

Linburn Academy

School Handbook



2020—2021



WELCOME TO LINBURN ACADEMY

Linburn Academy is a secondary school for pupils with complex additional support needs. We aim to provide a stimulating, wide ranging curriculum which builds on the strengths of the individual pupil. Within our supportive and nurturing environment we encourage pupils to flourish and develop their educational, personal and social potential.

We look forward to working in partnership with parents to develop our knowledge and understanding and to meet each pupils individual needs.

Mark Beattie
Executive Head Teacher

Vision

'To Get it right for Every Child'

Linburn Academy endeavours to be a welcoming and inclusive place of learning where everyone is supported to explore their potential as life-long learners.

We will work in partnership with parents and other seeking innovative and

Values

We will see school as extended family and ourselves as educators in all aspects of life.

We value equality, inclusion, fairness, integrity, justice, respect and responsibility.

We promote an active and healthy lifestyle

We communicate well with pupils, staff and parents using each individual's preferred communication style.

We Aim To:

Have a nurturing ethos which promotes equality, opportunity, respect, tolerance and dignity for all.

Ensure staff, pupils and parents work together in a warm and friendly school community.

To improve the quality of our pupil's lives, promote social inclusion and broaden their experiences outwith home and school.

Provide a stimulating, nurturing and communication friendly establishment.

To promote learning through a challenging and meaningful curriculum to meet the needs of individual pupils and to celebrate success and wider achievement.

Promote pupil voice in all that we undertake.

Prepare our young people and their families for life after school encouraging independence, self confidence and realistic attitudes to college, work and leisure.

SCHOOL INFORMATION

Official Address

Linburn Academy
77 Linburn Road
Glasgow
G52 4EX

Tel No: 0141 883 2082

Medical No: 0141 882 5145

Executive Head Teacher's e-mail: headteacher@linburn-sec.glasgow.sch.uk

School Website - www.linburn-sec.glasgow.sch.uk

Current Roll 30 Capacity 30

Linburn is a single level, purpose built school with wheelchair access. The school has classrooms, home economics room and general purpose hall/dining room.

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages Covered

S1 to S6

Associated Primaries

LANGLANDS PRIMARY SCHOOL

Crookston Castle Campus

Glenside Ave

Glasgow G53 5SD Tel No: 0141 892 0952

HAMPDEN SCHOOL

18 Logan Gardens

Glasgow: G5 0LJ Tel No 0141 429 6095

Denominational Status

The school is inter-denominational and co-educational.

Community use of the school

We encourage community use of the school and groups can use the school in the evenings if they apply for and satisfy the conditions for a let through Glasgow Education Authority

Requests for lets should be made in advance to:

Glasgow City Council

Letting Section

20 Trongate

G1 5ES

STAFFING**TEACHING STAFF**

Mr Mark Beattie - Executive Head Teacher

Mrs Fiona Graham - Head of School

Mrs Sajida Chaudhery - Principal Teacher (Part Time)

Mrs Grace Mulholland—Principal Teacher

Mrs Frances Orr (Part Time)

Mr Kostas Aivaliotis

Mr Daniel O'Reilly

Ms Carey Howie

Ms Jillian Douglas

Ms Katie Fair

Ms Emma Harvey

HEALTH and WELLBEING WORKER

Kelly McCafferty

Margaretanne Sloss (Peripatetic)

SUPPORT FOR LEARNING WORKERS

Mrs Angela Kelly (Co-Ordinator—PT)
Mr Chris O'Neill (Co-Ordinator)
Mrs Paula Brodie (Part Time)
Mrs Sharon Donohoe
Ms Jacqui Finlayson
Mrs Jac Hendry
Ms Lorraine Keenan
Mrs Billie Maguire
Ms Tricia McEwan
Ms Jacqui McGroarty
Mrs Mary Ann Smith
Mrs Claire Macfarlane
Ms Sharon Simpson
Ms Eileen Ross
Ms Michelle Holliday
Ms Joanne Haldane

