Lasswade High School
School Handbook Information
Session 2018-2019

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HEAD TEACHER’S INTRODUCTION

Welcome to Lasswade High School. This handbook, updated annually, is designed to give you some essential information about our school and to try to answer any questions you may have.

Our school handbook is made available to all parent/carers, to all parent/carers of new S1 students and to new enrolments in other year groups. Copies are available from the school office and on our website. See page 3 for contact details.

It is not possible to include every piece of information relating to the school or anticipate every question. Therefore, as a parent, you are always welcome to come into the school to talk over any issues with myself, or our senior staff.

I hope that you will find this handbook a useful guide and I look forward to meeting you during the period of your child’s education in Lasswade High School.

Campbell Hornell
Head Teacher
CONTACT DETAILS

Lasswade High School
11 Eskdale Drive
Bonnyrigg
MIDLOTHIAN
EH19 2LA

Head Teacher: Mr Campbell Hornell
Telephone: 0131 271 4530
Website: http://lasswadehs.mgfl.net/
Council webpage: https://www.midlothian.gov.uk/
E-mail: Lasswade_hs@midlothian.gov.uk
Present Roll: 1431

Lasswade High School is non denominational and provides for stages S1 – S6.

Midlothian schools do not provide teaching by means of the Gaelic language as spoken in Scotland. A student whose parent wishes him/her to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. Midlothian Council will make transport provision to the closest available Gaelic language school in a neighbouring authority.

Lasswade High School admits students of both sexes.

Any parent wishing to raise issues at the Parent Council is asked to contact the Secretary, via email r.risien@mgfl.net. In addition, the Chair of The Parent Council, Lindsey McGregor, can be contacted via Lindseymegregor@aol.com or lmcgregor@mddus.com.

Any parent wishing to raise a concern about their child should, in the first instance, contact the Student Support on 0131 271 4530 and select the message option for the relevant member of Student Support. Each student is allocated to a House and has an assigned member of staff attaché to this House. This identified member of staff within the Support Team has an overview of a student’s work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing. Generally that member of staff will liaise with colleagues within the school and respond to a parental concern.

If parents wish to raise a complaint it is expected that they would contact the school in the first instance. Most issues are resolved by this contact. Any parent wishing to raise a complaint is asked to contact our Senior Leadership Team, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk Office staff will direct parents to the most appropriate member of SLT.

For further advice on how to make a complaint, please refer to:
https://www.midlothian.gov.uk/info/670/have_your_say/316/complaints_compliments_and_comments
When it is known that your child is to be absent on a particular day, parents should write to their child’s Register Teacher informing him/her of the proposed absence. Where absence is unplanned, e.g., illness - parents should phone the school absence line on 0131 271 4530 and select option 1, before 9.00am, on the first day of any absence. If students are absent without an explanation parents will receive a Group Call (text message) asking the parent to make contact with the school. School staff will attempt to follow up by telephone those who do not respond.

Students who become unwell during the school day report to Learning Assistants based in Student Support. The Learning Assistants in conjunction with parents/emergency contacts will decide if a student should remain in or leave the school. For students in years S1-S3 it is policy for these students to be collected by a known adult if they are to leave school unless otherwise stated to the Learning Assistant. Students must never leave the school without permission. Students should not circumvent this procedure and contact parents using their own mobile phones.

Please refer to the ‘School attendance’ within the ‘Student administration’ section of the Midlothian Council website for further information:
https://www.midlothian.gov.uk/downloads/download/215/student_administration

Midlothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a ‘placing request’. Parents can request that their child go to any primary school in Midlothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

For further details of the policy and procedure for admission to secondary schools please refer to the ‘Admissions to primary and secondary schools’ within the ‘Student administration’ section of the Midlothian Council website for further information:
https://www.midlothian.gov.uk/downloads/download/215/student_administration

Parents of children transferring from our associated primary schools into S1 will be given the opportunity to be involved in our transition programme during the course of their child’s P7. They will be informed of this programme via a series of letters distributed through their primary school.

Please note that the school is currently ‘capped’ at 300 students for new S1 enrolments. Any parent wishing to enrol their child into S1 at Lasswade High School, out with the above circumstances, is asked to contact Student Placement at Midlothian Council, in the first instance. This can be done either via telephone 0131 271 3733 or email: student.placement@midlothian.gov.uk

Any potential enrolments into S2/S3/S4/S5/S6 should contact our Senior Leadership Team, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk Office staff will direct parents to the most appropriate member of SLT.
PARENTAL INVOLVEMENT

Lasswade High School is fortunate in having the support of an active Parent Council consisting of parents and co-opted members. The Parent Council holds meetings on a regular basis in order to engage parents in discussions on school improvements and initiatives. This is an excellent opportunity for parents to become involved in the life and work of the school.

