

**LOCHGILPHEAD HIGH SCHOOL**

**KILMORY, PA31 8AA**

**01546 602 598**

**CAMPUS PRINCIPAL: JAY HELBERT**

**DEPUTE HEAD TEACHER PUPIL SUPPORT: LESLEY DONALD**

**WEBSITE:** [*www.ljc.ea.argyll-bute.sch.uk*](http://www.ljc.ea.argyll-bute.sch.uk)

**ENQUIRIES:** *enquiries@lochgilpheadhigh.argyll-bute.sch.uk*

We would like to start by extending a very warm welcome to you all. For some of you this will not be the first time you have sent a child to us and we hope we can continue to work with you to support you and help your child get the most out of their time in High School. For our new families we look forward to getting to know you, building relationships and working together.

Being at the heart of Mid Argyll, and sharing our space with the Sports Centre, our High School building is possibly more familiar to you than many of you may have experienced when you made your own transitions to ‘big school’. Being at the heart of our community is important to us; we are a community school, having pupils from nine associated primaries join us, and we enjoy positive relationships with partner agencies, businesses and employers, working with them to afford positive opportunities for our young. We have a long established tradition of supporting good causes in our area and are always keen to foster positive relationships, building a sense that these are **our** pupils in **our** school and belonging to **our** area. We hope you share that view.

**SCHOOL VALUES AND VISION**

***At Lochgilphead Joint Campus, we put learning at the core of all that we do. We are ambitious and aspire to support every pupil to achieve to their full potential. We have high expectations and aim to empower young people to have the confidence, self-belief and resilience to create their own future. We are passionate about equality and celebrate diversity within our school and our wider community. We show respect for others and our environment. We care about our planet and are committed to promoting sustainability. We care about the health and wellbeing of pupils and staff and we work in equal partnership with parents/carers to help their children become the best they can be.***

Our values are those of **achievement, ambition, equity** and **respect** and these are lived values in our school where everyone is encouraged to work hard, support each other, give of our best, showing respect for all. Respect for self and others underpins our ethos.

**TRANSITION PROCESS**

We have always been able to work closely with our primary colleagues, to meet with our P7 pupils and we are ready to welcome them! Information sharing is a crucial part of the transitions process so that we have a full picture of all pupils and we ensure that information is shared with secondary staff to allow for appropriate planning to take place.

I hope to meet many of you virtually later in March and to meet you physically before the summer holidays – we have, however, put together some *Frequently Asked Questions* to help those of you who can’t make it and as a reminder for everyone. These were put together through consultation with pupils here already about the kind of things they think you would like to know. If you have any questions not answered here please contact **Lesley Donald** (Depute Head Teacher, Pupil Support) at the school. The phone number is **01546 602 598** or the email address is lesley.donald@argyll-bute.gov.uk

**FREQUENTLY ASKED QUESTIONS**

Who should I contact if I have a question or query or need to tell you something?

Our school telephone number is **01546 602 598**. We can also be contacted via email at *enquiries@lochgilpheadhigh.argyll-bute.sch.uk*where your email will be passed to the relevant person.

In general terms your first point of contact should be your child’s Guidance teacher. The official title of Guidance teachers is *Principal Teacher of Pupil Support* and they have the overview of how your child is getting on and therefore are best placed to answer most questions. If you want to tell us something the Guidance teacher will be the person who can put any appropriate action in place to make sure your child is supported.

Our Guidance teachers are all subject teachers in addition to their Guidance work; this may mean you cannot speak to them immediately but they will always be told you have contacted the school and will get in touch as soon as they can – by the end of the following day at the latest.

Contact information can be found at *Appendix A*.

What does a Guidance teacher do?

Guidance teachers are allocated a group of students every year in a Clan group. Pupils remain in that Clan group for their time at High School meaning this one person is known to them and gets to know them well as they move through the school. Where possible we try to maintain family links so that each family is only dealing with one Guidance teacher.

Guidance staff are responsible for the pastoral, curricular and career support of their pupils. Their everyday work includes: dealing with a range of individual casework about personal, family or health issues; monitoring attendance; reviewing progress; advising on subject choice; liaising with subject teachers and members of the learning support team; ensuring interventions are put in place when they are needed; liaising with partner agencies (where applicable) and managing child plans.

