



**PORT GLASGOW  
HIGH SCHOOL**  
SUCCESS FOR ALL

# Port Glasgow High School

## Parent Information Pack – August 2018

Dear Parent/Carer,

It is my pleasure to provide you with some information as your child starts the new session at Port Glasgow High School.

The session begins at 8.50 am on **Thursday 16 August** and this pack aims to provide you with some important information which I hope will be of use to you in supporting your child's education and working in partnership with the school.

As I have now completed my second year as Head Teacher, I would like to thank you for the tremendous support I have received over the course of this period. I look forward to working with all members of the school community to ensure success for all learners at Port Glasgow High School.

Your support for the school and your child's education is greatly appreciated.

Best wishes,

Mr. S. Clark  
**Head Teacher**

### **Contents:**

- Introductory Information/Pupil Information Forms
- School Day Pattern
- School Uniform
- Pupil Code of Conduct
- Behaviour and Bullying Policies
- Important Dates (2018-19)
- Parent Council Information

### **Introductory Information - Pupil Information Forms**

- **Pupil Information** - On Thursday 16 August your child will be issued with a letter containing a form giving the details that we hold on record. The form should be signed and returned, even if it is correct, and any changes should be marked clearly on the form. It is essential we know the information we hold is accurate.
- **Internet/e-mail access (for S1 & new pupils)** – A form relating to the conditions of internet/email access must be signed and returned to the school before access can be granted. This may have been completed during your child's induction days. If it is outstanding your child will receive another copy and you will be notified by text. Please ensure the form is returned immediately.
- **Photo Permission Form** – A form allowing parent/carers the option to include/exclude their child's photograph from: council/school printed publications; in school display boards; school website and other media productions. As a written record of your choice must be held within the school it is important that you sign and return the form clearly stating your wishes. This may have been completed during your child's induction days. If it is outstanding your child will receive another copy and you will be notified by text. Please ensure the form is returned immediately.

- **Please note that our main method of sending you school information will be by e-mail.** If we do not have an e-mail address for your child's main contact a form requesting this will also be distributed.

## **Attendance**

Regular attendance is vitally important for pupil progress. Please do all you can to minimise the absences of your child from school. We have an automated telephone/ text system for contacting you when your child is absent and no contact has been made with the school.

Please contact the school as soon as you know your child will be absent, as otherwise the absence may be listed as unauthorised or unconfirmed (TBC). If we do not receive a reason for your child's absence by the end of the week, their absence will be recorded as unauthorised.

## **Home Learning (Homework)**

We want your child to achieve as highly as they possibly can. They will not be able to do this unless they acquire the home learning habit and all tasks are regularly completed. This session, we will be introducing an online app called Show My Homework. This will allow you and your child to access all records relating to your child's homework. We will distribute information on this shortly.

## **Valuables**

Please note that the Council does **not** carry insurance to cover the loss of personal items and any claims submitted are likely to be met only where the school can be shown to have been negligent. Consequently, we would ask you to ensure that valuable items and unnecessarily expensive clothing are not brought to school.

## **Communication**

Good communication between school and home is essential for your child to make the best progress possible. If you have any concerns about your child's progress or wellbeing, please contact their Named Person (their Principal Teacher of Guidance, unless they have a Support Plan managed by another PT).

Telephone Number: 01475 715 200

If you have any routine enquiries, these may be answered by visiting our school website at:

<http://portglasgow.inverclyde.sch.uk/>

Please keep up to date with school news and events by following/liking us on social media:

@PortGlasgowHS (twitter)  
www.facebook.com/PortGlasgowHigh

## **HT Drop In**

If you would like to discuss any wider school issues directly with the Head Teacher, Mr Clark operates a 'drop in' session every Monday between 4pm-5pm. No appointment is necessary, but please contact the school office by 4pm to advise you will attend and provide an approximate arrival time.

