

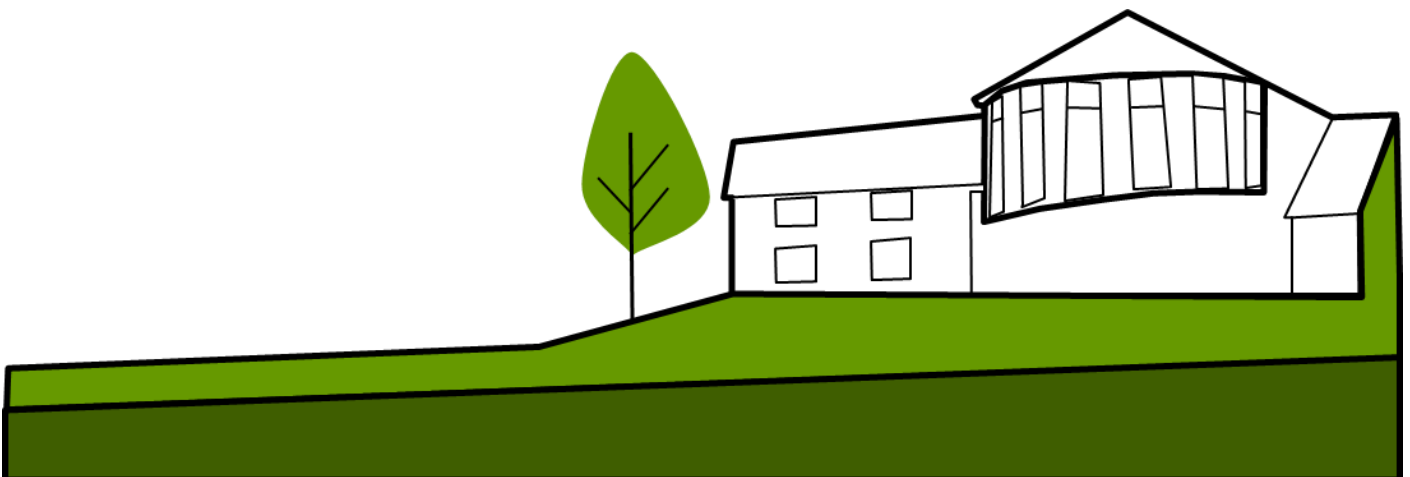


Glen Urquhart High School

Prospectus 2023 - 2024

**Glen Urquhart High School
Drumnadrochit
Inverness-shire
IV63 6XA**

Tel: 01456 459134
E-mail: glenurquhart.high@highland.gov.uk
Web: www.glenurquharthigh.co.uk





Respecting Motivating Nurturing Achieving Accepting Relationships

Welcome from the Head Teacher

The aim of our prospectus is to give you a feel for our school, our organisational systems and day-to-day administration.

We know contact between home and school is vital in ensuring we work as a whole community to support the wellbeing and progress of our young people. Our Facebook page and website are active and we encourage parents and carers to get involved and stay in touch using email, phone, virtual and face to face meetings.

All parents are members of the Parents Forum (defined by the 2006 act on parental involvement). Parent Council members are voted on every year at the Annual General Meeting (normally held in September). All parents who are unable to attend Parent Council meetings or be part of the Parent Council are still very welcome to assist in other ways, extra hands are good - email us if you can help in general or with specific tasks.

Our Parent Council meets regularly with me and has a key role in the running of our school. The main duties of the Parent Council are:

- ◆ To represent the views of the parents at the school
- ◆ Support the work of the school
- ◆ Organise social and fundraising events
- ◆ Promote contact between all parents and the rest of the school community
- ◆ Discuss any issue that is of interest to parents
- ◆ Represent parents' views to the education authority

Secondary education in Glen Urquhart dates back to 1893. Since moving to our new building in August 2002, we have continued to build on a long and successful history of secondary education.

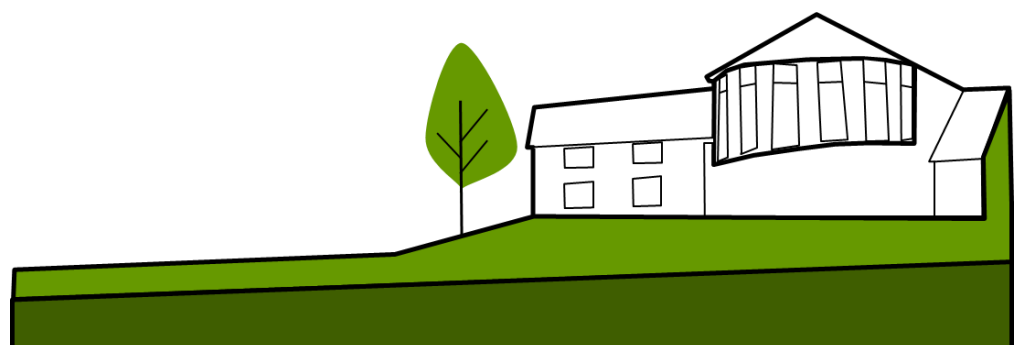
Attainment and achievement continues to be strong with us as we strive for our pupils to do their very best. Sustained success requires continued significant effort from staff and pupils alike, alongside the important role parents play which is why we encourage all parents to support us in our efforts and are very much a community school. We are aspirational and recognise that all pupils have their own individual needs, learning styles and interests. Every pupil in our school is supported so that, in partnership with staff and parents, they can achieve their full potential.

We are a medium sized school – but our ambitions are enormous!

Welcome to Glen Urquhart High School.

Joan Nelson

Head Teacher



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A Brief History of Our School



The old school building was built in 1877 and made up to secondary school status in 1893 on the appointment of Mr Benjamin Skinner as the new Head Teacher. Glen Urquhart became a senior secondary school in 1945 serving all pupils in a wide catchment area ranging from Cannich in the West to Fort Augustus and Dalchreichart in the South-West. It was then known as Glen Urquhart Senior Secondary School and was, in pre-comprehensive days, the centre for all elementary and advanced schooling for pupils ranging from five to eighteen years old. It is now a 6-year comprehensive secondary school. Pupils come to the school at age twelve and may leave at sixteen on completion of the compulsory four year stage of secondary education, or at age seventeen/eighteen if they wish to follow advanced courses to the Higher levels of the Scottish Education system.

From S4 to S6 pupils may study for a wide variety of National Qualifications. The school presents for all major subjects as well as a wide variety of other subjects including Spanish, Skills for Work Travel and Tourism and many more including Senior Phase Electives such as Photography, Finance and Practical Cookery. These courses open up the school as a continuing centre of education for all intending students in this area. Glen Urquhart High School is proud of its academic record.

The school exists in an extremely exciting period in Scottish education where there are a number of new opportunities and initiatives on-going. Parents are always made welcome in school. Teaching methods are changing, reflecting changing social needs and aspirations. The content of the taught curriculum has been in a major period of change to meet the requirements for the 21st Century. Indeed at this new and exciting time in the life of Glen Urquhart High School staff and pupils are engaged in developing new ways in which the use of ICT (Information Communications Technology) can enhance all aspects of learning and teaching.

The school and the community warmly welcomed the opening of new Glen Urquhart High School in August 2002 and with it, the commencement of a new era in education in the area served by the school.

But in spite of major and rapid change, the essentials of a good school remain unchanged. Children must feel secure. They must be challenged, encouraged, praised, but they must learn that success is earned and that everyone has the seeds of a happy and contented life within themselves. Indeed the notion of a philosophy of life must be an integral part of school life. These are the principles of our educational philosophy and it is our intention that the planning and implementation of all activities in the school support these major aims.

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

Highland Council Vision for Children - School Aims

Our school aims reflect the Highland Council Vision for Children.

We aim to ensure that all Children are: –

Safe - be protected from abuse, neglect and harm by others at home, at school and in the community.

Healthy - having the highest attainable standards of physical and mental health, with access to suitable healthcare and support for safe and healthy lifestyle choices.

Achieving - being supported and guided in their learning and in the development of their skills, confidence and self-esteem at home, at school and in the community.

Nurtured - having a nurturing place to live, in a family setting with additional help if needed or, where this is not possible, in a suitable care setting.

Active - having opportunities to take part in activities such as play, recreation and sport which contribute to healthy growth and development, both at home and in the community.

Respected and Responsible - children, young people and their carers should be involved in decisions that affect them, should have their voices heard and should be encouraged to play an active and responsible role in their communities.

Included - having help to overcome social, educational, physical and economic inequalities and being accepted as part of the community in which they live and learn.

We aim:

- To provide a place of continuing education within which each pupil will participate in a range of learning opportunities designed to develop the basic skills, knowledge and understanding required by contemporary society.
- To ensure that each child has an awareness of the possibilities available to him/her within society and the responsibilities required by society of him/her.
- To develop an atmosphere in which self-discipline and awareness of, and responsibility to, others will flourish.
- To develop a cohesive structure of courses and activities that will allow different needs, abilities and skills of pupils to develop to their fullest extent and encourage students to make reasoned decisions for themselves.
- To maintain effective communication with parents concerning the progress of individual pupils and of the school.
- To provide a secure and happy environment within which staff and pupils can work together to achieve their aims.
- To maintain effective staff development for all staff working in Glen Urquhart High School. We aim to develop leadership and partnership at all levels in working collaboratively and collegiately.
- To actively promote a healthy approach to lifestyle for all persons involved with Glen Urquhart High School.
- To provide a high quality secondary education through fostering personal development and health and fitness, encouraging equal opportunities and seeking continuous improvement in academic attainment at all levels, whilst also recognising achievements in all areas.
- As part of our continuous improvement agenda, a quality assurance system based on self-evaluation is being further developed. Staff, parents and pupils will be asked to make significant contributions.

