularly and published in the newsletter each term. Reminders are also posted on the school website:

[www.lochaber.highland.sch.uk](http://www.lochaber.highland.sch.uk)

## The School Day

Each school day starts with a ten-minute registration period followed by six teaching periods:

8.55	Warning Bell – all pupils move to Registration or Assembly in the Hall
9.00 – 9.10	Registration
9.10 – 10.05	Period 1
10.05 – 11.00	Period 2
11.00 – 11.15	Interval
11.15 – 12.05	Period 3
12.05 – 1.00	Period 4
1.00 – 1.40	Lunch – move to class on Warning Bell
1.45 – 2.35	Period 5
2.35 – 3.30	Period 6

## Curriculum

The curriculum in Lochaber High School is developing in line with the 'Curriculum for Excellence' initiative which aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories.

**Curriculum areas and subjects:** The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities.

**Interdisciplinary learning:** How the curriculum should include space for learning beyond subject boundaries.

**Ethos and life of the school:** The starting point for learning is a positive ethos and climate of respect and trust based upon shared values across the school community.

**Opportunities for personal achievement:** Pupils need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

In addition, the curriculum aims to recognise and complement the learning experiences that children have outwith school.

## Assessment and Qualifications

Teachers will regularly assess pupils' progress as part of learning but formal, certificated assessments are changing to meet the needs of learners and to reflect Curriculum for Excellence where children will be learning across different subject areas from the age of 3 to 18. The idea behind the new qualifications is not to sweep away everything from the old system, but to build on the strengths of the existing system. These changes will help all children gain both knowledge and skills for learning, life and work by the time they leave school.

- National 4 and 5 qualifications will replace Standard Grade and Intermediate qualifications in the current system from 2013/14.
- There will be formal recognition of Literacy and Numeracy through the new qualifications system – as Units within English and Mathematics courses and as a stand-alone option.

The current qualifications at Access, Higher and Advanced Higher level will remain but they will be reviewed to ensure that they reflect the ideas behind Curriculum for Excellence.

The school works with Lochaber College and other partners to provide a range of vocational courses from S3 onwards.

Further information on courses, assessment and qualifications will be issued to parents at the appropriate time.

## **Religious and Moral Education (RME)**

Pupils in S1-S4 receive one period of RME per week in line with current national guidelines. Parents have a statutory right to withdraw their child from RME but should discuss this with the Head Teacher before making any request.

## **Pupil Support**

Pupil Support at Lochaber High School operates within the G.I.R.F.E.C. framework for all Highland's children. 'Getting it Right for Every Child' is based on the now nationally recognised themes of ensuring that all of Highland's children are Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible and Included. Further details of the Children's Plan is available on the 'For Highland's Children' website: [www.forhighlandschildren.org](http://www.forhighlandschildren.org)

The Pupil Support Team at Lochaber High School is led by seven Principal Teachers who are line-managed and coordinated by Mr P Reynolds, Depute Head Teacher. Members of the team work closely together to ensure that your child receives the best package of support and advice throughout their secondary school career. The staff welcome and encourage parents to communicate and pass on to them any concerns or information that you as parents have. Some pupils in S1 also receive support from senior pupils through a 'Peer Support' scheme.

## **Support for Learning Department (Mrs M Watt)**

All children and young people need support to help them learn. Some need more support than others. The majority of pupils with additional support needs are supported successfully in mainstream classes. Sometimes a pupil may exhibit difficulties for the first time in secondary school. When a need is identified the Support for Learning Department follows a staged approach to ensure that pupils receive the help they require at the time that they need it and at the level they need. The stages run from simple classroom strategies to multi-agency assessments and planning. Partnership with pupils and their parents is essential at all stages of the process.

Pupils requiring additional support have a 'Lead Person' who works closely with them, their parents, teachers, support staff and, if required, other agencies, to ensure the best outcome for pupils.

The Additional Support teachers are assisted by experienced and trained Support Assistants whose commitment and knowledge of individual pupils and of strategies to support learning is invaluable. Relevant staff have undertaken and regularly update Highland Council CALM training. The Educational Psychologist, Occupational Therapist, Physiotherapist and Speech and Language therapist are amongst the multi-agency professional team who work closely with school staff.

