



# Glasgow ASL Secondary School Handbook 2019-20



## Welcome to St Oswald's Secondary



I would like to welcome you and your son/daughter to St Oswald's ASL Secondary. This handbook contains a range of information that you may find helpful. Please do not hesitate to contact the school or check the school website and social media if you need more information.

I hope that this handbook gives you a glimpse of life at St Oswald's. We look forward to having you and your child work with us and feel confident that this will be the start of a strong and successful partnership.

Margaret Macleay  
Head Teacher

### **SCHOOL VISION AND VALUES**

In St Oswald's Secondary we provide a welcoming and friendly environment, which celebrates the Gospel values and the diversity of our community.

We aim to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors who are well prepared to take their place in society. This is achieved through working together with young people, their families and the community, based on a shared sense of direction.

Our STAR Values are specific and achievable for our young people:

- **Support**
- **Trust**
- **Achievement**
- **Respect**
- **Safety**

## **SCHOOL INFORMATION**

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

### **Contact Details:**

St Oswald's ASL Secondary  
9 Birgidale Road  
Glasgow  
G45 9NJ  
Phone: 0141 637 3952  
Email: [headteacher@st-oswalds-sec.glasgow.sch.uk](mailto:headteacher@st-oswalds-sec.glasgow.sch.uk)  
Website: [www.st-oswalds-sec.glasgow.sch.uk](http://www.st-oswalds-sec.glasgow.sch.uk)

### **Background information:**

- Co-educational school for young people with Additional Learning Needs including moderate learning difficulties
- Denominational Roman Catholic school covering south side of Glasgow
- Stages taught: S1-S6
- Current Roll: 41
- Capacity: 55

### **School staff**

A full list is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

Headteacher: Mrs Margaret Macleay  
Depute Head: Mr Daniel McLaughlin  
Principal Teachers: Miss Christine McKinlay  
Mr Gary Muirhead  
Mrs Livingston (Acting)

### **Moving from Primary to St Oswald's**

Children and young people normally transfer between the ages of 11 and 12, so that they will have the opportunity to complete a minimum of 4 years of secondary education. A Transition Planning Review takes place during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child.

A programme of educational and social activities will then take place within St Oswald's during pupils' final year at Primary to ensure a smooth and supported transition for all young people.

## **The School Day**

Tutorial	08.50-09.00
Period 1	09.00- 09.50
Period 2	09.50-10.40
Interval	10.40-10.55
Period 3	10.55-11.45
Period 4	11.45-12.35
Lunch	12.35-13.15
Period 5	13.15-14.05
Period 6	14.05-14.55
Tutorial	14.55-15.15

## **School Holidays 2018-19**

Details of holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

## **Pupil Absence**

Within St Oswald's Secondary good attendance is encouraged at all times to ensure pupil success. Parents are asked to inform the school if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily phone calls and texts to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. We would also ask that parents and carers contact transport on 0141 287 1056 Ext 1 as soon as they know when it is likely that pupils will return.

## **Medical & Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

If a young person becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## **School Dress Code**

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people.

The school uniform is:

- Black blazer
- White shirt
- School tie
- Black trousers
- Black skirt
- Appropriate black school footwear

The school tie is available from the school office at a cost of £5 (S1-3/ S4-6).

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course. PE kit consists of a white t shirt and black joggers or shorts.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

## **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information/application forms may be obtained from school and at <https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals>

## **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone for £1.90. A breakfast and mid-morning service is also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office.

Young people who prefer to bring packed lunches are accommodated in the dining hall.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than

£6,420\*), Child Tax Credit only (where income is less than £15,910\*) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at <https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals>

### **Transport**

The education authority will normally provide free transport to all pupils who attend an Additional Support for Learning (ASL) school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time.

Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

### **Communication with Parents**

At St Oswald's Secondary we strongly encourage all parents to become involved in the education of their children. We are always ready to listen to suggestions for new ways of stimulating parental interest. We contact and involve parents in many ways. For example:

*Newsletters* – will be sent out on a monthly basis to keep parents and carers informed about the work of the school.

*Letters* – further information which requires a response may be sent out in letter form.

*School website* – will contain a great deal of information about the school. It is a good idea to check this regularly.

*Social media* –We have a school Facebook page (St Oswald's Secondary, Glasgow) and Twitter account (@stoswaldsglasg1)

*Meetings* - Parents and carers are welcomed into the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are also various planned opportunities throughout the year when parents can discuss their child's progress with school staff.

Parents and carers are welcome to other events throughout the school year e.g. workshops, information evenings, class performances, award ceremonies, religious and other assemblies. The school newsletter, Facebook page and website will keep you informed.

Strong communication links between home and school ensure parents and carers can confidently address any concerns they may have about their child's education with pastoral care staff and the senior leadership team.

### **Emergency Contact Information**

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

### **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### **Appointments during School Hours**

If your child has an unavoidable appointment, please give them a letter for their registration teacher / pastoral care teacher to ensure that they have permission to be absent from class.