School Ethos

The Vision, Values and Aims our School Community feel best defines Glen Urquhart High School are: –

Respecting - to understand and accept our peers and ourselves

Motivating - striving to exceed expectations

Nurturing - to help our students grow and develop down their chosen paths

Achieving- to aspire to always do our best

Accepting - to treat others equally regardless of who they are

Relationships- are key to our success we strive to positively connect and form bonds with all other people

Every pupil is encouraged and supported to achieve their best during their time as a pupil at Glen Urquhart High School. Achievements will be celebrated throughout the year in school assemblies, on the school Facebook page and at the end of year Closing Ceremony.

The school works closely with the Parent Council, local businesses, Skills Development Scotland, Developing the Young Workforce, High Life Highland to help provide the pupils with a wide range of opportunities during their time at Glen Urquhart High School.

As a school we place a lot of importance on good health and wellbeing, both in and out of school. We have an annual health and wellbeing day for pupils to take part in assemblies and class lessons cover many of the key Health and Wellbeing themes throughout the year. Our Vision, Values and Aims statement also emphasises the importance of positive behaviour. In order to support this, the pupil support staff work hard to help pupils who are struggling through the use of restorative meetings, solution focused meetings and checking in with pupils on a regular basis. Pupils are supported in their learning through our committed staff, both teaching staff and Pupil Support Auxiliaries (PSA's). Our aim is to meet the learning needs of every pupil to the best of our ability.

Curriculum

Pupils develop skills for learning, life and work, including literacy, numeracy and health and wellbeing in all classes throughout the year. In addition to this there are specific assemblies, PSE lessons, guest speaker events where specific skills are developed in greater detail. Where possible, all pupils are encouraged to develop their interests further outside of school, whether a hobby or a work experience opportunity in order to better prepare them for life after school.

The School Day

School begins at 8.40am and ends at 3.40pm each day except Fridays when it finishes at 12.25pm. There are 7 periods in a school day (4 on Fridays), with each period lasting 50 minutes. The periods are arranged as follows:

Monday - Thursday

Registration	8.40am - 8.50am
Period 1	8.50am - 9.40am
Period 2	9.40am - 10.30am
Period 3	10.30am - 11.20am
Break	11.20am - 11.35am
Period 4	11.35am - 12.25pm
Period 5	12.25pm - 1.15pm
Lunch	1.15pm - 2.00pm
Period 6	2.00pm - 2.50pm
Period 7	2.50pm - 3.40pm

Friday

Registration	8.40am - 8.50am
Period 1	8.50am - 9.40am
Period 2	9.40am - 10.30am
Period 3	10.30am - 11.20am
Break	11.20am - 11.35am
Period 4	11.35am - 12.25pm

Registration/ Attendance/ Absence/ Lateness/ Assemblies

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day, therefore need to know the whereabouts of absent pupils. Registration is taken first thing in the morning. Pupils are marked late if they arrive late for registration. Good attendance is vital if pupils are to achieve their full potential. Parents are asked to phone the school office on 01456 459134 before 9.10am or email Louise.Power@highland.gov.uk to inform of pupil absence and reason. On the instruction of the Head Teacher, the school office will contact the parents of all absent pupils where we have not been informed of the absence – either at home, at work or through emergency contacts. This confirms that their parents are aware of the pupil absence and allows the school to accurately record and report the absence.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment, they need to bring a note from a parent /guardian. Pupils must sign out at the school office, if returning the same day, they must report to the school office to sign in. Where at all possible, medical and dental appointments should be made out with school hours.

If pupils become unwell during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils.

Holidays taken during term time - Parents who choose to remove their child from school during term time for family holidays should note the Education Authority expectation is that such absences be recorded as unauthorised. We are unable to 'grant permission' for term time holidays. It is the pupil's own responsibility to ensure that any work missed is satisfactorily completed.

Late to school - every lateness is recorded for absence purposes, those with explanation, such as late arrival of school buses, are amended. Those instances of lateness without due explanation will be investigated by either a member of the senior management or guidance team. Where the number of lates is deemed unacceptable, over a short period of time, a standard letter will be posted home requesting support from home and pupils will be given lunchtime detentions. All pupils who arrive late after registration (8.50am) must report to the School Office .

Assemblies - School assemblies are part of the wider education of our pupils. Assemblies held regularly in the Craigmonie Theatre. One assembly will be aimed at our Junior school (S1-S3), the other is aimed at our Senior pupils (S4-S6) We also have regular House assemblies. Assemblies not only allow staff to inform pupils of upcoming school activities, exam information or trips, but enable staff, guest speakers, school partners and senior pupils to deliver information on a variety of themes. During Covid times assemblies are held in year groups each month.

Interval & Lunchtimes

At intervals and lunchtimes pupils use the Canteen as a Social Area. The school grounds, including our fitness suite and all weather Astro pitch, are available for pupils to use at these times.

At morning interval pupils are not permitted to leave the school grounds. Pupils going home for lunch are permitted to leave the school grounds. However, we strongly advise that pupils who are not going home for lunch remain within the school grounds under our care and supervision. The school grounds are supervised by the Senior Management Team.

Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. Our School Travel Plan promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community. School Meals cost **£2.55** (Main Meal with water or Main Meal with pudding) for pupils and keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see overleaf.

School Canteen

Our school canteen offer a wide variety of tasty food for our pupils during the school day.

Breakfast club - operates each school day from 8.15am to 8.35am.

- Yoghurts **£0.50**
- Fresh fruit **£0.40**
- Toast **£0.25**

Morning break - Monday to Friday from 11.20am to 11.35am.

- Hot snacks available such as toasties, croissants, bacon or sausage rolls and bagels **from £0.70.**
- Cheese and biscuits **£0.80**
- Yoghurts **£0.50**
- Fresh fruit **£0.55**
- Healthy baking - cakes or cookies **£0.40**
- Variety of filled sandwiches and wraps **from £1.45**
- Healthy crisps and popcorn **£0.70**

Morning break - Fridays only

- Peperoni Pizza or Cheese and Tomato Pizza **£1.50**
- Croissants **£0.70**
- a grab and go sandwich option (grab and go is the default Friday option) **from £1.45**

Pupils are encouraged to order lunch or a filled baguette either at breakfast club or morning break.

Lunch break - Monday to Thursday from 1.15 to 2.00pm.

- Traditional main meals (served with vegetables or salad) such as steak pie, fish and chips, macaroni cheese, meatballs, cottage pie and roast dinners (chicken, beef and pork) **£1.75**
- Homemade Soup with bread **£0.80**
- Baked potatoes (no filling) **£0.65** choice of filling available **£0.95**
- Hot snack such as burger in a bun **£1.70** or pizza or pizzini's **£1.50**
- Sandwiches, wraps and filled baguettes **from £1.45**
- Salad **£1.70**
- Pudding **£0.80**

Also available during the break times are a selection of drinks such as still and sparkling water, fruit juice, milk (both plain and flavored), tea and hot chocolate. Fizzy drinks are not permitted in the school building; the canteen offers healthy alternatives. Pupils can bring their own water bottles to school at any time and are encouraged to drink water during the school day. Pupils

Payment for School Meals

The school operates a cashless system for the payment of school meals. This will enable the use of the National Entitlement Card (NEC) or six digit pin number to obtain a school meal. With this system, no cash sales can be taken, so funds need to be loaded onto cards in advance – either at the Revaluation unit (coins or notes), or if using cheque, at the designated till in the canteen. You can also pay online for school meals in Glen Urquhart High School.

- Go to the Highland Council website – www.highland.gov.uk – and select the 'PAY ONLINE' icon on the home page. Under Schools, select School Meals. Click on School Meals. Complete the form with all information requested – all major credit and debit cards are accepted, except American Express and Diners.

Remember –

- You will need to have the **9 DIGIT** Scottish Candidate Number (SCN) for each pupil to hand. If your child does not know their candidate number – please contact the school office on 01456 459134.
- Allow 24 hours for payment to reach the pupil's account - N.B., payments made between 4.30pm Friday and 9.00am Monday will not appear in the pupil's account until the Tuesday.
- A separate payment must be made for each pupil.

Free School Meals and Assistance with School Clothing

Pupils may receive free school meals and assistance with School Clothing if family circumstances warrant, i.e. those receiving Income Support. An application for free school meals can be made where parents or guardians are receiving any of the following;

- Income Support
- Income based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, not in receipt of Working Tax Credit and income below £16,105.
- Child Tax Credit and Working Tax credit, and an income below £7,500.
- If you are 16 -18 years old and receive any of these benefits in your own right.
- If you are an asylum seeker receiving support
- Universal Credit where the monthly earned income does not exceed £625.
- Pension Credit Guarantee Credit.

Applications should be made online. To apply go to the www.highland.gov.uk. Select Education and Learning then School Meals. Click on Apply for Free School Meals. If you do not have access to a computer, please ask at the School Office for a paper copy.

Educational Maintenance Allowance (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week. Further information on full eligibility criteria and the online application process can be obtained from the school or by following the link below.

<http://www.highland.gov.uk/info/899/schools - grants and benefits/14/education maintenance allowance>

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carers, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol. Parents must also complete a For Pupil to Carry His/Her Prescribed Medication form, this is available at the school office.

Enrolment

Transfer from Primary

There are well established procedures to ease the transfer from primary to secondary school. Most new pupils transfer from one of our associated primary schools: Balnain Primary, Cannich Bridge Primary and Glenurquhart Primary.

We begin our transition process as early as October with termly events and activities to help integrate our P7 pupils into Glen Urquhart High School life. To help allay any fears or apprehension, we have a four-day visit by all Primary 7 pupils coming to Glen Urquhart High School in June each year. There is also an opportunity for all parents of Primary 7 pupils to meet senior staff from Glen Urquhart High School during an information evening on one of these days. Details about these arrangements will be sent to parents of Primary 7 pupils via our associated primary schools. Our Guidance and Pupil Support staff will ensure all new pupils are supported in settling in quickly.

Transfer from another Secondary School

Parents of pupils transferring here later in the session, should telephone the school to enquire if space is available and thereafter make an appointment with the Depute Head Teacher who will then arrange to meet with the parents and pupils, complete all enrolment procedures, organise for a tour of the school, and set a mutually convenient starting date.