## Pupil Support (2)

### **Additional Support Needs Department (Mrs J MacLeod)**

A small number of pupils with severe and complex needs spend some of their time in the Additional Support Needs Base and follow an Individualised Education Plan (I.E.P.) appropriate to their needs. 'The Base' is a happy and busy learning environment for all, and pupils work towards achieving National Qualifications in a range of subjects. Staff in The Base work closely with associated agencies such as Occupational Therapy, Physiotherapy and Speech & Language Therapy. A number of senior pupils help younger pupils, either in class or in The Base.

### **Behaviour Support (Miss E Gow)**

A number of pupils with social, emotional and behavioural needs are supported by staff, either in the Pupil Support Base (P.S.B.) or in mainstream classes. Where appropriate, referral is made to associated agencies to ensure that every child receives the best and most appropriate package of support. These agencies include health professionals, Social Work, Educational Psychologist, Childrens Service Workers, Skills Development Scotland, Community Education and the offsite educational provision at An Cala. Parents will be consulted about and informed of the detail of any additional support offered by these agencies.

### **Mainstream Pupil Support Department**

Throughout their years in secondary school, the pupils will be taught by subject specialists i.e. different teachers for different subjects. One person, however, remains constant and that is the child's Pupil Support (Guidance) teacher. To achieve this continuity, all pupils have been allocated a "House"; Locheil, Nevis, Rannoch or Shiel.

The House they are in is indicated by the letter in the pupil's Registration class name e.g. IR, IS. Each pupil will remain in that House for all of their years at school with each House being the responsibility of one Principal Teacher. Every effort is made to ensure that brothers and sisters are kept in the same House in order to establish and maintain a contact between a family and the appropriate Principal Teacher.

<b>Locheil</b>	Dr J Hill	<b>Nevis</b>	Vacancy
<b>Rannoch</b>	Mr G Macnab	<b>Shiel</b>	Mrs A MacCallum

The chief purpose of the Pupil Support (Guidance) system in the school is to ensure that all pupils make the best use of their years at Lochaber High and that they are faced with as few problems and difficulties as possible. Advice, support and help are, therefore, given in many areas e.g. P7/S1 transition and 'settling down' interviews in S1, course and subject choice interviews in S2, and S4, progress monitoring interviews for all years, support with University and College applications, character reference writing, attendance and punctuality matters, pupil discipline issues, anti-bullying measures, personal/domestic reasons. In brief: advice, support and help may be given on curriculum matters, on careers, and on personal matters.

The Pupil Support (Guidance) teacher remains responsible for a pupil throughout the pupil's time in school and, therefore, it is the Pupil Support (Guidance) teacher who generally gets to know the pupil best across the curriculum and beyond the curriculum. As a result, the appropriate Pupil Support (Guidance) teacher is the first point of contact for parents wishing to speak to someone in the school regarding their son or daughter. To a great extent, Pupil Support (Guidance) staff rely on close contact with, and the cooperation of parents, so any parent with a problem, query, request or information regarding their son/daughter, is encouraged to contact the appropriate Pupil Support (Guidance) teacher, usually by telephone, letter or email. Pupil Support (Guidance) staff will respond as promptly as possible to parental contacts and if necessary arrange appointments to meet with parents at a mutually convenient time.

## **Pupil Support (3)**

### **Personal and Social Education (P.S.E.)**

The Principal Teachers of Guidance are subject specialist teachers who also contribute substantially to the teaching and development of Personal and Social Education (P.S.E.) which is taught in a timetabled period once per week in S1-S4 and by extracting from other subjects at appropriate times throughout the year in S5 and S6. During P.S.E. pupils will study various 'life skills' topics such as anti-bullying, smoking, drugs and alcohol education, sex education, study skills, self-esteem, careers education, as well as whole school issues.

### **School Health Service**

The School Health Service in Lochaber High School is provided by Dr Alison Linnemann and the School Nurses, Mrs F Gibson, Mrs J Anderson and Mrs H MacEachan. The service is provided by the Community Child Health Department, Highland Primary Care and the NHS Trust which aims to work in partnership with children, parents and teachers to enable children to benefit fully from their education.

How is this achieved?

