



# Lochaber High School Àrd-Sgoil Loch Abar



**Handbook for Parents  
2018/19**

*Dear Parents/Carers*

*Welcome to Lochaber High School!*

*This booklet has been prepared to give you information on how the school works; I hope you find it useful. Further detailed information on individual courses will be sent out at appropriate times.*

*Your child will experience many 'once-in-a-lifetime' opportunities (academic, social, cultural, sporting etc) during his or her time in the school which I hope he/she will find interesting and beneficial. We offer a well-balanced curriculum designed to help pupils gain a wide range of knowledge, skills and abilities and we work hard to provide the highest standard of education in a safe, caring and stimulating environment.*

*A partnership between teachers and parents is essential if pupils are to gain maximum benefit from their time with us. I would encourage all parents to take an active interest in their child's work and to become involved with the school. We will keep you informed of your child's progress through annual progress reports, interim reports and regular Parents' Evenings. You should feel free to contact the school – at any time – if a problem should arise or if you require further information. Our door is always open and we are only a phone-call away.*

*I look forward to getting to know you in the years ahead and hope that your family's association with Lochaber High School will be happy and rewarding.*

*Scott Steele  
Head Teacher*

**The information in this prospectus is correct at the time of publication but is liable to change in the future.**

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## Contact Information

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Fort William  
Inverness-shire  
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E-mail: [lochaber.high@highland.gov.uk](mailto:lochaber.high@highland.gov.uk)  
Web: [www.lochaberhigh.org](http://www.lochaberhigh.org)

Head Teacher: Mr Scott Steele

## School Information

Lochaber High School is the six-year comprehensive school which serves the town of Fort William and the greater Lochaber area. There are eight associated primary schools: Banavie, Bun-Sgoil Ghàidhlig Loch Abar, Caol, Invergarry, Inverlochy, Lundavra, Spean Bridge and St Columba's. The school stands in spectacular surroundings to the north of Fort William at the foot of Ben Nevis.

The school has a high standing in the local community and beyond. Pupils do well in national assessments (in 2017, ten S5 pupils achieved five A passes at Higher). The school curriculum has developed in line with national and regional guidelines, with some S4, 5 & 6 classes combined in the Senior Phase. The school operates a 33 period asymmetric week, in line with other Highland schools, allowing access to courses from the 'Virtual School'. Gaelic for learners, Gàidhlig (Gaelic Medium education) and Gaelic culture and heritage are important aspects of the school's ethos and help to define the school's identity in the local community. West Highland College UHI is a major partner in providing vocational courses as the DYW agenda progresses. Almost all pupils leaving the school go on to positive leaver destinations.

The most recent inspection report (published in 2014) identified the key strengths of the school as:

- Very positive relationships between young people and staff.
- Overall quality of young people's learning experiences.
- Commitment of staff to improving outcomes for young people.
- Progress in creating a very positive ethos across the school.

School Improvement Priorities for 2018/19 are:

- Raising Attainment.
- Pupil Equity Fund.
- Developing the Young Workforce

The school building is spacious and generally very well equipped. A multi-million pound refurbishment and rebuilding programme – 'Lochaber 21' – was recently completed and has brought about considerable improvements to the campus. Facilities are among the best in Highland. Specialist facilities and support are provided for pupils with additional support needs. The school will soon benefit from the Highland rollout of 'one device per pupil' when all secondary pupils will be allocated a Chromebook.

Set in the 'Outdoor Capital of the UK', Lochaber High offers a unique and extensive range of extra-curricular activities. Pupils have the opportunity to participate in art, drama, music and sporting activities as well as the Duke of Edinburgh's Award Scheme and charity fundraising events. There are strong links with the Commando Veterans' Association who visit the school at Remembrance weekend each year. The school has arranged an extensive programme of educational trips in this country and abroad including S2 Outdoor Activities, S6 London, 'Mediterranean Water Sports', Iceland, Paris, Poland, New York, China and Skiing in the French Alps.

The school has a pipe band, wind band, big band and ceilidh band. The senior wind band won Gold Plus and came top in their section at the Scottish Concert Band Festival and the Lochaber Schools' Pipe Band has led the parade at Disneyland Paris. Lochaber High musicians won Highland's 'Young Musician of the Year' in both 2016 and 2017.

The boys' shinty teams are the best in the world having won all national school championships. Girls' teams have also been successful in national championships. The U15 boys' football team are the current Highland champions.

Major events in the school calendar include an annual fundraising hike, School Show, Christmas dances and, at the end of S6, a Graduation Ceremony and ball.

The current school roll is 830 pupils. The roll is predicted to rise as commercial developments in Fort William progress.

## School Aims

In Lochaber High School we aim to:

- Give all pupils an education which meets their needs and prepares them for future life.
- Value and treat everyone with fairness and respect so that they feel included and take a pride in being part of the school community.
- Provide a safe, healthy and disciplined environment where pupils enjoy learning.
- Work in partnership with parents and the community.
- Encourage all pupils to participate in extra curricular activities and have fun!

