

Dream, Believe & Achieve @ Lasswade



LASSWADE HIGH SCHOOL



School Handbook

Session 2021/2022

# Lasswade High School

## School Handbook Information

### Session 2021-2022

#### Contents

Head Teacher's Introduction	3
Contact Details	4
Parental Involvement	7
School Ethos and Culture	8
Curriculum for Excellence	10
Assessment	14
Reporting	15
Transitions	16
<ul style="list-style-type: none"><li>• P7/S1 Transition</li><li>• Positive Destinations</li></ul>	
Student Support	17
<ul style="list-style-type: none"><li>• House System</li><li>• Additional Support Needs</li><li>• Child Protection</li></ul>	
School Improvement	20
School Policies and Practical Information	21
<ul style="list-style-type: none"><li>• Policies</li><li>• Student Activities and Clubs</li><li>• Student Representation</li><li>• Catering Arrangements</li><li>• School Uniform/PE Kit/Clothing Grants</li><li>• The School Day/Term Dates</li><li>• Health and Safety</li><li>• Data Protection</li><li>• Information Sharing</li></ul>	
Frequently Asked Questions	25

## 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 aims to answer any questions you may have.

Session 2020/21 has been a challenging period for all schools given the Covid-19 pandemic. Hopefully, session 2021/22 will allow a consistent in-school experience for all our students for the entire session.

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/carer, you are always welcome to contact the school to talk over any issues with me, 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  
Eskdale Drive  
Bonnyrigg  
MIDLOTHIAN  
EH19 2LA

Head Teacher: Mr Campbell Hornell  
Telephone: 0131 271 4530  
Website: <http://lasswadehsc.mgfl.net/>  
Council webpage: <https://www.midlothian.gov.uk/>  
E-mail: [Lasswade\\_hs@midlothian.gov.uk](mailto:Lasswade_hs@midlothian.gov.uk)  
Present Roll: 1582

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/carer 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/carer wishing to raise issues at the Parent Council is asked to contact the Secretary, via email [R.Watson@mgfl.net](mailto:R.Watson@mgfl.net). In addition, the Co-Chairs of The Parent Council, Ms Rebecca Lewis and Mr John French can be contacted via email; [ParentCouncil.Lasswade@mgfl.net](mailto:ParentCouncil.Lasswade@mgfl.net)

Any parent/carer wishing to raise a concern about their child should, in the first instance, contact 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 attached 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/carers 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.

In addition to the above each House has a dedicated email address that may be a more convenient method for parents/carers.

- [MEWellbeing.Lasswade@mgfl.net](mailto:MEWellbeing.Lasswade@mgfl.net) (Melville House)
- [MKWellbeing.Lasswade@mgfl.net](mailto:MKWellbeing.Lasswade@mgfl.net) (Mount Esk House)
- [SAWellbeing.Lasswade@mgfl.net](mailto:SAWellbeing.Lasswade@mgfl.net) (St Anne's House)
- [SLWellbeing.Lasswade@mgfl.net](mailto:SLWellbeing.Lasswade@mgfl.net) St Leonard's House)

If parents/carers 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/carer wishing to

raise a complaint is asked to contact our Senior Leadership Team, at the School Office, Lasswade High School or via email [Lasswade\\_hs@midlothian.gov.uk](mailto:Lasswade_hs@midlothian.gov.uk) Office staff will direct parents/carers to the most appropriate member of SLT. Parents/carers are asked to ensure they do not use the schools social media platforms to raise individual concerns or complaints.