**Parent Council Chairperson:** Mrs Lindsey McGregor  
**Secretary to the Parent Council:** Mrs Ruth Risien

Any parent wishing to raise issues at the Parent Council is asked to contact the Secretary, via email r.risien@mgfl.net. In addition, the Chair of The Parent Council, Lindsey McGregor, can be contacted via Lindseymcgregor@aol.com or lmcgregor@mddus.com

Information, support and advice on how a parent can support their child’s progress can be accessed at any time during the school session by contacting the relevant member of our Student Support Team. This member of staff plays a central role in a range of issues affecting progress in learning. Any parent wishing to raise a concern about their child should, in the first instance, contact the school office and ask for the relevant member of the Student Support Team.

In addition, every year group has at least one parents’ evening throughout the school session. This provides the opportunity to meet with subject teachers. Parents will be made aware of the precise dates and details via the school calendar, reminder letters with reports and on the school website. Given the school roll it may not be possible for every student to gain an appointment with all of their teachers. In these circumstances parents should contact their child’s Student Support teacher to discuss progress in these subject areas.

Our regular written reports also allow parents the opportunity to become involved in supporting the learning of their child.

The subject choice process for students will always allow the opportunity for parental involvement.
SCHOOL ETHOS

Lasswade High School is an ambitious, caring and creative community working hard to achieve excellence for all our young people.

We aim to inspire, challenge, support and empower our students to become successful learners, confident individuals, responsible citizens and effective contributors. This is realised through a range of opportunities that will allow students to achieve and encourage all members of our school community to pursue excellence in everything they do.

Our Vision Statement is, ‘Dream, Believe and Achieve @ Lasswade.

Our school offers the opportunity for all students to succeed. The facilities available, allied to commitment of our staff, allow us to offer all of our students the highest possible standard of education in a safe, caring and stimulating environment - an environment in which all members of the school community are valued and their achievements recognised. Our DREAM values are outlined as follows:

- Determination
- Respect
- Effort
- Ambition
- Motivation

Experiences for our students are designed to help them build skills for learning, skills for life and skills for work. Leadership opportunities at all levels is part of this skills development. We aim to offer a range of opportunities that will allow students to experience success and encourage all members of our school community to pursue excellence in everything they do. We do all that we can to make school life relevant, challenging and enjoyable. We pride ourselves on the many extra-curricular opportunities we offer in sport, music, drama, activity clubs, theatre visits, charity events and international activities.

In line with National and Local Authority directives, we have implemented a strategic plan to develop courses and innovative learning strategies which match the needs and aspirations of all our learners. The curriculum delivery will challenge all ability levels and offer greater choice in the new National Qualifications.

We celebrate the achievements of our S1-S3 students at our annual Broad General Education Awards Ceremony held in June, the achievements of our S4-S6 students at our annual Senior Phase Awards Ceremony held in September, through House and Year Assemblies and through our positive rewards system.

Lasswade High School actively seeks to develop partnership working to motivate and inspire students to achieve to their best possible standard. As a result we work with a huge range of local, national and international organisations and individuals to support the experience of our students. This includes partnership working with health, social policy and police. It includes work with training agencies, outdoor education, environmental groups, expressive arts groups, sports bodies and local businesses.
As the site of the Midlothian Confucius Hub we work closely with schools across the local authority, nationally and with our international partner school in China. We have a partnership with the Scottish Rugby Union and Lasswade Rugby Club to facilitate our School of Rugby model. In addition, this year we have a new venture with the Scottish Football Association and Bonnyrigg Rose FC in order to mediate the School of Football model.
CURRICULUM FOR EXCELLENCE

Curriculum for Excellence, CfE, aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The 3-18 curriculum 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 and effective contributors.

CfE within Lasswade High School is designed to prepare young people for learning, life and work in the twenty-first century. This means offering inspiring learning opportunities to explore new subjects and ways of learning, kindle ambition, extend talents and interests.

Literacy, numeracy and health and wellbeing have also been given added importance because these skills are so vital in everyday life. All teachers have a responsibility to teach these through the course of their lessons.