These aims are in line with the four capacities of 'A Curriculum for Excellence' which aims to create:

- Successful Learners
- Effective Contributors
- Confident Individuals
- Responsible Citizens

## Code of Conduct

All pupils are expected to follow a simple **Code of Conduct**. Pupils should:

1. Show respect and consideration (for other people, for school property, for the wider community and for the environment).
2. Attend school; be punctual and suitably prepared for classes.
3. Follow instructions from staff and work to the best of your ability.
4. Behave in a safe, sensible and responsible manner.
5. Participate actively in school life.
6. Wear school uniform every day.
7. Take pride in yourself and your school.

## Staff List

### Senior Management Team

Mr S Steele (Head Teacher)

Miss E Gow (DHT), Mr E Groat (DHT), Mrs I MacKenzie (DHT), Mr D MacLean (DHT)

### Art, Design & Technology

Mr W MacKenzie (PT)

Miss V Barclay (Art & Design)

Miss S Roebuck (Art & Design)

Mrs F Harrower (Home Economics)

Mr W Cameron (Technical)

Ms M Goudie (Technical)

Mr J Shepherd (Technical)

### Biology

Mr K McIntyre (PT)

Miss I Doherty

Miss M Kirkaldy

Miss R MacCallum

### Business Studies

Mrs M Meldrum (PT)

Mrs L Kelly

### Chemistry

Dr J Hill (PT)

Mr H Al-Khairulla (PT Guidance)

Miss S Hall

Miss J MacNeill

### English/Drama/RME

Mrs A MacDonald (PT/English)

Mr S Carruthers (English)

Mr J Currie (English)

Mrs J Hume (Drama/English)

Mrs V MacKinnon (English)

Miss S McGonigal (English)

Mr I Welch (English)

Ms N Westwood (English)

Miss G Baxter (RME)

### Geography

Mr N Adams (PT)

Miss L MacQueen

Mr D Morrow

### History and Modern Studies

Mr D Roberts (PT/History)

Mr C Jenkins (History)

Mr D MacLean (DHT/History)

Miss C MacMaster (Modern Studies)

### Languages

Dr C Flanagan (PT/French/German)

Ms A Virgel (French)

Mrs C Groat (Gaelic)

Mr C Masterton (Gaelic)

### Mathematics/Computing

Miss J Calderwood (PT/Maths)

Miss M Cottam (Maths)

Mrs S Doherty (Computing/Maths)

Miss L MacGillivray (Maths)

Mrs C Mackie (Maths)

Mrs C-A McCreath (PT Guidance/Maths)

Mrs L Ferguson-Reid (Maths)

Mr S Stewart (Computing/PT Digital Media)

### Music

Mr G Young (PT)

Mrs M Anderson

### Physical Education

Mrs Y Clark (PT)

Mr L Beagent (PT Guidance)

Mr G Macnab (PT Guidance)

Mrs A McFarlane

Mr C Vardy

### Physics

Ms R Barr (PT)

Mr W MacKenzie (PT AD&T)

Miss E Platt

### Pupil Support/Guidance

Mrs J Macleod (PT Additional Support Needs)

Mrs K Silvester (PT Support for Learning)

Mr L Beagent (PT Guidance – Lochiel)

Mr H Al-Khairulla (PT Guidance – Nevis)

Mrs C-A McCreath (PT Guidance – Shiel)

Mr G Macnab (PT Guidance – Rannoch)

Miss K Boa (Additional Support Needs)

Mrs E Campbell (Additional Support Needs)

Mrs F Dent (Additional Support Needs)

Mrs C Drain (Additional Support Needs)

Mrs K Glen (Additional Support Needs)

Mrs L MacAllister (Additional Support Needs)

Mrs C Reynolds (Additional Support Needs)

Mr A Ross (Additional Support Needs)

## Staff List (cont.)

### Instrumental Instructors

Miss K Thomson (SI - Woodwind)  
Miss M MacMaster (Piping)  
Ms R McLean (Strings)  
Mr M Reynolds (Brass)  
Miss S Hollingdale (Strings)

### Library

Mrs A-M Masson (Librarian)

### Technicians

Miss A Gow (Science)  
Mr A Keltie (Technical)

### Office

Mrs M Macdonald (Admin Assistant)  
Mrs K Donaldson  
Mrs G Johnston  
Mrs R McGuire  
Mrs K Shearer

### Janitors

Mr S King (Head Janitor)  
Mrs F Dillon

### General Auxiliaries

Mrs C Cameron  
Miss J Menzies  
Mrs C Rigg

### Pupil Support Assistants

Ms N Alvarez-Landesa  
Mrs A Chambers  
Mrs M Currie  
Ms J Forbes  
Miss E Gunn  
Mrs G Howden  
Ms A Johnson  
Mrs L Laing  
Mrs L MacDonald  
Mrs C MacIntyre  
Ms J MacLean  
Ms F MacLellan  
Ms L MacLeod  
Mrs P MacMillan  
Mrs C MacPherson  
Ms H MacRae  
Mrs I McHale  
Miss A McWalter  
Mrs C Menzies  
Mrs L Poll  
Miss F Rogan

