

HILLPARK SECONDARY

Aspire



SCHOOL HANDBOOK 2023-24

ACHIEVING

SUPPORTIVE

POSITIVE

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RESPECTFUL

EQUAL



HILLPARK SECONDARY

Aspire

Achieving Positive Supportive Included Respected Equal



Dear Parent/Carer,

I would like to welcome you and your child to Hillpark Secondary School. This handbook contains a range of information that I hope you will find helpful.

In Hillpark we have the highest of expectations for all of our pupils. We expect all members of our school community to work hard and achieve the highest levels possible. We support these expectations through our school values of "Aspire" and are supportive of the needs of our pupils, all within a culture of mutual respect.

I hope that this handbook gives you a glimpse of life at Hillpark Secondary School. We look forward to having you and your child work with us and hope that this will be the start of a strong, positive partnership.

Please do not hesitate to contact the school, consult the school website, or check our Twitter feed if you need further information.

Geri Collins

Head Teacher





In Hillpark Secondary our vision is that every child reaches their full potential within an environment that encourages them to grow into respectful and responsible young adults. We encourage our pupils to take responsibility for their learning, behaviour, and achievement and to contribute to our learning community in whichever way they can, promoting an ethos of high expectations, and celebrating the achievements of our pupils.

An ethos of inclusion and equality is also promoted and we work hard to achieve the very best for all of our pupils. We recognise the rights and responsibilities of pupils and value the views which they express. The diversity which exists within the school is celebrated and we recognise and celebrate the cultures and religions of all pupils and staff.

We are committed to working closely with parents and carers and welcome their support. Working together, we seek to provide a learning and teaching environment of the highest quality in every classroom and encourage our pupils to do the very best that they can. Maintaining a caring ethos where pupils feel safe, healthy and supported is of the highest priority for us.

Achieving: Hillpark pupils achieve well through good attendance, commitment and hard work - only the best will do.

Supportive: Hillpark pupils are supportive of others and support their own learning with good behaviour and teamwork.

Positive: Hillpark pupils have a positive attitude to learning and life.

Included: Hillpark pupils include themselves in the life of our school both in and out the classroom; we include others so that we all succeed together.

Respectful. Hillpark pupils are respectful to all and value others

Equal: Hillpark pupils support equality and work towards understanding, peace, dignity, tolerance and harmony within the school community.

ACHIEVING

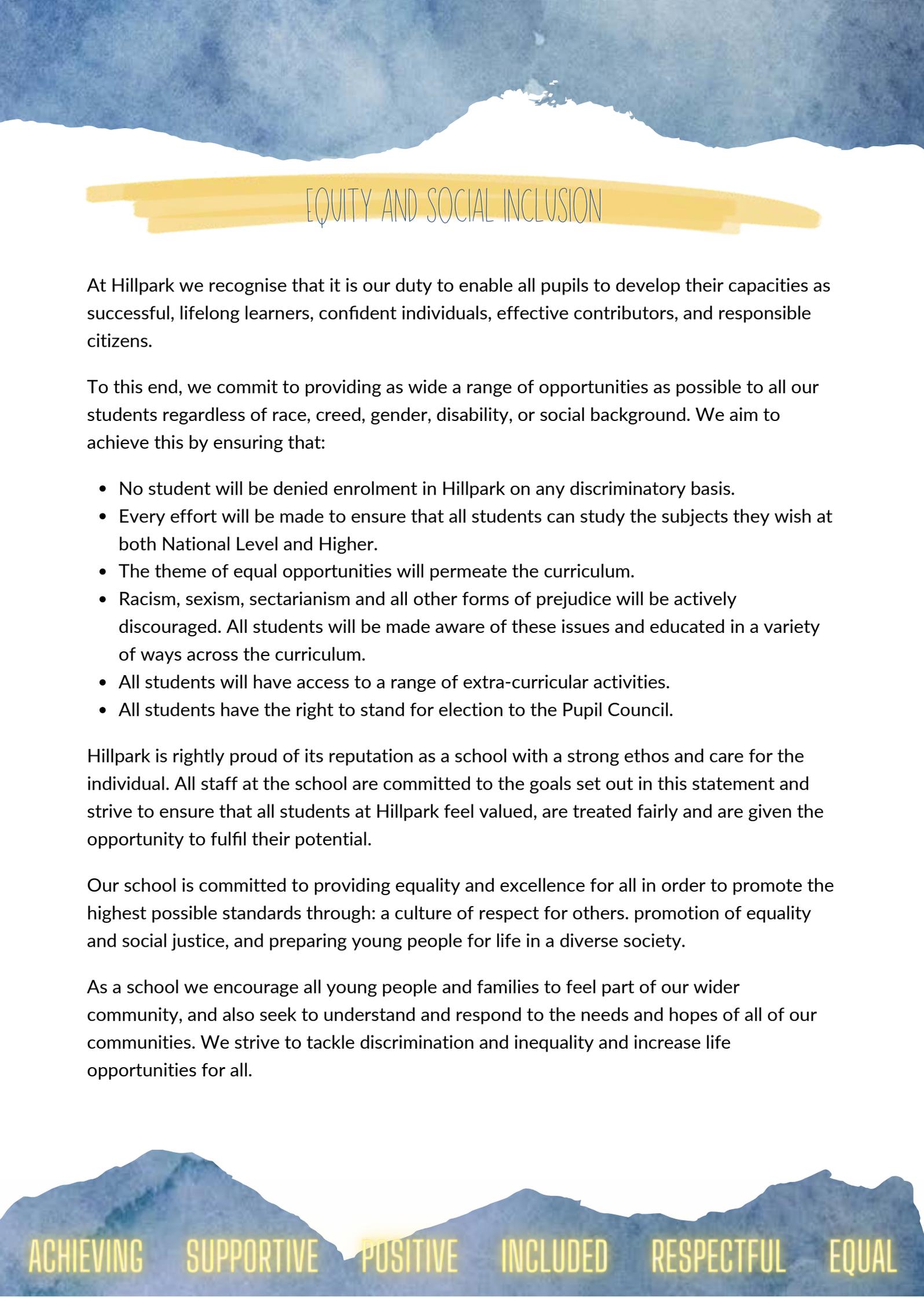
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EQUITY AND SOCIAL INCLUSION