## **Pupil Achievements**

We are very keen to celebrate and recognise all of our pupils' achievements in and out of school. However, they do not always make us aware of out of school accomplishments! If your child has an achievement out of school, please inform their Year Head:

S1-3: Mrs Craig - INXDJ067@glow.sch.uk  
S4-6: Ms Welsh- gw17welshsuzanne@glow.sch.uk

**We look forward to a session of close partnership with you.**

**Timing of the day and pattern of the week**

**Monday and Tuesday**

Reg. 8.50 – 9.00

Period 1 9.00 – 9.50

Period 2 9.50 – 10.40

**Break 15 minutes**

Period 3 10.55 – 11.45

Period 4 11.45 - 12.35

**Lunch 40 minutes**

Period 5 1.15 – 2.05

Period 6 2.05 – 2.55

Period 7 2.55 - 3.45

**Wednesday - Friday**

Reg. 8.50 – 9.00

Period 1 9.00 – 9.50

Period 2 9.50 – 10.40

**Break 15 minutes**

Period 3 10.55 – 11.45

Period 4 11.45 - 12.35

**Lunch 40 minutes**

Period 5 1.15 – 2.05

Period 6 2.05 – 2.55

# PORT GLASGOW HIGH SCHOOL

## SCHOOL UNIFORM POLICY



We like our pupils coming to the school looking smart and proud to be associated with Port Glasgow High School.

### Why School Uniform?

- **It creates a sense of identity** with the school and allows us to make the school a safer and more secure place. We can easily identify pupils as ours!
- **It creates a working environment.** Pupils dress to come to work and then change for their leisure time.
- **It promotes a sense of equality and fairness.** No arguments about what to wear or fashion rivalries.

### The School Uniform in four steps!

- 1) We prefer pupils to **wear white shirt with school tie** and encourage the wearing of a **school blazer**. We think that this reflects the maturity of Secondary School.
- 2) Black or grey trousers or skirt
- 3) Black shoes or black trainers must be worn
- 4) S5/6 pupils are expected to wear their senior school blazer

Port Glasgow High School polo shirt and sweat shirt are also available. A school tie or P.G.H.S. polo-shirt must be worn to identify each pupil within the school. Our school blazer is available from Smiths and is expected for S5-6 pupils. S1-4 pupils may wear this through choice.

All outdoor wear, non-uniform jumpers or hoodies should be removed in class. A PGHS or plain, dark jumper may be worn in class optionally.

### P.E. Kit

Training shoes

Black shorts or black tracksuit bottoms.

Port Glasgow High School Sports Top

Change of socks

Smiths in Greenock stock the ties, blazers, polo shirts and sweatshirts.

We urge parents to support the school fully in its drive to ensure the highest quality in all aspects of its work. **Our dress code is crucial as part of this process.**



**PORT GLASGOW HIGH SCHOOL**  
**DEPARTMENT OF PHYSICAL EDUCATION**

Dear Parent/Carer,

We would like to welcome your child into Port Glasgow High School PE Department. It is hoped over the next year your son/daughter will gain much enjoyment and satisfaction from the variety of activities that we offer throughout their PE course.

**ACTIVITIES**

Basketball	Rugby	Gymnastics
Badminton	Athletics	Football
	Hockey	
Health Plan	Softball	



**DEPARTMENT KIT PROCEDURE**

To assist us in our teaching and your child's learning please ensure that your child is equipped with the necessary kit to participate in class at all times (3 periods per week). This includes a Port Glasgow High School Sports Top, blue shorts/tracksuit bottoms and a pair of trainers.

If your child forgets their kit, the department will provide shorts and a t-shirt which are laundered daily and training shoes. However, if this becomes a regular occurrence school discipline procedures will be followed.



**ILLNESS/LETTERS**

If your child is physically unable to participate **NO NOTE IS REQUIRED**. If the pupil is going to miss more than two weeks of Physical Education then a medical certificate should be provided from a doctor.

However, please ensure your son/daughter brings their kit to assist the class teacher with scoring/equipment/peer observation etc and to allow them to be present in class.

**PE KIT MUST BE BROUGHT TO ALL PERIODS OF PE**

## AWARDS

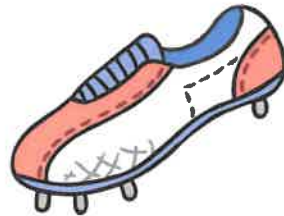
Positive referrals will be issued to all pupils who bring the correct kit for a full activity block (4 weeks).

Finally, please remember that physical education is all about participation and enjoyment. If we can all work together to achieve these aims your child will benefit greatly both physically and socially.