### **Comments & Complaints**

In St Oswald's Secondary we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:

<https://www.glasgow.gov.uk/complaints>

Customer Care Team  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

The above website also includes information on data protection and freedom of information.

## **CURRICULUM**

### **Curriculum for Excellence 3-18**

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S3.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement

### **The Senior Phase S4-S6**

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 1 to National 5 awards. The pupil support programme seeks to advise pupils about:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and weaknesses
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success.

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1-5 qualifications. Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail.

Courses at the new National 5 level and above will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

The SQA website [www.sqa.org.uk/cfeforparents](http://www.sqa.org.uk/cfeforparents) contains useful information to help you understand national qualifications.

### **Courses available in S5 & S6**

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges, training providers and employers. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. S6, in particular, offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Encouraging excellence is central to our aspirations and expectations for all young people.

### **Religious Observance**

St Oswald's upholds the customs and practices of the Catholic Church in order to nourish the spirituality and faith of pupils and staff. Our Catholic tradition is enriched by prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit. Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints. Our school is fortunate to have a close link with St Margaret Mary's and St Bartholomew's as well as the Conforti Institute in Coatbridge. Father John Convery assists with the Catholic element of Religious and Moral Education and provides opportunities for religious observance.

Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services. Usually a classroom will display a Crucifix on the wall; a sacred space in the reception area is decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost.

This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions - e.g. the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent. To mark special Feast Days and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the school community, in the school hall. Some pupils, at certain stages, will participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

In terms of pupil participation in Religious Observation, Scottish Government guidance makes it clear that it makes an important contribution to pupils' development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community. The Scottish Government also recognises that:

*Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.*

In addition, parents and carers from religions other than Roman Catholic may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

### **Useful websites**

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

## **ASSESSMENT AND REPORTING**

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child.

Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is issued at the start of term and is available on the website.

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.

## **Pupil Profiles**

All S3 learners have a profile which reflects their progress in learning and achievement and identifies their strengths. The profile documents their key achievements in school, at home and in the community and the content is decided by the young person. The profile provides a valuable way for learners to share information about their achievements with their parents, teachers and in the future, staff in colleges, universities and employers. The profile also supports the move from S3 into the senior phase of secondary school.

## **SUPPORT FOR PUPILS**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website –

[www.glasgow.gov.uk/index.aspx?articleid=18941](http://www.glasgow.gov.uk/index.aspx?articleid=18941)

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at [www.glasgow.gov.uk/index.aspx?articleid=17870](http://www.glasgow.gov.uk/index.aspx?articleid=17870)

## **Pupil Support Staff**

All staff in St Oswald's Secondary have a clear responsibility for the welfare of young people. In addition, all young people are allocated to a Pastoral Care teacher on entering the school. This provides a vital link between home and school as the pastoral care teacher has an 'all-round' picture of a pupil's progress and general health and well-being. In most cases, a parent's first point of contact with the school will be the pastoral care teacher.

Other support for pupils is provided by class tutors at the start and end of each day. We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who require additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

In St Oswald's Secondary School, a member of the leadership team is responsible for your child's year group.

S1 Mrs Livingston

S2 Mrs M

S3 Mr Muirhead

S4 Mr Muirhead

S5 Miss McKinlay

S6 Mr McLaughlin

The school Child Protection coordinator is Mrs Macleay

### **Promoting Positive Behaviour**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within St Oswald's Secondary is to build a positive ethos that demonstrates care and respect for all.

The smooth running of St Oswald's requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy. In most cases, a quiet reprimand is sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.

### **Home Learning**

Regular, effective home learning is an important part of the school day. To this end, every young person in the school has been provided with a Home/School Diary.

Parents are asked to check this on a regular basis. Home learning has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It develops areas of interest that can be followed up later in life and become a leisure pursuit
- It allows parents to see, help and become involved in their child's work

The amount of home learning varies in length, nature and frequency depending on the subject.

### **Parent Council**

We have an active Parent Council that represents the views of parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available.

### **Pupil Council**

Our Pupil Council is made up of 1 representative from each class. This is an elected group which ensures that the views of pupils are heard. This group meets with a Lead Teacher throughout the school year to consult on a variety of school matters.

### **House system**

St Oswald's pupils are allocated to 4 multi stage house groups with captains and vice captains elected by pupils to promote positive behaviour through peer support. Interviews are also held by pupils to elect our Head Boy and Head Girl annually.

### **Extra-Curricular Activities**

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These include football, dance and basketball. The list constantly changes but our school social media is updated to reflect this. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

### **SCHOOL IMPROVEMENT**

On an annual basis, you can access a copy of our Standards and Quality report. Copies from previous years are also available from the school office. The Standards and Quality report will be used to share the overall exam performance of the school and highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan, which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan should contact the school office.

### **Privacy Statement**

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things, that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other public bodies or where otherwise required by law. We may also use any information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council.

For further information please see our full privacy statement at:  
<https://www.glasgow.gov.uk/privacy>

**Useful addresses:**

Education Services  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Education Transport: 0800 032 4444

Although the information is correct at time of printing, there could be changes affecting any of the matters dealt with in this document before the start or during the course of the school year.