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South Lanarkshire Aims To Provide the Highest Quality of Education By:

• providing a stimulating curriculum to meet the needs of learners
• promoting partnership with pupils, parents, staff and the wider community
• assuring the quality of education within establishments
• encouraging learners to achieve their maximum potential
• ensuring equality of opportunity
• establishing opportunities for staff development
• encouraging effective teaching and learning
• providing safe and appropriate premises
• promoting access to education as a lifelong process
• maximising the use of resources

Stonelaw High Whole School Priorities

1. Develop the curriculum in line with Curriculum for Excellence (CfE)
2. To promote an ethos of attainment, achievement and inclusion
3. Improve the leadership of staff and pupils
4. Develop a culture of self-evaluation that is focussed on the continuing improvement of learning and teaching

We will also focus on building our relationships with parents in each of the priorities above

Over each 3 year period schools have to work towards achieving the targets which have been set and parents are kept informed each year about how things are progressing. The Scottish Government Education Department has asked that schools build on their existing targets. Schools have set new targets for attainment, examination results and absence. The idea of the targets is to provide a focus for planning in areas which are known to affect how well pupils perform.

Targets can be influenced by a number of factors - the ethos of the school, attendance, homework, the quality of education and teaching, the self esteem of pupils and maintaining high expectations of pupils. For schools to achieve these new targets, we are depending on parents, pupils and teachers working together in partnership.
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<td><strong>Mrs L Kennedy</strong> Pupil Support</td>
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<td>Dr Julian M Agnew (PT)</td>
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<td>Mr Graeme Mortimer</td>
<td>Ms Nancy Graham</td>
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<td>Ms Alywn McKenna (Probationer)</td>
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<td>Mr James Moonan (PT)</td>
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<td>Mr Bob Scott</td>
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<td>Mrs Louise Carter</td>
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<td>Mr Garry Waltham</td>
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<td>Ms Charlotte Gibson</td>
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<td>Ms Anne Crawford (PT)</td>
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<td>Mr John Wallace (PT)</td>
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<td>Ms Susan Bremner (CT)</td>
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<td>Miss Kathy Dolan</td>
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| Mr Paul Campbell          |**Modern Studies**                       |                                      |
| Mr Grant Cowan (Pupil Support) | Mrs Christine Scott                   |                                      |
| Mrs Gillian Gillen        |Mrs Jane West (Wed, Thurs, Fri)         |                                      |
| Mrs Anne Dickson          |Ms Anna Williams (Mon, Tues, Wed)       |                                      |
| Ms Anmarrie Ford          |                                        |                                      |
| Mrs Joanne Wigfield       |                                        |                                      |

| Mr Jim McCluskey          |**Mr Jim Holmes** Janitor                |                                      |
| Mr Jack Liddell           |Mr John Hamilton                         |                                      |
| Mrs Janice Colgan         |Cluster Team Leader                      |Mr Gordon Sutie                      |
| Mrs Linda Brown           |                                        |                                      |
| Mrs Audrey Paterson       |                                        |                                      |

| Mr Jim Holmes             |Mr Jon McNulty                           |                                      |
| Mr Ian Lyon               |AMEC Janitor                             |Mr Danny Gilmour                     |
| Mrs Anne McQuillan        |Day Cleaner                              |Mrs K Nicol                           |

| Mr Patrick Byrne         |Library Assistant                        |Mrs Margaret McCartney               |
| Miss Susan Dickson       |Family Support worker                     |Catering Supervisor                   |
| PC Colin Wallace         |Campus Police Officer                     |Dawn Loudon                          |
| Cara Bell / Melissa Anderson | Active Break Workers                      |Graham McAuliffe                     |
|                       |                                        |Lucy Gordon                          |
|                       |                                        |Counsellor - Tuesdays only           |
Attendance at School

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

- Inform the school by telephone, if your child is likely to be absent and to give your child a note on his/her return to school, telling of the reason for absence

- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes

- Inform the school of any change to the following:-
  - home telephone number
  - mobile number
  - emergency contact details

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

Family holidays during term time

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school.

Family holidays should be avoided during term time as this both disrupts the child’s education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

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

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

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

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)
The Approach to Personal and Social Development

While the pupils in Stonelaw High are being taught skills, knowledge and ideas in their various subjects, they are also growing up and developing into young adults.