### Children's Services Worker

Ms P Kuhl

### School Nurses

Mrs J Anderson  
Mrs H MacEachan

### Active Schools Coordinator

Ms B Thomas

### Careers Advisers

Mrs C Leckie  
Mrs L Oliver

DHT – Depute Head Teacher  
PT – Principal Teacher  
SI – Senior Instructor

## Year Head Responsibilities (2018/19)

S1 & S2	Mrs I MacKenzie
S3	Miss E Gow
S4	Mr D MacLean
S5 & S6	Mr E Groat



## Term Dates

<b>2018/19</b>	
<b>Term 1</b>	Tue 21 Aug 2018 – Fri 12 Oct 2018
<b>Term 2</b>	Mon 29 Oct 2018 – Fri 21 Dec 2018
<b>Term 3</b>	Mon 7 Jan 2019 – Fri 5 Apr 2019
<b>Term 4</b>	Tue 23 Apr 2019 – Thurs 4 Jul 2018
<b>February Break</b>	Mon 18 Feb – *Wed 20 Feb 2019 (inclusive)
<b>May Holiday</b>	Mon 6 May 2019
<b>Staff Training</b>	Mon 20 Aug 2018
	Mon 17 & Tues 18 Sept 2018
	*Wed 20 Feb 2019
	Mon 3 Jun 2019
<b>2019/20</b>	
<b>Staff Commence</b>	Mon 19 Aug 2019
<b>Pupils Commence</b>	Tue 20 Aug 2019

## Important Dates

Important dates for events such as Parents' Evenings and the publication of Progress Reports will be posted on the school website [www.lochaberhigh.org](http://www.lochaberhigh.org)

## The School Day

We follow a 33 period week in line with all other Highland schools. Period timings are as follows:

### Monday – Thursday

Early Warning Bell	08.45
Period 1	08.50 – 09.40
Period 2	09.40 – 10.30
Period 3	10.30 – 11.20
Break	11.20 – 11.35
Period 4	11.35 – 12.25
Period 5	12.25 – 13.15
Lunch	13.15 – 14.00
Early Warning Bell	13.55
Period 6	14.00 – 14.50
Period 7	14.50 – 15.40

### Friday

Early Warning Bell	08.45
Period 1	08.50 – 09.40
Period 2	09.40 – 10.30
Period 3	10.30 – 11.20
Break	11.20 – 11.35
Period 4	11.35 – 12.25
Period 5	12.25 – 13.15

## Catchment Area and Placing Requests

The catchment area for Lochaber High School includes eight Associated Primary Schools: Banavie, Bun-Sgoil Ghàidhlig Loch Abar, Caol, Invergarry, Inverlochy, Lundavra, Spean Bridge and St Columba's.

Pupils who live in our catchment area will have priority in being allocated a place.

Parents do have the right to specify the school in which they wish to place their child. Applications must be made to the Area Education Manager using a Placing Request Form which can be obtained from [http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

Placing requests cannot be submitted until December. The exact date will be specified each year. If the school receives more placing requests than places, then allocation will be made according to siblings in the school and date of receipt of placing request.

Transportation to and from school, for placing request pupils, is a parental responsibility. If pupils live outwith the school catchment area and their parents wish them to attend Lochaber High School, please contact the school to arrange a visit.

## Curriculum

The curriculum in Lochaber High School has developed in line with the 'Curriculum for Excellence' initiative which aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories.

**Curriculum areas and subjects:** The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities.

**Interdisciplinary learning:** How the curriculum should include space for learning beyond subject boundaries.

**Ethos and life of the school:** The starting point for learning is a positive ethos and climate of respect and trust based upon shared values across the school community.

**Opportunities for personal achievement:** Pupils need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

In addition, the curriculum aims to recognise and complement the learning experiences that children have outwith school.

In S1 and S2 most pupils follow a common course which includes a broad range of subjects. In S3 pupils continue to follow a broad general education but make subject choices within curriculum areas.

At the start of S4 pupils finalise their six subjects for National exams.

Pupils in S4, S5 and S6 follow courses leading to presentation at National (1 – 5), Higher and Advanced Higher.

Details of all courses are contained in the 'Course Choices' booklet which is issued to pupils before they make their course choices. Booklets and Choice Forms will be made available to view or download from the school website.

## **Religious and Moral Education (RME)**

All pupils receive one period of RME per week in the Broad General Education in line with current national guidelines.

## **Religious Observance**

Parents have a statutory right to withdraw their child from acts of religious observance, e.g. a Christmas service or assembly. Any parent wishing to exercise this right should contact the Head Teacher.

