



Bannerman High School



To educate, to include and to prepare for the future.

School Handbook 2023-2024



Welcome to Bannerman High School

I would like to welcome you and your child to Bannerman High School. I hope that this handbook gives you a glimpse of life at the school. Bannerman is a big, inclusive school with a lot going on in terms of learning and opportunities for young people. As a school community we strive to achieve the best possible outcomes for all of our young people. We look forward to building a strong partnership with you as your child progresses through the school.

Seonaidh Black
Head Teacher



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School Vision & Values

Our school values are:

- Respect
- Responsibility
- Equality
- Ambition

In Bannerman High School we live by our values and aim to demonstrate them in all that we do.

The aim of the school is to deliver the best possible outcomes and the highest attainment and achievement for every child; ensure excellence and equity, and to support all learners to achieve their full potential.

Working with parents and the wider community, we seek to develop successful learners, confident individuals, responsible citizens and effective contributors.

This is summed up in our school vision statement:
To educate, to include and to prepare for the future.



School Information

Contact Details

Bannerman High School
Glasgow Road
Baillieston
Glasgow City Council
G69 7NS

Phone: 0141 582 0020
Email: parentcontact@bannermanhigh.glasgow.sch.uk
Website: www.bannermanhigh.glasgow.sch.uk



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Background information:

- Bannerman High School is a co-educational, non-denominational school
- Stages taught: S1-S6
- Current Roll: 1200
- A co-located provision, Bannerman Language and Communication Resource (LCR), is also part of our school.



School staff

A full list is available on the school website.
The senior leadership team is as follows:

Headteacher:	Seonaidh Black	
Depute Heads:	Lynsey Morton (Acting):	Year head S1 and S6
	Emma McDonald:	Year head S2
	Stephen Colquhoun:	Year head S3
	Fiona Kerr:	Year head S4
	Ruth Ohldag:	Year head S5



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Moving from Primary to Bannerman High School

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 6 partner primary schools: Caledonia Primary; Carmyle Primary; Garrowhill Primary, Mount Vernon Primary, Sandaig Primary and Swinton Primary. This ensures that the move from primary to secondary is as smooth as possible for young people.

Families living outwith the school catchment area can make a placing request to attend Bannerman High School. Prospective parents are welcome to visit the school and should contact the school office. Our primary transition work includes all the young people from non-catchment schools who are joining us for S1.

Further information is available on

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

The School Day

Period 1	08.50- 09.40
Period 2	09.40- 10.30
Tutor	10.30- 10.40
Interval	10.40- 10.55
Period 3	10.55- 11.45
Period 4	11.45- 12.35
Lunch	12.35- 1.15
Period 5	1.15- 2.05
Period 6	2.05- 2.55
Period 7	2.55- 3.45 (Mondays & Tuesdays only)

School Holidays 2023-24

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>



Pupil Absence

Excellent attendance is encouraged at all times.

Please let us know if your child is going to be absent, including all medical and dental appointments. This should be done as early as possible on the first day of absence. **All absence calls, including medical and dental appointments must be made to the Pupil Absence Reporting Line on 0141 287 0039.** The line is open between 08.00-15.30 Monday to Friday. Absences can also be reported online using the form at <https://www.glasgow.gov.uk/pupilabsence>

If your child is going to be absent for some time, let us know as soon as you can.

All unexplained absence is investigated by the school and parents are contacted. Please avoid planning holidays during the school term.

Medical & Healthcare

If your child becomes ill or distressed during the course of the school day, they may need to be sent home. Please ensure that you keep the school informed of **all** contact details. Any pupils unwell in school must let their teacher know and, if necessary, the school will contact parents. On no account should any young person go home without first reporting to the school office.

Parents and carers must let the school know 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.

At various times during the year vaccination programmes are undertaken in school. Parents and carers are kept informed by email and letter.

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 industrial action.

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, email, social media and the local media.



School Uniform

Our school uniform promotes a sense of school identity, shared values, self-confidence and a sense of community.

All young people are expected to wear full school uniform every day.

The school uniform is:

- School blazer
- White shirt
- School tie
- Black school trousers or skirt
- Black jumper or cardigan
- School hoodie
- Appropriate school footwear
-

PE Kit



- School PE T-shirt (S1/2: Purple, S3/4: silver, S5/6: black)
- Black trousers, leggings or shorts
- School hoodie

The school tie is available from the school office. Blazers, hoodies and PE kit are available from Aspire Uniforms and can be ordered online at

<https://aspireacademyglasgow.com/> or visit their shop near the school at 21 Glasgow Road, Baillieston, G69 6JT

Clothing & 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

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>



School Meals

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

Young people who prefer to bring packed lunches are also accommodated in the Fuel Zone. S1 pupils are not permitted to leave the school during lunchtime.

Children and young people of parents/carers receiving Income Support, income-based 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 <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

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 they are eligible should obtain an application form from the school or at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Communication with Parents

At Bannerman High School we strongly encourage all parents to become involved in the life of the school and their child's learning.

Parent Portal: This web-based app is used for all communication with school, including parental consent forms and payment for school trips and activities. Information about how to create an account will be given to you when your child is enrolled.

School website/ Twitter/ Facebook- these contain a great deal of information about the school. It is a good idea to check regularly.

Letters - further information which requires a response may be sent out in letter form. On most occasions this will be sent as an email attachment. ***Please ensure the school has your up to date email address.***



Teams: All homework is issued through this app which your child will access through Glow. You and your child can access Glow on any device. More information about this will be shared with you when your child starts school.