If you have any enquiries regarding our kit procedure please contact either myself or your child's Principal Teacher of Guidance or Year Head.

Thanks in advance for your support of Physical Education in Port Glasgow High School.

Mr B. Kelly  
Principal Teacher of Physical Education  
Port Glasgow High School





# Port Glasgow High School

# Pupil Code of Conduct



**PORT GLASGOW  
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## START OF LESSONS

1. Arrive at class on time
2. Remove outdoor clothing/non-uniform jumpers
3. Be prepared to begin work
4. Bring necessary equipment
5. Produce any homework due

## DURING LESSONS

1. Take responsibility for your own learning
2. Follow class teacher's instructions
3. Respect each other
4. Phones should be switched off and out of sight (this includes headphones)

## END OF LESSONS

1. Reflect on your learning and consider your progress
2. Pack up when instructed and wait until dismissed by your teacher
3. Make your way to your next class quickly and safely demonstrating respect for each other and any visitors

## WHOLE SCHOOL RULES

1. Walk on the left
2. Mobile phones should be switched off and out of sight within classes
3. Food and drink should be consumed in the social areas and canteen only
4. Litter must be placed in the bins provided
5. Hats and hoods must be removed within the school building
6. Pupils have access to the social areas and canteen during interval and lunchtime - pupils should only be in the teaching blocks at these times if you have a reason.
7. Fire Exits are to be used in emergencies only



## **INFORMATION SHEET – BEHAVIOUR POLICY**

### **PROMOTING POSITIVE BEHAVIOUR**

The school's Behaviour Policy aims to set the standard for good behaviour and hard work. We reward pupils for their good behaviour, and deal with inappropriate behaviour quickly and effectively in a way that reduces disruption to a minimum. Our school code of conduct (attached) sets down the minimum standards we expect for pupil behaviour.

### **REWARDING GOOD BEHAVIOUR**

We do not take good behaviour and conduct for granted - we actively **praise** pupils for work that is 'well done.' We also give the following 'rewards':

1. **Positive Referrals & Class Merits** are issued to pupils when they perform a notable piece of work. 'Posies' are completed by class teachers, signed personally by the Head Teacher, and taken home. They form an important part of the 'record of achievement' which each pupil builds up as they progress through the school. Class Merits are completed on the system electronically and generate texts home and other rewards.
2. **Merit Awards**  
During the session, class teachers nominate pupils each term for 'merit certificates' that are awarded for good work, effort and/or attitude in class. This is an important way for the school to publicly acknowledge good behaviour.

### **DEALING WITH INAPPROPRIATE BEHAVIOUR**

We want the school to be a purposeful, orderly place in which effective learning is allowed to flourish. Any deviation from the code of conduct will be dealt with in a way that keeps disruption to learning and teaching to a minimum.

We believe that good discipline is established through a close partnership between the school and the home. The following is a list of sanctions (becoming more serious as they 'move up') which are used by the school.

- Stage1:** 'Official Warning' by the class teacher.
- Stage2:** 'Second Warning' and 'Isolation within the lesson' - e.g. moving seat.
- Stage3:** Ten minutes of detention at the next lunch break (this takes place at the beginning so that there is still ample time for lunch).
- Stage4:** 'Behaviour Report' - a written note saying clearly what the offence has been and asking for your signature as an acknowledgement that you have seen it. If your child receives three or more of these, you may be contacted and could be asked to come to the school to speak to a senior member of staff.
- Stage5:** For either a serious offence or a build up through the previous stages, your child will be removed from class and sent straight to a senior member of staff and you will be notified



# Port Glasgow High School



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## Anti Bullying Policy

### Principles

Port Glasgow High School is a community where everyone should feel welcome and safe. All young people and adults who are part of the community have the right to work and learn in an atmosphere that is free from prejudice, intolerance and fear. Bullying of any kind, by anyone is unacceptable and nobody should ever be bullied.

Bullying can happen anywhere, including at Port Glasgow High School. We acknowledge that bullying can happen both in the school and its community, but we do not tolerate it in any form.

### What Bullying is

Bullying is a form of abuse that is defined by its effects. People who are bullied are seriously upset by something someone else has done or said to them. They fear that it will happen again and they feel powerless to stop it happening.

