

St Oswald's Secondary School



School Handbook

Last updated November 2022

Together We Will Flourish

St Oswald's Secondary School

Handbook 2022

Welcome to our school



Welcome to the St Oswald's Secondary School handbook. St Oswald's Secondary is a Roman Catholic co-educational school for pupils with additional support needs. The school offers a full 6 years secondary education.

Our school motto "Together we will flourish" reflects our Christian ethos where every person in our school community has been made in the image of God and the promotion of our Gospel values is at the heart of all we do.

We work closely with all our partners to motivate our young people to be ambitious, to recognise and act with love and care in their education. All areas of their development, spiritual, academic and personal are supported by an experienced, committed and professional staff.

We invite you to visit our school both prospective pupils and parents. Visits can be arranged by phoning the school office.

Together we will flourish.

E M Seery



School Vision, Values & Aims

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

We aim to ensure that all pupils flourish within our school as successful learners, confident individuals, responsible citizens and effective contributors.

This is achieved through working together with young people, their families and the community, based on our shared values which unite us.

Our Six Values unite us Faith, Listening, Support, Love, Respect, Kindness



Our School Aims are detailed below



Together We Will

Faith
Listening
LOve
LU
Respect
KIndness
Support
H

Aims:

- 1 To know and understand each young person through kind and supportive relationships, where strengths and god given talents blossom.
- 2 To provide an individualised progressive curriculum which improves well-being and enables skills for learning, life and work to grow.
- 3 For every member of our community to feel valued, listened to and supported in a safe and nurturing school.

School Information

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

Contact Details

St Oswald's Secondary School
9 Birgidale Road
Castlemilk
Glasgow
G45 9NJ

Phone: 0141-637-3952
Email: headteacher@st-oswalds-sec.glasgow.sch.uk
Website: www.st-oswalds-sec.glasgow.sch.uk
Twitter: @stoswaldsglasg1
School App: Download Piota Schools App, search St Oswald's

Background information:

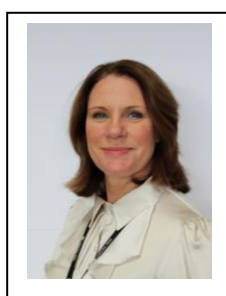
- Co-educational school for young people with Additional Learning
- Denominational Roman Catholic school covering south side of Glasgow
- Stages taught: S1-S6
- Current Roll: 60
- Capacity: 60

School staff

A full list is available on the school website and parents will be updated on any changes as required. The leadership team is as follows:



Head Teacher
Mrs Elaine Seery



Head of School
Mrs Lyndsay Malley



Depute Head Teacher
Mr Gary Muirhead

Safeguarding/Child Protection

The Child Protection Co-Ordinator in St Oswald's Secondary School is the Head of School **Mrs L Malley**.



In Mrs Malley's absence, the Depute Child Protection Co-Ordinator is the Depute Head Teacher **Mr G Muirhead**.



Scotland's vision for its children is:

"A Scotland where every child matters, where every child regardless of his or her family background, has the best possible start in life. All children in Scotland deserve to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected".

Our school vision is "Together we will flourish" and within our school aims we highlight the need for all our young people to feel safe.

Aims

The aim of this policy is to secure the care and welfare of all young people within St Oswald's Secondary School and to ensure an appropriate response where there is concern for the immediate well being of a young person.

Glasgow City Council **Management Circular 57** addresses the procedures to be undertaken where there are concerns related to the care and welfare of a child or young person or the potential risk to their wellbeing and safety.

Moving from Primary to St Oswald's Secondary

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

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

Please see our website for our transition booklet.

The School Day

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1 8.45am--9.50am	PERIOD 1 8.45am--9.50am	PERIOD 1 8.45am--9.50am	PERIOD 1 8.45am--9.50am	PERIOD 1 8.45am--9.50am
PERIOD 2 9.50am-10.30am	PERIOD 2 9.50am-10.30am	PERIOD 2 9.50am-10.30am	PERIOD 2 9.50am-10.30am	PERIOD 2 9.50am-10.30am
INTERVAL 10.30am – 10.45am				
PERIOD 3 10.45am-11.55am	PERIOD 3 10.45am-11.55am	PERIOD 3 10.45am-11.55am	PERIOD 3 10.45am-11.55am	PERIOD 3 10.45am-11.55am
LUNCH 11.55pm-12.35pm				
PERIOD 4 12.35pm-1.15pm	PERIOD 4 12.35pm-1.15pm	PERIOD 4 12.35pm-1.15pm	PERIOD 4 12.35pm-1.15pm	PERIOD 4 12.35pm-1.15pm
PERIOD 5 1.15pm-2.05pm	PERIOD 5 1.15pm-2.05pm	PERIOD 5 1.15pm-2.05pm	PERIOD 5 1.15pm-2.05pm	PERIOD 5 1.15pm-2.05pm
PERIOD 6 2.05pm-3.05pm	PERIOD 6 2.05pm-3.05pm	PERIOD 6 2.05pm-3.05pm	PERIOD 6 2.05pm-3.05pm	PERIOD 6 2.05pm-3.05pm