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](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/carers should write to their child's Student Support Teacher informing him/her of the proposed absence. Where absence is unplanned, e.g., illness – parents/carers should phone the school absence line on 0131 271 4530 and select option 1, before 8.30 am, on the first day of any absence. If students are absent without an explanation parents/carers will receive a Group Call (text message) asking the parent/carer 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 Pupil Care and Welfare Officers based in Student Support. The Pupil Care and Welfare Officers, 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 instructed by the Pupil Care and Welfare Officer. 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](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/carers can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents/carers 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 'Apply for a school place' within the Midlothian Council website for further information:

[https://www.midlothian.gov.uk/info/879/school\\_places/32/apply\\_for\\_a\\_school\\_place](https://www.midlothian.gov.uk/info/879/school_places/32/apply_for_a_school_place)

Parents/carers 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/carer 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. This can be done either via telephone 0131 271 3733 or email:- [student.placement@midlothian.gov.uk](mailto:student.placement@midlothian.gov.uk)

Any potential enrolments into S2/S3/S4/S5/S6 or during the course of the session in S1, 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](mailto:Lasswade_hs@midlothian.gov.uk) Office staff will direct parents/carers 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/carers and co-opted members. The Parent Council holds meetings on a regular basis in order to engage parents/carers in discussions on school improvements and initiatives. This is an excellent opportunity for parents/carers to become involved in the life and work of the school.

During the period of Covid-19 restrictions our Parent Council has met virtually via Zoom. It is likely that this platform will continue for at least some of our Parent Council meetings during session 2021/22.

**Parent Council Chairpersons:** Ms Rebecca Lewis and Mr John French  
**Secretary to the Parent Council:** Miss Ruth Watson

Any parent/carer wishing to raise issues at the Parent Council is asked to contact the Secretary, via email [R.Watson@mgfl.net](mailto:R.Watson@mgfl.net). In addition, the Co-Chairs of The Parent Council, Ms Rebecca Lewis and Mr John French can be contacted via email; [ParentCouncil.Lasswade@mgfl.net](mailto:ParentCouncil.Lasswade@mgfl.net)

Information, support and advice on how a parent/carer 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/carer 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/carers 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/carers should contact their child's Student Support teacher to discuss progress in these subject areas.

Our regular written reports also allow parents/carers 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 AND CULTURE

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 with the 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

We encourage and support all our students to develop high aspirations for the future, in line with our DREAM values. On a daily basis this is underpinned by our three Core Expectations for every member of our learning community

1. Be ready
2. Be Respectful and Kind
3. Be Responsible

During session 2021/22 we will work in partnership with Columba 1400 to review and if required update our school values. This process will be student led and seek the views of all within our school community.

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 students. The curriculum delivery will challenge all ability levels and offer greater



choice in 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.

Our school makes extensive use of social media platforms, including Twitter and Instagram, and our website to celebrate student and staff achievements, as well as signposting our school community to opportunities available and school information. We expect all our students and their parent/carers to follow the main school social media accounts

- **Twitter:** @LasswadeHSC
- **Instagram:** @lasswadehighschool

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 partnerships with the Scottish Rugby Union and Lasswade Rugby Club to facilitate our School of Rugby model. In addition, we work with the Scottish Football Association and Bonnyrigg Rose FC in order to facilitate our School of Football model. In session 2021/22 we plan to launch our Performing Arts Academy.

## **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', BGE, is from nursery to the end of S3. Learning is divided into levels. The levels are as follows:

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

### **What happens within the Broad General Education?**

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 BGE including a guided 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 32 period week scheduled across 2 weeks. This means we operate a week 1/week 2 timetable model, with reminders on our social media platforms provided weekly. This model allows us to schedule longer 'blocks' of learning for students and reduces the number of teachers students see each day.

In S1/S2 all students study a broad range of subjects across our two-week timetable working mainly within mixed ability classes. The subjects currently studied are as follows:

- 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/Social Studies
- Science

All S1 and S2 students take part in Personal Support for 2 period a fortnight where they develop their own skills for learning, higher order thinking skills and skills for life and work through a range of practical activities.

In addition, all S1 and S2 students take part in our inter-disciplinary Connections programme for 2 periods per week. Students rotate around 4 courses designed to develop their skills for learning life and work.

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

Our ‘School of ...’ programme currently allow those students involved in S1 and S2 to receive additional time in Rugby and Football. This time is ‘negotiated’ from other subject areas and is with the agreement of parents/carers. The school is looking to extend this concept into other curricular areas, with our Performing Arts Academy due to launch in session 2021/22.