Placing Requests

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Care and Learning Manager Fiona Shearer, Highland Council HQ, Glenurquhart Road, Inverness, IV3 5NX. Placing request forms can be obtained from http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2.

If pupils live out with the school catchment area and their parents wish them to attend Glen Urquhart High School they can contact the Depute Head Teacher, Mr David Humphris, to arrange a visit.

Parents whose children are in our associated primary schools, as a result of a placing request, are reminded that they have to make an additional placing request if they wish their child to attend Glen Urquhart High School. Parents who move out of our catchment area but wish their children to remain at the school also need to make a placing request.

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

Military Families

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

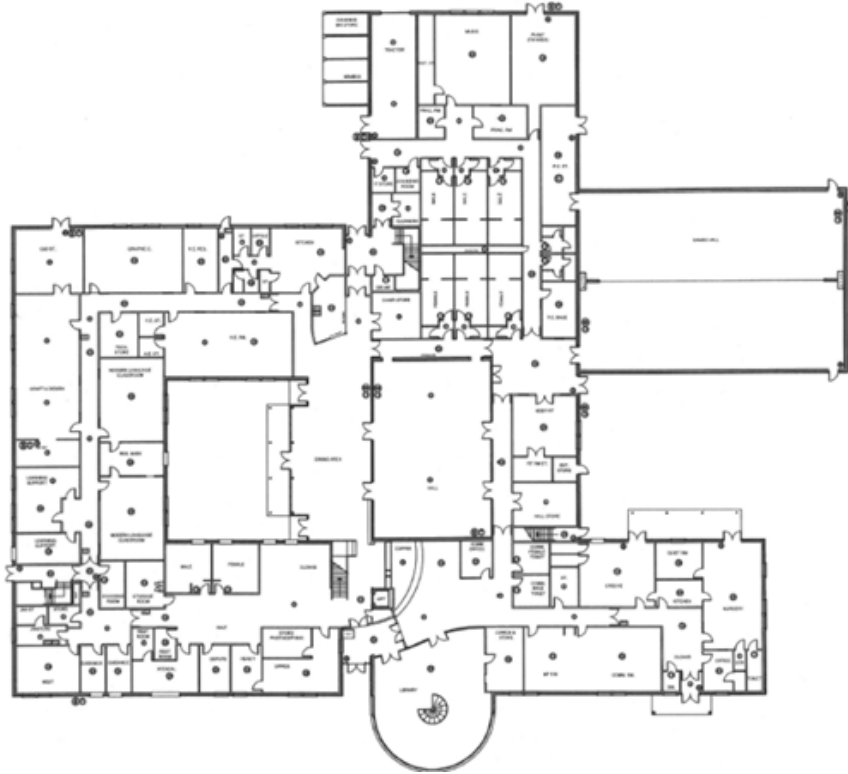
We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

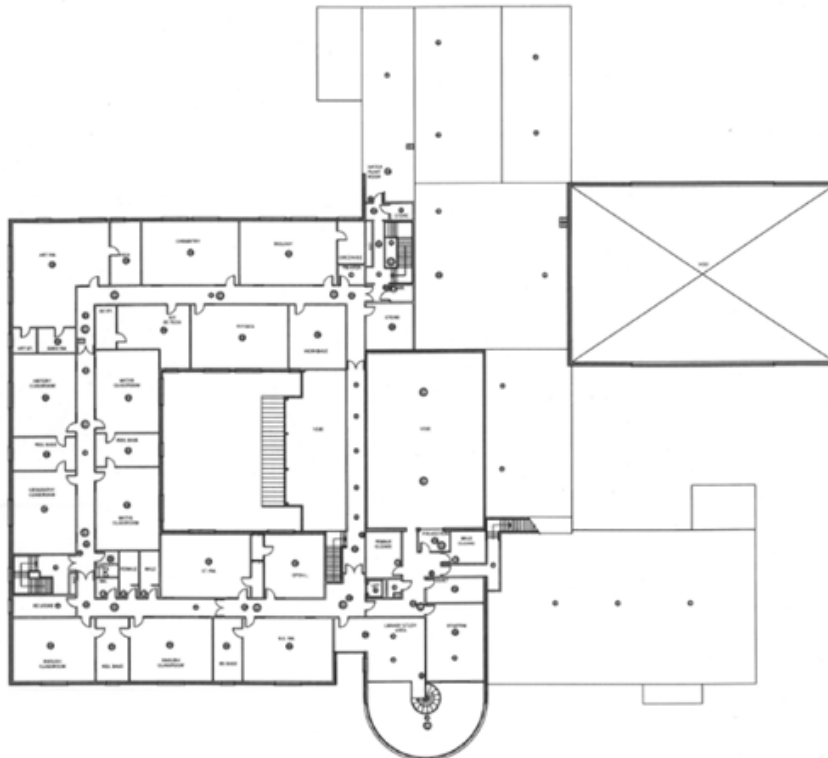
Visit the Highland Council Armed Forces Website for lots of helpful information and support https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools

Please get in touch with your child's Guidance or Head Teacher if you have any concerns.

School Map



Ground Floor Plan



First Floor Plan

Faculties/ Departments and Staff

Management , Guidance and Support for Pupils Staff

Head Teacher	Mrs Joan Nelson	
Depute Head Teacher	Mrs Lynne Angus	
Support for Pupils	Mr David Humphris	PT Guidance
	Miss Halina Rees	PT Guidance
	Ms Jemma Brown	PT Support for Learning

Departments & Faculties

Creative and Aesthetic

Principal Teacher	Ms Melody Walker
Art and Design	Miss Cait Gordon
Music	Ms Julie Valentine
	Mrs Jenny Delmonte
Physical Education	Mrs Laura Fraser
	Mr Rory McAndrew
	Mr Fraser MacMillan

English and Languages

Principal Teacher/English	Mr Iain Fulton
English	Ms Kay Storey
German/French	Ms Fiona Mackenzie
French/Spanish	Mr Fred Negre
Gaelic Medium	Mr Ruairidh MacKay

Maths & Business Studies

Principal Teacher/Maths	Dr Iain Harding
Maths teacher	Mr Brian McNamara
Business Education	Ms Katie Wilson

Science

Principal Teacher	Mr Brian McNamara
Chemistry	Mrs Lynne Angus/Supply Staff
Biology	Mr Andrew Johnston
Physics	Mr Tim Pearson

Social Subjects

Principal Teacher/History	Mr Graham Russell
Geography	Miss Halina Rees (Monday, Thursday, Friday)
Geography	Mrs Elaine Morrison-Jures (Wednesday, Thursday)
RME/ PSE	Mr David Humphris

Technologies & Skills For Work

Principal Teacher	Mr Andy Hay
	Ms Melody Walker
Home Economics	Mrs Leyla Nellan (part-time)
Hospitality	Mrs Anne Bush

School Staff continued

The School Office

Mrs Louise Power
Administrative Assistant
Monday to Friday

Clerical Assistant **Monday to Friday**

Mrs Fiona Purvis
Wednesday
Mrs Alice Lewis

School Technician

Mr Mark MacFarlane
Monday - Wednesday

Support for Learning Auxiliary

Ms Audrey Graesser
Mrs Alice Lewis, part-time
Mr Andrew MacDonald
Mr Donald McDiarmid
Mr Lewis Murray
Ms Lorien Sadanova
Ms Susan Simpson
Mr Ross Taylor

Music Instructors

Mrs Heather Hook (Brass Tutor)
Mr Chris Thomson (Piping Tutor)
Mr Mark Osborne (Strings Tutor)

Library Staff

Mrs Kathy Moore (Library Assistant)
Miss Laura Guthrie (Library Assistant)

Active Schools Co-ordinator

Mrs Storm Bennett

Youth Development Officer

Mr Jack Faren

School Staff continued

School Chaplain

Rev. Hugh Watt

Careers Advisor

Ms Lynne McLean (Skills Development Scotland)

Quality Improvement Manager (Inverness South)

Mrs Fiona Shearer - Highland Council Head Quarters, Glenurquhart Road, Inverness

Janitors (Mitie)

Mr Graeme Burns, Facilities Manager

Mr Battistino Piras, Janitor (job-share)

Mr Ewen MacLean, Janitor

Mr Sean Cochrane, Janitor

Canteen Staff

Ms Linda Power - Cook in Charge

Ms Iona Campbell

Miss Roggen Douglas

Ms Kelly MacLennan

Mrs Donella Nicholson

Cleaning Staff

Mrs Linda Gibson

Mr Robert Cairns

Mr Craig Ellis

Ms Eileen MacDonald

Miss Elaine Ramsay

Mr David Shepherd

Parent Involvement in School Life

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes: Parents' Evenings, Progress Surgeries, Course choice/ Options evening and information on the school website www.glenurquharthigh.co.uk

The support of parents in their children's education is the key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning. The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress. Parental information is obtained from questionnaires issued regularly at Parents Evenings.

If parents wish to consult a member of teaching staff, the normal procedure is to telephone the school office and, through a member of the Guidance staff, arrange for an appointment at a mutually convenient time. This is important since it is not normally possible to interrupt a class. If you call at the school unannounced you may be seen by a member of the Senior Management Team. If they are not available an appointment will need to be arranged.

Please feel free to contact the Guidance or Senior Management Team whenever you wish. Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/>

Parent Council

Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting them at glenurquharthighpc@gmail.com. We are very fortunate at Glen Urquhart High School to have a very active, involved and supportive Parent Council. The Parental Involvement Act (2007) specified the arrangements for parental representation in all Scottish Schools. The official role of Parent Council is to:

- support the school in its work with pupils
- represent the views of parents
- encourage links between the school, parents, pupils, and the wider community
- report directly to all parents (the Parent Forum)
- have a responsible role in the appointment of head teachers and depute head teachers
- support the school and pupils during school inspections

The Glen Urquhart High School Parent Council is a member of the National Parent Forum of Scotland. Members of our Pupil Council attend Parent Council Meetings and vice-versa, and our Head Teacher attends all of our Parent Council meetings.