School Holidays 2022-2023

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

www.glasgow.gov.uk/index.aspx?articleid=17024

October

- Friday, 14 October 2022 (In-Service Day)
- Monday, 17 to Friday, 21 October 2022 (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Thursday, 22 December 2022
- Friday, 23 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

January

- Schools return on Wednesday 4 January 2023

February mid term break

- Monday, 13 February 2023
- Tuesday, 14 February 2023
- Wednesday, 15 February 2023 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday, 31 March 2023
- Monday, 3 April - Friday, 14 April 2023 (Spring Break)
- Schools return on Monday, 17 April 2023

May

- Monday, 1 May 2023 (May Holiday)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

June

- Schools Close at 1.00 pm on Friday 23 June 2023

Pupil Absence

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

Medical & Healthcare

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

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

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

Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Dress Code

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

The school uniform is:

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

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



PE Kit

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



Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children.

Information/application forms may be obtained from school and at <https://www.glasgow.gov.uk/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. Please inform the school office.

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

You may be entitled to a free midday meal if you receive any of the benefits listed below.



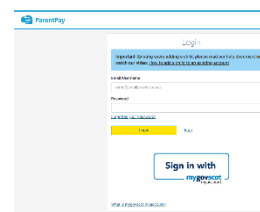
Free School Meal - Eligible Benefits

- Income Support
- Income based Job Seekers allowance
- Working Tax Credits (check link below for thresholds)
- Child Tax Credits (check link below for thresholds)
- Universal Credit (check link below for thresholds)
- Income related Employment and Support Allowance - please provide a copy of your award letter dated within the past 3 months.

Further information and application forms for free school meals can be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Parent Pay

For the safety of children and staff, we prefer not to receive cash payments in school. Payments should instead be made through ParentPay. Go to parentpay.com, click login and enter the username and password provided by the school. You will be prompted to change these when you set up your account. You will require an email address to activate your account. You can add multiple children to the same ParentPay account using the **add a child** button on your home page.



Transport

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

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

Communication with Parents

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

For example:

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

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

Social media – We have a School Twitter account (@stoswaldsglas1)

App – We have a school app that we will use to send information and alerts. Please download it.

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

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

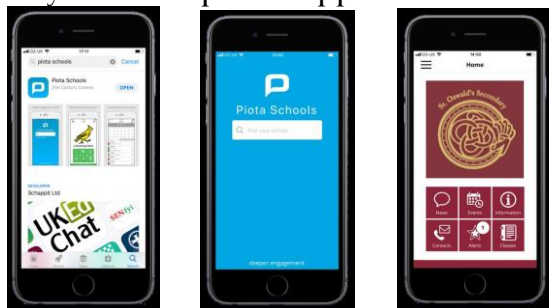
Introducing our new **SCHOOL APP!**

With our school app, you can quickly and easily receive messages, notifications and alerts directly to your phone or tablet. It's the ideal way for parents and carers to find out information about events, term dates, school news and more.

It can be downloaded **free** from both Apple and Android app stores.

A school app is a must in the 21st Century, with smartphones being the most effective method of communication in all areas of life, including schools. Using the app can improve parental engagement and help us get your feedback.

In your smartphone app store:



Search Piota Schools Enter St Oswald's Secondary You are all set!

Set up push notifications to receive alerts when new information is added.

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

Emergency Contact Information

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

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

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

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

Appointments during School Hours

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

Comments & Complaints

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

Glasgow City Council complaints procedures are available:

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

Customer Care Team

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk

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

Curriculum

Curriculum for Excellence 3-18

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

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

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

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

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

The Senior Phase S4-S6

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

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

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

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

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

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

The SQA website www.sqa.org.uk/cfeformparents contains useful information to help you understand national qualifications.

Courses available in S5 & S6

We have strong partnerships with local colleges, training providers and employers. It is extremely important that senior students set challenging and realistic targets. Opportunities for personal development continue within and beyond the taught curriculum. S6, in particular, offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of college courses.

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.

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

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar and the school App available on the website.

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

Pupil Profiles

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

Support for Pupils

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

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

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

www.glasgow.gov.uk/index.aspx?articleid=18941

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

Pupil Support Staff

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

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.



Pastoral Care Teacher

Mrs Jaclyn Livingston



Pastoral Care Teacher

Mr Neil McBride

Promoting Positive Behaviour

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

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

Home Learning

Regular, effective home learning is an important part of the school day. To this end, every young person in the school has been provided with a Home/School Diary. Parents are asked to check this on a regular basis. Home learning has many advantages:

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

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

Parent Council

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

Pupil Council

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

Extra-Curricular Activities

We have a wide range of activities that run between Monday - Thursday to extend the learning experience. These include football, dance and basketball. The list constantly changes but our school social media is updated to reflect this.

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

School Improvement

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

Privacy Statement

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

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

For further information please see our full privacy statement at:
www.glasgow.gov.uk/index.aspx?articleid=18009

Useful addresses:

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Education Transport: 0800 032 4444

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