The ‘Broad General Education’, BGEd, is from nursery to the end of S3. Learning is divided into levels. The levels are as follows:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>STAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>the pre-school years and P1, or later for some</td>
</tr>
<tr>
<td>First</td>
<td>to the end of P4, but earlier or later for some</td>
</tr>
<tr>
<td>Second</td>
<td>to the end of P7, but earlier or later for some</td>
</tr>
<tr>
<td>Third and Fourth</td>
<td>S1-S3, but earlier for some</td>
</tr>
<tr>
<td>Senior Phase</td>
<td>S4 – S6, college or other means of study</td>
</tr>
</tbody>
</table>

What will students learn from S1-S3?
All our students are offered a broad, deep, general education from S1-S3, building on previous learning. They experience a wide range of subjects across eight curriculum areas – expressive arts, languages and literacy, health and wellbeing, mathematics and numeracy, religious and moral education, sciences, social studies, and technologies. This provides a good foundation for moving on to study for qualifications, at the right level for the student, in the later stages of secondary school.

Opportunities for student personalisation and choice have been introduced into the BGEd including limited subject choice at the end of S2. This allows progression and depth of study as well as providing the students with ongoing challenge and enjoyment.

Lasswade High School operates a 33 period week, with 32 periods allocated to teaching & learning and 1 period split into 5 and used for registration.
In S1/S2 all students study a broad range of subjects working mainly within mixed ability classes. The subjects currently studied are:

- Art and Design
- Craft and Design Technology
- Drama
- English
- French
- Computing and Business
- Mathematics
- Music
- Personal and Social Education
- Physical Education
- Religious, Moral and Philosophical Studies
- Science
- Social Studies

Introduced in August 2017, S1 Students took part in ‘Personal Support’ for 1 period a week where they developed their own ‘skills for learning’, ‘higher order thinking skills’ and ‘skills for life and work’ through a range of practical activities, this will continue for Session 2018/2019 and be extended into S2.

In addition, for 2 periods per week S1 Students were introduced to an Inter-disciplinary approach to learning aspects of

- Science, Technology, Engineering and Mathematics, STEM
- Our DREAM values
- Sustainability
- Enterprise and Employability

These Connections periods are extended into S2 for session 2018/2019.

During S2 considerable attention is given to the selection of subjects for S3. The Student Support Staff introduce students to the options available, explain the choice procedure, consider the personal, curricular and vocational aspects of the choices, distribute information packages and offer advice to Parents. Parents are invited into school for further discussion before decisions are finalised.

In S3 students study subjects from all Curricular Areas as well as core Physical Education, and Religious, Moral and Philosophical Studies. S3 provides a broad and balanced curriculum, relevant to student’s interests and with multiple routes for progression in the Senior Phase.
What happens within the Senior Phase?
The Senior Phase – from around age 15-18 – aims to enhance knowledge, understanding and skills through qualifications and other learning. Staying in learning after 16 offers young people the best chance of long term employability and Curriculum for Excellence offers all young people appropriate, relevant and attractive choices to continue their learning when they reach 16. This individualised approach to learning will enable young people, including those in need of support, to achieve qualifications, skills and experiences to prepare them for learning, life and work. For schools, this is known as working towards a ‘positive destination’. For students this typically means a place at university, college, employment, training, or voluntary work.

Students in S4-S6, choose to study up to 7 subjects, each school session, to provide study in more depth and detail. The number of subjects a student will work towards in each session will be based upon the needs of the individual student and not on the year group they are in. This may result, at times, in students from S4/S5/S6 being in the same class. Students work towards securing National Qualifications at N3/N4/N5/Higher/Advanced Higher.

We work in partnership with a range of agencies to secure a positive destination for our students. This includes LEAPs to assist with university applicants. A range of speakers and events are organised to support students with applications, CVs and interview skills. We work closely with Skills Development Scotland to offer students career advice and individual support on an on-going basis.

For further information regarding the curriculum at national level visit: https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/Building%20the%20Curriculum

At times our Personal and Social Education programme involves learning around themes of sexual health and relationships. This programme begins in S1. Parents are informed by letter, via their child, prior to a sensitive programme of work beginning. Any parent who does not wish his or her child to participate in any of the activities described above should apply in writing to Mr Neil Chisholm, DHT or make an appointment to discuss with him possible grounds for withdrawal.

Religious and Moral Education is of a nondenominational nature and is designed to foster students’ tolerance and understanding of other religious, moral and philosophical thinking from various traditions.

As outlined in government and regional policies, assemblies are held for all year groups in which staff, senior students, chaplains and visiting speakers talk with students on moral and ethical issues. Although predominately Christian in character, these are not acts of worship but rather opportunities to reflect and explore themes from the world around us.

Parents have the right to withdraw students from religious observance and/or religious and moral education. Any parent wishing to discuss this is asked to contact Mr Hornell, Head Teacher, in the first instance via the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk

**Midlothian Instrumental Music Service**

As well as musical development, the many general benefits gained from learning to play a musical instrument include: enhanced listening and concentration, discipline, co-ordination, language development, memory and social skills. It helps your child to become part of a team and to respect other team members whilst increasing your child's confidence and participation in the wider school and community.