## **Assessment and Qualifications**

Teachers will regularly assess pupils' progress as part of learning but formal, certificated assessments are changing to meet the needs of learners and to reflect Curriculum for Excellence where children will be learning across different subject areas from the age of 3 to 18. The idea behind the new qualifications is not to sweep away everything from the old system, but to build on the strengths of the existing system. These changes will help all children gain both knowledge and skills for learning, life and work by the time they leave school.

- Nationals have now replaced Access, Standard Grade and Intermediate qualifications from 2013/14.
- There is a formal recognition of Literacy and Numeracy through the new qualifications system – as Units within English and Mathematics courses and as a stand-alone option.

The current qualifications at Higher and Advanced Higher level remain but have been updated to ensure that they reflect the principles of Curriculum for Excellence.

The school works with West Highland College UHI and other partners to provide a range of vocational courses from S3 onwards.

Further information on courses, assessment and qualifications will be issued to parents at the appropriate time.

## **Pupil Support**

Pupil Support at Lochaber High School operates within the G.I.R.F.E.C. framework for all Highland's children. 'Getting it Right for Every Child' is based on the now nationally recognised themes of ensuring that all of Highland's children are Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible and Included. Further details are available from The Highland Council website:

[www.highland.gov.uk](http://www.highland.gov.uk) or the 'For Highland's Children' website: [www.forhighlandschildren.org](http://www.forhighlandschildren.org)

The Pupil Support Team at Lochaber High School is led by six Principal Teachers who are line-managed and coordinated by Miss E Gow, Depute Head Teacher. Members of the team work closely together to ensure that your child receives the best package of support and advice throughout their secondary school career. The staff welcome and encourage parents to communicate and pass on to them any concerns or information that you as parents have. Some pupils in S1 also receive support from senior pupils through a 'Peer Support' scheme.

### **Additional Support Needs**

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'Named Person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

In our school, the Named Person will usually be the Principal Teacher Guidance.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at [www.highland.gov.uk](http://www.highland.gov.uk) or ask at the school.

There are also Information sheets available at: [www.chipplus.org.uk](http://www.chipplus.org.uk) Click on 'Education'.

### **Support for Learning Department (Mrs K Silvester)**

All children and young people need support to help them learn. Some need more support than others. The majority of pupils with additional support needs are supported successfully in mainstream classes. Sometimes a pupil may exhibit difficulties for the first time in secondary school. When a need is identified the Support for Learning Department follows a staged approach to ensure that pupils receive the help they require at the time that they need it and at the level they need. The stages run from simple classroom strategies to multi-agency assessments and planning. Partnership with pupils and their parents is essential at all stages of the process.

Pupils requiring additional support have a 'Named Person' who works closely with them, their parents, teachers, support staff and, if required, other agencies, to ensure the best outcome for pupils.

Additional Support teachers are assisted by experienced and trained Pupil Support Assistants (PSAs) whose commitment and knowledge of individual pupils and of strategies to support learning is invaluable. Relevant staff have undertaken and regularly update Highland Council CALM training. The Educational Psychologist, Occupational Therapist, Physiotherapist and Speech and Language therapist are amongst the multi-agency professional team who work closely with school staff.

## **Pupil Support (2)**

### **Additional Support Needs Base (Mrs J MacLeod)**

A small number of pupils with severe and complex needs spend most of their time in the Additional Support Needs Base (Glencoe House) and in community activities with the opportunity to attend mainstream classes as appropriate. Pupils have an Individualised Educational Programme (I.E.P.) appropriate to their needs. Glencoe House is a happy and busy learning environment for all, and pupils work towards achieving National Qualifications in a range of subjects. Pupils are included in whole school activities and those involving their year group. A number of senior pupils often volunteer to provide support for pupils in a range of activities. Staff in Glencoe House work closely with associated agencies such as Occupational Therapy, Physiotherapy and Speech & Language Therapy.

### **Social, Emotional, Behavioural Needs (Miss K Boa)**

A number of pupils with social, emotional and behavioural needs are supported by staff, either in the Pupil Support Base (P.S.B.) or in mainstream classes. Where appropriate, referral is made to associated agencies to ensure that every child receives the best and most appropriate package of support. These agencies include health professionals, Social Work, Educational Psychologist, Children's Service Workers, Skills Development Scotland, Community Education and the offsite educational provision at An Cala. Parents will be consulted about and informed of the detail of any additional support offered by these agencies.

### **ASC Support (Mrs K Glen)**

For pupils who have a diagnosis of autism, support is available within the school in G12. This base is supported by trained teaching and support staff who assist pupils both in mainstream classes as well as in G12, if appropriate.

### **Pupil Support (Guidance) Department**

Throughout their years in secondary school, pupils will be taught by subject specialists i.e. different teachers for different subjects. One person, however, remains constant and that is the child's Pupil Support (Guidance) teacher. To achieve this continuity, all pupils have been allocated a "House"; Lochiel, Nevis, Rannoch or Shiel.