Additionally Guidance teachers design and deliver the *Personal and Social Education* programme which covers Substance Misuse, Planning for Choices and Change, Sexual Health and Relationships and Keeping Safe.

Pupils will see their Guidance teacher weekly in PSE and also have regular interviews throughout the school year - especially around times of reporting and making choices for options.

What is a Clan group?

We have three Clan groups in the High School. Following a consultation with pupils, our Clan names were changed and are **Alder, Lomond** and **Nevis**. The consultation around Clan names was led by our Pupil Management team and they particularly liked the idea of mountains chiming with our value of ambition and the idea of aiming high.

Every pupil belongs to one of the three groups and in S1 will attend most classes in that Clan group. Importantly they spend registration period every day in this same group and take part in regular assemblies with the Campus Principal and Stage Heads and Guidance teachers. Some of our assemblies are pupil led, eg by Clan Captains. Every Clan has Clan Captains representing the Clan and supporting pupils in Clan events.

In session 2024 – 2025 our Pupil Voice group will meet regularly and has class representatives from S1 – 3, Clan Captains representing S4 and 5 and our Heads and Deputes representing the S6 students. This group works on various aspects of High School life from organising Charity events to celebrating wider achievement to looking at Teaching and Learning and the students produce a formal improvement plan.

Who else works with my child’s Clan?

As well as a Guidance teacher each pupil has a Stage Head – one for S1 – 3 and one for S4 – 6. Additionally there is a Depute Head Teacher with responsibility for Pupil Support. We also have a wider Support Department with teachers and assistants to support pupils’ learning. Our support staff are very knowledgeable about many aspects of learning support and administer assessments, support pupils through individual and small group tutorials and provide an additional layer of support for pupils across the school.

Each day begins with a Registration period and your child’s Register teacher will come to know them well over the time they spend together. The Registration teacher’s support in terms of maximising attendance, improving any late coming and in sharing daily information through a school bulletin is hugely important. As far as we can we try to ensure that pupils remain with the same register teacher as they move through the school providing an additional layer of continuity.

A further important group of people who will be part of supporting pupils in S1 is our group of Peer Supporters. These are senior students who operate as ‘tour guides’ in the early days and also provide a listening ear for new students. They work with our Guidance teachers and colleagues from Educational Psychology and a number are trained as Wellbeing Ambassadors aiming to provide an additional layer of support. We often find that younger pupils would rather talk to a student than a teacher when they are getting to know the new school and the Peer Supporters are invaluable. A number of Peer Supporters are allocated to each Clan group.

What Clan is my child in?

We are not yet able to confirm that information and know this might be disappointing for you – apologies for that. We have some more tweaking to do in consultation with our Primary colleagues but will get the information to you as soon as we can. It is important to us that we get this right and we want to try and ensure we produce one definitive list so checking all options takes a little time. Information will come via a personalised letter with the contact email addresses for the members of the Clan teams.

How do you celebrate achievement?

Every year we have an Awards ceremony where the achievements of our pupils are celebrated with individual and group certificates and prizes in a range of areas. Supporting this, we also celebrate the wider achievement of our pupils and these achievements are recognised through in-school displays and on the website/via social media. One thing we do notice is that our pupils tend to take their achievements in their stride and sometimes it is really interesting to see what they don’t tell us! So please, share your news with us.

*I have heard of something called The Den – what is that?*

We opened the **Den** in 2023 for use across the Campus. In a nutshell this is a safe space, staffed by our Family Liaison Workers with the aim of supporting pupils when they need it. As well as timetabled activities, classes and tutorials there are occasions when pupils who have access to a *‘Take a Breath’* card are able to come from class and be supported to regroup and get back to learning.

The Den is a working area where small group work takes place and an area for individuals to have support if they are struggling to manage the school day. It is used by our Pupil Voice group, by Young Carers groups, our Ukranian pupils support groups and our LGBTQ+ group, by our Pupil Leadership group and by small numbers of students having quiet time. It is the area where there is a daily breakfast club, where sanitary products can be accessed and there is a daily soft start register group for pupils who need a gentler start to the day and perhaps support preparing their materials and timetable. We have drop ins by our partners from Health, MAYDS, Social Work colleagues, the school counselling service which are relaxed and informal and help to further the ethos that it is good to have someone to talk to and we can help you find the right support. There are also activities and clubs at social times – all supported by our staff who will also work closely with families (where appropriate).