Members of Glen Urquhart High School Parent Council are: -

Chair: Mr Alan Hood (01456 415250);

Treasurer: To be appointed

Secretary: Miss Karen Simpson (01456 415717);

Advisor: Mrs Joan Nelson, Head Teacher (01456 459134)

Fire Siren

If you hear the fire-siren (a long continuous tone) please evacuate the building under your teacher's direction swiftly and safely to the muster point in front of the school building. Our Fire Drills enable all pupils and staff to understand and follow the procedures set out for their health and safety.

Emergency Evacuation Procedures

In the case of a major emergency, e.g. a major fire, bomb warning, etc., the school's emergency evacuation plan is to assemble as calmly and quickly as possible in Blairbeg Hall and await further instructions from the Incident Controller at the scene.

Medical, Illness and Accidents

If you wish, you can give the school office spare inhalers, epipens, etc., for your child for emergencies only. Please ensure that the medication is labeled clearly.

If a pupil becomes ill during the school day, he or she should report to the school office. Minor complaints will be dealt with within the school where practicable. If necessary, we will contact you to collect the pupil.

In the event of an accident we will either arrange for the child to be taken home, or, if serious injury is suspected, to be taken to the local Health Centre or to the Casualty Unit at Raigmore Hospital. It is essential, in the latter case, that we know where parents, guardians or emergency contacts can be found, since Casualty will not treat a child without the presence of a close relative. **To help us in this, we have on file the address and contact telephone numbers of all parents/guardians and also details of emergency contacts for each pupil. Please help us to keep these records up to date by informing us of any changes.**

Medical Service

Although the school medical service tries to keep us informed of long-term medical conditions which may affect the child's education, it is essential that parents let us know of possible problems, so that we can be prepared to cope with them. Examples would be asthma, hearing defects, visual defects including colour blindness, epilepsy, heart conditions, eczema, migraine, urinary tract problems, arthritis, diabetes, etc. Anything of this nature, whether temporary or permanent, which can affect the child's education, should be reported so that the relevant school staff may be informed. **All such information will be regarded as confidential and released only to those who need to know.**

Mental Health & Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Positive Behaviour Policy

Aims

At Glen Urquhart High School we aim to work in partnership with the whole school community to set high standards of behaviour. Our pupils will be enabled to develop responsibility for managing their own behaviour within a positive and supportive environment. We endeavour to create an ethos where everyone is valued equally and where students and staff enjoy the right to learn and to teach. Whole School Aims relevant to this policy are as follows -

- To develop an atmosphere in which self-discipline and awareness of and responsibility to others will flourish.
- To maintain effective communication with parents concerning the progress of individual pupils and of the school.
- To provide a secure and happy environment, within which, staff and pupils can work together to achieve their aims.
- To actively promote a healthy approach to lifestyle for all persons involved with Glen Urquhart High School.

The school is keen to produce as pleasant a working atmosphere as possible and a situation in which all pupils enjoy their work and want to learn. Every effort will be made to reward and commend worthwhile work and effort.

Rationale

GUHS recognises that there are 5 Basic Rights and Responsibilities for Pupils and Staff. These are: -

THE FIVE BASIC RIGHTS	THE FIVE BASIC RESPONSIBILITIES
The right to teach/the right to learn	The responsibility to teach/learn
The right to feel safe and secure	The responsibility to make others feel safe and secure
The right to be treated with dignity, respect and be equally valued	The responsibility to value others and treat them with dignity and respect
The right of respect for your property, other's property and the schools property.	The responsibility to look after property (yours, others and school property)
The right to be listened to	The responsibility to listen to others

To ensure that the code based on these Rights and Responsibilities is adhered to pupils are expected to follow the school Code of Conduct shown overleaf.

Class Transfer System

Glen Urquhart High School's Class Transfer System is in place to ensure staff and pupils are given the necessary support to ensure effective Learning and Teaching occurs in every classroom of the school. Class Transfers are only used after normal classroom management strategies have been tried and have been unsuccessful. An accumulation of incidents from class transfers will result in a personalised letter sent home by Guidance, advising of the number of class transfers. The letter will invite parents/carers in for an interview, to help remedy the situation, with either the Guidance or Senior Management Team.

Positive Behaviour Policy continued

School Code of Conduct

Pupils are expected to behave responsibly towards each other, to the school and its staff, to the wider community and to the environment. High standards of behaviour are demanded of pupils within Glen Urquhart High School, in its grounds and while pupils are making their way to and from school.

Therefore pupils are expected to:-

- Show respect for, and courtesy to, all staff within the school and its grounds.
- Pupils should carry out instructions given by any member of staff. In return, pupils are expected to receive courtesy and respect from staff.
- Behave towards other pupils with consideration and respect.
- Behave within the school and its grounds in a safe, responsible, controlled manner, showing at all times respect for other users of the school.
- Behave in each classroom according to the standards expected by the teacher.
- Behave in the community in a responsible manner, and at no time act in such a way as to bring any dishonor to the school.
- Behave on school transport in a safe and sensible way and obey instructions from drivers and bus monitors.
- Pupils will be expected to follow the school dress code (**see page 22**)
- Show a responsible attitude to schoolwork, by working to the best of their abilities and by conscientiously carrying out the work set in class and as homework.
- Achieve the highest possible attendance at school and to provide satisfactory explanations for absences.
- Be punctual in arriving in good time for school and classes.
- Bring appropriate equipment/kit for all classes throughout the day.
- Take care of all equipment issued or borrowed from school including textbooks, graphic and sports equipment and other school materials.
- Respect and value the school buildings and grounds. Keep the school, its grounds and neighboring areas free from litter.
- Observe the school's No Smoking/Vaping Policy at all times throughout the school day - which means before, during or after school and en-route to/from school.
- Stay within the school and its grounds throughout the school day, except at lunchtimes, or with the school's permission.
- Behave and act in a safe manner at all times and especially with regard to: -
 - Cycling to school (know and follow the school procedures at all times)
 - Driving to school (for senior pupils)
 - The throwing of any sort of missiles (e.g. snowballs, berries, stones, rubbers etc.)
- Being attentive to moving or parked vehicles in and around the school.
- Observe Highland Council's policy for use of all ICT equipment and the use of the Internet facilities, personal mobile and school based phones.
- Follow advice relating to internet safety and appropriate usage of social networking sites.

Anti-Discrimination Policy

Discrimination is when someone is treated less well than someone else because they are different.

This can be for any of the following reasons:

- Religion; sexuality; disabilities; physical and/ or mental; marital and family situations; gender; weight; accent; race; colour; culture; height; age; appearance and health situations.

The school does not allow:

- Discrimination in any form whether physical, sexual, verbal or mental
- Prejudice in any shape or form
- Racism or any form of cultural prejudice.

The school wishes to promote:

- An acceptance amongst the pupils
- An environment where students can learn without fear of being bullied
- Awareness that students know that bullying and discrimination is completely unacceptable
- Equality amongst the pupils
- An environment where pupils feel they can seek guidance if they need it.

Any occasion where this policy is breached, normal school sanctions will follow.

Homework Policy

Successful schools expect and achieve a high standard of homework from their students. The key to achieving this, as with everything else in the school, is the partnership between school, students and parents.

Homework is not only a consolidation of the work done in school during the day but is also training for individual study. The fundamental importance of homework is in helping students to improve their standards of academic achievement, to deepen their understanding of a subject and to reinforce independent learning skills.

A homework letter is used to inform parents when a pupil has failed to submit homework or where there is concern over the quality of homework.

Process

- If homework has not been returned, the class teacher will have a discussion with the pupil to find out if there is a good reason for their failure to hand in the work.
- An extension may be granted based on the professional judgement of the teacher.
- If a pupil accumulates two 'failures to submit', a homework letter will be completed and sent home for parents' attention.

Study Club

We offer a Study Club on a Tuesday, Wednesday and Thursday as a quiet environment for pupils to complete homework, coursework and generally study. On occasion, departments will offer tailored study sessions during lunchtime or after school for focused revision on subjects.

School Buses

Buses travel to school daily from Bunloit, Cannich and Invermoriston. Bus/taxi travel is free if a pupil lives over 3 miles from school and home is within the school catchment area. Pupils who travel by service bus may remain in school until the appropriate bus time. It is a clear condition of school travel on a service bus or car that pupils should behave in a mannerly and orderly way. Bus monitors are identified on each of the buses to ensure that any issues are reported to Senior Management. Unacceptable behaviour can lead to the withdrawal of the bus pass which would make the parent entirely responsible for the transport of their child to school. Requests for bus passes are made to the Transport Coordination Unit, Fort William via the school. Forms are available from the school office. Procedures in adverse weather are listed on page **24**.

School Bus Complaints

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or public.transport@highland.gov.uk

School Bus Passes/ Replacements

Those eligible for free school transport will normally be issued with a bus pass in Term 1. Pupils will sign for their bus pass and be advised to keep it somewhere safe as the bus drivers will ask to see them regularly. **Should a replacement be required, parents are asked to complete a new application for school transport form and return it to the school office along with £5.00 as requested by the Transport Coordination Unit.**

Bus Monitors

Senior pupils are given responsibility for the safe travel on transport to and from school. Their role is to ensure all pupils remain seated with their seat belts securely fastened for the duration of the journey. Any issues or concerns the bus monitors may have will be reported to Mrs Joan Nelson, Head Teacher or Mr John Naples-Campbell, Depute Head Teacher.

Cycling to School

We encourage cycling to school if it is safe to do so. It is the pupils responsibility to ensure that their bicycles are locked during the school day.

At winter time pupil safety is our primary concern. We hold assemblies to ensure pupils follow bicycle safety for travel at this time, including; working lights, reflectors, helmet and high visibility jackets to ensure they can be seen by motorists coming to and from school.