At Hillpark we recognise that it is our duty to enable all pupils to develop their capacities as successful, lifelong learners, confident individuals, effective contributors, and responsible citizens.

To this end, we commit to providing as wide a range of opportunities as possible to all our students regardless of race, creed, gender, disability, or social background. We aim to achieve this by ensuring that:

- No student will be denied enrolment in Hillpark on any discriminatory basis.
- Every effort will be made to ensure that all students can study the subjects they wish at both National Level and Higher.
- The theme of equal opportunities will permeate the curriculum.
- Racism, sexism, sectarianism and all other forms of prejudice will be actively discouraged. All students will be made aware of these issues and educated in a variety of ways across the curriculum.
- All students will have access to a range of extra-curricular activities.
- All students have the right to stand for election to the Pupil Council.

Hillpark is rightly proud of its reputation as a school with a strong ethos and care for the individual. All staff at the school are committed to the goals set out in this statement and strive to ensure that all students at Hillpark feel valued, are treated fairly and are given the opportunity to fulfil their potential.

Our school is committed to providing equality and excellence for all in order to promote the highest possible standards through: a culture of respect for others, promotion of equality and social justice, and preparing young people for life in a diverse society.

As a school we encourage all young people and families to feel part of our wider community, and also seek to understand and respond to the needs and hopes of all of our communities. We strive to tackle discrimination and inequality and increase life opportunities for all.

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SCHOOL INFORMATION

Hillpark Secondary School
36 Cairngorm Road
Glasgow G43 2XA
0141 582 0110
Email: headteacher@hillpark-sec.glasgow.sch.uk
Website: www.hillpark-sec.glasgow.sch.uk
Twitter: @HillparkSec

BACKGROUND INFORMATION

Hillpark Secondary is a non-denominational, co-educational, comprehensive school taking pupils from S1 to S6. It has a capacity for 1250 pupils and a current roll of 1144 made up of:

S1	S2	S3	S4	S5	S6
240	210	208	195	178	115

We have 34 pupils in the Hillpark Language and Communication Resource (LCR) within the school.

ACCOMMODATION

In addition to standard teaching rooms, Hillpark has excellent specialist accommodation for Health and Food Technology, Design and Technology, Gymnasia, Games Hall, Swimming Pool and a Fitness Suite. Substantial investment in technology means the school has seven fully equipped computer suites and iPads for every pupil. We also have a fully stocked school library.

The outdoor facilities include a new full size 4G artificial grass pitch; this includes a full size football pitch, which can be subdivided into three seven a side pitches for football and hockey. Around this fantastic facility we have red blaze which is used as a 400m running track during our athletics season.

There is disabled access to the ground floor of the building. The building does not have a lift.

School Areas are available for the use of community groups by telephoning the School Letting Department on 0141 302-2814 / 2815 / 2816 / 2817.