It is important that we do not ignore this and that staff contributes positively to their personal and social development. Thus Pupil Support staff and interested volunteer staff have a particular responsibility to try to teach the skills and attitudes that enable young people to grow into stable, caring and well-balanced adults.

This is done in Stonelaw High by teaching a Social Education programme in which there are activities, which promote social skills, self-confidence and concern for others.

The Social Education programme includes:-
1. Classroom methods which encourage active pupil participation.
2. Discussion of the Code of Conduct and Behaviour Policy which encourage pupils to adopt a friendly and caring attitude to others.
3. Courses to help pupils e.g. introduction to the school, health education, computer assisted careers choice, living with others, safety, application for jobs, post 16 education choices and so on.

We know, of course, that most of the social and personal development of our pupils takes place in the home, but we believe that a well structured programme in school can support parents in their efforts to ensure that their children develop into confident young adults.

Skills Development Scotland

Skills Development Scotland is Scotland’s all-age guidance organisation for individuals and employers and offers the most comprehensive and independent advice on employment, enterprise and learning opportunities.

Its role is to help and inspire Scots to maximise their career potential, support employers and improve the operation of the labour market.

Skills Development Scotland operates centres throughout Scotland and can be contacted through its website: www.skillsdevelopmentscotland.org.uk.
Skills Development Scotland is part of Scottish Enterprise and Highland and Islands Enterprise.

Pupils at Stonelaw High are provided with the opportunity to access a careers interview with a Careers Adviser in school. Pupils are supported in their transition into education, training and employment. In addition, Careers Advisers participate in groupwork, ‘drop in’ information sessions and attendance at Parents’ Evenings.

Skills Development Scotland Centre
Units 1 and 2
Princes Gate
Castle Street
Hamilton, ML3 6BU
Telephone: 01698 477264
Team Leader: Jim Wright. School Careers Adviser: Graham McAuliffe and Fiona Beltrami.
Support for All (Additional Support Needs)

The school believes that all students are able to learn and progress. Class teachers take responsibility for all the students in their classes. The Additional Support for Learning Department at Stonelaw High aims to work with teachers to ensure effective learning and teaching for all. This is mainly achieved through cooperative teaching across the curriculum and consultation with colleagues. Consultation with colleagues supports classroom organisation, methods of teaching, materials and resources.

At present there are three teachers in the department who rotate their time in various subjects/classes throughout the year at the request of colleagues, and in this way hope to support the greatest number of pupils. A Specialist Support Services teacher works in Stonelaw 2 days of the week.

The department has close links with Pupil Support, Behaviour Support, the schools educational psychologist and associated primary schools and aims to work with all concerned, including parents, to ensure that the individual needs of pupils are met. Parents are welcome to contact the department at any time.

At the moment we have approximately 35 Plans in place which support our young people with their learning.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support.

Enquire – the Scottish advice service for additional support for learning

Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845 123 2303

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents’ guide to additional support for learning.

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk
Child Protection Procedures

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

Under the terms of this guidance, staff must report concerns relating to a child protection issue. This would include, where appropriate, sharing information with other agencies, following advice contained in ‘Lanarkshire Information Sharing Protocol Obtaining Consent Good Practice Guide’ 2005.

Child Protection – our shared vision for Lanarkshire’s children.

External Agencies

Pupil Support Staff have strong links with a variety of agencies outwith school, all of whom can offer additional help.

These include:-

- Psychological Services
- Social Work Department
- Police Community Liaison Officers
- Audiometric Services
- Schools Medical & Dental Services
- Scottish Children’s Reporter Administration
- Careers Service
- Support Unit for Ethnic Minorities
- Attendance Officers

Integrated Children’s Services

In South Lanarkshire, all services to children, including schools, work together. Our aim is to make a positive difference for children by integrating our children’s services. We do this through the Integrated Children’s Services Plan, which can be seen at www.southlanarkshire.gov.uk in the publications section. Working together also helps us to share resources and develop new initiatives for children and families.