Mobile Phones and other Personal Electronic Devices

If you carry any of these pieces of equipment to school it is important that you realise that they are entirely your responsibility and that you must look after them to make sure they are not lost or stolen. **The following guidelines apply:**

- Mobile Phones and other personal electronic devices may be used before the first bell for registration in the morning; at interval and lunchtime (unless you are with a teacher);
- Phone calls should be made outside the school building;
- At all other times these items should be in your schoolbag or locker out of sight; they are not permitted to be out in class at any time for any reason;
- Camera-phones may not be used for photography at any time within the school or its grounds without permission from the Head Teacher;
- Phones with built in MP3 Players should not be used on loudspeaker mode.
- It is important that all pupils adhere to these guidelines. If they are followed and adhered to it will not be necessary to introduce a complete ban on these pieces of equipment.
- Phones will be confiscated if used in class - the pupil will have to collect from the school office or member of Senior Management Team at the **end** of the school day.

Valuables

Pupils are responsible at all times for their own valuables, including jewellery. Staff cannot ensure safekeeping, especially in practical classes. Some items of jewellery (rings, ear-rings) are particularly dangerous to the wearer and others in most classes and especially in practical classes such as PE and Technology. The wearing of such jewellery will not be permitted in workshops, kitchens or at PE. Valuables, particularly money, should never be left in bags or unattended jacket pockets.

Lockers

Pupils who wish their own personal locker should come to the School Office for an application form. A locker will be allocated once the completed application form has been received. The pupil will be advised on Google classroom once their key is ready for collection at the school office. A spare key will be kept in the office in case a pupil mislays their own key. If a pupil should lose their locker key there will be a charge to obtain a replacement key. The charge will be advised and will need to be paid before a replacement key is ordered. Lockers must not be given to another pupil or switched without letting a member of the office staff know.

School Dress Code

Pupils will be expected to follow the agreed school dress code which consists of - black, red or white tops without large designer logos with black trousers or skirts. Some of our sports clubs have their own kit in school colours. Pupils are free to wear shoes and trainers of their own choice. The following are definitely not for school dress – denims (all colours), jogging bottoms or shell suits, football strips, sports tops (there are particular Health and Safety issues). Shorts and exposed flesh are not appropriate from a health and safety perspective and will be actively discouraged. Remember to observe the dress code colours/logos/labels guidelines. All school dress code wear is available from Schoolwear Made Easy and is very reasonably priced. Order forms are available at the School Office throughout the school year or from Schoolwear Made Easy, Unit 4/5, 57 Harbour Road, Inverness, IV1 1UF. Tel: 01463 222022; Website: www.schoolwearmadeeasy.com

Sports Kit for Physical Education

Glen Urquhart High School requires the following clothing as essential for Physical Education and should be worn on every occasion PE appears on the timetable;

- A pair of trainers and shorts and t-shirt

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 Council 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 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 normal local arrangements for school transport and any special arrangements in the event of adverse weather.
- **the school** will establish a system of communication with parents and transport operators and ensure that parents are fully informed of the arrangements. A telephone service 0800 564 2272 will be updated for parents to access. The Council's website (www.highland.gov.uk/schoolclosures) will also be updated with information for individual schools.

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.

Moray Firth Radio www.mfr.co.uk

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins. Updated school closure lists will be announced every 30 minutes from 6.40am onwards.

BBC Radio Highland (Inverness) - www.bbc.co.uk/news/scotland/highlands_and_islands/

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

If you require any further information please contact the school office on **01456 459134**.

Telephone Information Service

The Highland Council has a dial-in service if there is a risk of closure due to adverse weather and will endeavour keep the system updated.

How to use the service

Dial - **0800 564 2272**

Now enter the school's own pin number **04 1060**

You will now hear the school's name

You will now be taken to the MAIN MENU options:

Select 1 to hear your school's adverse weather message - whether school is closed or not.

Progress, Assessment and Reporting

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information. Pupils will reflect on their progress, achievement and best work on their e-portfolio.

For school's arrangements for tracking and assessing pupils' progress and planning future learning

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement> also check Education Scotland website and https://www.highland.gov.uk/info/878/schools/17/school_curriculum

The staff at Glen Urquhart High School are happy to report and discuss pupils' progress with their parents and guardians. It is felt that such progress discussions will have more impact and be of greater benefit when the pupil also attends the parents' evenings.

At each stage in school, a pupil's progress is monitored, either by regular examinations or, as is more likely with the new types of courses, by continuous assessment. As a result, letters regarding progress issues, telephone contact and reports sent home are used for each pupil. Annual Reports describe in detail progress and achievement in each subject studied. The approximate times for these reporting diets are given below: -

	Annual Reports	Parents' Meeting
S1*	Date to be confirmed	Date to be confirmed
S2	Date to be confirmed	Date to be confirmed
S3	Date to be confirmed	Date to be confirmed
Senior Phase	Date to be confirmed	Date to be confirmed

***S1 also have a parent surgery, date to be confirmed.**

More exact information will be available on the School website/Facebook page or otherwise communicated nearer the time. However, if you do not receive reports at the stated times, please get in touch with the school immediately. Official school reports are only one method of reporting on a child's progress. Parents can request a Progress Report at any time and an interview can be arranged with a member of Guidance to discuss a summary of these reports.

Teachers will continue to use a range of ways of assessing young people. These may include observation, coursework and tests to see how a child is progressing and what their next steps in learning should be. The school will share this with parents in reports, at parents' evenings, progress surgeries and other individual meetings.

Assessments will be ongoing throughout the year and, in the Junior Phase, will be based on pupils developing a wide range of skills in the Experiences and Outcomes integrated in the **8** curriculum areas as part of Curriculum for Excellence. The approaches to assessment will mean pupils are more involved in understanding and developing their own learning needs through continuous discussion with their class teacher. In the Senior Phase assessment will be tailored to support the pupils to meet the challenges of National and Higher qualifications.

Pupil Profiles

From S1 to S3, pupils work on producing a Profile that reflects their learning and achievements during their first three years in secondary school. This helps pupils to reflect on what has gone well, not gone well and which skills have been successfully developed over the last few years.

The Curriculum

As a school we always strive to look for interesting and challenging ways to give young people the full range of experiences in a Broad General Education. The aim of these different types of learning is to ensure that learners get a broad general education which helps prepare them for the Senior Phase.

Each area of the curriculum in the Broad General Education is broken down into Experiences and Outcomes often called **E's & O's (Experiences and Outcomes)**. The curriculum areas are: -

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

The **E's & O's** describe the expectations for learning and progression within each curriculum area.

A key part of broad general education is the development of the knowledge, skills, attributes and capabilities set out in the **E's & O's**. Learning may span a number of curriculum areas. For example an **E's & O's** literacy project planned around science and technology, might include outdoor learning experiences, research and the use of ICT. There is likely to be more themed and project learning, as well as wider opportunities to show how skills and knowledge can be used in challenging, different and interesting ways.

Parents can visit www.education.gov.scot for more information.

S1 - S2 Broad General Education

Subjects taken	Periods allocated per week
English	4
Mathematics	4
French	2
German	2
Geography	2
History	2
General Science	3
Physical Education	2
Art	2
Music	2
Home Economics	2
Business Education	1
Technical	2
Religious/Social Education	2
Total = 32 periods	

Details of the individual subjects on offer at Glen Urquhart High School will be issued with choice forms from S3-S6. Pupils who are most in need of learning support will receive, in their normal classrooms, assistance from the Support for Learning Staff working with the normal subject teacher. Parents, if appropriate, will be invited to meet Support for Learning Staff.

From S2 to S3 - Broad General Education

Since future career prospects depend upon this choice, a great deal of explanation and advice is necessary. Guidance staff will spend much time explaining the option choice for pupils and the type of curriculum which suits a particular career. Options from S2 to S3 must ensure pupils gain their full entitlement to a Broad General Education.

Although still a key part of the development of the Broad General Education, departments offer an appropriate and varied range of subjects which will encompass the skills development of the Curriculum for Excellence Experiences and Outcomes as well as prepare pupils for the transition to the new National Qualifications offered in the Senior phase. Pupils will have a greater role to play in their own learning journey and direction they wish to pursue when choosing National subjects for S4. Less emphasis will be placed on passive listening and much more on active participation, with a view to developing the speaking abilities, confidence and self-esteem of the pupil. Each individual pupil, together with their parents and teachers, make an option selection for subjects to be studied at the end of S2. Generally in S3 a pupil makes choices from the 8 Curricular Areas.

Our aim is to find the best possible range of courses for each individual pupil.

S3 Options

The table below shows the different options typically available to each pupil near the **end of S2**. Notes on the table indicate how each pupil gains the entitlement to study by choice of subject. More exact details will be published in the S2 Course Choice Guide distributed to all pupils and parents involved in March. **(Please note:** below is an example, option choices are often subject to change or modification. Figures in the lower boxes indicate number of periods per week).

1	2	3	4	5	6	7	8	9
English	Maths	Social Subjects	Science	French	Business Mgt.	Art/Music (2)/(1)	Additional Science	Core PE
				German	Graphic Communication	Music/Art (2)/(1)	Design & Manufacture	Personal & Social Education
				Woodworking Skills	Spanish	Physical Education	Health & Food Tech.	Religious & Moral Education
				Outdoor education and John Muir award			Leadership and sports science	
4	4	3	4	3	3	3	3	5

Note: Each pupil usually selects **one** subject from each column with the exception of columns 1, 2, 3, 4 and 9 where pupils follow all subjects. Pupils usually select one Science and one Modern Language. Guidance and thorough advice is given at all stages of the Option Choice and joint decisions between staff, parents and pupils. It should be noted that the final option choice depends on the individual pupil's strengths and weaknesses.

The Senior Phase - Options

All pupils in S4 - S6 are integrated within the same classes and work towards the same National Qualifications at National 3, National 4 or National 5 and Skills for Work courses. For S5 and S6 pupils there is also the choice at Higher level (or in S6 Advanced Higher level) with more pupils being given the opportunity to choose a range of subjects tailored to their individual needs with all courses leading to SQA certification. Pupils in S4 will choose six subjects whilst pupils in S5 will choose five subjects with the addition of core subjects PE, PSE and RME, plus additional Electives (such as Practical Cookery, Finance and Photography). The choices pupils make will usually be at either National 3, National 4, National 5 or Higher level depending on previous attainment.