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SCHOOL STAFF

A full list is available on the school website and parents/carers will be updated on any changes as required: <https://blogs.glowscotland.org.uk/gc/hillparksecondaryschool/staff/>

THE SCHOOL LEADERSHIP TEAM



Headteacher

Mrs Geri Collins

Yeargroup: S2 Pentland House



Depute Head Teacher

Ms Sharon Crawford

Yeargroups: S5 & S6 and S2 Lomond and Nevis House



Depute Head Teacher

Mrs Jan Downie

Yeargroups: S1 and S2 Jura House



Depute Head Teacher

Mr Graham Edgar

Yeargroups: S4 and S2 Cairngorm House



Depute Head Teacher

Mr Blair Haldane

Yeargroups: S3 and S2 Merrick House

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MOVING FROM PRIMARY TO SECONDARY SCHOOL

We recognise that the move from Primary to Secondary is an important event for young people. We have a close and effective partnership with each of our six associated Primary schools. This ensures that the transition from Primary to Secondary is as smooth as possible for young people. Hillpark organises a range of activities for your child to ease this transition.

Pupils enrolling directly from one of our associated Primaries living within our catchment area will be given the appropriate transition information by their own Head Teacher. They will also be invited to a number of transition activities and to our full induction days in June. In addition, parents of pupils in Primary 7 will be invited to the school to meet key staff and ask questions about the transition process.

Secondary staff also visit our associated schools and work with Primary School colleagues in the classroom with the Primary 7 pupils.

The school support team, in consultation with our primary colleagues, will identify pupils who would benefit from an Enhanced Transition programme which is in addition to the induction days in June. These visits are of particular benefit to pupils who are anxious, or who require additional support with their transition to secondary.

Families living out with the school catchment area are welcome to make a placing request through Glasgow City Council to attend our school. Prospective parents are welcome to visit the school and should contact the school office to arrange a convenient time.

Any parent wishing to enrol a pupil into other year groups should call the school office on 0141 582 0110 for information and then make an appointment with the appropriate year head.

Further information can be found on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=18205>

HILLPARK SECONDARY SCHOOL

Our Learning Community

There are a number of establishments in the Hillpark Learning Community. Hillpark Secondary, Hillpark Language and Communication Resource, Darnley Visual Impairment Unit, Gowanbank LCR, Howford ALN, our 6 associated primaries (see contact details below) and 5 pre-five establishments: Burnbrae Children's Centre, Eastwood Nursery, Jimmy Dunnachie Family Learning Centre, Lime Tree Day Nursery and Shaw Mhor Early Years Centre:

Heads of these establishments meet regularly with Mrs Collins, Head Teacher. Our aims are to promote social inclusion and raise the attainment of all pupils within our learning community.

Associated Primary Schools

ASHPARK PRIMARY

75 Kyleakin Road
Glasgow
G46 8DQ
TEL: 638 6135
headteacher@ashpark-pri.glasgow.sch.uk

GOWANBANK PRIMARY & LCR

1 Craigbank Drive
Glasgow
G53 6RA
TEL : 881 2424
headteacher@gowanbank-pri.glasgow.sch.uk

CLEEVES PRIMARY

271 Househillmuir Road
Glasgow
G53 6NL
TEL: 880 5305
headteacher@cleeves-pri.glasgow.sch.uk

MERRYLEE PRIMARY

50 Friarton Road
Glasgow
G43 2PR
TEL : 637 6798
headteacher@merrylee-pri.glasgow.sch.uk

DARNLEY PRIMARY & VI Unit

169 Glen Moriston Road
Glasgow
G53 7HT
TEL : 638 8009
headteacher@darnley-pri.glasgow.sch.uk

TINTO PRIMARY

57 Hillpark Drive
Glasgow
G43 2RJ
TEL : 637 0794
headteacher@tinto-pri.glasgow.sch.uk

INTEGRUM VITAE

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HILLPARK SECONDARY SCHOOL

Our School Days

Mon & Tues

Wed, Thurs & Fri

<u>Registration</u>	<u>8.50- 9.00</u>	<u>Registration</u>	<u>8.50- 9.00</u>
Period 1	9.00-9.50	Period 1	9.00-9.50
Period 2	9.50-10.40	Period 2	9.50-10.40
Period 3	10.40-11.30	INTERVAL	10.40-10.55
INTERVAL	11.30-11.45	Period 3	10.55-11.45
Period 4	11.45-12.35	Period 4	11.45-12.35
Period 5	12.35-13.25	LUNCH	12.35-13.25
LUNCH	13.25-14.15	Period 5	13.25-14.15
Period 6	14.15-15.05	Period 6	14.15-15.05
Period 7	15.05-15.55		

SCHOOL TERM DATES

Details of school holiday dates are available [here](#).