A pupil's House is indicated by the letter in the pupil's Tutor Support class name e.g. 1R1, 1S2, 1N1. Each pupil will remain in that House for all of their years at school with each House being the responsibility of one Principal Teacher.

<b>Lochiel</b>	Mr L Beagent	<b>Nevis</b>	Mr H Al-Khairulla
<b>Rannoch</b>	Mr G Macnab	<b>Shiel</b>	Mrs C-A McCreath

The chief purpose of the Pupil Support (Guidance) system in the school is to ensure that all pupils make the best use of their years at Lochaber High and that they are faced with as few problems and difficulties as possible. Advice, support and help are, therefore, given in many areas e.g. P7/S1 transition and 'settling down' interviews in S1, course and subject choice advice in S2, S3 and S4, progress monitoring for all years, support with University and College applications, character reference writing, attendance and punctuality matters, pupil discipline issues, anti-bullying measures, personal/domestic reasons. In brief: advice, support and help may be given on curriculum matters, on careers, and on personal matters.

The Pupil Support (Guidance) teacher remains responsible for a pupil throughout the pupil's time in school and, therefore, it is the Pupil Support (Guidance) teacher who generally gets to know the pupil best across the curriculum and beyond the curriculum. As a result, the appropriate Pupil Support (Guidance) teacher is the first point of contact for parents wishing to speak to someone in the school regarding their son or daughter. To a great extent, Pupil Support (Guidance) staff rely on close contact with, and the cooperation of parents, so any parent with a problem, query, request or information regarding their son/daughter, is encouraged to contact the appropriate Pupil Support (Guidance) teacher, usually by telephone, letter or email. Pupil Support (Guidance) staff will respond as promptly as possible (taking into account their teaching commitments) to parental contacts and if necessary arrange appointments to meet with parents at a mutually convenient time.

### **Tutor Support**

All pupils are allocated to a Tutor Support class and spend one period per week with their Tutor. Tutors will move up with classes each year so that pupils and staff get to know each other well.

The Tutor Support period provides an opportunity for Tutors to get to know pupils, support their progress in school, enable pupils to review progress and set goals for the future and also contributes to delivery of the school's Health and Wellbeing programme.

The Tutor Support programme is managed by Mr Macnab, PT Guidance.

### **School Nursing (Health) Service**

The School Nursing (Health) Service in Lochaber High School is provided by a team of School Nurses based in Camaghael Hostel. The School Nurses are employees of the Highland Council, School Years Family Teams, and their role is to provide a school-based health service which is defined by service agreements between the Highland Council and NHS Highland. The School Nurses, in accordance with the National Practice Model and Getting It Right For Every Child (GIRFEC), aims to work in partnership with children and young people, parents and teachers to enable pupils to fully benefit from their education.

How is this achieved?

- The School Nurses can offer an assessment of health needs and refer to other services, if required
- The School Nurses manage the schools immunisations programme which is offered to all children
- The School Nurses can act as a link between other health professionals and the school
- If a pupil has Additional Support Needs and has a Child's Plan, the School Nurse may become a Health Partner to the plan.

Any pupil wishing health advice may self-refer, confidentially, to the School Nurse and an appointment will be arranged.

### **Child Protection**

From time to time incidents can occur within or outwith the school setting that cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

More information about child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Ms Penny Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness IV3 8NN – Telephone (01463) 703483 – Fax (01463 713237).

## **Equality and Inclusion**

The school has adopted The Highland Council's policy for Promoting Diversity and Equality which can be accessed at:

[file:///C:/Users/Home/Downloads/Promoting\\_Diversity\\_and\\_Equality\\_Policy\\_Final\\_Feb\\_2016.pdf](file:///C:/Users/Home/Downloads/Promoting_Diversity_and_Equality_Policy_Final_Feb_2016.pdf)

Our activities in school should ensure that we: eliminate unlawful discrimination, advance equality of opportunity and promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

## **Data Protection**

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from [www.scotxed.net](http://www.scotxed.net).

### **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

#### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which



aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

**The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.**

### **Your data protection rights**

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

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at [mick.wilson@scotland.gsi.gov.uk](mailto:mick.wilson@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

## **Attendance**

Parents are asked to support their children's education by ensuring that all pupils attend school regularly and arrive on time.

We operate a system of registering pupil attendance at school electronically. This happens each period throughout the day, as well as first thing each morning. This gives an accurate record of school attendance and we can notify you, by text message, if your son/daughter is not in school or not in his/her class. You will also be able to notify us, by text message, if your son/daughter is absent from school. You can, of course, if you prefer, send an absence note.

To use the text facility, you must register a mobile number with us; this is the number that we will send messages to. If you send a message to us from that number, the message will automatically be assigned to your son/daughter (or to your family if you have more than one child in the school). Text messages sent from unregistered numbers will not be delivered. Please remember to notify us if you change your registered mobile number.