At National 3 and National 4 the pupils work is internally assessed by class teachers and quality assured by the SQA. They do not have any external assessment or exams. At National 5, Higher and Advanced Higher pupils sit SQA examinations at an agreed level appropriate to their abilities. National and Higher courses commonly offered are:

n.b SFW = Skills for Work / H = Higher

	A	B	C	D	E	F
Subject Choices	English	Maths	English	Maths	Physics (H)	S4 French
	Music	Business Mgt.	Chemistry (H)	Biology (H)	Administration	S4 German
	Geography (H)	Design & Manuf.	Geography	History	Art & Design	S4 PE
	Art and Design	History (H)	Graphic Comm.	Practical Woodwork	Graphic Comm.	S4 Env. Science
	Chemistry	Physics	SFW Travel & Tourism	Music	Biology	Core P E
		SFW Hospitality		Spanish	PE	S5/6 PE, RME, PSE/Practical Cookery, Finance, Electives
					French	
					German	

The availability of a course at Advanced Higher depends on the general teaching commitment of the staff, most are available through the Highland Virtual Learning Academy. It is generally acknowledged that such courses are preferable to repeating Higher and in most cases are designed as an introduction to university-type work, with greater responsibility placed on the individual student to achieve all the elements of each course.

The major aim of all senior pupils is **to make progress** and fully develop and enhance their achievements from the previous year.

Presentation for External Examination

In S4 - S6 there are prelim examinations in January/February in preparation for the national examinations in May/June. Reporting of pupils' progress to parents will take the form appropriate to the assessment. The normal situation is that pupils will be presented for Scottish Qualification Examinations in S4, S5 and S6 where a pupil is sitting the National 5, Higher or Advanced Higher level. Some departments offer courses leading to Skills for Work Qualifications. The school policy is that only where a pupil has completed a course leading to the examination, and where there is clear evidence that examination success is likely, the pupil will be presented for the examination. Where the chance of Higher Grade success is very remote (e.g. a very low Prelim mark and poor class work, or failure to complete course work etc.), the subject teacher may decide that presenting the candidate for examination is not appropriate and may advise alternative arrangements in consultation with the parents. It is always possible for parents to discuss the presentation situation and seek advice from either Guidance or subject Principal Teacher. The Careers Officer will be involved in these discussions, as will, of course, the parents. The school will offer advice and recommendations, but at the end of the day the school policy is that the pupil and the parents will make the final decision about presentation.

Religious and Moral Education

Glen Urquhart High School in more normal times holds weekly whole-school interdenominational assemblies where the main focus is drawn from religious and/or moral issues. Pupils in each year group experience RME classes averaging 50 minutes each week and the school is well served by its School Chaplain, Hugh Watt (Urquhart and Glenmoriston Church of Scotland, Drumnadrochit).

Please let the school know in advance if you wish to withdraw your child from religious instruction and observance. We can arrange for the pupil to go somewhere else appropriate during that time. The school aims reflect the importance the school attaches to the personal, moral and religious development of young persons within its care.

Personal and Social Education

Pupils in most year groups experience Personal and Social Education averaging 50 minutes each week. The PSE programme covers the following areas of study:-

- **Careers education** (including subject choices, routes to further education, higher education, employment, applying for a job, CVs, interview techniques, gap year options)
- **Health and wellbeing** (including substance misuse, sexual health, mental and emotional health)
- **Personal finance** (including banking, money management, student finance)
- **Safe road use** (including safe use on a bike, pedestrian and driving safety)
- **Citizenship** (including respect and care for their rights and responsibilities, values and opinions, charities and volunteering, global issues)
- **Learning styles** (including study skills, ways of learning, memory skills)
- **Record of Achievement** (including reviewing and reflecting on learning and home study)
- **Personal Statements** (important for both UCAS applications and job applications)

The PSE programme is supported by a wide variety of recognized and valued external agencies that can provide up to date and relevant subject information on the topics covered. These agencies may include representatives from Further and Higher education, NHS, Driving Standards Agency, Women's Aid and the Financial Services Authority. Pupils have designated PSE time from S1 to S6. S4 pupils are not timetabled for PSE but these pupils are extracted from classes throughout the school year in order to cover some of the key topics. When the more sensitive aspects of learning is covered in PSE, we will let parents know through the school newsletter or website or Facebook page.

S6 Senior Prefects

Pupils in S6, with the written agreement of parents, have a little more latitude in arranging their own study time and have certain privileges in return for contributing community services to the school. In June each year, S6 pupils apply for a range of in-school responsibilities which directly contribute to the life and work of the school, e.g. social events, sports, support for learning, etc., to help them develop skills to equip them for life after school and add to their range of qualifications pre-UCAS, college or employability skills for seeking employment. The school has had much success with the above policy in recent years and remains extremely proud of the achievements of its senior pupils post school.

Sixth year volunteers are given training in June to enable them to link with new First Year pupils as "buddies". Their function is to befriend and assist the newcomers and to generally act as a guide and mentor. Sixth year pupils also support S1 pupils as Book Buddies and Subject Buddies.

Sixth year pupils who successfully become Prefects play a significant role in the running of the school. On a daily basis they monitor corridors, the canteen and social areas during interval and lunch times maintaining order and developing positive relationships with younger pupils. Prefects are positive role models for younger pupils and gain a great deal from the added responsibility they are given.

Careers Advice

During their time at school all pupils will participate in a planned programme of careers education delivered by a range of people including Mr Humphris (PSE teacher) and Skills Development Scotland. At key stages such as option choice decision-making, most staff will be involved in making recommendations or giving general advice.

We rely on good links between home and school to ensure that through open dialogue, the most appropriate decisions for individual pupils are arrived at. There have recently been significant changes in the operation of Skills Development Scotland in terms of working in schools and the overall emphasis is now on career planning.

The strategic aim of Skills Development Scotland is **to equip individuals with the skills to make well-informed, realistic career decisions throughout their working lives**. Specialist careers staff can offer services in various ways that will allow the pupil flexibility while helping Careers to differentiate levels of service according to need.

High priority pupils are those identified as not likely to make a smooth transition from school to further/higher education, training or employment.

Medium priority are those not at risk but nevertheless requiring career planning support.

Low priority are pupils able to self-help.

The key Careers Adviser linked to Glen Urquhart High School is Louise Oliver. Angie visits the school on a weekly basis and is available to advise on matters relating to career and curricular choice. The Careers Team can also be contacted by parents or pupils at: Skills Development Scotland, 1-5 Church Street, Inverness, IV1 1DY, tel: 0800 917 8000. Arrangements to support pupils with additional needs to make successful transitions. The school will ensure that all pupils leaving school has a positive destination. Parents should spend time with their child looking at the world of work website: <http://www.myworldofwork.co.uk/>. Information about local opportunities is listed on the hi-hope.org website to support 16+ planning. www.hi-hope.org

Developing the Young Workforce

Ashley Woodhouse is in the school two days per week to support pupils with work experience Opportunities. He also supports teachers to make links between classrooms and real life work situations.

Careers Fair/ Week of Work

Each year pupils and parents are invited to attend the Careers Fair. Volunteers from a wide variety of Industries and Universities come to Glen Urquhart High School to discuss their chosen careers with pupils and parents. This event is an excellent opportunity for pupils to find out more about the range of careers available, the disciplines within each career, the qualifications required and the promotion prospects when in the job. Our pupils and parents value this experience particularly when it comes to making subject choices each year from S3 onwards.

The Careers Fair is part of the wider S3 Week of Work that is run every February; this week gives pupils a chance to explore and experience a variety of different careers through site visits, guest speakers, school based activities and mock job interviews. The Week of Work is designed to help inform pupils' options for their future.

Universities, Colleges and Employment

As part of the PSE programme in S5 and S6 we encourage pupils to prepare a personal statement that can support their application for College, University or the world of work. The application process can be daunting and we try, where possible, to give our pupils sound advice and support them through the application process. In conjunction with Skills Development Scotland, our Guidance staff will meet pupils regularly to discuss any application they have, feedback on their personal statement or discuss a reference request.

Opportunities for All

Opportunities for All is a commitment by Scottish Government to offer a place in learning or training to every 16-19 year old who is currently not in education, employment or in training. Highland Council has a lead role in respect of Opportunities for All whilst young people are still in school. The long-term aim is to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

The Wider Curriculum

Extra-curricular activities are also part of the busy school year and are many and varied at Glen Urquhart High School. Some activities take place during lunchtime and others after school. Below are some of the activities which may run during 2022 - 2023 and pupils will have the opportunity to join many of them during the coming session:-

- Shinty
- Football
- Duke of Edinburgh Award Scheme
- Orchestra
- Netball
- Drama Club
- Educational Visits
- Choir
- Library
- Table Tennis
- Keep Fit Classes
- Rugby

Trips and Visits

Each year pupils have the opportunity to take part in a number of trips or visits further afield. In recent years, groups have visited various foreign destinations including Japan, Berlin, Paris, Amsterdam, the Mediterranean, Denmark, Russia and Germany. During Activities Week Junior classes have the opportunity to visit the Great Glen Laggan Outdoor Centre.

Activities Week

Pupils in S1 to S3 experience a suspended timetable for Activities Week. During these days pupils are given the opportunity to try out a range of activities that cannot normally be offered in school. Participation in Activities Days gives pupils a fabulous opportunity to try out an activity they may have had little or no prior experience of. However, of more importance to the general ethos of our Activities Days is the opportunity pupils have to work with their peers across different year groups and our teachers in an environment that is very different from the classroom. The value of the school community, getting to know one another in this way cannot be under-estimated and is one of the main reasons why we consider Activities Days to be a valuable and worthwhile addition to the curriculum.

Fund Raising

Glen Urquhart High School is extremely well supported by the local communities it serves and by its many friends. There are a wide range of fund-raising activities held at Glen Urquhart High School. The monies raised by these sponsored events support the extensive range of additional opportunities available to our young people including school shows, music events, sports teams and clubs, subsidised trips and additional equipment for pupil use. The school works hard to help raise funds for various charities which have included the Blythswood Trust, MacMillan Cancer Fund, Children in Need and Comic Relief. In all, pupils and staff engage in joint ventures very successfully.