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PUPIL ABSENCE

In Hillpark we attach great importance to good attendance. Regular attendance is vital if pupils are to take advantage of all of the opportunities provided for them, and realise their potential academically and socially.

Parents are asked to inform the Pupil Absence Reporting Line on 0141 287 0039 from 8am if their son or daughter is going to be absent. Alternatively, you can use the [online form](#) on the Glasgow City Council website. 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. Our school office will send a text each day to inform parents and carers of a young person's absence if no contact has already been made. All unexplained absence is investigated by the school and appropriate action taken.

More information on Glasgow City Council's pupil absence reporting can be found [here](#).

MEDICAL OR DENTAL APPOINTMENTS

Parents and carers should also call the absence line to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

The Senior Management team and Pastoral Care team work in partnership with parents /carers to ensure that all pupils attend school as often as possible.

MEDICAL AND 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 accurately 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 supervision of medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office. Any medication held in school must be prescribed by the child's GP.

Please Note Pupils requiring leave of absence during the school day for any medical appointment should bring either the appointment card or letter of request to their Pastoral Care Teacher.

EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions circumstances may 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 consists of the following items:

- White shirt
- School tie (S1-S4 wear a gold/blue/black striped tie; S5/6 wear our blue senior tie)
- Black school trousers*
- Black skirt
- School blazer (S1-S4 blazer has gold trim, our S5/6 blazer has blue trim)
- Appropriate school footwear
- The Hillpark Hoodie is also an acceptable item of clothing as well as a plain black jumper* or cardigan.

All uniform items can be purchased from:

BE Schoolwear
35 Argyle Street
Glasgow
G2 8AH

Telephone: 0141 221 4472

The school tie is available for purchase through Parent Pay and can then be collected from the school office.

**Leggings, jeggings, jeans, and tops with brands or logos are not part of our school uniform and young people will be asked to remove non-uniform items in our classrooms.*

In Session 2023-24, consultation is underway with pupils, parents and carers, and school staff about the possible introduction of a 'Seasonal Uniform', for warmer weather, to enable young people to feel comfortable whilst also ensuring the safeguarding that a school uniform provides.



P. E. 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 aspects of the lesson.

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

PE t-shirts with the Hillpark badge are also available to purchase at the BE Schoolwear store.

CLOTHING AND 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 and application forms may be obtained from schools and [here](#).

(*subject to change)

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TRANSPORT

The education authority has a policy of providing free transport to all young people who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider themselves eligible should apply. Information on how to apply can be found [here on the Glasgow City Council website](#).

All children and young people aged 5 - 21 year of age can now travel by bus free by applying for a National Entitlement Card (NEC Card). Therefore Glasgow City Council no longer issue free school bus passes for public service buses for those who qualify for transport. You must now apply for your National Entitlement Card for your child to travel for free, this can be done online at getyournec.scot. If you require any assistance with your application, please email youngglasgow@glasgowlife.org.uk.

SCHOOL MEALS

Our school provides a lunch service which offers a variety of meals and snacks within The Dining Centre. A breakfast and mid-morning service is also available within The Dining Centre. Special diets for children with medical requirements can be provided, please inform the school office or PT Pastoral Care if this applies to your child.

Young people who prefer to bring packed lunches are accommodated in the The Dining Centre.

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 £16,010*) 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 [here](#).

(*subject to change)



COMMUNICATION WITH PARENTS

At Hillpark Secondary School 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.

Groupcall Xpressions App: This new service is available for parents to ensure communication between school and yourselves is easier and more effective. The app is free of charge to you and can be installed on your phone or tablet. It currently supports both Apple iOS and Android devices (with windows mobile to follow) and you'll be able to see information for your children. **Please make sure we have your correct mobile number and email address to ensure you have access to the app.**

Once installed and set up you can receive emails and/or texts about a variety of school business. Support with the Xpressions app can be accessed [here](#).

Personal Letters: further information which requires a response may be sent out in letter form.

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

Website: www.hillpark-sec.glasgow.sch.uk.

Twitter: @HillparkSec

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PERSONAL MEETINGS

Parents and carers are welcome in 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 various opportunities throughout the year when parents can discuss their child's progress with school staff.

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

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

EMERGENCY CONTACT DETAILS

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.

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. The school Office will then issue a Permission Slip.

RELIGIOUS OBSERVANCE

Our school is fortunate to have an excellent Chaplaincy Team who conduct our Religious Observance assemblies. Our focus is on our shared values and we encourage all pupils to participate fully. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity 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.