**How much will it cost?**

From August 2018, music fees have been re-introduced. The table below shows the charging structure.

<table>
<thead>
<tr>
<th>Applications received between</th>
<th>Charge £</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st June 2018 – 12th October 2018</td>
<td>£205.50 (full year)</td>
</tr>
<tr>
<td>15th October – 31st December 2018</td>
<td>£171.25 (for 2.5 terms)</td>
</tr>
<tr>
<td>1st January 2019 – 8th February 2019</td>
<td>£137.00 (for 2 terms)</td>
</tr>
<tr>
<td>Received on or after 11th February 2019</td>
<td>£102.75 (1.5 terms)</td>
</tr>
<tr>
<td>Received 1st June 2018 -12th October 2018</td>
<td>£68.50 (for Aug – Dec 2018 term only)</td>
</tr>
<tr>
<td>Received on or after 22nd April 2019</td>
<td>£68.50 (for Apr – June 2019 term only)</td>
</tr>
</tbody>
</table>

**How can my child become part of this?**

We aim, within the available resources, to provide opportunities for students to learn to play a musical instrument in all primary and secondary schools. Instrumental music teachers provide instruction in a range of instruments including strings, brass, woodwind, guitar, bagpipes and percussion. Availability of specific instruments varies in different cluster areas. Demand usually exceeds availability so children are selected using established musical selection procedures. Your child’s instrumental music teacher will recommend the most appropriate instrument. Depending on resources, an instrument may be provided on loan without charge for an initial period of tuition, but it is also possible to purchase an instrument through your child’s school using (AIPS) - the Assisted Instrument Purchase Scheme. AIPS Enables you to buy a musical instrument without paying VAT.

**When are the lessons and how do I check on progress?**

Lessons are once a week during the school day but are provided on a rotational basis so that no particular curriculum subject is affected. Lessons last 25 minutes. Individual learning plans/targets are agreed with students, their progress is checked weekly and a written report is issued each year. Children are also encouraged to take part in nationally recognised music exams such as Music Medals to boost their sense of achievement.
ASSESSMENT

Assessment is an integral part of effective teaching and learning. It aims to improve the support students receive and help increase their levels of performance and achievement.

Assessment at Lasswade High School
- gives students information about their attainment, progress and potential;
- provides motivation and encouragement to students;
- helps identify learning difficulties;
- is linked to reporting to parents – in writing and discussions to help them understand their child’s progress and what parents can do to help their child’s learning;
- helps teachers support and assess children’s learning and monitor progress;
- is linked to formal recognition of learners’ achievements through profiles and qualifications.

A range of methods of assessment are used in Lasswade, for example, observing students carry out tasks like practical investigations; performances, presentations and discussions; student assessment of their own work and comparisons with others; written responses like tests; and evaluation of a final product e.g. a piece of artwork, report or a project. Alongside this are the specific assessments related to National Qualification courses.

Prelims for Senior Phase National Qualifications will be held in January. This gives students experience of examination conditions. Assessment is also carried out continuously throughout courses. Students’ achievements are recorded and reported upon as they successfully complete each stage of their journey through school.

In each curricular area teachers collate assessment information generated on each student and class. At subject team meetings the progress of individual students and classes is discussed and strategies agreed to improve performance.

Senior Leaders, Principal Teachers and Student Support staff have the ability to analyse information on the progress of individual students across all their subjects. This can result in parental contact and interventions designed to improve performance.
REPORTING

Reporting in Lasswade High School takes the form of written reports with teacher comments and parents' evenings. There are also on-going discussions between school staff/the student/parents as required.

Reports aim to provide clear, positive and constructive feedback about children’s learning and their progress against national standards and expectations. The timetable for reporting is published on the website and shared with parents at the start of each year.

The 2017/18 reporting calendar is shown below, this is subject to annual review and shown as a guide to likely practice.

<table>
<thead>
<tr>
<th>Sept</th>
<th>S1 Information Evening</th>
<th>Feb</th>
<th>S3 Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct</td>
<td>S4 Parents Evening</td>
<td></td>
<td>S1 Parents Evening</td>
</tr>
<tr>
<td>Nov</td>
<td>S5/S6 Parents Evening</td>
<td>March</td>
<td>Senior Phase Report</td>
</tr>
<tr>
<td></td>
<td>S2 Report</td>
<td>April</td>
<td>S2 Parents Evening</td>
</tr>
<tr>
<td>Dec</td>
<td>S2 Course Choice Info Evening</td>
<td></td>
<td>S1 Report</td>
</tr>
<tr>
<td></td>
<td>S3 Parents Evening and Course Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S3 Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each student at the end of S3 will complete an S3 Profile. This document, written by the students, is a statement of their strengths and achievements.