Integrated Children’s Service Team

A Family Support Worker, Home School Partnership Worker, P6-S2 Co-ordinator, School Nurses and Active Break Workers are now part of our multi-disciplinary team which provides enhanced support for pupils and families. The school also benefits from having a Counsellor to support pupils too.
Family Support Worker

Susan Dickson – Family Support Worker (FSW)
Based full time in the school, the FSW works closely with other Pupil Support Staff and liaises with colleagues from Rutherglen Social Work Department and other external agencies.
The role of the FSW is to provide support/advice to pupils and their families who may be affected by a wide variety of school, home or community issues. The FSW is involved in individual support, groupwork programmes and often visits families in their own homes.

Home School Partnership Worker

Karen Robertson the Home School Partnership Worker (HSPW).
The role of the HSPW is to work together with school staff to meaningfully involve parents/carers in their child’s education in school and at home.
The HSPW can offer:
• Home visiting – making family contact in the home
• Adult Learning Opportunities – a chance to take part in various courses and classes that interest you
• Curricular Activities – families playing a key role in their child’s learning through working with school staff
• Community Work – working in partnership with other agencies in the community to support school and family needs
• Crèche Provision – organise crèche facilities in order to make it easier for families to attend any courses/classes

Active Breaks project

The Active Breaks workers, Cara Brown and Melissa Anderson are trained youth workers. They assist key staff and other support workers in school to engage with pupils predominantly during break times, lunch times and at the end of the school day.

Their role is to:
• Promote positive behaviour
• Contribute to the learning agenda
• Improve personal and social skills
• Develop creativity of pupils through special interests
• Increase groups uptake of health enhancing activities
• Introduce approaches to prevent pupils feeling vulnerable or isolated
• Take forward the citizenship agenda by encouraging pupils to take an active part in school and local community activities
School Nurses

The role of the School Nurse, Dawn Loudon is to:
• Promote healthy lifestyles/healthy schools
• Support vulnerable children and young people
• Support children with chronic and complex health needs
• Work with children and parents to address identified health needs

Attendance Officer

Alan Millar our Attendance Officer supports the school in maximising the attendance of all pupils in Stonelaw.

School Counsellor

The role of the School Counsellor, Lucy Gordon, is to support pupils when they may be experiencing problems with relationships, their health or bereavement, for example.

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which 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 within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.
Data Protection Act 1984 (I)

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 the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

Disclaimer (ii)

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question in relation to subsequent school years.
Spiritual, Social, Moral and Cultural Values

Religious Education is a basic and important part of the curriculum in Stonelaw High School. All S1 to S4 pupils have one period per week of Religious and Moral Education.

The Religious and Moral Education course looks at the histories, traditions, festivals and beliefs of the world’s major religions. By increasing knowledge and understanding, the aim is to instil tolerance and mutual respect.

Religious observance makes a valuable contribution to the ethos of the school by providing an opportunity for the school (and wider community) to come together in an expression of shared values, concerns, feelings and beliefs. Naturally within religious observance the school will display awareness and respect of the different beliefs of pupils, teachers and parents.

It is the policy of the school that religious observance should also be a valid educational experience and a promoted member of staff is responsible for the co-ordination and management of these events. It will be her/his responsibility to consult fully with the school chaplain(s) and ensure that pupils are fully involved in the preparation and celebration of religious observance. It is the aim that these events should express the spiritual needs and aspirations of the pupils and challenge them to respond; observance can also mark important occasions in the life of the school and community. In religious observance quality is more important than frequency; it is expected that it will take place at least twice during the school year, and more often should the needs of the school or wider community make this appropriate. Opportunities are taken, for example, at regular year assemblies to raise awareness of such values.

Church Services are held in Stonelaw Parish Church at Christmas and Easter and we are very pleased to have the minister of Stonelaw Parish Church as our School Chaplain, Rev Alistair May.

Religious Assemblies are held every month also for each year group and are conducted by the School Chaplaincy Team.

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

Stonelaw High School is trying to provide equal opportunity for all its pupils: boys and girls of all races and of all creeds, with a range of interests and attainments.

Aims and Objectives

1. To ensure that all individuals are equally respected by all members of the school community.

2. To promote understanding and fair consideration of the needs and challenges of all individuals.

3. To provide individuals with the knowledge, skills and attitudes which will enable them to respect all peoples and their cultures.

4. To encourage the culture that equal opportunity and the elimination of unlawful discrimination are an integral part of education and that this attitude permeates all of our actions.