DATA PROTECTION

USE OF INFORMATION ABOUT CHILDREN AND PARENTS/ CARERS

We collect information about children and young people 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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, 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, [click here](#).

Education specific privacy statements can be accessed [here](#).

COMMENTS AND COMPLAINTS

In Hillpark Secondary School we aim to have positive relationships across our school community. 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 [here](#).

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

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customerservices@glasgow.gov.uk

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

HILLPARK SECONDARY SCHOOL

Curriculum

Curriculum for Excellence 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 to the end of S3 will receive a rounded education known as a Broad General Education (BGE). This is then followed by the Senior Phase in S4-S6, building upon the experiences and outcomes of the BGE, during which young people build their portfolio of qualifications and awards from National 3 to Advanced Higher levels.

Curriculum for Excellence is all about bringing real life into the classroom and taking learning beyond it through:

- Curricular areas and subjects
- 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

BROAD GENERAL EDUCATION

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

Expressive Arts	Health and Wellbeing	Languages	Mathematics
Religious and Moral	Science	Social Studies	Technologies

All pupils build their own Achievement and Learning Profile. Pupils have the opportunity throughout their curriculum to log their achievements, skills development, career aspirations, and progress. From S1, pupils will build up their electronic profile giving them a full picture of all they have accomplished in Hillpark when their academic journey within the school ends.

Each month in Hillpark, staff take the opportunity to celebrate Wider Achievement in our pupils by nominating pupils for an Achievement Award certificate. These Awards are sent electronically to our pupils and parents via email and give us the opportunity to celebrate Achievement as widely as possible within the school. All of our Awards are linked to the school's ASPIRE Values.

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HILLPARK SECONDARY SCHOOL

Curriculum

SENIOR PHASE

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.

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 4 and 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 internally assess National 1-4 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, Higher and Advanced Higher levels 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 the SQA. The SQA website 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, Universities 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.

SCHOOL PERFORMANCE PROFILE

S4 RESULTS ANALYSIS

5+ @ Level 5 (National 5)

2019	2020	2021	2022	2023
27.7%	30.5%	31.3%	31.4%	25.1%

5+ @ Level 4 (National 4)

2019	2020	2021	2022	2023
72.3%	87.4%	81.6%	86.3%	89.4%

5+ @ Level 3 (National 3)

2019	2020	2021	2022	2023
95.9%	98.2%	92.2%	92.7%	95.5%

S5 RESULTS ANALYSIS

5+ @ Level 5 (National 5)

2019	2020	2021	2022	2023
46.3%	51.4%	47.9%	48%	50%

5+ @ Level 6 (Higher)

2019	2020	2021	2022	2023
9.5%	12.2%	17.4%	14%	13.7%

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SCHOOL PERFORMANCE PROFILE

S5 RESULTS ANALYSIS CONTINUED...

3+ @ Level 6 (Higher)

2019	2020	2021	2022	2023
20.4%	31.1%	29.9%	26.8%	27.5%

1+ @ Level 6 (Higher)

2019	2020	2021	2022	2023
55.1%	59.5%	53.9%	48%	47.5%

S6 RESULTS ANALYSIS

5+ @ Level 6 (Higher)

2019	2020	2021	2022	2023
19.6%	23.1%	27.7%	26.9%	25.7%

3+ @ Level 6 (Higher)

2019	2020	2021	2023	2023
35.3%	37.4%	43.2%	35.9%	33%

1+ @ Level 7 (Advanced Higher)

2019	2020	2021	2022	2023
13.7%	23.8%	27%	25.1%	20.7%

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ASSESSMENT AND REPORTING

All young people are assessed both formally and informally throughout the school year. Their progress is tracked in all curricular areas throughout the 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 meetings with parents/carers throughout the year. Learning conversations take place between teacher and pupil following assessments where any areas for development are discussed.

In the Senior Phase, young people sit a diet of preliminary examinations to enable robust evidence of a young person's progress within their National Qualification courses to be gathered and to provide an realistic experience of applying learning in exam conditions.

Dates of all parents'/carers' consultation evenings and the schedule for issuing tracking reports is included in the school calendar which is issued at the start of term and is available on the school website.

If you have any concerns about your child's progress, do not hesitate to contact his/her Pastoral Care teacher at any time.

REPORTS TO PARENTS / CARERS

Progress reports are issued at regular points in each child's Learning Journey and parents and carers have the opportunity to discuss their child's progress with their teachers at a formal consultation evenings each year. These evenings enable in-depth discussion regarding progress in learning and next steps. Pupils will have their learning targets tracked and monitored on a termly basis as appropriate.