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/carers. Parents/carers are invited into school for further discussion before decisions are finalised.

In S3 students study subjects from all Curricular Areas as well as core Personal & Social Education, 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.

We offer a wide range of curricular pathways in the Senior Phase where students work towards securing National Qualifications in National 3, National 4, National 5, Higher and Advanced Higher.

### **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. Continuing in education 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 the Senior Phase (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. This may result, at times, in students from S4/S5/S6 being in the same class.

We work with a range of partners to secure appropriate coursing and positive destinations for our students. We work with Edinburgh College as part of our school college partnership, offering a range of courses, in addition to those offered at school level. A range of speakers and events are organised to support students with applications, CVs and interview skills including LEAPS to assist with university applications. We work closely with Skills Development Scotland to offer students career advice and individual support on an on-going basis.

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

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

As outlined in government and regional policies, Time for Reflection 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/carers have the right to withdraw students from religious observance and/or religious and moral education. Any parent/carer 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](mailto:Lasswade_hs@midlothian.gov.uk)

For advice on religious observance and religious and moral education please refer to:  
<https://education.gov.scot/Documents/cfe-briefing-16.pdf>

### **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. There is no charge for students in receipt of a Free Meal Entitlement or for Senior Phase students undertaking courses at N5/Higher/Advanced Higher level. The table below shows the current charging structure. We await the 2021/2022 session update.

<b>Lesson between</b>	<b>Charge</b>
August – June; 3 instruction blocks	£215.35
October – June; 2.5 instruction blocks	£179.45
January – June; 2 instruction blocks	£143.56
April – June; 1 instruction block	£71.78

### **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. Your child's Music teacher may recommend them for tuition. 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.

The Music Tuition service can be contacted by telephone: 0131 271 3710 or via email:  
[musictuition@midlothian.gov.uk](mailto:musictuition@midlothian.gov.uk)

## 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/carers – in writing and discussions to help them understand their child's progress and what parents/carers 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; these can be grouped into say, write, make and do. 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 their specific assessments related to some National Qualification courses (as units are removed from National 5 and 6).

As you will be aware the 2020 and 2021 SQA Exam Diets have been cancelled due to the Covid-19 pandemic. This has disrupted our assessment procedures in the Senior Phase.

Generally, prelims for Senior Phase National Qualifications are 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/carers 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/carers at the start of each year.

The 2020/21 reporting calendar is shown below, this is subject to annual review and shown as a guide to likely practice.

<b>Sept</b>	S1 Information Evening	<b>Jan</b>	S2 Alert Report
	S3 Alert Report	<b>Feb</b>	Senior Phase Full Report S1 Parents' Evening
<b>Oct</b>	S2 Parents' Evening	<b>March</b>	S3 Full Report
	Senior Phase Alert Report		Senior Phase Alert Report
<b>Nov</b>	S4 Parents' Evening	<b>April</b>	
	S5/S6 Parents' Evening	<b>May</b>	S3 Profile
	S1 Alert Report		S2 Full Report
<b>Dec</b>	S3 Parents' Evening		S1 Full Report
	Senior Phase Alert Report		

Reports are emailed to each parent/carer, it is therefore essential that an accurate email address is provided to the school when requested as part of our data checks. In addition, if parents/carers change email addresses they must inform the school.

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:-

[Parents' Evening - Parent Details Login \(parents-booking.co.uk\)](https://parents-booking.co.uk)

During session 2020/21 public health restrictions resulted in our Parents' Evenings being held via telephone. These consultations, booked via the above booking system, have been evaluated positively. We will consult with our parental body regarding arrangements for session 2021/22.

## **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/carers, students and school staff. In sessions 2019/20 and 2020/21 much of this programme has been 'virtual'.

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 Creative 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 High School over a period of three days. A Parents' Evening for parents/carers of 'new' S1 students is also held at this time.