ESCORT

Ms Carol Thomson

NURSING STAFF

Mrs Joanne Govender

SCHOOL OFFICE

Mrs. Donna Canale - Clerical Support Assistant

ANCILLARY

Ms Susan McNaught	Senior Janitor
Mrs Gina McInally	Catering Assistant
Mrs Anne Campbell	Catering Assistant
Mr Peter Stoney	Cleaner
Mr Alistair Harris	Cleaner

VISITING STAFF

Educational Psychologist Marianne Holland

Speech and Language Therapy Staff

Julie Breadner Speech and Language Therapy (by referral)

Physiotherapy Staff

Kirstin Drummond Specialist Physiotherapist (by referral)

Medical Staff

Community Paediatrician (by arrangement)

Occupational Therapy

Caroline Neilson (by arrangement)

Appointments with any of our visiting staff can be arranged on request.

ENROLMENT

The names of pupils transferring from primary are sent to and the parents will receive a letter confirming their child's placement. Parents will be invited to visit the school prior to transfer. Arrangements to visit the school for parents, who are seeking or have been offered a place for their child in the school, can be made by parents or a representative from Psychological Services.

TRANSFER FROM PRIMARY

We realise that this is both an exciting and often worrying time for parents and pupils and to make it as pleasant and as trouble free as possible we put in place the following arrangements.

Early in the summer term parents are invited to visit Linburn Academy although they can arrange a visit in advance of this.

A liaison programme is put in place where pupils visit in the third term to jointly participate in a shared activity.

In the summer (third) term we have a three day programme where our new pupils come with their primary school staff who gradually withdraw as the pupils become settled in their new school. On these days pupils may, if this can be arranged, travel on Linburn buses to and from school. Pupils return to their primary for end of term activities and to say good-bye.

Co-ordinated Support plans or Additional Support plans and school files are passed to Linburn and are used as the basis for further learning.

SCHOOL HOURS

Open	9.30 am
Interval	10.30-10.45 am
Lunch	12.15-12.45 pm
Break	12.45- 1.30pm
Close	3.00 pm

School Holidays 2020**August**

- Monday 10 August 2020 (Return date for Teachers & In-Service Day)
- Tuesday 11 August 2020 (In-Service Day)
- Wednesday 12 August 2020 (Return date for pupils)

September Weekend

- Friday 25 September 2020
- Monday 28 September 2020

October

- Friday 9 October 2020 (In-Service Day)
- Monday 12 to Friday 16 October 2020 (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Tuesday 22 December 2020
- Wednesday 23 December 2020 to Tuesday 5 January 2021 (Christmas holidays)

School Holidays 2021**January**

Schools return on Wednesday 6 January 2021

February Mid-term break

- Friday 5 February 2021
- Monday 8 February 2021
- Tuesday 9 February 2021
- Wednesday 10 February 2021 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday 1 April 2021
- Good Friday 2 April 2021
- Easter Monday 5 April 2021

Schools return on Monday 19 April 2021

May

- Monday 3 May 2021 (May Holiday)
 - Thursday 6 May 2021 (In-Service day to coincide with Scottish Parliament Elections)
- Friday 28 May 2021 and Monday, 31 May 2021 (May Weekend)

June—Schools close at 1 pm on Thursday 24 June 2021

Pupil Absence

Absence rates are calculated as a percentage of the total number of possible attendance's for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.

Within Linburn Academy 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.

MEDICAL AND HEALTH CARE:

Parents must inform the school of any particular medical requirements in respect of their child.

Our School Medical Officer visits at regular intervals throughout the year. Parents are invited to school for their child's routine medical. The Medical Officer cannot prescribe medication but can refer pupils to hospital if required.

INFORMATION IN EMERGENCIES

We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by e.g. severe weather, temporary interruption of transport, power failures or difficulties of fuel supplies. We shall do all we can to let you know about the details of closures or re-openings. We shall keep you in touch by using e-mail, letters, texts and announcements in the press and local radio.

SCHOOL DRESS CODE

In encouraging a dress code policy, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents and pupils.