- Parents are given the option of having their child given routine immunisations at school rather than with their family G.P.
- Pupils with Additional Support Needs are monitored on a regular basis.
- The service acts as a link between other health professionals and the school.
- Pupils in S3 are offered a health check with the School Nurse and, if necessary, a medical examination by the School Doctor.

Any pupil wishing health advice may self refer confidentially to the School Nurses, who offer a drop-in lunchtime session at the Medical Centre adjacent to the school. Dr Linnemann and the School Nurses also liaise with the Pupil Support staff on health issues and can give advice on career implications of various medical conditions.

## **Child Protection**

From time to time incidents can occur within or outwith the school setting that cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

More information about child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Ms Penny Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness IV3 8NN – Telephone (01463) 703483 – Fax (01463 713237).

## **Data Protection**

Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement. See Appendix 2 for further information.

## Attendance

Parents are asked to support their children's education by ensuring that all pupils attend school regularly and arrive on time.

### What to do when a pupil has been absent:

All absences must be 'explained'. A written absence note, dated and signed by the Parent/Carer should be given by pupils to return to their Register Teacher on the first day of return to school. Pupils arriving after 11.30 am and/or 2.15 pm will be marked absent for a morning and/or an afternoon and will require an absent note as an explanation. Parents/Carers can contact the school by telephone to explain absences but detailed information will be requested at the time of contact.

### Permission to leave the school during class hours

Pupils may not leave the school premises during class hours or at the morning interval without seeking permission. Pupils will be granted permission if they present a signed, written request from a parent or guardian to the Head Teacher. When a pupil does not return to school after lunch through illness or any other reason it is essential that the school be informed immediately by telephone.

### Dental or Medical Appointments

Pupils will be released in a 'sign-out', 'sign-in' basis for such appointments. They should report to the School Office **before 8.50am**, with either the appointment card or a parental note. Parents will appreciate that verbal messages may lead to misunderstandings.

### Concerns

Parents will be invited to school to discuss any concerns about attendance. In some cases the matter may be referred to an appropriate agency.

### Holidays

Please note that parents are encouraged not to arrange family holidays during term time.

## Dress Code

Pupils attending Lochaber High School are expected to adhere to the School Dress Code. This not only allows pupils to identify with their school but also encourages a sense of purpose and promotes good discipline.

Please support the school by ensuring your child wears the Dress code listed below:

- **Plain black trousers or skirt**
- **Plain white shirt/blouse or polo shirt**
- **Plain black sweatshirt or fleece**

Football shirts and other clothing with logos, etc are not acceptable and should not be worn to school. 'Crop tops' and low-cut tops are also unacceptable.

If the purchase of clothing causes any difficulties for you, please contact the school and we will do what we can to help. Families in receipt of Income Support, Child Tax Credit or Income Based Job Seekers Allowance or Support under Part VI of the Immigration Asylum Act 1999 may be entitled to claim a clothing allowance. Forms are available from the school office.

# **Monitoring Progress and Rewarding Achievement**

## **Progress Reports**

Progress Reports are sent home to parents each session at the following times:

S1	Early May
S2	Mid March
S3	Late May
S4	Early January
S5/6	Mid March

## **Celebrating Success and Achievement**

The school takes great pride in the many and varied successes and achievements recorded, either by individual and/or groups of pupils. Achievements are recognised at assemblies, through the media and parental newsletters and by an end of session merit system (S1 – S3 pupils).

Pupils who successfully complete Sixth Year are rewarded with Graduation at an official ceremony as they leave school.

## **Monitoring Pupils' Progress**

Over and above the Progress Reports, subject teachers can also notify Pupil Support staff or the Senior Management Team of any general difficulties a pupil is experiencing or any specific incidents which have given cause for concern. Pupil Support staff may then decide to alert parents of any issues and, in some cases, invite parents to visit the school to discuss how the situation might be improved.

If parents have any concerns about their child's progress and/or attainment, enquiries to Pupil Support staff are always welcome. Parents should feel confident that they can contact the school at any time to arrange for supplementary or additional reports or to arrange an interview with Pupil Support staff.