In the BGE (S1-S3) parents and carers will receive four Tracking Reports which highlight progress within a level within each subject, and a young person's effort, behaviour and homework. Each year group in the BGE will have one parent/carer consultation evening.

In the Senior Phase (S4-6) parents and carers will also receive two Tracking Reports which highlight progress in learning in a young person's chosen courses, and also track a young person's effort, behaviour and homework. Each year group in the Senior Phase will have two parent/carer consultations to discuss progress and next steps, with a follow-up phone call for parents who have been unable to attend any face-to-face meetings, in order to support our young people to reach their potential and achieve the highest possible attainment in National Qualification courses.



SCHOOL IMPROVEMENT

On an annual basis, you will have access to our Standards and Quality report.

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 these documents can contact the school office or check out our website.

NURTURING CITY

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity.

Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.



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HILLPARK SECONDARY SCHOOL

Support for Pupils

Hillpark Secondary 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 [here](#).

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found [here](#).

Within Hillpark Secondary the majority of young people's additional support needs will be met by effective learning and teaching, and appropriate differentiation. All teachers have a shared responsibility for the pastoral care of our young people, and additionally each pupil is supported by a Principal Teacher of Pastoral Care, a member of the Senior Management Team, and a registration tutor who has daily contact with the pupil. Our Additional Support for Learning Department works with young people, families and teachers to ensure that any barriers to learning are overcome, and that all learners are included and enabled to achieve.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet pupils' needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright



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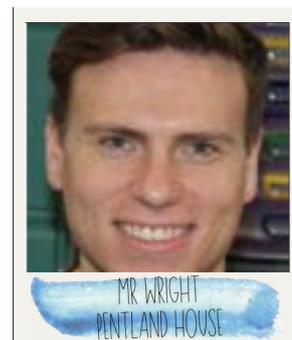
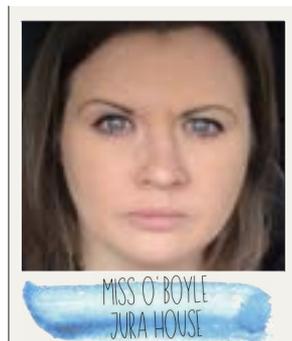
EQUAL

HILLPARK SECONDARY SCHOOL

Pastoral Care Team

All staff in Hillpark Secondary School have a clear responsibility for the welfare of young people. In addition, all young people are given 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 wellbeing. In most cases, a parent's/carer's first point of contact with the school will be the pastoral care teacher.

Seven members of staff make up the Pastoral Care Team. All pupils are allocated to a "House" group led by each of the Pastoral Care Principal Teachers. We have six houses: Cairngorm, Jura, Lomond, Merrick, Nevis, and Pentland.



The role of the Pastoral Care teacher is to:

- interview all pupils in their house group at least once
- provide curricular support in all subject areas, and monitor the progress of pupils,
- be available at other times for consultation of health, personal, social and educational issues,
- liaise with their register teacher to monitor attendance and timekeeping of their group,
- provide counselling for pupils finding difficulty in adapting to the demands of school,
- prepare progress reports and reports for external agencies.
- provide guidance and support during option choice periods.

Other support for pupils is provided by class tutors in the first 10 minutes of each day and by the Support for Learning Team as required. We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

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HILLPARK SECONDARY SCHOOL

Supporting Learners



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 is a wide range of factors which may act as a barrier to learning. The Additional Support for Learning (ASL) Department helps those pupils in Hillpark Secondary with Additional Support Needs to fulfil their potential across the curriculum by reducing barriers to their 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 also available on the Glasgow City Council website – www.glasgow.gov.uk/additionalsupportneeds

Information on the Glasgow City Council's Parental Involvement Strategy can also be found at www.glasgow.gov.uk

There are a number of organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576;
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741.

HILLPARK SECONDARY SCHOOL

Nurture Provision

Glasgow City Council is committed to becoming a 'Nurturing City' where increased educational engagement and positive learning outcomes are evident. It has recently expanded its provision of nurture classes and nurture corners across the city.

The overall goal of the provision is to ensure all children are educated in a nurturing environment underpinning Glasgow City Council's six Core Nurturing Principles:

- Children's and young people's learning is understood developmentally
- The classroom is a safe base
- Nurture is important in developing self-esteem.
- Language is a vital means of communication.
- All behaviour is communication.
- Transitions are important in children's and young people's lives.