5. To foster positive attitudes towards sections of our school community as it relates to gender, disability and ethnic origin.

6. To ensure achievement and attainment are accessible to all, to promote positive values with regard to gender, disability and ethnic origin, to include awareness of discrimination in all aspects of school life and to ensure equality of opportunity.

7. To monitor the curriculum we provide in terms of content, material and teaching approaches to ensure learning is accessible to all.

The school has several working groups looking into the development of creating a positive inclusive school ethos. In particular the Equality Group is working to ensure equality of opportunity for all individuals. The school challenges negative attitudes and supports positive attitudes through its “All Different All Equal” day.

Multi-Cultural Education

We are following the Council Guidelines set out in Education Resources, Race & Equality Statement of Commitment.

Reporting of Racist Incidents

Schools take seriously any reports of racist incidents. As part of the school’s approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of any racist incident.
Parents’ Evenings

These meetings are arranged so that parents may discuss their child’s progress with class teachers. These are very important meetings.

A meeting for parents of first year pupils is held in the middle of the session (November). This is deliberately timed so that parents may find out how well their child is settling into the new school. Equally, the meeting for S5/6 parents provides an opportunity to discuss progress in advance of examinations.

All other parents’ meetings take place after an assessment programme or set of examinations have been completed and once a written report has been issued.

Before pupils are asked to make their course choices for third and fourth years, written reports on pupils’ progress in second year are provided and an information evening and a consultative evening are held for parents of second year pupils.

Additional Arrangements

Parents are encouraged to contact Principal Teachers of Subject and Pupil Support, the Head and Depute Head Teacher at any time during the session in order to discuss their child’s progress.

Any of the members of staff mentioned above may contact parents if there is any cause for concern.

Parents

Your commitments

We ask that you:

- support and encourage your child’s learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it’s commitment to care for and educate your child.
Promoting Positive Behaviour

It is the responsibility of senior staff within school to ensure that staff, Parent Council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should instances of bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

Our approach is to create an environment where better behaviour will encourage better learning. The school along with the support of parents can work together to create a learning environment where young people feel safe.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be investigated. Together we can work towards a safer school for our pupils and staff.

The school aims to create a safe, friendly and well-ordered community in which teaching and learning can take place peacefully and happily. To this end, all members of the school community, teachers, pupils, parents and non-teaching staff, are asked to make a commitment to promoting positive attitudes and positive behaviour towards each other. The Social Education programme also asks pupils to examine positive relationships, rights and responsibilities.

Staff are expected to encourage good behaviour and courteous, friendly relationships between pupils and between pupils and staff, wherever they happen to be, and parents are invited to support this approach in the home. Good behaviour cannot be maintained in school without similar standards at home.

Where indiscipline occurs, efforts are made to deal with it at an early stage. Most incidents are minor, and can be dealt with in school with the co-operation of the pupils involved and include lunchtime detention. Parents are informed when difficulties arise, or when behaviour gives cause for concern.

When a pupil’s behavioural pattern is serious enough a decision is taken to exclude the pupil from school. Exclusions will be normally of 2/3 days duration and parents and pupils will be expected to sign a written assurance of good behaviour before the pupil is allowed back into school. If the total number of days excluded numbers more than 30 in any one session or a single exclusion of 10 days or more, the Education Manager will be informed.

The Education Manager may arrange to meet the pupil and his/her parents to explain the seriousness of the position, which has now been reached.

These occurrences are rare in Stonelaw. The majority of pupils progress smoothly and positively through their school career to fulfil their potential.
Homework

Homework is an essential part of the educational process.

Regular homework will:
• Improve performance in public examinations
• Help pupils gain maximum benefit from classroom lessons
• Help pupils develop independent study skills
• Help older pupils to develop the study skills necessary for Higher Education University or College

Learning which takes place in school has to be reinforced. For many children, the time available in school is insufficient to meet their personal needs, especially if they learn more quickly or more slowly than the average pupil. Suitable homework can meet these needs. Homework can also allow pupils to pursue individual interests.

Most importantly, homework provides an opportunity for parents to help their children with their studies.

Types of Homework Task

All homework should be clearly explained. If a pupil does not understand what to do, he/she should ask the teacher before going home. He/she should know what to do, how to go about the task, and what is expected at the end.