## **First Aid and Emergencies**

A pupil who is ill or injured in school is referred to the office where a trained First Aider is available. If it is necessary for the pupil to go home, the parent or emergency contact will be telephoned and asked to collect them. Pupils will not be sent home by bus, unless parents have given permission.

If a pupil has to be taken to hospital in an emergency, transport will be sought, although it is not always possible for a member of staff to remain at the hospital. Parents will, of course, be contacted as soon as possible.

**It is essential that the school should have an emergency contact for each pupil in case parents cannot be contacted.**

## **Anti-Bullying**

The school has a comprehensive and pro-active anti-bullying policy which pupils are made aware of. Parents are welcome to request a copy.

## **Textbooks and Equipment**

All textbooks, work materials, jotters and exercise books are provided by the school. Pupils are expected to provide their own pens, pencils and erasers as well as P.E. kit. All textbooks and jotters should be covered to protect them. If pupils lose jotters, textbooks or school library books through negligence, they are likely to be asked to contribute to the cost of replacement.

Please remember to return all textbooks and equipment to school at the end of a course or when leaving school.

## **Extra-curricular Activities**

The school provides a wide range of extra-curricular activities at lunchtime, after school and at weekends. Some are in association with local organisations and activities varying according to the interests and availability of staff. Many of the activities are organised by the schools 'Active Schools Coordinator', Miss Shona Cameron. Activities include: Badminton, Basketball, Charity and School Fundraising, Climbing, Cross-country Running, Dance (Modern & Country), Discos, Drama, Duke of Edinburgh's Award Scheme, Folk Groups, Football, Gaelic Choir, Guitar Club, Hockey, Lochaber Music School, Mountain Biking, Musical Concerts, Orchestra, Outdoor Activities, Piping (inc. Pipe Band), Rugby, Running, Scripture Union, Shinty, Skiing, Theatre trips, Wind Band, Yearbook, Young Enterprise, Young Chef, Young Engineers and Young Heavies.

The school also organises a number of educational trips. Recently groups have visited France (Adventure France Trip, Paris Trip and Ski France Trip), Iceland and London.

During the first term, pupils are issued with a booklet detailing all extra-curricular activities available and receive updates each day from the Pupil Announcement sheet. Please encourage your children to participate and to take advantage of the many opportunities available to them.

## **Instrumental Tuition**

Specialist instrumental instructors provide tuition in Brass, Woodwind, Piping and Violin. Instruments can be provided by the school. Parents should note that we are required to charge for tuition unless pupils are studying for SQA courses in Music.

Highland Council writes directly to the parents of pupils who receive tuition to make arrangements for payment.

## **School Meals**

The school operates a cafeteria system in two dining halls with a designated area for packed lunches. The dining hall is open at 8.30 a.m. for Breakfast service (hot filled rolls, toast, cereal, porridge etc), morning interval service at 11.00 a.m. and lunchtime service from 1.00 p.m. until 1.40 p.m.

The cafeteria operates a cashless system with each pupil having their own “National Entitlement Card”. The school strongly recommends that money be added to the card by cheque payments. Pupils are able to check their balance on either of two validator machines situated near the main dining hall. It is a condition of ownership that purchases are not made on behalf of pupils other than the cardholder. In the event of loss, pupils or parents should contact the service centre on 0870 428 6947 to cancel the card and order another.

### **Free School Meals**

Free school meals are available to pupils whose parents/guardians are in receipt of Income Support. Application forms are available from the school office. The daily allowance for free school meals is added automatically to pupils’ cards but does not accumulate – it must be used that day.

## **Security**

In line with national measures to improve school security, all visitors (including parents) are asked to enter by the main door and report to Reception where they should sign-in and collect a ‘Visitor’ badge.

## **Transport to School**

Due to the extensive catchment area, there is a complex system of transport provided to take pupils to and from school including buses, ferries, minibuses and taxis.

Pupils travelling by bus within the three-mile limit are required to pay the fare themselves. Term-time Season Tickets are available for most journeys which offer a significant saving over single fares (up to 50% saving in some cases). These can be purchased from the School Office on the first two days of each term or from the bus office at a later date. For pupils beyond the three-mile limit, the Education Authority supplies Season Tickets for bus travel on special transport (buses, minibuses or taxis) with no charge to the parents. Application forms for bus Season Tickets or for places on special transport are available from the School Office. Pupils who have either form of season ticket are expected to produce their ticket on each trip.