If your son/daughter is absent from school, we will notify you by text message – please respond to this text with a 'reason for absence'. If you are unable to text, please telephone the school on 01397 702512 and leave a message. If you are not able to contact us, we will endeavour to contact you. If no contact is made, please ensure that an absence note is provided when your son/daughter returns to school. Notes should be left in the drop-off box at the office; there is no need for pupils to queue.

### **Permission to leave the school during class hours**

Pupils may not leave the school premises during class hours or at the interval without seeking permission. Pupils will be granted permission if they present a signed, written request from a parent or carer to the Head Teacher/Office. When a pupil does not return to school after lunch through illness, or for any other reason, it is essential that the school be informed immediately by telephone or text.

Pupils will be released on a 'sign-out', 'sign-in' basis for medical, dental and other appointments. They should report to the School Office before 8.50am, with either the appointment card or a parental note. Parents will appreciate that verbal messages may lead to misunderstandings.

### **Concerns**

Parents will be invited to school to discuss any concerns about attendance. In some cases the matter may be referred to an appropriate agency.

### **Holidays**

Please note that parents are encouraged not to arrange family holidays during term time.

## **Monitoring Progress and Rewarding Achievement**

### **Progress Reports**

Progress Reports are sent home to parents at two points during the academic year:

S1	October and May
S2	October and May
S3	October and May
S4	September, December and February
S5/6	September, December and February

### **Celebrating Success and Achievement**

The school takes great pride in the many and varied successes and achievements recorded, either by individual and/or groups of pupils. Achievements are recognised at assemblies, through the media and on the school website.

Pupils who successfully complete Sixth Year are rewarded with Graduation at an official ceremony as they leave school.

### **Monitoring Pupils' Progress**

In addition to the Progress Reports all staff are able to notify Pupil Support or the Senior Management Team of any concerns they have regarding the progress and behaviour of individual pupils. Pupil Support staff may then decide to alert parents of any issues and put steps in place to further support and enable the young person to do their best.

If parents have any concerns about their child's progress and/or attainment, enquiries to Pupil Support staff are always welcome. Parents should feel confident that they can contact the school at any time to arrange for supplementary or additional reports or to arrange an interview with Pupil Support staff.

## School Uniform

All pupils are expected to wear school uniform:

- Plain white school shirt, buttoning to the neck (long or short sleeve)
- School tie (black with a thin red stripe)
- Plain black knitted v-neck jumper or cardigan (with or without school logo)
- Plain black school trousers or skirt
- Plain black shoes (formal school shoes or plain black trainers)

Pupils should **NOT** wear the following:

- Jeans (no denim)
- Jogging bottoms
- Shorts
- Hoodies or tops with prominent logos
- Clothing, scarves or badges related to football teams or other organisations

All pupils will be asked to remove outdoor clothing in class (jackets, scarves, gloves etc).

### Where to buy school uniform

There is no requirement to purchase from any particular supplier. We have arranged for knitted tops (jumpers and cardigans) with school logos to be provided by Gilmour Sports, Harbour Road, Inverness, IV1 1UF (Tel. 01463 222022): [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com). These are also available from 'Clothing at Tesco'. Trousers, skirts, shirts, jumpers and cardigans without logos are also available from Tesco, Asda, M&S and host of other suppliers. Links to online ordering sites are available on our school website [www.lochaber.highland.sch.uk](http://www.lochaber.highland.sch.uk)

It is strongly recommended that all school uniform clothing is labelled with the pupil's name. You can order iron-on name tags from Gilmour Sports or from a number of different suppliers online.

### Clothing Grants/Free School Meals

Free school meals and assistance with school clothing can be claimed if you are receiving any one of the following:

- Income Support
- Universal Credit (where the monthly earned income does not exceed £610)
- Income-based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but **NOT** in receipt of Working Tax Credit, **and** an income below £16,105 (as assessed by the HMRC)
- Child Tax Credit **and** Working Tax Credit, and an income below £6,420 (as assessed by HMRC)
- If you are 16 – 18 yrs old and receive any of these benefits in your own right then you can claim for yourself
- If you are an asylum seeker receiving support under part VI of the Immigration & Asylum Act 1999
- Pension Credit Guarantee Credit

A copy of the 'Free School Meals and Assistance with School Clothing' form is available from the school office or can be downloaded from the school or Highland Council website.

## School Meals

The school operates a cafeteria system. The dining hall is open at 8.30 a.m. for Breakfast service (hot filled rolls, toast, cereal, porridge etc), morning interval service at 11.20 a.m. and lunchtime service from 1.15 p.m. until 2.00 p.m. The cafeteria operates a cashless system with each pupil having their own "National Entitlement Card". The school strongly recommends that money be added to the card by cheque payments or online at:

[https://self.highland.gov.uk/service/School\\_meal\\_payments](https://self.highland.gov.uk/service/School_meal_payments)

Pupils are able to check their balance on either of two validator machines situated near the main dining hall. It is a condition of ownership that purchases are not made on behalf of pupils other than the cardholder. In the event of loss, pupils or parents should contact the service centre on 0870 428 6947 to cancel the card and order another.