Homework tasks may be set for:
• Consolidation (e.g. vocabulary learning etc.)
• Reinforcement (e.g. maths examples, grammar exercises)
• Enhancement (improving a piece of work already started)
• Creative work (Composition, project)

Sometimes pupils will be asked to find information from books, newspapers, the library, television, etc. Homework will not always be written. Very often, pupils will be asked to learn something (E.g. vocabulary for French, or German, or a poem).

When there is no specific homework task, pupils should be encouraged to spend time at home going over classwork and revising what has already been learned. This is particularly important when your son/daughter has been absent and has missed some classwork.
If optional extra homework is included, please encourage your son/daughter to attempt it if they have time and are able.
Quantity of Homework

The amount set in each subject will vary from day to day. It is not possible to produce a school homework timetable, but teachers will try not to set too many tasks at once, to ensure that there is time for all homework tasks to be done properly, and to allow sufficient time for leisure activities and domestic responsibilities.

As a general guide, pupils might be expected to spend the following amounts of time each night, depending on the speed at which they work:

- S1  30 – 45 minutes
- S2  60 minutes
- S3  90 minutes
- S4  90+ minutes
- S5/S6  120+ minutes

These times will vary, depending on the number of courses taken and the time of year.

Homework Diary

The homework diary is intended to assist parents and pupils to plan, organise and check homework. Teachers and parents should insist that homework diaries are kept safely and used methodically. All homework tasks should be carefully noted in the diary with the date on which the piece is due to be completed. Parents should ask to see the diary each night and ensure that each piece of homework is completed on time. Written homework should be signed. This encourages pupils to present their work neatly and to try to obtain good comments from the teacher.

The diary also contains the pupil’s timetable. This should be checked each night, and the correct books and equipment prepared for the next day.

If a pupil finds that too much work is set at one time, and can support this with evidence from the homework diary, teachers may be persuaded to extend the time allowed for completing the task.

Checking Homework

Teacher will check that homework has been done by inspecting written work, and by giving tests or spot checks for learned work.

Written homework will be corrected either as a whole class activity with the teacher explaining the work, or individually by the teacher. Misunderstandings will not always be solved by extra homework. It is usually more effective to ask the teacher to explain the work again.
Homework Grid

The school produces a Homework Grid identifying the nature of homework given out by all departments throughout the session. This grid can be used for parents to check against the homework pupils bring home. If there are any concerns, please contact the school. The grid is available on the school website: www.stonelaw.s-lanark.sch.uk

How You Can Help Your Child with Homework

- Make sure that your child takes the homework diary to school every day
- Provide time and a warm and quiet place to study
- Ask to see the homework diary each night and check that all homework has been done
- If there appears to be no homework, find out why
- If your child asks for help, give advice and encouragement, but do not do the homework for him/her
- Help your child to plan homework to fit in with other interests
- Sign written work
- Listen to learned work
- Ensure that your child has packed the correct books and equipment for the next day. To develop a sense of responsibility, he/she should do this for him/herself
Insurance for Schools – Pupil’s Personal Effects

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

Theft/Loss of Personal Effects

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

Parents can assist by ensuring that valuable and unnecessarily expensive items of clothing are not brought into the school.

Teachers and other staff must not accept custody of any such items.

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

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

Damage to Clothing

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

South Lanarkshire Council has a policy of providing free transport to secondary pupils who live more than two miles by the recognised shortest walking route from their local school.

This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, telephone 01698 455691. These forms should be completed and returned before the end of March for those pupils beginning the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.

For more information on school transport contact Education Resources telephone 01698 454102

Pick-up points

Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority’s distance limit for school transport.

It should be noted that it is the parent’s responsibility to ensure their child behaves in a safe and acceptable manner while travelling in and alighting from the vehicle. Misbehaviour can result in your child losing the right to school transport.

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council’s transport policy.

Any information on transport appropriate to the school should be mentioned.
General Welfare

Medical Inspection

Every pupil at Stonelaw is given various vaccinations (after parental consent) as follows:-
S2 Girls HPV Vaccination – 3 doses throughout the year.
S3 Tetanus/Polio immunisation
Other Vaccination campaigns take place as required.