For pupils transferring direct from Primary School, arrangements will already have been made by their Head Teachers for those requiring Season Tickets. These are normally issued on the first day in Lochaber High School.

### **Behaviour on Buses**

Pupils are expected to maintain a high standard of behaviour on buses, particularly as misbehaviour may distract the driver and be a risk to safety.

### **Loss of Season Tickets**

Pupils who lose the Season Tickets can apply for a replacement at the bus depot. There is a £5 charge for a replacement.

### **Late Bus Passes**

Pupils who remain in school beyond 3.30 p.m. to take part in extra-curricular activities or for Study Support can be issued with a late bus pass or can use their season ticket.

## Travelling to School During Adverse Weather

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school – by transport or on foot – in adverse weather conditions. The Education Authority encourages full attendance at school but, in severe weather conditions, the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. The school will make alternative arrangements for missed examinations.

**The school updates its procedures for adverse weather closure annually, therefore:**

- **Parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **The school** will advise parents of local arrangements for school transport and any special arrangements in the event of adverse weather.
- **The school** has established a system of communication with parents and transport operators and ensures that parents are fully informed of the arrangements. This includes the 0870 telephone information service (see page 15).

**When weather conditions are poor:**

**Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to ongoing road, weather or school information updates.

**Broadcast times**

**Nevis Radio** will carry bulletins at roughly ten minute intervals between 7.00 a.m. and 8.00 a.m.

**BBC Radio Highland**

6.55 a.m. – 7.00 a.m. 7.50 p.m. – 8.00 p.m.

12.55 p.m. – 1.00 p.m. 4.55 p.m. - 5.00 p.m.

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

**Please do not telephone local radio for advice but listen to appropriate broadcasts.**

**For pupils using school transport**

Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal “pick-up” time.

Where parents are concerned about weather conditions at “drop-off” points, they should contact the school as early as possible and, when weather conditions are poor, parents should arrange to have children met at the “drop-off” point.

## Telephone Messaging Service

All Highland schools have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

When severe weather warnings are received, the school will endeavour to keep the system updated. It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the school's Adverse Weather Guidelines (page 14).

*(Note that this is an 0870 service and charges are slightly higher than normal. Currently BT rates are approximately 8p per minute peak and 5p per minute cheap rate. However there is no queuing and an adverse weather call should last less than 1 minute.)*

### How to use the service

Dial Highland Council's access number – **0870 054 6999**

When requested, enter the school's pin number – **04 1150**

You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with the school.

You will now hear the school's name. Ensure that this is correct before going on.

You will now be taken to the MAIN MENU where you will be given 4 options:

**Press 1** to hear Lochaber High School's message about the adverse weather for example whether or not the school is to close or if transport arrangements have been affected.

**Press 4** to enter the pin number for another school within the authority. Parents may have children who attend different schools.

This option allows you to move from one school's messaging service to another without having to dial in again.

### Using Other Features

**Press 2** to send the school a NON-URGENT message Do not leave an urgent message, as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly.

**Press 3** to hear general information messages. The school may use this as an additional way of informing parents about school events. Parents may hear up to ten messages with the most recent played first.

## Winter Weather Website

Information on school closures can also be obtained from the ECS Winter Weather Website:

**[www.schoolclosures.highlandschools.org.uk](http://www.schoolclosures.highlandschools.org.uk)**

## Leaving School

Pupils remain at school to the age of sixteen and may then leave on the following authorised dates:

- Pupils who reach the age of 16 by 30<sup>th</sup> September of any year, may leave school on 31<sup>st</sup> May of the same year.
- Pupils who reach the age of 16 between 1<sup>st</sup> October and the last day of February (inclusive) may leave school at Christmas in that school year.

Before leaving, pupils should collect a 'Leavers Form' from the Office and have it signed by all their teachers, Guidance teacher and the Head Teacher to show that all books and equipment have been returned. The completed form should be handed in to the Office.