Phonecalls & emails- PTs and Year Heads will often phone parents to discuss aspects of school life. Class teachers will also email on occasion if there is information they need to share with you. We know that good, regular communication is a key driver in keeping learners on track and happy in school. Please feel free to call the school or send us an email if you have any questions about your child's learning, wellbeing or progress.

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. On most occasions, it will not be possible to meet immediately with parents who do not have an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with school staff.

We warmly invite parents, carers and families to a number of events throughout the school year for example, workshops, information evenings, performances and celebrations.

We really value the time you are able to give to support your child in school and welcome all parents to all events.

If you wish at any point to discuss any aspect of your child's school experience, please contact your child's Pupil Support Teacher in the first instance.



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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) and email addresses or to those of your emergency contacts throughout the year.

Data Protection - use of information about children and young people 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 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

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Comments & Complaints

In Bannerman High 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 at:

<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

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



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Our Curriculum



The Broad General Education

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 from pre-school to the end of S3 will receive a wide education known as a Broad General Education (BGE). Curriculum for Excellence is 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 and Literacy	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

Towards the end of S2, young people in Bannerman undertake personalisation and choice. Pupils and parents/carers are given information about:

- The range of courses available
- How courses match young peoples' own aptitudes, interests and strengths
- How courses in school link to career opportunities



The Senior Phase S4-S6

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

In addition the school offers a wide range of qualifications within the SCQF framework from Level 3 - Level 7 which are assessed through coursework by the school.

Most young people also take courses at SQA National 5, Higher and Advanced Higher levels which include coursework and a national exam assessed by the school

The SQA website

www.sqa.org.uk/cfeforparents contains useful information to help you understand national qualifications.



As an inclusive school, we strive to meet the needs of all pupils. We have strong partnerships with local colleges, universities and employers. It is extremely important that senior phase students set challenging and realistic targets. To that end, we offer a rigorous pathways programme to support and inform student choice. Opportunities for personal development are well supported through our wider achievement programme. Encouraging excellence is central to our aspirations and expectations for all young people.

Useful websites

www.curriculumforexcellencescotland.gov.uk

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



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Learning and Teaching

Our teachers all work with our Learning and Teaching strategy which supports great learning in our classrooms. Teacher plan and devise lessons which will engage our learners, develop their knowledge and skills and build their capacity to learn independently and apply their learning in a range of contexts.

We also know the importance of teaching digital literacy and use digital tools to support learning in every classroom. All young people will be issued with an iPad in S1 which they will use throughout their time in Bannerman. Please help your child look after this and keep it charged and ready for use.

Assessment & 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. Progress is tracked 4 times per year and this information is shared with young people and parents. 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 tracking 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, please contact their Principal Teacher Pupil Support at any time.

Learning at Home

Regular, effective homework and revision is an important part of the school day. In Bannerman High School we use the *Teams* to support this. You can access this through your child's Glow account or iPad.

Home learning has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It helps 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. The amount of home learning will increase as your child progresses through the school.

Support for Learners

All pupils have equal access to the curriculum, with appropriate support for their needs as required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. 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 Ruth Ohldag, Inclusion lead, in the first instance.

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

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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 in Bannerman High School have a responsibility for the welfare of young people. In addition, all young people are allocated a PT Pupil Support teacher on entering the school. This teacher provides a vital link between home and school as they work closely with subject teachers and the Year Head to gain an overall picture of a pupil's progress and health and well-being. In most cases, the first point of contact with the school will be the PT Pupil Support.

Principal Teachers Pupil Support

S1	Mr Colin Gardiner	CGardiner@bannermanhigh.glasgow.sch.uk
S2	Mrs Lynn Peoples	LPeoples@bannermanhigh.glasgow.sch.uk
S3	Mr Norrie Pattison	NPattison@bannermanhigh.glasgow.sch.uk
S4	Ms Gillian Reid	GReid@bannermanhigh.glasgow.sch.uk
S5	Mrs Sheila Heeney	SHeeney@bannermanhigh.glasgow.sch.uk
S6	Ms Lesley Mulholland	LMulholland@bannermanhigh.glasgow.sch.uk



Support is also provided by daily Tutor teachers, class teachers and by the Support for Learning Team in our Learning and Wellbeing Hub. We also have a campus officer, two youth workers, a DYW officer, two SDS Careers officers, a MCR Pathways coordinator and family worker all based in the school.

Wider Achievement Activities

We have a wide range of activities extend the learning experience. At the last count, there were 35 lunchtime and afterschool activities on offer.



Bannerman High School has strong traditions in sport and dance and run many afterschool activities to support this. We also have a thriving performing arts faculty and there are many opportunities for young people to get involved in theatre and music performance.

Relationships

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to our school. Adults in our school work with young people to ensure they are aware of their rights and fully respect the rights of others. We believe that positive relationships are at the heart of great behaviour and a happy school community. When things go wrong we use a restorative approach to repair the harm caused.

Our Bannerman Way outlines the way we work in the school with young people, starting with our 3 school rules:

Be Ready
Be respectful
Be Safe

Our expectations and more details of how we work with young people are outlined in our Relationship Policy which is available on the school website.



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Parent Council

We have an active Parent Council that represents the views of all 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 on the website.

Pupil Parliament

Our Pupil Parliament is made up of representative from each Tutor class and is led by our BGE and Senior Phase student leaders. The Pupil Parliament helps us to evaluate the work of the school, identify areas for improvement and contributes to planning and delivering the improvements required.

School Improvement

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 addresses:

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

Tel: 0141 287 2000

www.glasgow.gov.uk



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