Pupil Taken ill at School

If a pupil takes ill at school then every effort is made to contact the parent before sending the child home. In the event of failure to contact the parent the school will contact the emergency name given by the parent.
If the pupil is injured, the school will attempt to contact the parent but will, if necessary, take the child either to the local Health Centre or the local hospital.

Special Arrangements

Parents should inform the school of any medical arrangements, physical disabilities etc. affecting their child. Special arrangements are then made to ensure that the child is able to progress through the school in as normal a manner as possible.

Meals

This school operates a cafeteria system, which is self-service. The choices include a variety of soft drinks, milk, tea, coffee, four or five main courses and selection of sweets, ice cream, fruit and home baking.
Main courses are varied throughout the week.

Packed lunches may be taken in the Cafeteria and can be supplemented by purchases at the counter. A snack pack can be ordered before lunchtime and can be picked up at lunchtime.

Payment is made by using a card which can be loaded with money in one of the machines provided. Arrangements for pupils requiring special diets may be made and parents are requested to apply to the school, giving details.

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

Healthy eating is something that the school supports and a range of meals are available at lunchtimes.

We would wish to draw to your attention that milk is available for pupils in the school dining hall as part of the meal provision. This product is also available to nursery and primary school pupils at a much reduced price as a result of the subsidies given by the European Commission to promote this nutritious product in our schools.

Information and application forms for free school meals may be obtained from the school, Q and A Offices, Audit and Development 01698 453504/453505/453213 or by contacting Education Resources, Council Offices, Almada Street, Hamilton, Tel 01698 454545.
Parental Involvement

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, ‘Making a difference – working together to support children’s learning’. This is available from the Council’s website: www.southlanarkshire.gov.uk

Parents, carers and family members are by far the most important influences on children’s lives. Children between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child’s learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children’s learning.

As parents/carers we want you to be:
  - Welcomed and given an opportunity to be involved in the life of the school;
  - Fully informed about your child’s learning;
  - Encouraged to make an active contribution to your child’s learning;
  - Able to support learning at home;
  - Encouraged to express your views and involved in forums and discussions on education related issues.

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

Some useful information contacts for parents to find out more on education are as follows:-

Parentzone – www.parentzonescotland.gov.uk
National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
South Lanarkshire Council – www.southlanarkshire.gov.uk
The Parent Council

The Scottish Schools (Parental Involvement) Act came into law in 2006.

The functions of a Parent Council are:

• Supporting the school in raising standards and the quality of education
• Making representation to the Headteacher and the authority about the education in the school to support parental involvement
• Promote contact between the school, Parent Forum, pupils and others
• Report at least annually to the Parent Forum on its activities
• Be involved in the appointments of Head and Depute Head Teachers

The Head Teacher has a duty and a right to attend Parent Council meetings as well as a duty to give advice on any matter raised by Parents.

Parent Council meetings are open to the public unless confidential matters are being discussed.

If you wish further information, please contact the Head Teacher.

For this session the officials of the Parent Council are:

Gordon Brownlie – Chairperson
Helen Reid – Joint Vice Chair
Ross Murray – Joint Vice Chair
Lynne Welsh
Alasdair Rennie
Susan Gordon
Heather Wetherspoon
Gill Gowran
Jim Jarvie
Jill Loftus
Anne Bowman
Wilma McLaughlin
Parent – Teacher Association

Stonelaw High is fortunate to have a committed and enthusiastic Parent-Teacher Association - membership of which is open to all parents or guardians of pupils at the school and to all teaching/support staff of the school.

The aims of the PTA are:
1) To encourage parents to take an interest in the life and work of the school
2) To arrange functions which would prove not only interesting, but educative and enjoyable for parents and teachers?
3) To assist in raising funds to be used for the benefit of pupils at the school.

Details of membership, meetings, functions etc. are issued to pupils via letter throughout the year.

For this session the officials of the PTA are:

Hugh McGhie – President
Lesley Cockburn – Vice President
Margaret Jamshidi – Treasurer
Lesley Fletcher – Secretary
Valerie Simpson – Parent Member
Audrey Scott – Parent Member
Aileen Newton – Parent Member
Gail Fulton – Parent Member
Alexa Kelly – Parent Member
Jim Finnie – Parent Member
Margaret Brennan-Can – Parent Member
Brenda McLachlan – Head Teacher
Ewan Stewart – Staff Member

The PTA Committee normally meets on the first Tuesday of the month.