An information leaflet is included here at *Appendix B*.

What subjects will my child study?

The S1 timetable is really exciting for many of our pupils. Obviously our hope is that pupils build on their prior learning and make progress. However, the different departments at High School mean that pupils can get the chance to taste subjects they may not have had opportunities to study before and for many pupils this is really positive.

All pupils study English and Maths. Health and Wellbeing is a core component of our curriculum and pupils have lessons in PE and PSE. In Technical they alternate between Woodwork and Graphics. Our Languages department offers French and Spanish for all S1 pupils and, in the same corridor, the large Social Subjects faculty covers Geography, History, Modern Studies and RME.

Creative Arts are taken care of with our Art and Music Departments – Music tuition is also on offer, as is Piping instruction. Our Science Faculty has Biology, Chemistry and Physics covered in the S1 curriculum.  All S1 pupils will be issued Chromebooks when they start with us which are theirs to keep and use throughout their time at High School. Enterprise features on our timetables for S1s where pupils will develop and investigate entrepreneurial skills.

Everyone needs support at some point or other. Usually this is covered in class but sometimes we might think that a bit of extra support with literacy or numeracy, for example, would be helpful and we have tutorials taught by our Support teachers with the focus on individual or small group learning to address a specific concern or difficulty or to consolidate skills. The aim of tutorials is always that they have a clear focus and we will always discuss any supports with you.

What are the times of the school day?

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| --- |
| **SECONDARY SCHOOL** |
| **MON/TUES/ WED** | **THURS / FRI** |
| Period 1 | 09:10 - 09:55 | Period 1 | 09:10 - 09:55 |
| Period 2 | 09:55 - 10:40 | Period 2 | 09:55 - 10:50 |
| **INTERVAL** | 10:40 – 10:55 | **INTERVAL** | 10:50 - 11:05 |
| Period 3 | 10:55 – 11:40 | Period 3 | 11:05 - 12:00 |
| Period 4 | 11:40 – 12:25 | Period 4 | 12:00 - 12:55 |
| Period 5 | 12:25 – 13:10 | **LUNCH** | 12:55 - 13:45 |
| **LUNCH** | 13:10 - 14:00 | Period 5 | 13:45 - 14:40 |
| Period 6 | 14:00 – 14:45 | Period 6 | 14:40 - 15:35 |
| Period 7 | 14:45 - 15:35 |  |  |

*What does an S1 timetable look like?*



Tell us about lunchtime and interval.

At teacher training colleges students are told the most important people to stay on the right side of are the catering and janitorial staff – and it is true. Our Kitchen staff are wonderful; they can often be seen on stage performing whenever there is a Talent Show but their main talent is in the great food they produce for hundreds of people every single day. Early morning sees toast and tea for those that want it, rolls and snacks are on offer at morning interval and the choices at lunchtime seem limitless. There are options for those with specific dietary requirements and our Kitchen Supervisor is very happy to answer any specific queries you may have. Please just ask. A sample menu is attached.

How do I pay for lunch?

We operate a Cashless Catering system at LHS meaning no money changes hands which speeds up the process and means nobody needs to bring money to school for food. All pupils are allocated a card and families can load money onto the cards online and this is quickly transferred. This is managed centrally by the Local Authority and you will get information about this later in the session.

Can my child go ‘down the street’?

Our school meals are healthy and delicious, there is lots of choice. However, we do know that some pupils prefer the lure of the local shops. Our preference is that pupils stay in school but if you are happy for them to go to the town we cannot stop them. **We would like S1 pupils to stay in the school for at least their first two weeks and preferably longer.** This is because staff and Peer Supporters are around the building, having their own lunch in the dining hall, and we can keep an eye on new pupils and make sure everyone is ok. We would really appreciate your support with this if you can.

Are there any lunchtime activities?