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

Any parent/carer 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](mailto:Lasswade_hs@midlothian.gov.uk). Any parent/carer 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](https://www.midlothian.gov.uk/info/879/school_places/32/apply_for_a_school_place)

### **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/carer wishing to discuss how we work to secure a positive destination for our students 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](mailto: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 Creative Learning Team.

### House System

This system comprises of four houses – Melville, Mount Esk, St Anne’s and St Leonard’s, each with a range of staff responsible for the care, welfare and progress of students.

Mrs Suzanne Yule, 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.

	Melville	Mount Esk	St Anne’s	St Leonard’s
Head of House	Mrs J McLaren	Mrs K Hughes	Miss H Moar	Mrs C Main
PT Tracking & Monitoring	Mr J McQueen	Mr C Dewar	Mrs S Wilkins	Mrs S Sharp
Pupil Care & Welfare Officer	Miss K Jones	Mrs A Bowman	Mrs S Ramsay	Miss A Hutchison

The Support Team for each House has an overview of a student’s work, progress, behaviour and attendance and can give parents/carers 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.

Pupil Care & Welfare Officers 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](https://www.midlothian.gov.uk/info/907/support_for_students/72/additional_support_for_students)

Our Creative Learning staff support students with additional needs. This generally takes place in subject classes but where appropriate students can attend our range of support bases.

Any parent/carer wishing to discuss how to identify and address additional needs for our students is asked to contact Mrs Sarah Fleming, Principal Teacher Creative Learning, in the first instance at the School Office, Lasswade High School or via email

[Lasswade\\_hs@midlothian.gov.uk](mailto:Lasswade_hs@midlothian.gov.uk)

In addition, the school welcomes the opportunity to host a Complex Needs Provision. Students involved in this service are allocated through a process managed by Midlothian Council. Any parent/carer wishing to discuss the work of our Complex Needs Provision is asked to contact Miss Debbie Hughes, PT Complex Needs or via email – [Lasswade\\_hs@midlothian.gov.uk](mailto:Lasswade_hs@midlothian.gov.uk).

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](mailto:info@enquire.org.uk)
- an online enquiry service - [www.enquire.org.uk](http://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/carers 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 to various individuals and agencies can be arranged. These include the:

- School Nurse Service / Mental Health Link Worker
- Educational Psychologist
- Midlothian Children & Families Department
- Midlothian Youth People's Advice Service (MYPAS)
- Skills Development Scotland
- 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/carer wishing to discuss child protection and the safety of children is asked to contact Mrs Suzanne Yule, 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](mailto: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. These reports are now integrated into one document and can be accessed via the school website,

[School Improvement Planning - Lasswade High School Lasswade High School \(mgfl.net\)](#)

Information regarding Lasswade High School's performance at national level can be obtained by accessing:

<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

Information regarding 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 via the School Office, Lasswade High School or via email [Lasswade\\_hs@midlothian.gov.uk](mailto:Lasswade_hs@midlothian.gov.uk)

Midlothian Council 'Education guidelines' can be accessed online at:  
[https://www.midlothian.gov.uk/info/200184/education\\_guidelines](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 through Year Group Google Classrooms. Our school website and social media platforms are an excellent source of information regarding student activities and clubs.

### **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 part of the S6 Leadership Team. Our School Captains and House Captains are identified from this group. School and House Captains meet with Senior Staff on a weekly basis.

### **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 the start of the school, 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 student 'meal deal' lunch would normally cost around £2.30.

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

The ParentPay online payments system is used in all Midlothian schools and can be accessed online at:

<https://www.midlothian.gov.uk/info/878/schools/509/parentpay>

Pay the school securely online, by debit or credit card, for a large range of services and activities including trips and school meals.