Stonelaw High PTA is currently flourishing and some of the successful events run previously have included a Family Sports Evening, Fashion Sale, Bingo Night, Trivia Quiz and a series of fundraising events.

We hope that all parents/carers will join the PTA and ensure its future success.
Parent’s Charter Information

Individual Parent Contact

If parents wish to enquire about their son or daughter, they are asked to write or telephone the school to make an appointment to see an appropriate member of staff.

Parents’ Meetings

1. Each November and June, a meeting is held for next session’s first year parents, at which senior staff explain school organisation and answer questions.

2. In October, a meeting is held for the parents of those pupils in third year to meet the teachers and discuss their children’s progress.

3. In November, a meeting is held for the parents of those pupils in first year to meet the teachers and discuss their children’s progress.

4. In January, a subject option meeting is held for teachers and parents of second year pupils after which pupils have to select their choice of courses to be followed in third and fourth year.

5. In February, a meeting is held for the parents of those pupils in second year to meet teachers and discuss their children’s progress.

6. In January, there is an information meeting for parents of those pupils who are in fourth and fifth year.

7. In January, there is a meeting for parents of S4 pupils to meet the teachers and discuss their children’s progress and chances in the forthcoming SQA examinations in the light of the preliminary examinations.

8. In November, there is a meeting for parents of fifth and sixth year pupils to meet their teachers and discuss their children’s progress. Information is given on courses offered in the school and how they link with future employment and/or college or university entrance.
Useful contacts

Contact Details

Education Scotland’s Communication Toolkit for engaging with parents –


A guide for parents about school attendance explains parental responsibilities with regard to children’s attendance at school – http://www.scotland.gov.uk/Publications/2009/12/04134640/0

Parental Involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others –
http://www.scotland.gov.uk/Publications/2006/09/08094112/0

Parentzone provide information and resource for parents and Parent Councils –
http://www.educationscotland.gov.uk/parentzone/index.asp

School Ethos

Supporting Learners - guidance on the identification, planning and provision of support –
http://www.educationscotland.gov.uk/supportinglearners/

Journey to Excellence - provides guidance and advice about culture and ethos –
http://www.journeytoexcellence.org.uk/cultureandethos/index.asp

Curriculum

Information about how the curriculum is structured and curriculum planning –
http://www.educationscotland.gov.uk/thecurriculum/

Advice, practice and resources to support the experiences and outcomes on literary, numeracy and health and wellbeing –

The Skills Development Scotland website ‘My World of Work’ offers a number of tools to support career planning – http://www.skillsdevelopmentscotland.co.uk/
Assessment and Reporting


Transitions


Support for Pupils

The Additional support for learning page provides links to relevant legislation and guidance on the arrangements that should be in place to support pupils with additional support needs – [http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL](http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL)

Getting It Right for Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers – [http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright](http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright)

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports – [http://www.educationscotland.gov.uk/scottishschoolsonline/](http://www.educationscotland.gov.uk/scottishschoolsonline/)

School Policies and Practical Information

Addresses

Executive Director
Jim Gilhooly
Education Resources
Council Offices
Almada Street
Hamilton
ML43 0AE

Education Resources
Council Offices
Almada Street
Hamilton
ML3 0AE
Helpline Telephone: 01698 454545

Head of Education (Rutherglen and Cambuslang)
Anne Rooney

Local Councillors may be contacted at:
South Lanarkshire Council
Almada Street
Hamilton
ML3 OAA
Telephone: 01698 454450

Councillors

Edward McAvoy Pam Clearie Gerard Killen
Gordon Clark Russell Clearie Denis McKenna
Brian McKenna Clare McColl Walter Brogan
Robert Brown Richard Tullett Christine Deanie

Community Education classes are organised and facilities are available for letting.
Applications for school lets should be made to:
South Lanarkshire Council Community Resources
13th Floor
Council Offices
Almada Street
Hamilton, ML3
Tel No: 01698 452600

Sports facilities are available for letting in the evenings and at weekends from Leisure Services.
Please contact:
Leisure Trust
Stonelaw Community Sports Centre
140 Calderwood Road
Rutherglen, G73 3BP
Tel No: 0141 647 6779 (After 5pm)