### 16+

At this key stage in a pupil's school career, Pupil Support staff work very closely with Skills Development Scotland staff (Careers Scotland) to ensure that all pupils who reach school leaving age have a 16+ Learning Choice Offer of continued learning beyond age 16. This offer is discussed, agreed and signed by the young person, parent and Pupil Support teacher. This information will, with the young person's agreement, be shared with Skills Development Scotland and other appropriate agencies, e.g. college/universities.

The majority of young people choose to return to school for S5 and/or S6. For those who choose to leave school, a number go to college, gain apprenticeships or enter employment.

## Parent Council

The Parent Council meets regularly and supports the work of the school. Parents and friends of the school are most welcome at the meetings which are open to the public. The Chairman of the parent Council is Mrs Caroline Haines (from August 2011)

## **Making a Complaint**

If you are unhappy with any aspect of the school's service, you may wish to make a complaint. If a complaint is regarding your son or daughter it should, in the first instance, be directed to the appropriate Guidance teacher. Complaints of a more general nature should be directed to the Head Teacher or one of the Depute Head Teachers.

Most concerns and potential complaints can be resolved through informal discussion. More serious complaints should be made in writing. If you make a written complaint, the matter will be fully investigated and you will receive a written response. You will also have the opportunity to discuss the matter with the member of staff investigating the complaint.

If you are unhappy with the responses you receive from the school, or if your complaint is regarding the Head Teacher, you should contact the Area Education Manager.

## **Appendices**

### **Appendix I – Statistical Information**

The following pages give details of statistics relating to attendance, budgeted school running costs, examination results and leavers' destinations, as published by the Scottish Executive in November 2010.

Readers are reminded that raw examination results should be treated with caution as such results may reflect social and cultural factors as well as the direct influence of the school.

## INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

<b>School:</b> Lochaber High School	<b>Id No.:</b> 270 - 5135931
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### *Leaver Destinations*

#### *Number Of Pupils Leaving In School Year 2009/2010 And Percentage With Destination As:*

<b>Total Number of Leavers (=100%)</b>	167
<b>Higher Education</b>	27
<b>Further Education</b>	21
<b>Training</b>	2
<b>Employment</b>	44
<b>Other Known</b>	6
<b>Not Known</b>	0

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 2010-2011*

<b>School Roll at September 2009</b>	861
<b>Total School Running Costs at April 2010 (£)</b>	4,741,570
<b>Cost per Pupil (£)</b>	5,507

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

## INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

<b>School:</b> Lochaber High School	<b>Id No.:</b> 270 - 5135931
-------------------------------------	------------------------------

### *Attendance And Absence For School Year 2009/2010*

	Stage					
	S1	S2	S3	S4	S5	S1-5
<b>Total Number of Possible Attendances(Pupil Half Days)</b>	60,594	57,382	65,599	60,160	32,119	275,854
<b>Percentage Authorised Absences</b>	4.0	5.9	7.2	7.7	6.0	6.2
<b>Percentage Unauthorised Absences</b>	2.3	2.8	2.5	3.6	2.0	2.7

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 2010 SECONDARY SCHOOLS

<b>School:</b> Lochaber High School	<b>Id No.:</b> 270 - 5135931
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### *Estimated S5 January Roll As A Percentage Of The S4 Roll In September Of The Previous Session*

2007/2008	2008/2009	2009/2010
68	66	62

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

#### *(2009/2010 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		
	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20
	08	09	10	08	09	10	08	09	10
	90	91	95	86	79	84	38	35	38

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		
	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20
	08	09	10	08	09	10	08	09	10
	46	36	34	33	24	22	16	14	11

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		
	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20
	08	09	10	08	09	10	08	09	10
	35	40	31	24	28	23	14	13	8

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 2010 SECONDARY SCHOOLS

<b>School:</b> Lochaber High School	<b>Id No.:</b> 270 - 5135931
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### *Minimising Overall Absence*

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
<b>Absence</b>	35.4	34.5

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.

## INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

<b>Education Authority:</b> Highland
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### *Leaver Destinations*

***Number Of Pupils Leaving In School Year 2009/2010 And Percentage With Destination  
As:***

<b>Total Number of Leavers (=100%)</b>	2,690
<b>Higher Education</b>	34
<b>Further Education</b>	22
<b>Training</b>	2
<b>Employment</b>	30
<b>Other Known</b>	12
<b>Not Known</b>	2

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 2010-2011***

<b>School Roll at September 2009</b>	14,742
<b>Total School Running Costs at April 2010 (£)</b>	100,795,568
<b>Cost per Pupil (£)</b>	6,837

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

## INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

Education Authority: Highland

### *Attendance And Absence For School Year 2009/2010*

	Stage					
	S1	S2	S3	S4	S5	S1-5
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	982,734	967,660	1,033,564	988,342	782,645	4,754,945
<b>Percentage Authorised Absences</b>	6.4	7.7	8.0	7.4	7.2	7.4
<b>Percentage Unauthorised Absences</b>	1.3	2.1	2.6	3.3	3.0	2.5

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 2010 SECONDARY SCHOOLS

Education Authority: Highland

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

2007/2008	2008/2009	2009/2010
72	76	78

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

*(2009/2010 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		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	08	09	10	08	09	10	08	09	10
	92	92	92	81	82	82	38	38	39

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		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	08	09	10	08	09	10	08	09	10
	43	44	45	24	26	26	10	12	12

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		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	08	09	10	08	09	10	08	09	10
	34	34	37	22	22	25	12	13	16

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 2010 SECONDARY SCHOOLS

**Education Authority:** Highland

### *Minimising Overall Absence*

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
<b>Absence</b>	35.0	37.7

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.

## INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

National Data

### *Leaver Destinations*

***Number Of Pupils Leaving In School Year 2009/2010 And Percentage With Destination  
As:***

<b>Total Number of Leavers (=100%)</b>	54,097
<b>Higher Education</b>	36
<b>Further Education</b>	27
<b>Training</b>	5
<b>Employment</b>	19
<b>Other Known</b>	13
<b>Not Known</b>	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 2010-2011***

<b>School Roll at September 2009</b>	302,921
<b>Total School Running Costs at April 2010 (£)</b>	1,695,802,434
<b>Cost per Pupil (£)</b>	5,598

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

## INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

### National Data

#### *Attendance And Absence For School Year 2009/2010*

	Stage					
	S1	S2	S3	S4	S5	S1-5
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	20,375,279	20,601,741	21,076,798	20,825,660	15,739,991	98,619,469
<b>Percentage Authorised Absences</b>	5.3	6.2	7.0	6.4	5.8	6.2
<b>Percentage Unauthorised Absences</b>	1.5	2.2	3.0	3.5	2.8	2.6

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 2010 SECONDARY SCHOOLS

### National Data

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

2007/2008	2008/2009	2009/2010
65	67	72

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

#### *(2009/2010 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		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	91	91	92	76	78	78	34	35	35

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		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	39	41	43	22	23	24	10	11	11

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		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	30	31	33	20	21	22	13	14	14

#### 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 2010 SECONDARY SCHOOLS

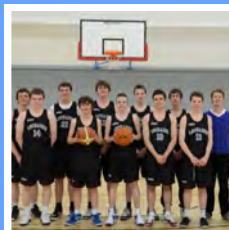
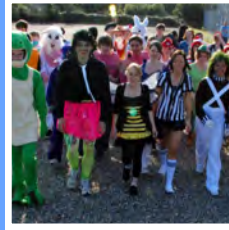
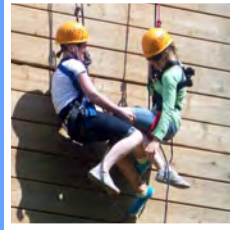
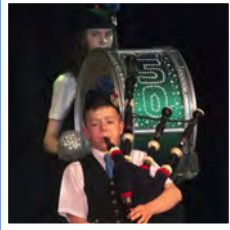
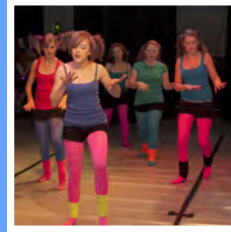
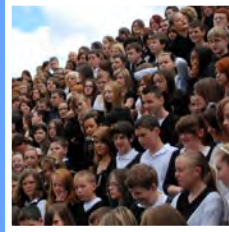
<b>National Data</b>		
<i>Minimising Overall Absence</i>		
	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
<b>Absence</b>	34.2	33.9

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



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