## Free School Meals

Free school meals are available to pupils whose parents/carers qualify for assistance (see details on previous page). Application forms are available from the school office or from The Highland Council website. The daily allowance for free school meals is added automatically to pupils' cards but does not accumulate – it must be used that day.

## Employment of Children

The employment of children bylaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

[https://www.highland.gov.uk/info/1125/licences\\_permits\\_and\\_permissions/23/employment\\_of\\_children](https://www.highland.gov.uk/info/1125/licences_permits_and_permissions/23/employment_of_children)

## First Aid and Emergencies

A pupil who is ill or injured in school is referred to the office where a trained First Aider is available. If it is necessary for the pupil to go home, the parent or emergency contact will be telephoned and asked to collect them. Pupils will not be sent home by bus, unless parents have given permission.

If a pupil has to be taken to hospital in an emergency, transport will be sought, although it is not always possible for a member of staff to remain at the hospital. Parents will, of course, be contacted as soon as possible.

**It is essential that the school should have an emergency contact for each pupil in case parents cannot be contacted.**

## Anti-Bullying

Parents are encouraged to contact the school if they are worried about bullying in any way. We take concerns about bullying very seriously and will work hard to seek a suitable resolution.

## **Textbooks and Equipment**

All textbooks, work materials, jotters and exercise books are provided by the school. Pupils are expected to provide their own pens, pencils and erasers as well as P.E. kit. All textbooks and jotters should be covered to protect them. If pupils lose jotters, textbooks or school library books through negligence, they are likely to be asked to contribute to the cost of replacement.

Please remember to return all textbooks and equipment to school at the end of a course or when leaving school.

## **Extra-curricular Activities**

The school provides a wide range of extra-curricular activities at lunchtime, after school and at weekends. Some are in association with local organisations and activities varying according to the interests and availability of staff. Many of the activities are organised by the schools 'Active Schools Coordinator', Ms Bridget Thomas. Activities include: Badminton, Basketball, Charity and School Fundraising, Choir, Climbing, Cross-country Running, Dance (Modern & Country), Discos, Drama, Folk Groups, Football, Hockey, Lochaber Music School, Mountain Biking, Musical Concerts, Orchestra, Outdoor Activities, Piping (inc. Pipe Band), Rugby, Running, Scripture Union, Shinty, Skiing, Theatre trips, Wind Band, Yearbook, Young Enterprise, Young Chef, Young Engineers and Young Heavies.

The school also organises a number of educational trips. Recently groups have visited France (Adventure France Trip, Paris Trip and Ski France Trip), Iceland and London.

During the first term, pupils are issued with a booklet detailing all extra-curricular activities available and receive updates each day from the Pupil Announcement sheet. Please encourage your children to participate and to take advantage of the many opportunities available to them.

### **Instrumental Tuition**

Specialist instrumental instructors provide tuition in Brass, Woodwind, Piping and Violin. Instruments can be provided by the school.

Parents should note that we are required to charge for tuition. Highland Council writes directly to the parents of pupils who receive tuition to make arrangements for payment.

## **Security**

In line with national measures to improve school security, all visitors (including parents) are asked to enter by the main door and report to Reception where they should sign-in and collect a 'Visitor' badge.

## **Transport to School**

Due to the extensive catchment area, there is a complex system of transport provided to take pupils to and from school including buses, ferries, minibuses and taxis.

Pupils travelling by bus within the three-mile limit are required to pay the fare themselves. Term-time Season Tickets are available for most journeys which offer a significant saving over single fares (up to 50% saving in some cases). These can be purchased from the bus office. For pupils beyond the three-mile limit, the Education Authority supplies Season Tickets for bus travel on special transport (buses, minibuses or taxis) with no charge to the parents. Application forms for bus Season Tickets or for places on special transport are available from the School Office. Pupils who have either form of season ticket are expected to produce their ticket on each trip.

For pupils transferring direct from Primary School, arrangements will already have been made by their Head Teachers for those requiring Season Tickets. These are normally issued on the first day in Lochaber High School.

### **Behaviour on Buses**

Pupils are expected to maintain a high standard of behaviour on buses, particularly as misbehaviour may distract the driver and be a risk to safety.

### **Loss of Season Tickets**

Pupils who lose the Season Tickets can apply for a replacement at the bus depot. There is a £5 charge for a replacement.

### **Late Bus Passes**

Pupils who remain in school beyond 3.40 p.m. to take part in extra-curricular activities or for Study Support can be issued with a late bus pass or can use their season ticket.

## Travelling to School During Adverse Weather

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school – by transport or on foot – in adverse weather conditions. The Education Authority encourages full attendance at school but, in severe weather conditions, the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. The school will make alternative arrangements for missed examinations.