Pupil Focus Groups and Pupil Senate

Pupil Focus Groups allow pupils in Glen Urquhart High School more opportunity to shape the direction of the school by developing initiatives, leadership and providing open and honest dialogue about pupil experiences.

In reflection or in preparation for major school events, the Depute Head Teacher selects a group of pupils to be part of a relevant Focus Group; these groups ensure that pupil voice is heard and is a key driver for positive change in the school. It is hoped that the majority of pupils will be able to contribute to a relevant Focus Group during their time at school.

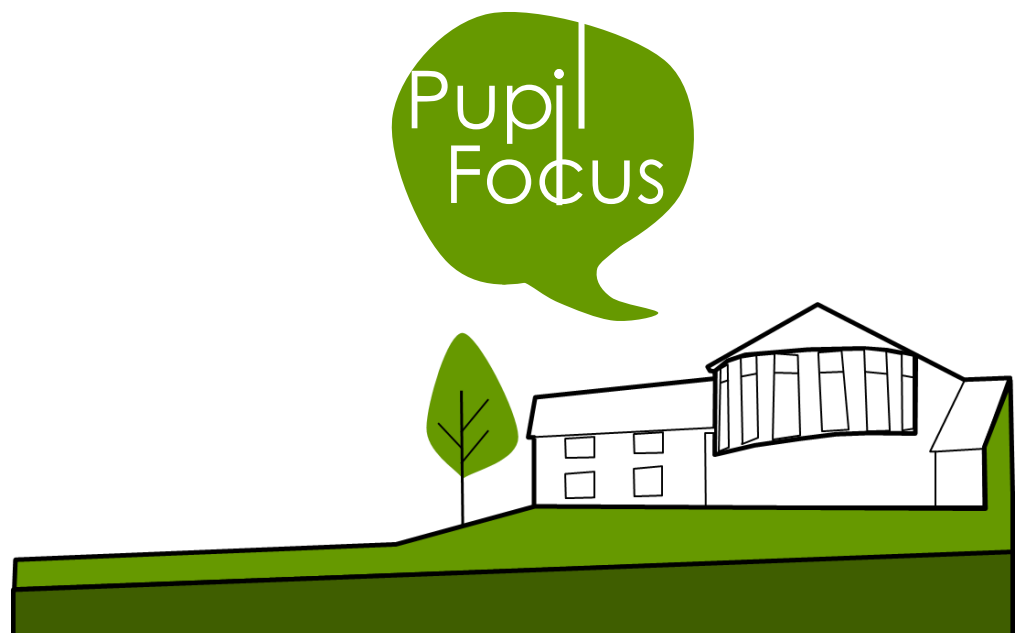
By developing leadership across all year groups the work of the Pupil Focus Groups will link closely with, and enhance, the school improvement agenda. This group aims to develop pupil values and vision for the school and support all pupils to realise how their impact can shape the school direction.

The pupil senate has representatives from each year group. The group meet regularly to debate and discuss motions in order that pupil centred change is supported.

Developing Leadership Skills

Pupil Focus Groups and the Pupil Senate are both a great opportunity for pupils to become involved in and will:

- allow pupils to bring fresh and exciting ideas to develop school life
- enhance the communication skills of our pupils
- develop the ability of our pupils to use their initiative in making changes to school life
- allow pupils to work effectively as a team
- develop leadership skills in our young people
- build confidence in our young people
- make the school a better place for everyone



Pupil Support

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In the Highland Practice Model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. If a parent thinks that a pupil has additional support needs please visit <http://enquire.org.uk/> for more information and advice.

All pupils in the school have a designated Pupil Support Guidance Teacher. This teacher has the overall picture of the pupil's progress at school. In addition to this, we also have an Additional Support Needs Teacher who oversees the work of the ASN department, providing support for pupils with additional support needs. If you need to speak with your child's Guidance Teacher please contact the school and you will be directed to the correct person. Where a pupil has an ASN, our PT ASN will often work in partnerships with Guidance, taking on the role of Lead Professional. Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at: http://www.highland.gov.uk/info/1361/childcare_and_family_care/434/services_for_children_and_families

There are also information sheets available at: www.chipplus.org.uk click on Education.

Additional Support Needs

Pupils have additional support needs when they experience barriers to their learning, achievement and full participation in the life of the school. The barrier or barriers may also relate to pupils' physical, sensory or intellectual disabilities, to emotional and social needs, challenging behaviour, autistic spectrum disorders and communication difficulties and to chronic illness and absence from school. The spectrum of additional support needs range from those which are long term, profound and complex to those which are short term and quickly met.

Glen Urquhart High School aims to work with the pupil and his/her parent(s) and carer(s) to ensure that the barriers are removed, overcome or minimised to enable pupils with additional support needs fulfil their potential.

To enable the school to do this, the Principal Teacher Learning Support – Ms Brown, leads a team of specialist Pupil Support Assistants (PSA's) whose task is to support pupils with additional support needs.

The aim of the team is to assess and identify pupil needs at the earliest opportunity. Through effective liaison with Associated Primaries, this can begin as early as Primary 6/7 so that support is in place on entry to the High School. If a pupil develops needs at any stage, the team will help to identify these needs and if required introduce Individual Education Programmes, Child Plans and Coordinated Support Plans to ensure all partners are aware of the approach being taken. This will allow the appropriate support to be put in place in mainstream classes, tutorials, and for assessments.

Where such pupils are placed full-time or part-time in mainstream classes, it is expected that mainstream teaching staff will receive the necessary support and advice from their colleagues in the team, through consultation and/or through team or co-operative teaching and/or through withdrawal. Pupils with Additional Support Needs will be integrated as much as possible as appropriate to each pupil's individual needs.

Pupils may approach the Head Teacher, Depute Head Teacher, Principal Teacher or PT Pupil Support, at any time for advice.

Additional Support Needs continued

How does Support for Learning work to help pupils make the best possible progress with their education? We can be involved in any of these ways: -

- Support pupils in their transition to and from the school through individualised transition programmes.
- Support in class to clarify new concepts, aid with notes and exercises where necessary.
- Individual tutorial time to help develop skills through specially designed programmes to support areas such as reading, writing and spelling, numeracy or organisational difficulties.
- Providing alternative assessment arrangements for pupils where they have a recognised specific difficulty such as dyslexia, visual impairment, physical injury, attention deficit, etc.
- Assessment of pupils to investigate the possibility of a learning difficulty as a result of concerns raised by pupils, parents or teaching staff.
- Liaison with external agencies such as Educational Psychologist, Speech and Language Therapist, Autism Outreach service, Social Work, CAMHS – to determine the best ways to support a young person having difficulties. We will sometimes assist these services in designing and monitoring programmes set up to overcome specific barriers to learning.
- Consultation with subject staff concerning individual pupils' needs for support and the setting of appropriate targets, particularly for those with a Personal Education programme.
- Short term support for pupils new to the school to help them settle into different courses of work, or to catch up after absence through illness.
- Working with small groups of pupils to allow further opportunities for Achievement, such as ASDAN or the Personal Achievement Awards.
- Being available to meet with parents to discuss their child's progress and to have regular meetings set up where necessary.

For further information and support to parents of children and young people with ASN, please see links below :-

- a) **Enquire** - the Scottish advice and information service for additional support for learning
<http://enquire.org.uk/>
- a) **My Rights, My Say** - an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- b) **Scottish Independent Advocacy Alliance**, an advocacy service to support parents & children
- c) **Scottish Child Law Centre**, an organisation providing free legal advice to young people

Parents are encouraged to contact the school at any time if they have any concerns they wish to discuss with the Principal Teacher Additional Support Needs, by making an appointment via the Head Teacher (01456 459134).

Entitlement

Because pupils are entitled to participate fully in a learning community which promotes equality of opportunity and seeks to protect against all forms of individual and institutional discrimination, we seek to base this entitlement on the following legislation: -

- Children (Scotland) Act 1995
- Education (Additional Support for Learning) (Scotland) Act 2004 and 2009
- Education (Scotland) Act 1980
- Human Rights Act 1998
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975
- Standards in Scotland's Schools Act 2000

Parentline

The Children 1st national, confidential helpline providing advice and support to anyone caring for or concerned about a child. Open seven days a week, 365 days a year,

Phone: 08000 282233 Email: cfs@children1st.org

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Pupil Support

The Support for Pupils Staff of Glen Urquhart High School are keen to encourage close contact between home and school. The Pupil Support Team is overseen by the Principal Teachers of Guidance (Miss Halina Rees and Mr David Humphris) and the PT Additional Support Needs (Ms Jemma Brown). Mr David Humphris and Miss Halina Rees are the members of staff with the overall responsibility for the welfare of pupils in their charge from first year until the time the pupils leave school. The aim of the Support Team is to ensure that the pupils are fully supported to allow them to reach their full potential, both in and out of school.

We are concerned with the pupils' personal, curricular and vocational welfare. We hope, that by keeping in touch with the pupil and his or her parents, we will be able to offer support and guidance at different stages in the child's school career. We firmly believe that each pupil is important as an individual person. Our role is also to help the pupil with any personal problems or worries and to be the first line of contact between school and home. Parents are encouraged to get to know their child's Principal Teacher (Pupil Support) and to keep the school informed of anything affecting their child's progress.

While the Principal Teacher will liaise closely with school staff, there may be situations where other agencies may be asked for advice/assistance and this will be in line with GIRFEC (Getting it Right for Every Child) procedures.

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- Work in collaboration with the support team in school
- Work to support families in their own communities
- Work with individual pupils and small groups - offering a further level of support

Counselling services form part of the pupil support provision. Pupils can self-refer or refer via their guidance teacher. Counselling is provided by the Scottish Counselling service.