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

- potentially encourages faction (such as football colours)
- could cause offence (such as anti-religious symbolism or political slogan.)
- could cause health and safety difficulties, such as loose fitting clothing
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco and
- could be used to damage other pupils or be used by others to do so

Glasgow City Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents should note that the Authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the Authority can be shown to have been in neglect.

Parents are also asked to ensure that all items of clothing and footwear are labelled with the name of the young person who owns them.

CLOTHING AND UNIFORM

Parents who wish to purchase a school uniform can do so online at

myclothing.com or **info@schoolwearmadeeasy.com**

CLOTHING AND UNIFORM Cont'd

It is not the policy of the education committee to insist on pupils having school uniform or specialised clothing, however 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:

- Red Polo Shirt with School Logo
- Red Sweatshirt with School Logo
- Navy joggers
- Red Fleece with School Logo
- Appropriate footwear

PE KIT

It is important that pupils come prepared to learn and for PE. The school will advise when this requires appropriate clothing e.g. swimwear, bath towel, soft shoes or shorts.

CLOTHING AND FOOTWEAR GRANTS

Parents/Carers receiving Income Support, Job Seekers Allowance (income based), Working Tax Credit/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 at www.glasgow.gov.uk/index.aspx?articleid=8629.

SCHOOL MEALS

Our school provides a lunch service which offers a variety of meals with The Fuel Zone. Special diets are available for medical or religious reasons.

Children and young people of parents/carers receiving Income Support/Job Seekers Allowance/Working Tax Credit Child Tax Credit 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 www.glasgow.gov.uk/index.aspx?articleid+8629

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. Parents are responsible for bringing their child to the school bus in the morning and collecting them from the bus in the afternoon. It may be necessary for children to walk to the vehicle pick up point. 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 Linburn Academy 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 regular basis to keep parents and carers informed about the work of the school.

Twitter Account: We regularly update our Twitter account with photographs, school news and useful information. Follow us at @LinburnAcademy

Letters/E-mails: Further information which requires a response may be sent out in letter form.

SeeSaw: is an App used to replace Home School Diaries. Teachers will share your child's day and important information.

COMMUNICATION WITH PARENTS (Cont'd)

School Website: Will contain a great deal of information about the school. It is a good idea to check this regularly.

Text Messaging: You may also receive text reminders about events/school closures etc

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.

Parent Events: Over the course of the year, the school runs several social, information or learning events for parents. Details of these will be communicated by letter, text message and on the school Twitter account.

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 INFORMATION

At the start of each school session, parents and carers will be issued with the Annual Data Check, medication and various permission forms. Please ensure that these are 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).

DATA PROTECTION—USE OF INFORMATION ABOUT CHILDREN AND PARENTS/ GUARDIANS ...Cont'd

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

APPOINTMENTS DURING SCHOOL HOURS

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

Comments & Complaints

In Glasgow Secondary School 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/index.aspx?articleid=16133>

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.customercare@glasgow.gov.uk

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 whole wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

THE SENIOR PHASE S4–S6 (Cont'd)

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1 & National 2 qualifications. Individual Courses at National 1 & 2 will not be graded but marked overall as pass or fail. National Units offered include:

National 1

Communications
Creative Arts
Food Preparation/Health
Independent Living Skills
Information and Communication Technology
Life in Another Country
Music
Number Skills
Performance Arts
Personal Development
Physical Education
Practical Craft Skills
Religious and Moral Education
Science in the Environment
Social Subjects

National 2

Physical Education
Scottish Studies
English & Communication
Work Experience
Independent Living Skills
Social Subjects
Expressive Arts

We also deliver Personal
Achievement Awards at Bronze,
Silver and Gold level

The SQA website www.sqa.org.uk/cfeforparents contains useful information to help you understand National Qualifications.

RELIGIOUS OBSERVANCE

The ethos of the school promotes the moral values of sharing, caring, love and consideration. We use the money from our caring bank to contribute to our chosen charities each year. We hold a weekly Assembly where values are re-enforced. We mark a variety of multi-cultural festivals and celebrations at appropriate times throughout the year. If any parents wish to withdraw their child from Assembly they should inform the school in writing.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the arrangement will be granted on up to **three** occasions in any one school session and the pupil noted as an authorised absentee in the register. If any parents wish to withdraw their child from assembly they should inform the school in writing.

Useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

ASSESSMENT/RECORDING/EVALUATION

Assessment by educational, therapy staff and parents leads to the setting of targets which within each pupil's Co-ordinated or Additional Support Plans. Continuous recording and assessments are used to evaluate learning programmes. Parents are invited to attend an Annual Review to discuss and evaluate their child's progress. Other professionals involved in supporting your child—for example Physiotherapists or Social Workers, if your child has one, will also be invited to the Annual Review Meeting.

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 - <https://www.glasgow.gov.uk/article/18941/Meeting-Additional-Support-Needs>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

PUPIL SUPPORT STAFF

All staff at Linburn Academy have a clear responsibility for the welfare of young people. In addition all young people are given a Teacher who provides a vital link between home and school as the Teachers have an 'all-round' picture of a pupil's progress and general health and well-being.

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.

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.

CO-ORDINATED SUPPORT PLAN (CSP)/ADDITIONAL SUPPORT PLAN (ASP)

All pupils in Linburn Academy will have either a Co-ordinated Support Plan (CSP) or an Additional Support Plan (ASP) in place. Individual plans will link with any other agency involvement.

Information and advice about additional support for learning can be obtained from 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

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 Linburn Academy is to build a positive ethos that demonstrates care and respect for all. 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.

The smooth running of Linburn Academy 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.

We expect our pupils to behave in an acceptable manner in accordance with school rules. Behaviour which causes concern will be addressed by the multi disciplinary team working together with the parents and the pupil. Our aim is to promote positive behaviour by encouraging the pupils to co-operate and behave well.

HOMEWORK

Let's **SHARE** your child's education

School and

Home will

Always

Rely on

Each other

Our aims are to enable all our young people to become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Communicators

All our pupils will have homework uploaded to SeeSaw. Our pupils have a continuous curriculum - it is just as important that they continue to work on functional movement programmes or practise basic skills in settings outside of school. For some using their communication books both in school and out of school is paramount. Through simple homework tasks they may be able to transfer the skills they learn at school to real life contexts in the wider community. The use of homework then will not only involve the pupils more in their learning but also their family members.

WHAT IS A PARENT COUNCIL?

The aim of the Parent Council Legislation is for the Parent Council to be very parent friendly - it's a great opportunity to become more involved!

The role of the Parent Council will be to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and the wider community report back to the Parent Forum.

Our School's Parent Council is recognised in law so it will have a loud voice. The School and the Local Authority must listen to what your Parent Council says and give it a proper response. Every School's Parent Council will be different because it will be *parents* in each school who decide things.

PUPIL COUNCIL

Our Pupil Council is made up of 1 representative from each year group. This is an important group which ensures that the views of pupils are heard.

EXTRA CURRICULAR ACTIVITIES

During their time at Linburn, pupils may have the opportunity to experience residential excursions to appropriate activity centres. These excursions are planned to enhance and enrich the curriculum.

SCHOOL IMPROVEMENT PLAN

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. 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 can contact the school office or check out our website.

USEFUL CONTACTS:

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>

Maureen McKenna
 Director of Education
 Education Services Headquarters
 City Chambers East
 40 John Street
 Merchant City
 Glasgow
 G1 1JL
 Phone: 0141 287 2000

LOCAL COUNCILLORS:

Alex Wilson (SNP)
 E-mail: alex.wilson@glasgow.gov.uk
 Telephone—0141 287 5633 or 07741291315

Elaine McSporron (SNP)
 E-mail: elaine.mcsporrn@glasgow.gov.uk
 Telephone—0141 287 4643 or 07747118530

SCHOOL LIAISON OFFICER

Ms Yvonne Ford
 Lourdes Secondary School
 47 Kirriemuir Avenue
 Glasgow
 G52 3DF
 Tel: 0141 582 0180

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs.
www.enquire.org.uk

Glasgow City Council

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000