**The school updates its procedures for adverse weather closure annually, therefore:**

- **Parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **The school** will advise parents of local arrangements for school transport and any special arrangements in the event of adverse weather.
- **The school** has established a system of communication with parents and transport operators and ensures that parents are fully informed of the arrangements. This includes the 0800 telephone information service (see page 13).

**When weather conditions are poor:**

**Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to ongoing road, weather or school information updates.

**Broadcast times**

**Nevis Radio** will carry bulletins at roughly ten minute intervals between 7.00 a.m. and 8.00 a.m.

**BBC Radio Highland**

6.55 a.m. – 7.00 a.m. 7.50 p.m. – 8.00 p.m.

12.55 p.m. – 1.00 p.m. 4.55 p.m. - 5.00 p.m.

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

**Please do not telephone local radio for advice but listen to appropriate broadcasts.**

**For pupils using school transport**

Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal “pick-up” time.

Where parents are concerned about weather conditions at “drop-off” points, they should contact the school as early as possible and, when weather conditions are poor, parents should arrange to have children met at the “drop-off” point.



## Telephone Messaging Service

All Highland schools have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

When severe weather warnings are received, the school will endeavour to keep the system updated. It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the school's Adverse Weather Guidelines (page 14).

### How to use the service

Dial Highland Council's access number – **0800 564 2272**

When requested, enter the school's pin number – **04 1150**

You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with the school.

You will now hear the school's name. Ensure that this is correct before going on.

You will now be taken to the MAIN MENU where you will be given 4 options:

**Press 1** to hear Lochaber High School's message about the adverse weather for example whether or not the school is to close or if transport arrangements have been affected.

**Press 4** to enter the pin number for another school within the authority. Parents may have children who attend different schools.

This option allows you to move from one school's messaging service to another without having to dial in again.

### Using Other Features

**Press 2** to send the school a NON-URGENT message Do not leave an urgent message, as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly.

**Press 3** to hear general information messages. The school may use this as an additional way of informing parents about school events. Parents may hear up to ten messages with the most recent played first.

### Winter Weather Website

Information on school closures can also be obtained from the ECS Winter Weather Website:

<https://www.highland.gov.uk/schoolclosures>

## Leaving School

Pupils remain at school to the age of sixteen and may then leave on the following authorised dates:

- Pupils who reach the age of 16 by 30<sup>th</sup> September of any year, may leave school on 31<sup>st</sup> May of the same year.
- Pupils who reach the age of 16 between 1<sup>st</sup> October and the last day of February (inclusive) may leave school at Christmas in that school year.

Before leaving, pupils should collect a 'Leavers Form' from the Office and have it signed by all their teachers, Guidance teacher and the Head Teacher to show that all books and equipment have been returned. The completed form should be handed in to the Office.

## Skills Development Scotland (SDS) – Careers Service

In Lochaber High School there are two careers advisers available to offer careers information advice and guidance to school pupils.

The service can include:

- One-to-one career guidance through a coaching approach
- One-to-one meetings with S3 pupils at subject choice time
- Group sessions
- Drop-in clinics
- Availability at school events like parents' evening

The strategic aim is to equip individuals with the skills to make well informed career decisions by identifying and developing their career management skills.

SDS works in close partnership with Lochaber High School and other partner agencies to try and ensure school leavers have a positive destination. That could be continuing in education at college or university, taking up a job or modern apprenticeship, becoming self-employed, undertaking a graduate apprenticeship or accessing a training place on a government programme. Destination results for Lochaber High School can be found in the Parent Zone section of the Education Scotland web site.

We would encourage you to use the parents section of SDS's web service My World of Work at [www.myworldofwork.co.uk/parents](http://www.myworldofwork.co.uk/parents) to help support your child's career planning. SDS also offer two other web sites: [www.digitalworld.net](http://www.digitalworld.net) for information on Digital careers and [www.apprenticeships.scot](http://www.apprenticeships.scot) for information on the Scottish Apprenticeship family (Foundation, Modern and Graduate Apprenticeships)

## Parent Council

The Parent Council meets regularly and supports the work of the school. Parents and friends of the school are most welcome at the meetings which are open to the public. The Chairman of the parent Council is Mr Andy McKenna. Further details can be obtained by contacting Mr McKenna through the school.

## **Making a Complaint**

If you are unhappy with any aspect of the school's service, you may wish to make a complaint. If a complaint is regarding your son or daughter it should, in the first instance, be directed to the appropriate Guidance teacher. Complaints of a more general nature should be directed to the Head Teacher or one of the Depute Head Teachers.

Most concerns and potential complaints can be resolved through informal discussion. More serious complaints should be made in writing. If you make a written complaint, the matter will be fully investigated and you will receive a written response. You will also have the opportunity to discuss the matter with the member of staff investigating the complaint.

If you are unhappy with the responses you receive from the school, or if your complaint is regarding the Head Teacher, you should contact the Area Education Manager.

**Please read this 'Handbook for Parents' in conjunction with our website for the most up-to-date information about the school calendar and events.**