Every year group has at least one parents’ evening throughout the academic year. These evenings usually begin at 5.00pm and end at 7.00pm. You will be made aware of the precise dates and details via the school calendar, reminder letters with reports and on the school website.

We have an online booking system for Parents’ Evenings which is accessed via the link below:

http://lasswadchsc.mgfl.net/parents-evening-booking-system/

Given the school roll it may not be possible for every student to gain an appointment for every subject. In these circumstances parents should contact their child’s Student Support teacher to discuss progress in these subject areas.
TRANSITIONS

P7/S1 Transition

For the majority of Primary 7 students, the prospect of the move from their primary school to a large secondary school is exciting and the changeover is relatively trouble free.

We aim to reassure all the incoming students and try to make the transfer as smooth as possible. To achieve this, we have developed a programme involving parents, students and school staff.

This process begins with a Parents’ Evening for P7 in early November. Student Support staff visit each primary to meet with the P7 teachers to discuss every child. Curricular and Pastoral information is collated and used as the basis for allocating students to Houses and classes. This information is also used to provide the best possible Support for Learning for each individual child at Lasswade High School.

Contact with P7 students and primary school staff begins in earnest from January prior to transition the following August. In June each year Primary 7 students take part in activities at the Academy over a period of three days. A Parents’ Evening for parents of ‘new’ S1 students is also held at this time.

Dates are confirmed by a letter home to each parent nearer the time.

Any parent wishing to discuss P7/S1 transition is asked to contact Mrs Jill McLaren, Head of House, Melville, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk. Any parent wishing to discuss a placing request should contact Midlothian Council or visit the Midlothian Council website https://www.midlothian.gov.uk/info/879/school_places/32/apply_for_a_school_place

The school is currently capped at a maximum of 300 students for each S1 intake.

Positive Destinations

Through the Student Support system each student undergoes a programme of learning that prepares them for life after school. For schools, this is known as working towards a ‘positive destination’. For students this typically means a place at university, college, employment, training, or voluntary work.

We work in partnership with a range of agencies to secure a positive destination for our students. This includes LEAPs to assist with university applicants and Edinburgh College. A range of speakers and events are organised to support students with applications, CVs and interview skills. We work closely with Skills Development Scotland to offer students career advice and individual support on an on-going basis.

Any parent wishing to discuss how we work to secure a positive destination for our students is asked to contact Mr Neil Chisholm, DHT, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk
STUDENT SUPPORT

All staff have responsibility for the health and wellbeing of our students. Student Support seeks to support this responsibility through our House System and Additional Support Needs Team.

House System
This system comprises of four houses – Melville, Mount Esk, St Annes and St Leonards, each with a range of staff responsible for the care, welfare and progress of students.

Mr Neil Chisholm, DHT, has overall responsibility for the Student Support Team. This team seeks to work in partnership with you and your child to enable all students to enjoy the full benefits of their educational career.

Each House comprises:
- A Principal Teacher: Head of House
- A Principal Teacher: Tracking & Monitoring
- A Learning Assistant
- Registration Teachers or Student Mentors

The Support Team for each House has an overview of a student’s work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing. Principal Teachers have specific responsibilities in relation to student disciplinary matters and have caseload responsibilities for students within their House.

Learning Assistants are a vital part of the team and as non-teaching members of staff are responsible for day to day pastoral matters relating to attendance, late-coming, dress code, and first aid.

Additional Support Needs
Delivering appropriate provision for students with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. Midlothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal. Further information can be found at the Midlothian Council website
https://www.midlothian.gov.uk/info/907/support_for_students/72/additional_support_for_students

Support for Learning staff support students with additional needs. This generally takes place in subject classes but where appropriate students can attend our Support for Learning base.

Any parent wishing to discuss how to identify and address additional needs for our students is asked to contact Mrs Sarah Fleming, Principal Teacher Additional Support Needs, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk
In addition, Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service - www.enquire.org.uk
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

Interviews can be arranged with the Student Support Team by telephoning the school on 0131 271 4530, and selecting the relevant option. Parents must recognise that Principal Teachers do, however, have a teaching commitment and they should not expect to see them without first making an appointment. Please do not hesitate, however, to seek their help.