We have various things for pupils to enjoy at lunchtimes. This session we offer – table tennis, rugby 7s, dance, football, film club, reading groups, chess club, yoga sessions, eco group, Art club, language taster groups as well as the work with our Active Schools Co-ordinator and local coaches to offer after school activities.

How will I know how my child is getting on?

We will be in regular touch. Guidance teachers will contact you formally at the end of August to give you a quick settling in update and give you the chance to raise anything you may be worried about. Of course if anything needs addressing prior to that we will be in touch and we hope you will let us know of any concerns as soon as you have them.

After that there are various points throughout the year when you have a chance to see how your child is progressing. We send Tracking reports home which provide a snapshot and a fuller report with subject specific information and next steps to help your child achieve. Your child has opportunities to discuss their progress with their Guidance teacher or Stage Head and we will let you know of any targets set.

There will also be opportunities to discuss your child’s learning and progress at Parents’ Evenings. We will make sure that you are given a chance to talk with your child’s teachers and, remember, you can contact us at any time if there is something you wish to share with us or want to know.

What should my child wear to school?

We have a school uniform which consists of:

* *Black trousers/skirt*
* *Black shoes*
* *Black jumper/cardigan with LHS logo*
* *White shirt*
* *School tie*
* *Black hoodie with LHS logo (optional)*

Core items can be ordered online at: [www.myclothing.com](http://www.myclothing.com)

Hoodies have proved very popular since we introduced them and can be ordered from our supplier, Academy Uniforms. After Easter we will receive a link from our supplier which we will share with you and you can order online. In the past hoodies have been delivered to the school over the holidays at no extra cost and we arrange times when they can be collected.

Every S1 pupil will be given a school tie and we hope these will be in the building by the first induction day in June.

Whenever we go anywhere we are proud of our pupils and it is always lovely to see them look so smart. We like to see this in the school also and ask for your support for our uniform policy.

What about for PE?

For PE lessons pupils need comfortable sportswear to change into and a pair of appropriate footwear. This could be shorts or leggings, a loose fitting T shirt or sweatshirt. It is important that shoes/trainers are non-marking for when activities are indoors. There are occasions when a pupil may not be taking part in PE but many of our PE lessons are outside and so we require pupils to get changed so they are not potentially getting wet and remaining in that wet uniform for the rest of the day. Sometimes a pupil may not be participating in the activity as such but still taking part through record keeping, scoring or refereeing, for example. Being changed and ready for PE is important. It also really helps if PE kit is labelled with your child’s name.

What should my child bring to school?

A bag. That is it – we will provide all books and jotters; we will also give all S1 pupils a wee pencil case filled with the essentials. This year we again supplied a *chromebook* to every pupil joining us in S1 and we are very happy to say we can do so again this coming session. Early in the session we will focus on getting the most out of them and how to stay safe online. If the pandemic has taught us anything it has taught us all how to be more comfortable online and shown how effective online learning and teaching can be. You will have some paperwork to complete acknowledging receipt of the Chromebook and guaranteeing that you will work with your child to support them to take care of the equipment and keep it safe and charged. The expectation is that your child will bring it to school daily. A problem arises when *chromebooks* are not charged and ready and we would appreciate your support with this where you can.

How is homework managed?

One of the benefits of the periods of school closures is that everyone became familiar with using *google classroom* as a way of sharing material, submitting work and engaging with tasks. S1 pupils will have their new *chromebooks* and as we move into next session teachers and pupils will continue to use google classroom for homework as well as class work.

When should pupils actually be in school?

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| **DATES OF ATTENDANCE** |
| Monday 12th and Tuesday 13th August 2024 | Staff In-service Days |
| Wednesday 14th August 2024 | **Pupils return** |
| Friday 4th October 2024 |  School closes |
| Monday 21st October 2024 | **All return** |
| Friday 22nd November 2024 | School closes |
| Monday 25th November 2024Tuesday 26th November 2024 | Staff In-service Day**Pupils return** |
| Friday 20th December 2024 | School closes at 2 30 pm |
| Monday 6th January 2025 | **All return** |
| Friday 7th February 2025 | School closes |
| Monday 17th February 2025Tuesday 18th February 2025  | Staff In-service Days**Pupils return** |
| Friday 4th April 2025 | School closes |
| Tuesday 22nd April 2025 | **All return** |
| Thursday 22nd May 2025 | School closes |
| Friday 23rd May 2025 | Staff In-service Day |
| Tuesday 27th May 2025 | **Pupils Return** |
| Tuesday 1st July 2025 | School closes at 2 30 pm |

What do I do if my child is unwell?