Nurture at Hillpark is seen as an intervention to help pupils overcome any difficulties they may be experiencing whilst at secondary school. These can be emotional, social and behavioural issues. Hillpark is fully committed to offering a nurture provision in the form of a small group setting consisting of a maximum of 6 pupils, a mix of S1 and S2, who meet with 2 key adults every day for one hour. We currently have six members of staff, four teachers and two support for learning workers, involved in the programme. They have been fully trained, with the teaching staff gaining the full accreditation required in order to run a nurture group.

The focus of the group is to help build confidence and self-esteem using a variety of methods and resources. The pupils will remain in the nurture group for a maximum of 4 terms.



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HILLPARK SECONDARY SCHOOL

Learning and Communication Resource (LCR)



Hillpark Autism Unit, known as the LCR, was established in Hillpark Secondary School by GCC in August 1998. It has been designed to meet the needs of secondary aged students in Glasgow who have been identified as having autistic spectrum condition and who are considered to be able to benefit academically and socially from attending a unit within a mainstream school.

Pupils who attend Hillpark's LCR come from across the city and will have followed an identified ASL Pathway which has resulted in appropriate placement to our LCR. Children with autistic spectrum conditions experience problems in social interaction with children and adults; they have difficulties in aspects of communication and may have difficulties in flexibility of thinking and behaviour. These difficulties, which vary in their degree of severity with each child, can make the world a worrying and frustrating place. As a result, the children need extra understanding and support to access the range of activities normally available to children of their age.

The LCR provides a stable, supportive and structured learning environment and support base which gives the students access to a broad and balanced curriculum, but with an emphasis on addressing the particular educational and social implications of each student's communication difficulties. The LCR works closely with Support for Learning and Pastoral Care. The LCR and ASN departments offer a range of lunchtime clubs and activities for pupils who require additional support at unstructured times.

New students spend an initial period of 6-8 weeks being taught solely in the LCR. During this time they acclimatise themselves to the layout of the school, the new timetable, new staff and peer group, the routines of break and lunch and the range and demands of the subjects taught in first year. The students are observed and assessed during this period by all teaching staff who begin to develop a close understanding of the individual needs and strengths of each student. Each student has, from the beginning, a place reserved in an appropriate mainstream class in Hillpark Secondary and in collaboration with both student and school staff, a programme for integration into mainstream subjects begins at an appropriate time. The subjects chosen at first are those in which the student has shown special interest or aptitude. Each student is supported by LCR staff in mainstream subjects; this support is only withdrawn if the class teacher, LCR staff and the student feel it is no longer required.

LCR Students participate in work experience programmes. They successfully take National examinations and go on to Higher Courses. The LCR also offers an ASDAN Bronze Award in order to improve communication skills and prepare pupils for the post school transition. They are supported by LCR staff, in collaboration with the Careers Service, in the transition from school to college or university.

<https://www.glasgow.gov.uk/index.aspx?articleid=18205>

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 Hillpark Secondary School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Hillpark Secondary School 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.

CHILD PROTECTION PROCEDURES

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

Hillpark Secondary creates and maintains a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

The Child Protection Coordinator for Hillpark is Mr Blair Haldane DHT; Final decisions regarding Child Protection remain with the Headteacher Mrs Collins.

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HOMEWORK

Regular, effective homework is an important part of the school day. To this end, every young person in S2-S3 has been provided with an online account called Satchel 1, and S1 have access to the Showbie app. Both platforms display homework set by teachers and enable access to resources to support the completion of homework. This is a personalised experience to help pupils to stay organised. We ask Parents/Carers to check this on a regular basis to support your child to help them to keep up to date with their homework.

Homework has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It allows parents to see, help and become involved in their child's work and education.

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school.

SUPPORTED STUDY

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver.

Pupils and parent/carers will be kept informed of the arrangements for these classes by letter and via information posted on the school website- the most up-to-date supported study timetable can be accessed [here](#).

EXTRA-CURRICULAR ACTIVITIES

We have a wide range of activities that run between Monday – Friday to extend the learning experience. Our clubs run either at lunchtime or at the end of the school day and all pupils are encouraged to become involved in at least one club. The list changes constantly but our school website is updated to reflect this and the most up-to-date schedule can be accessed [here](#).

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Each year, early in September, we hold a “Freshers’ Fayre” where pupils are invited to go to the Assembly Hall to see the wide range of clubs on offer and sign up. Many of the clubs are supported by senior pupils who are working towards gaining leadership qualifications.

WIDER ACHIEVEMENT

The school has worked hard to develop the range of Wider Achievement Awards and experiences within the school.