Parent/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you do not feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person (Guidance Teacher) in the first instance and/or the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at: <http://www.highland.gov.uk/info/886/schools - additional support needs/1/support for learners>

If there are any problems relating to curriculum, health, attendance, careers, behaviour, etc., then Guidance will be involved and parental contact will be made where necessary. Parents worried about any aspect of their child's progress may make contact with the school and interviews will be arranged. **Mr Humphris** is the member of Pupil Support Staff responsible for careers guidance, college and university applications and post school options. The easiest way to contact a member of the Guidance Team is by phoning the school (01456 459134). However you get in touch, we will do our best to be of assistance.

Access to Pupil Records

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make an application to the Head Teacher.

Data Protection Legislation

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Transferring Educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the Pupil Census to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<http://hi-hope.org/directory/listing/16+-planning>

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Data Policy continued

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement
- Share good practice
- Target resources better
- Enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and out with Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@gov.scot or write to The ScotXed Support Office, Area 2D, 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.

Employment of Children

Glen Urquhart High School fully supports the right of pupils to undertake part-time work. However, we must ensure that this does not interfere with school work or homework. On many occasions the school engages in dialogue with local employers to ensure working hours do not impact on pupils at important times in their academic careers - e.g. at exam time.

The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

http://www.highland.gov.uk/downloads/download/19/employment_of_children

Child Protection

From time to time incidents can occur within the school setting which 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.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from Joan Nelson Glenurquhart High School or online at

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Other useful publications:

- Highland Children's Services Practice Guidance - Getting it Right For Every Child
<http://www.forhighlandschildren.org/5-practiceguidance/high-pract-model.pdf>
- Children (Scotland) Act 1995 <http://www.legislation.gov.uk/ukpga/1995/36/contents>
- Protection of Children (Scotland) Act 2003 <http://www.legislation.gov.uk/asp/2003/5/contents>

Useful websites:

www.forhighlandschildren.org link to:

- Children Missing from Education https://www.highland.gov.uk/downloads/file/160/child_missing_from_education_guidelines
- Highland Underage Sex Protocol <http://www.husp.org.uk/>
- Pan-Highland Data Sharing Protocol <http://www.forhighlandschildren.org/4-icspublication/>

Glen Urquhart High School will always seek to work with children and families in a clear, positive and open way, bearing in mind always that the welfare of the children is paramount. The school will follow HCPC Highland Practice Model (GIRFEC) procedures.

Concerns and Complaints Procedures

Complaints and Requests for Service

If a parent has any concerns they should contact their child's Guidance Teacher in the first instance or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Care and Learning Manager Fiona Shearer, Highland Council HQ, Glenurquhart Road, Inverness, IV3 5NX.

Any matter involving potential Child Protection Issues is automatically referred directly to the Head Teacher as the school's designated Child Protection Officer. Such matters are reported for investigation to Social Work or Police colleagues as per Highland Council policy.

Complaints from pupils may result in parental contact. Resolution may be informal depending on discussions with the pupil raising the concern; however, these will be logged in the pupil's personal record.

Correspondence with parents, by letter, may be used if appropriate.

Pupils should feel free to talk to anyone they feel comfortable with to raise any concerns they may have.

Parental complaints/concerns

Complaints regarding staff, aspects of the school or pupil welfare should be made to: -

Mrs Joan Nelson - Head Teacher or **Lynne Angus** - Depute Head Teacher

Parental complaints regarding the Depute Head Teacher should be made to the **Head Teacher**.

Parental complaints regarding the Head Teacher should be made to the **Area Education Office**.

Staff Complaints

Staff Complaints can be raised through: -

- the Head Teacher
- the Depute Head Teacher
- the Principal Teacher

If the complaint is about a member of the Senior Management Team, Union and / or Area Education Office representatives will become involved through agreed procedures.

Complaints Procedure

Although we try our best to resolve issues and ensure that we are giving of our best, there may be occasions where pupils, parents or staff, wish to make a complaint about an aspect of our school.

When pupils, parents or staff, are not happy with the school in some way, they should normally follow the procedures outlined above.

Highland Council Photography Procedures

These guidelines are intended to:

- facilitate photography for the business purposes of the council
- respect the rights of the individual
- safeguard child protection
- allow personal family photography where possible
- safeguard the Council and its staff

General

Photography can be carried out by authorised Council staff and other authorised agencies such as commercial photographers, the press and other media, for the following main purposes:

- enrolment and registration
- teaching and learning
- assessment
- staff development
- publicity and promotion
- identification and security
- recording of events

The involvement of other agencies must be authorised by the Head Teacher, authorised officers of the Council or by Corporate Communications, Press and Media Section. Any authorised photographer must agree to:

- ensure that written consent has been obtained from a parent
- take appropriate measures to prevent unauthorised or unlawful processing of personal data, as well as against accidental loss, destruction of an image or personal data (including photographs)
- comply with the requirements of the Data Protection Act 1998
- use a secure storage area if storing photographs electronically

School handbooks should make it clear that:

- the school recognises the issues of child protection and personal privacy and that a policy aimed at safeguarding pupils exists.
- A member of staff should always be present when using a photographer.
- Photographs may not be used for any purposes other than those for which consent has been given.
- Photographs contributing to the history of the Council, a school, or the community may be retained indefinitely.

Electronic Devices With Cameras

Electronic devices with a camera including i-pads and tablets may be used at the discretion of Head Teachers and under appropriate supervision to take photographs for the purposes of curricular work. The use of cameras for all other purposes is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults.

Highland Council Photography Procedures continued

Parental Photography

Where practical, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar events. Parents are not required to comply with the Data Protection Act when taking photographs of their own children, for their private use, at an organised event.

Photography must not be allowed to upset the performance or smooth running of the event, affect the health and safety of pupils and others, or interfere with the opportunities for pupil participation.

Parents should be reminded they are only permitted to post photographs of their own children on social media.

Commercial copyright in a dramatic performance or musical will exclude any audio or video recording by the public and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden.

Copyright

Copyright and use of photographs must be carefully controlled by the Council, i.e. retained safely by the school, or issued to the pupil or adult concerned or safeguarded by an officer of the Council.

Parents and any subjects of photography should be made aware that, when class or group photographs are taken by a commercial agency, copyright is retained by the photographer. The press and other media retain the copyright to their photography.

Equality and Inclusion

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

In summary, our activities in school should ensure that we:

- Eliminate unlawful discrimination
- Advance equality of opportunity;
- Promote good relations

Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity. It is recommended that consideration is also given to other groups, including children and young people living in deprivation, young carers and looked after children.

Images should be balanced so that they represent the diversity in our schools and communities. Some people may have special requirements to help them understand and complete consent forms. Arrangements must be made to cater for anyone who requires information to be translated into a different language or supplied in other formats.

Consent

In terms of the Data Protection Act 1998, the permission for photographing children under 16 will be sought from parents during the enrolment process.

If at any time you wish to withdraw your consent, please do so in writing to the Head Teacher.

Highland Council Photography Procedures continued

Consent continued

The Consent Form for Children in School concerns photography:

- to be used within the school in promotional literature, displays and publicity, including promotional videos
- which will be used in promotional literature, displays and publicity materials and on the school's or the Council's internal and external websites
- photography by the press when they are invited into schools to cover events celebrating success, and
- photography by parents at school plays, concerts, prize giving and other performances or sports events, etc.

A parent must complete the form indicating whether or not they agree to their child's photograph being taken for the purposes detailed in the form.

Where parents refuse permission for filming/photography, pupils should still have the opportunity if they wish of being involved in the event/activity for example through having a "backstage" role in a school production. Where pupils do not wish to be involved then an alternative activity should be identified.

Photography by the press is exempt from the Data Protection Act. If the press are likely to attend an event involving children in school, parents should be informed. The Consent Form for Photography of Children in School covers such consent.

Standards and Quality Report

Glen Urquhart High School's Standard and Quality report is available on our website at www.glenurquharhigh.co.uk

HMIE Report

Glen Urquhart High School's latest HMIE report is available on our website at www.glenurquharhigh.co.uk

Use of ICT

Acceptable Use Policy

Highland Council has an Acceptable Use Policy (see below) which every user must agree to abide by when they log on to any ICT device in school. The current policy was introduced in 2014 to take account of the variety of devices now available in school and the fact that pupils now access resources for school at home and on other devices.

Safe and Responsible Use of ICT

The bullet points below have been designed to help you get the most out of the technology that is available to you. They provide helpful tips and guidance for everyday life as well as setting out the expectations for using the ICT equipment in school.

1. Be Secure

- I will keep passwords to myself and not share them with anyone, even my close friends
- I will always log out and log off my account on any device that I am using
- I will always lock my computer when I walk away from the screen.

2. Be Respectful

- I will always be polite and use appropriate language
- I will not access, create, store or distribute files that could be thought of as offensive, indecent or cause hurt or upset to anyone
- I will not look at anyone else's files without their permission
- I know that bullying by the use of text, multimedia messaging, email or on social sites is unacceptable and may lead to very serious consequences.

3. Be Safe

- I will not share my personal information or other people's (home address, phone number etc)
- I will be wary of emails that ask me for any personal information
- I will check with an adult about anything I see that concerns me or report it to a teacher
- I will not put any personal details about other people into emails, posts, comments or updates
- I will never meet up with anyone offline that I have only met online without a parent/ carer or trusted adult.

4. Be Responsible

- I will think carefully about the places I go online and keep focussed when on learning tasks
- I will take good care of the ICT equipment I use. I understand that if I am irresponsible in my use of ICT, I may lose my access to it
- I understand that I may be able to use my own device or mobile phone in school only at agreed times. If I use it in class without permission, my device may be temporarily confiscated and my parent / carer informed.

5. Be Legal

- I will only copy / upload / publish / distribute materials that are appropriate
- I will only take images or videos of other pupils, friends or staff with their full knowledge and permission
- I will not copy / upload / publish / distribute images or videos of others without their permission
- I know that I should not copy materials, music, videos or pictures from the internet and use them in my own work unless they are copyright free
- I will remember that anything I do can be traced back to me including my browsing history and content that I may copy / upload / publish or distribute.