Please also advise the school immediately should your child have any allergies. Our Breakfast Club provides students with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy 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](mailto:Lasswade_hs@midlothian.gov.uk)

Students with parents/carers in receipt of either:

- Universal Credit, where take home pay does not exceed £610 per month
- Income Support (IS)
- Income-Based Jobseeker's Allowance (JSA)
- Any Income Related element of Employment & Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- 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 £7,330

are entitled to a free school meal. For further information and details on how to apply 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](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](mailto:FSMAwards@midlothian.gov.uk)

### **School Uniform**

Lasswade High School has a school uniform and expects all students to comply. The school's dress code is based on our DREAM values and can be accessed via the school website:

[School Uniform - Lasswade High School Lasswade High School \(mgfl.net\)](#)

The following dress code is expected.

#### **GIRLS**

LHS School Blazer  
Black skirt or school trousers  
Plain white shirt or blouse  
School tie  
Plain black shoes  
Black V neck or cardigan

#### **BOYS**

LHS School Blazer  
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/carers, 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:-

- Universal Credit, where take home pay does not exceed £610 per month
- Income Support (IS)
- Income-Based Jobseeker's Allowance (JSA)
- Any Income Related element of Employment & Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- 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 £7,330

and who submit a completed application form, automatically receive a clothing grant for each student of school age. The current grant is £100 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](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. Each period lasts 50 minutes. For current precise timings please click the link below:-

[School Day - Lasswade High School Lasswade High School \(mgfl.net\)](#)

School term dates and holidays can be accessed online at:

[https://www.midlothian.gov.uk/info/878/schools/2/school\\_term\\_dates\\_and\\_holidays/2](https://www.midlothian.gov.uk/info/878/schools/2/school_term_dates_and_holidays/2)

### **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/carers in promoting good practice in health and safety matters is of great importance to the school.

Any parent/carer 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](mailto:Lasswade_hs@midlothian.gov.uk)

### **Data Protection**

Information relative to students, parents/carers is stored on a computer system with paper back up files and may be used for teaching, 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/carer 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](mailto: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/carers over recent years. Those listed are not exhaustive and parents/carers 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 Pupil Care & Welfare Officers who can assist with your concerns. You may also want to use our House email system

- [MEWellbeing.Lasswade@mgfl.net](mailto:MEWellbeing.Lasswade@mgfl.net) (Melville House)
- [MKWellbeing.Lasswade@mgfl.net](mailto:MKWellbeing.Lasswade@mgfl.net) (Mount Esk House)
- [SAWellbeing.Lasswade@mgfl.net](mailto:SAWellbeing.Lasswade@mgfl.net) (St Anne's House)
- [SLWellbeing.Lasswade@mgfl.net](mailto:SLWellbeing.Lasswade@mgfl.net) St Leonard's House)

### **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/carers an up-to-date picture of how their child is progressing. For further details please see the section on Student Support on p17.

### **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. Pupil Care & Welfare Officers play an active role in monitoring late coming and parents/carers 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/carers should write to their child's Student Support Teacher informing him/her of the proposed absence. Where absence is unplanned, e.g., illness – parents/carers should make a phone call to the school absence line on 0131 271 4530 and select option 1, before 8.30 am, on the first day of any absence. If students are absent without an explanation parents/carers will receive a Group Call (text message) asking the parent/carer 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/carer. Messages are converted to voice messages for those with land lines only. Lasswade High School uses Group-Call for attendance, severe weather and to direct parents/carers to our school website for other significant items of school information. It is important that parents/carers 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 Pupil Care & Welfare Officers based in Student Support. The Pupil Care & Welfare Officers 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 students to be collected by a known adult, if they are to leave school, unless otherwise stated by Pupil Care & Welfare Officers. 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 staff in Student Support or at Student Reception. There can be no administration of medication without parents/carers completing the appropriate form.

Please note the school does not provide medication. We securely store medication supplied by parents/carers 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. [Parents' Evening - Parent Details Login \(parents-booking.co.uk\)](http://parents-booking.co.uk)

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.

The exception to the above is that we expect S1 students to stay within the school grounds at interval and lunchtime. Any parent/carer who wishes their child to go home for lunch should contact their child's Student Support teacher.

**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 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 Group-Call. 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, Buccleuch Street, Dalkeith, EH22 1DN. Telephone 0131 561 5453.