- John Muir Award through our Outdoor Learning Interdisciplinary Week.
- Silver Crest Award/ Go4Set awards.
- Challenge Groups
- Saltire Award.
- Skills for Life and Work Award
- Duke of Edinburgh
- Asdan

In P.E. there are a wide range of wider achievement awards available

- Track Cycling Accreditation
- Heartstart Award.
- Young Leaders.
- Sports Ambassadors.
- Dance leadership.
- Positive Coaching Scotland Award.
- Emergency First Aid at Work Award.

In addition to these awards, all pupils can take part in our charity fund raising events and donate significantly to a range of charities.

The school maintain our Fair Trade status and our Young Co-op members are extremely proactive throughout the year.



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PARENT COUNCIL

At Hillpark we have an active Parent Council which represents the views of our parents. All parents are welcome to attend Parent Council meetings and can become members at any time. The Parent Council gives excellent support to the school and offers its views on a wide variety of issues such as homework, quality assurance and consultation with parents. Meetings take place monthly and online. If you are considering joining the parent council please contact the school office to note your interest (0141 582 0110).

Parent Council minutes are available on request from the school office.

PUPIL VOICE

Our Pupil Council is elected on an annual basis by the pupils and meets monthly with the staff representatives. Pupils are encouraged to raise issues with class and year group representatives in order to promote full participation in the life of the school. The school council has recently worked on issues such as school uniform and our outdoor areas.

This session we hope to continue our work on 'Pupil Voice' through the introduction of Interdisciplinary Learning projects in S1 that will enable young people to develop the skills and experience necessary to effectively contribute to discussions about issues and decisions that affect them.

As part of the Glasgow Schools Forum, student representatives from Hillpark Secondary are regularly in attendance to contribute their views on issues and initiatives that impact young people across the city. The forums are intended to ensure that the young people's voice in Glasgow is heard throughout the school session.



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HILLPARK SECONDARY SCHOOL

Useful Information and Contacts

- Attendance means going to school but can also include going to college or to another unit outside the school or visits or going on work experience or other activities organised by the school in school hours.
- There may be family circumstances which mean your child is absent from school. If you know that your child will be off school, for example if they have an appointment or important meeting to attend, please inform the school in advance.
- If your child is ill and will be absent from school you need to call the Absence Reporting Line at Glasgow City Council on 0141 287 0039.
- You need to keep your child's school up to date with your contact details.
- If your child will be absent from school with a long-term illness or condition you should discuss with the school how they will continue to support their learning.
- Holidays during term-time: Schools will not normally give a family permission to take pupils out of school for holidays during term-time and will record it as unauthorised absence. If you require to do so, you should request permission in writing from the Head Teacher.
- Truancy: If your child stays off school without permission or good reason, this is called truancy.
- Sometimes truancy happens because the pupil is unhappy or struggling with their learning, or there is conflict with teachers or other pupils. As a parent, it is important you do not ignore, agree with, or condone, truancy. Schools must do what they can to find out why a pupil is truanting.
- If you have worries or concerns about your child's experience of school you should speak with the school directly. If you do not feel able to do this, or are unhappy with how your child's school is supporting your child, there are other agencies that can help.

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Useful Information and Contacts

- Personal support in school: Every member of staff in a school is responsible for ensuring children are taking part in learning and the life of the school. If you have questions or concerns about the support your child is getting contact your child's school and ask to speak to someone who has responsibility for personal support or for managing additional support for learning. If you are nervous or worried about doing this, get some advice or help from an agency listed on the next page.
- Exclusion is a last resort and should only be used to maintain safety and order for other pupils or for staff.
- If you are worried about the risk of your child being excluded, or want to know more about what support your child is entitled to if they are excluded, you can contact one of the helping agencies listed below.
- When children do not attend school, an education authority can decide that they have done enough to support a child but a parent is not doing what they can. In these circumstances the education authority can use the law to insist that a parent does more to get their child to school; these are called measures for compulsory compliance. It is rare for these things to be used but it is important to realise that they can be used. If they are, then you should seek advice.
- For more details you can access the parent booklet on attendance at <http://www.education.gov.scot/parentzone/>
- If your child is anxious or worried about attending school, please ask for support and help. As well as speaking to your child's school if you have questions or concerns there are a number of helping agencies listed here.
- ParentLine Scotland: At some time all parents find that parenting can be difficult or stressful. ParentLine Scotland is the free, confidential telephone helpline for anyone caring for a child in Scotland. You can call about any problem, however big or small.
- Phone: 0808 800 2222. On-line at <http://www.children1st.org.uk/parentline>
- RESOLVE : ASL is an independent service available in Scotland as an option to resolve conflict throughout additional support needs issues in education. More information and contact details at <http://www.childreninscotland.org.uk>

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