Through our Student Support Team, access can be had to various individuals and agencies such as the:

- School Medical Service / Mental Health Link Worker
- Educational Psychologist
- Children and Young People’s Team
- Social Work Service
- Skills Development Scotland
- Drug and Alcohol Service
- Police Scotland

**Child Protection**

Midlothian Council has issued Child Protection Procedures and Guidance, which all staff must follow to promote the welfare of children and to protect them from harm. All staff, because they are in regular and frequent contact with children, are required to report any concerns. Staff will treat the matter sensitively, and information will only be passed on to those who need to know in order to protect and support the child.

Any parent wishing to discuss child protection and the safety of children is asked to contact Mr Neil Chisholm, DHT, and our Child Protection Co-ordinator within the school, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk
SCHOOL IMPROVEMENT

The main achievements of the school over the last 12 months can be found in our Standards and Quality Report. Our plans for improvement are outlined in our annual school improvement plan. This reports are now integrated into one document and can be accessed via the school website, http://lasswadehs.mgfl.net/school-improvement-planning/

Information regarding the Lasswade High School’s performance at national level can be obtained by accessing: https://education.gov.scot/parentzone/find-a-school/midlothian/5546532

Information regarding the Lasswade High School’s most recent Education Scotland Inspection Reports can be obtained by accessing: https://education.gov.scot/inspection-reports/midlothian/5546532
SCHOOL POLICIES and PRACTICAL INFORMATION

Policies
A selection of school policies and documentation can be accessed the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk

Midlothian Council ‘Education guidelines’ can be accessed online at: https://www.midlothian.gov.uk/info/200184/education_guidelines

Hard copies of council policies are available, upon request, from the school or Education Services, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG. Telephone: 0131 271 3719.

Student Activities and Clubs
Information on activities, groups, clubs and opportunities for students to be involved in the school including sports and outdoor activities are communicated to students on a daily basis through the school ‘Bulletin.

A summary of the sporting and extra curricular clubs can be accessed via our website http://lasswadehsc.mgfl.net/

Student Representation
Students in all year groups have the opportunity to put themselves forward for Representative Groups. Applications are invited to form the ‘Student Voice’. This is the formal representative and principal consultative group for our students.

At the end of S5 students returning for S6 have the opportunity to become School Captains or apply to become part of the S6 Leadership Team. This group meets with Senior Staff on a regular basis and from this group our School Captains and House Captains are identified.

Catering Arrangements
Lasswade High School runs a cafeteria-style service that operates in the morning, at interval and during lunch. A good selection of hot and cold dishes are on offer. The canteen is open to all students in our Atrium Area, with an additional lunchtime servery in our playground, before Registration, at interval and lunchtime. The area is supervised by staff.

A cashless catering system is used in the canteen. Students will receive their unique pin number and instructions on the use of the cashless catering system upon their arrival in August. A two-course lunch would normally cost around £2.20.

Special dietary requirements will be catered for. Please contact the school to discuss your child’s requirements.

Please also advise the school immediately should your child have any allergies. Our Breakfast Club provides students with a health breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Any parent wishing to discuss Breakfast Club arrangements is asked to contact their child’s Student Support caseload.
Principal Teacher, in the first instance via Student Support, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk

Students with parents in receipt of either:

- Income Support (IS)
- Income-Based Jobseeker's Allowance (JSA)
- Any Income Related element of Employment & Support Allowance
- Child Tax Credit (with not Working Tax Credit) and your income is under £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,420
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit, where take home pay does not exceed £610 per month

are entitled to a free school meal. Application forms are available from Student reception.

For further information please refer to the ‘Free school meals and clothing grants’ page on the Midlothian Council website:

https://www.midlothian.gov.uk/info/855/school_meals/117/free_school_meals_and_clothing_grants

or by contacting ‘Free school meals/assistance with school-wear’ at Midlothian Council either by phone on 0131 271 3655 or by emailing FSMAwards@midlothian.gov.uk

School Uniform

Dress Code

Lasswade High School has a school uniform and expects all students to comply. At the start of Session 2017-2018, after consultation and agreement through the Parent Council LHS school blazers were phased into the Broad General Education year groups. As it stands this means only S3 students for session August 2018-2019 are exempt from wearing blazers. The school’s dress code is based on our DREAM values and can be accessed via the school website:

http://lasswadehsc.mgfl.net/school-uniform/

The following dress code is expected.

**GIRLS**
- LHS Blazer (S1-S2 & S4-S6)
- Black skirt or school trousers
- Plain white shirt or blouse
- School tie
- Plain black shoes
- Black V neck or cardigan

**BOYS**
- LHS School Blazer (S1-S2 & S4-S6)
- Black school trousers
- Plain white shirt
- School tie
- Plain black shoes
- Black V neck or cardigan

The above items of clothing are the acceptable minimum in dress code.
All students are expected to bring a school bag. Students should also note various items should not be worn in school; these include hats or caps, scarves, jeans or hoodies.