There is well evidenced research proving a link between good attendance and achievement. To put it simply, we need your child in school to teach them and support learning.

Legally we have to maintain accurate records and we need your help with this. If your child is not going to be in school you need to call the school and tell us they will be absent, provide a reason and give an indication of how long they may be absent for.

Parents/carers are responsible for ensuring that their children attend school regularly and arrive on time. They are also responsible for ensuring the safety of their children on their journeys to and from school. If your child does not arrive at school or for the appropriate class we need to make sure they are safe and well and good, effective communication is a vital part of that – it is also really important that we do not worry anyone unnecessarily so please do tell us if your child will not be in school or has a medical appointment and may therefore be late. If your child has an appointment and needs to leave school please let us know and your child must tell the office staff that they are leaving.

If something happens during the course of the school day and your child becomes unwell we will contact you – or your emergency contact. Therefore it is really important that our information is up to date so please do remember to tell us if you change your phone number, for example.

What if my child needs to take medicine?

We are not allowed to administer medicine without explicit consent and have forms for this which can be arranged through the school office. Obviously there are children who carry their own medication – inhalers or paracetamol, for example. If your child is bringing medication to school we need to know. We can, and do, store medication securely for pupils – emergency epipens, for example. Please get in touch and let us know if this is the case and we will make the necessary arrangements with you.

The local Authority has updated its guidance on medication in schools and information will be available via the school handbook and the data collection information shared with families in August. A point of note is that we do not store and administer medication such as Paracetamol.

How will I be contacted?

We will contact you via telephone or email, by letter or through the school website for more general information. For this to work it is really important that we have up to date contact information for you and any emergency contacts. A data collection booklet is sent to all families in August and it would be very helpful if this could be returned promptly when it appears.

*We are sure that there will be other questions that you may have. Please don’t hesitate to get in touch. We know that the move to High School is a big thing for the whole family and there is no such thing as a daft question. If you are unsure give us a call.*

*The contact information is on the front of this booklet which we hope has been helpful. We really do look forward to welcoming your child and to welcoming you as part of our ‘team’ over the next few years. Together we can support your child to get the most out of school.*

*Appendix A*

***CONTACT INFORMATION SESSION 2024 – 2025***

**LOCHGILPHEAD HIGH SCHOOL, KILMORY, PA31 8AA**

**01546 602 598**

***Campus Principal*  *Jay Helbert***

**WEBSITE:** [*www.ljc.ea.argyll-bute.sch.uk*](http://www.ljc.ea.argyll-bute.sch.uk)

**ENQUIRIES:** *enquiries@lochgilpheadhigh.argyll-bute.sch.uk*

***CLAN ALDER Guidance Teacher L Kelly*** ***lucille.kelly@argyll-bute.gov.uk***

***CLAN LOMOND Guidance Teacher C Lemmon*** ***craig.lemmon@argyll-bute.gov.uk***

***CLAN NEVIS Guidance Teacher T MacNeill*** ***tracy.macneill@argyll-bute.gov.uk***

***Depute Head Teacher Pupil Support L Donald*** ***lesley.donald@argyll-bute.gov.uk***

***Stage Head S1 – S3 S Guthrie*** ***shona.guthrie@argyll-bute.gov.uk***

***Stage Head S4 – S6 E Smith*** ***ewan.smith2@argyll-bute.gov.uk***

*Appendix B*



***Improving outcomes for pupils.***

Our work is to support pupils with…

* attendance and late coming
* social skills and managing emotions
* friendship issues
* bereavement, illness or changes at home
* their learning which can be impacted by anxiety, self-esteem or a lack of confidence

*We seek to build positive relationships and improve communication by being a point of contact and support for pupils, parents, carers and families across the campus.*

**Health and Wellbeing Family Liaison Officers**

**Lochgilphead Joint Campus**

**Tel: 01546 602 598**