Please note the school website link above gives fuller details as well as a FAQ document to aid and clarify understanding.

Please note that the Dress Code will be rigorously enforced and students not in Dress Code may be sent home, after contact with parents, to change.

**PE Kit**
Indoor Kit: Black/white T-shirt, shorts/tracksuit, sports socks and gym/training shoes. No football tops.

Outdoor Kit: Kit should be appropriate for the outdoor activity in which students are taking part. The kit needed for most outdoor activities includes a suitable long sleeved jersey, shorts/tracksuit bottoms, long sports socks and boots with studs, training shoes are not appropriate for wet grass pitches. Training shoes or boots with moulded studs are suitable for the 4G pitch. No football tops.

Appropriate kit may vary due to weather conditions, in cold weather for example, extra jerseys or tracksuit trousers may be worn with the class teacher’s permission.

Swimming: Swimming costume or trunks, towel.

PE kit should be brought to every lesson. Students are expected to bring kit even if they are not taking part in an activity.

**Clothing Grants**
Families in receipt of:-

- Income Support (IS)
- Income-Based Jobseeker's Allowance (JSA)
- Any Income Related element of Employment & Support Allowance
- Child Tax Credit (with not Working Tax Credit) and your income is under £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,420
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit, where take home pay does not exceed £610 per month

and who submit a completed application form (available from Student Reception) automatically receive a clothing grant for each student of school age. The current grant is £65 for students of secondary school age.

Students staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants.
For further information please refer to the ‘Free school meals and clothing grants’ page on the Midlothian Council website:

https://www.midlothian.gov.uk/info/855/school_meals/117/free_school_meals_and_clothing_grants

The School Day/Term Dates
The school has four ‘long days’ each with seven periods and one ‘short’ day, a Friday with four periods. There is a Registration period of ten minutes at 8.30am every school day. Each lesson lasts 50 minutes. For the precise timings please click the link below:-

http://lasswadehsc.mgfl.net/school-day/

School term dates and holidays can be accessed online at:
https://www.midlothian.gov.uk/info/827/schools_and_learning/2/school_term_dates_and_holidays

Health and Safety
Within the general policy laid down by Midlothian Council, the Education Department has prepared a series of statements of safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that students will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

Any parent wishing to discuss health and safety is asked to contact Mr Hornell, Head Teacher, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk

Data Protection
Information relative to students, parents and carers is stored on a computer system with paper back up files and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act under General Data Protection Regulation and may only be disclosed in accordance with the Principles of the Data Protection Act.

Any parent wishing to discuss data protection is asked to contact Mr Hornell, Head Teacher, in the first instance at the School Office, Lasswade High School or via email Lasswade_hs@midlothian.gov.uk

Information Sharing
Information will be shared within the council and with partner organisations in order to allow the council to discharge its statutory and other responsibilities with regard to the education, health and wellbeing and protection of all children.
FREQUENTLY ASKED QUESTIONS

This section is a reflection of typical questions asked by parents over recent years. Those listed are not exhaustive and parents with any additional questions may find information on our website or can contact the school office for further details.

1. Who do I contact if I have concerns about my child?
In the first instance you should contact the Student Support Team on 0131 271 4530 and select the relevant option. This will take you through to the Support Assistant for the House and they can assist with your concerns.

2. Can I contact subject teachers directly?
Teachers can be contacted directly by letter. If appropriate, a meeting can be set up through the Student Support Team (see Q1). Usually the relevant member of the Student Support Team would also be present at such meetings.

3. What is the Student Support Team?
The Student Support Team has a particular responsibility for the care, welfare and progress of students. When students enter school they are allocated to a House. They will usually remain in the same House until they leave school. Staff in each House has an overview of each student’s work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing. For further details please see the section on Student Support on p15.

4. What happens if my child is late?
All students are expected to report in good time for school and classes. A student who is late is required to sign in at Student Reception then go straight to class. Learning Assistants play an active role in monitoring late coming and parents are informed in the morning and after lunch, by Group-Call (text message), if students are late. Student Support Principal Teachers will issue sanctions in cases of persistent lateness.

5. What should I do if my child is absent?
Progress at school is dependent on regular attendance. It is essential that home and school work together to maximise attendance. When it is known that your child is to be absent on a particular day, parents should write to their child’s Register Teacher informing him/her of the proposed absence. Where absence is unplanned, e.g., illness - parents should make a phone call to the school absence line on 0131 271 4530 and select option 1, before 9.00am, on the first day of any absence. If students are absent without an explanation parents will receive a Group Call (text message) asking the parent to make contact with the school. School staff will attempt to follow up by telephone those who do not respond.

6. What is Group-Call?
Group-Call is a messaging service that sends short text messages from the school to the mobile phone of the students ‘main contact’, usually a parent. Messages are converted to voice messages for those with land lines only. Lasswade High School uses Group-Call for attendance, severe weather, student Friday Detentions and other items of school information. It is important that parents communicate mobile phone numbers to the school as and when they change.
7. What happens if my child becomes ill during the school day? Can school staff administer prescribed medication?

Students who become unwell during the school day report to Learning Assistants based in Student Support. The Learning Assistants in conjunction with parents/emergency contacts will decide if a student should remain in or leave the school. For students in years S1-S3 it is policy for these students to be collected by a known adult if they are to leave school unless otherwise stated to the Learning Assistant. Students must never leave the school without permission. Students should not circumvent this procedure and contact parents using their own mobile phones.

It is requested that you should administer any necessary prescribed medication to your child before and/or after school hours when at all possible.

Should your child require medication during the school day you should complete the appropriate medical consent form, which is available from the Learning Assistants in Student Support or at Student Reception. There can be no administration of medication without parents completing the appropriate form.

Please note the school does not provide medication. We securely store medication supplied by parents and issue it under the terms of the completed form.

8. What happens if my child gets bullied?

At Lasswade High School, we aim to create an environment in which bullying is less likely to occur. As with many issues, we feel that the best way to tackle this problem is through a partnership between school and family. If you are concerned that your child is being bullied the following points may be useful:-

- Reassure your child that it is not his/her fault.
- Encourage your child to talk about it.
- Explain to your child that the school must be contacted.
- Inform your child’s Student Support teacher so that a plan of action can be worked out.

9. How much homework will my child get?

The school has a commitment to a homework programme. The nature and extent of homework varies with subjects, students and age groups. It is difficult to quantify the amount of homework to be expected by a child or the time to complete it. It is anticipated that homework should increase as students progress through the school. Students who do not complete homework set will become involved in the school disciplinary system.

10. How do I get appointments with teachers at Parents’ Evenings? What should I do if I can’t attend a Parents’ Evening?

Lasswade High School operates an online booking system for Parents’ Evenings. The system is accessible from our website.

http://lasswadehsc.mgfl.net/parents-evening-booking-system/
If you cannot attend a parents’ evening you can contact your child’s Student Support teacher to discuss progress.

11. Is my child allowed to leave the school premises at lunch? Are students supervised at lunchtime?
Students can leave the school premises at lunch if they wish however the school canteen is available for students who wish to take lunch. The school canteen area is supervised by staff. We prefer that S1 students stay in the school grounds at all times.

12. How does my child get a locker?
The school has individual student lockers available to all year groups. Lockers are purchased from school funds and hired out to students on an annual basis. Each session, students must submit an application form and non refundable £5.00 charge for use of the locker. A charge of £5.00 will be levied if a locker key is lost. Students return the key at the end of the session, they do not keep the key for future years. Details and the opportunity to apply will be made available through Registration Teachers via the Daily Bulletins.

13. What happens if the school closes due to severe weather?
The decision to close due to severe weather involves Midlothian Council Headquarters personnel and is based on a risk assessment balancing health and safety against the need to continue with teaching and learning.

If during school hours a decision to close the school is required you will be informed by Group –call. You will be informed of arrangements regarding school transport, school closure times and other relevant information. It is important that these messages are read thoroughly and accurately. Some information may not apply to every parent.

Parent/carers should ensure that telephone contact numbers held by the school are accurate/up-to-date and put in place procedures for your child to ensure they know where to go in the event of a school closure, home, to extended family, a friend’s house etc. You should discuss this as a matter of priority with your child.

If out with school hours a decision to close the school is required you will be informed via the media and/or Groupcall’ I would encourage you to listen to local radio and if possible visit the Midlothian Council website. The council website contains links to ‘facebook’ and ‘twitter’ that allows messages, such as school closures, to be forwarded directly to a mobile phone.

14. Who do I contact about issues regarding school transport?
Midlothian Council has agreed to provide free transport for all secondary students living more than two miles from their designated catchment school. The home is defined as that of the parent or legal guardian. The distance is measured as the shortest walking distance from home to school using public footpaths between the house gate (or door where this does not apply) to the school gate. Responsibility for the provision of free transport to mainstream schools rests with Midlothian’s Transport Officer, Midlothian Council Travel Team, Midlothian House, Bucchleuch Street, Dalkeith, EH22 1DN. Telephone 0131 561 5453.