There are many different ways in which people can bully others. Sometimes groups do it and sometimes it is done by just one person. There are usually other people who are not directly involved but know what is going on.

Bullying may involve actions that are repeated over a period of time, equally it may be a one off occurrence. It is always an attempt by the bully to exercise power over their victim.

### What Bullying is not

Fights and conflicts between people of approximately equal power and random attacks by strangers are serious instances of anti-social behaviour, but they are not bullying. Neither is respectful exercise of power by people in positions of authority. Although acts of bullying are aggressive, not all aggressive acts are bullying.

However, if someone **feels** that they are being bullied, this alone is serious and the school will ensure that full support is in place for the person feeling they are experiencing bullying behaviour. Part of this may be ensuring that others reflect on and are aware of the impact of their behaviour.

### School Ethos

The school promotes inclusion, fairness, respect and equality for all members of its community. Discrimination based on real or perceived differences is always wrong. Nobody should be bullied because of their race, gender, disability, age, sexual orientation, religion or belief. Our policies on children's rights, equal opportunities, race equality and child protection support those of Inverclyde Council and emphasise our determination to uphold the rights of minorities and to protect vulnerable individuals. The procedures described in these policies are consistent with the ones in this anti-bullying policy.

## How we work together to prevent bullying

All members of our school community need to be involved if we want to ensure zero tolerance of bullying.

**Pupils** are encouraged to:

- contribute ideas about how bullying can be tackled
- report all incidents of bullying
- support each other and seek help to ensure that everyone feels safe
- value other members of the school community and demonstrate tolerance

**Staff** (Teachers and Support Staff) should endeavour to:

- nurture a positive ethos of respect for all people through their daily work and relationships
- follow establishment procedures for managing alleged bullying incidents
- support pupils who are involved in incidents of bullying

**Parents and families** are encouraged to:

- contribute ideas about how bullying can be tackled
- support the school's anti-bullying policy and procedures
- discuss with school staff any concerns that their child has regarding bullying
- promote an anti-bullying culture outside school

**Partner Professionals** will work with the school to:

- support individuals involved in incidents of bullying
- support families experiencing difficulties as a result of bullying
- provide help and advice on how bullying can be tackled

**School Leadership Team** will:

- ensure that all reported incidents of bullying are dealt with using the procedures described in this policy
- monitor, on a termly basis, reported incidents of bullying
- evaluate how the school tackles bullying through consultation with the school community
- review the effectiveness of the school's anti-bullying policy

## How we deal with reported incidents of bullying

Pupils should always report incidents of bullying to a member of staff. Staff members cannot promise to keep everything they are told confidential - if someone is in danger of harm then staff must act. However, members of staff must explain the action they will take to the person who has approached them.

Family members may also report incidents of bullying and should do this by contacting the pupil's Principal Teacher of Guidance.

## Helpful responses for staff

Staff receiving reports of bullying should adopt two roles:

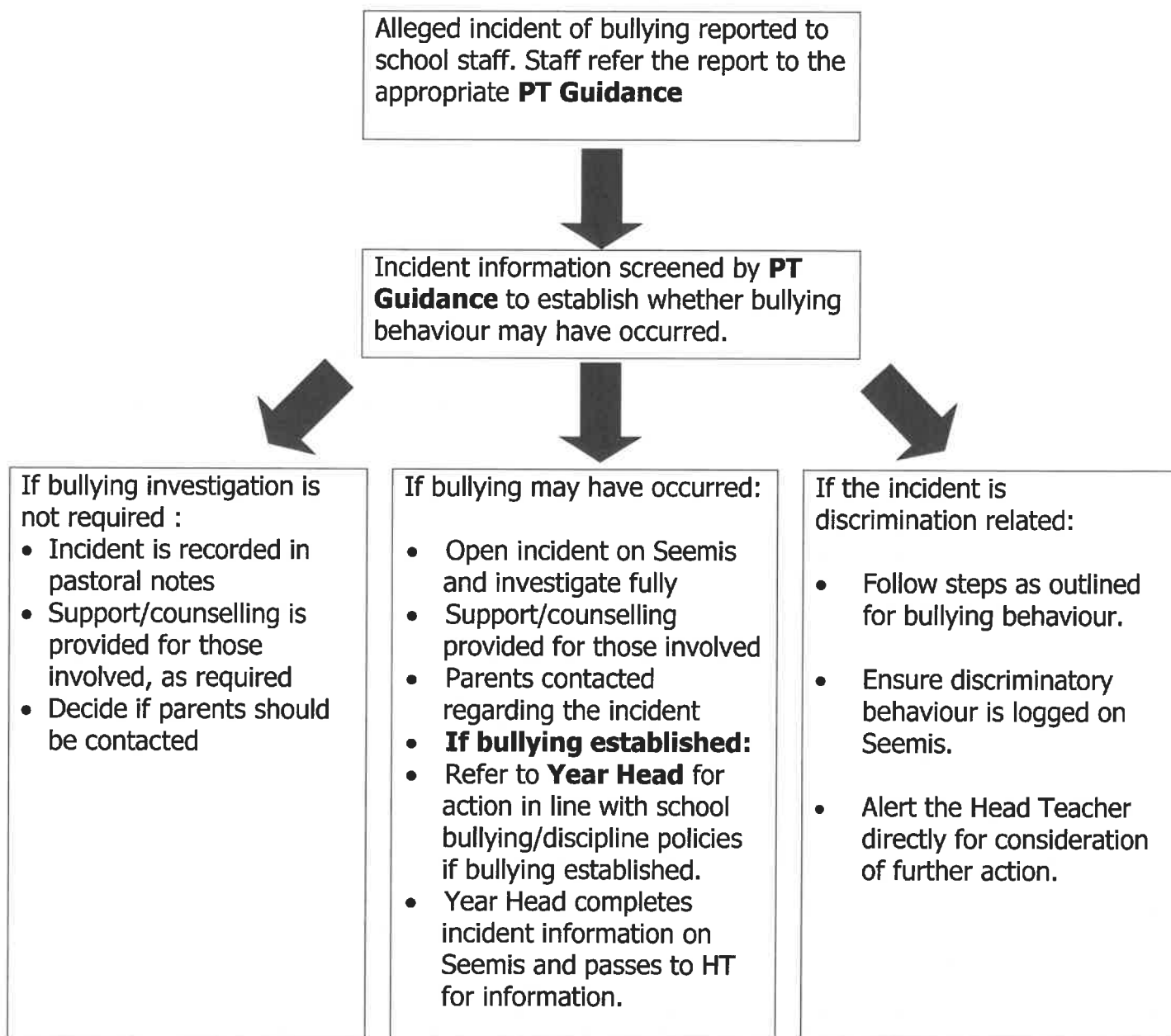
- |                      |   |  |
|----------------------|---|--|
| <b>the listener</b>  | - | listening patiently and not jumping to conclusions |
| <b>the supporter</b> | - | seeing their side and acknowledging their feelings |

Give reassurance and acknowledge the problem. It is important to let the child know:

- that they were right to tell you
- that you believe them
- that it is not their fault
- that you are sorry that it happened
- that they are not the problem
- that they are not the only one to be bullied

Guidance Staff, when investigating the reported incident should do so sensitively and patiently.

### Procedures for staff



### How people involved in bullying will be supported

If an incident is found to involve bullying, staff will always aim to stop the problem as quickly as possible. Because so many different types of behaviour come under the heading of 'bullying' there are many different possible responses.

**Young people who experience bullying** may be supported in a number of ways. The type of support and the length of time for which it will continue, will be decided after discussions between the young person, his or her family and Pupil Support Staff.

**Young people who are displaying bullying** will be helped to change their behaviour. Usually this can be achieved through interviews with parents, Pupil Support Staff and a range of restorative practices. In extreme cases, the young person may be subject to the disciplinary procedures of the school or referred to the Police or Reporter to the Children's Panel.

# PORT GLASGOW HIGH SCHOOL



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## IMPORTANT DATES – 2018/19

### First Term

**In-service Days:** Wed 15th Aug 2018 (staff only)  
**School opens for pupils:** Thurs 16th Aug  
**Photographer Visit for S1, S3 & S6:** Friday 24th August  
**Parent Council Open Forum (All Parents Invited):** Monday 20th Aug, 7pm  
**Local Holiday:** Mon 3rd Sept  
**In-Service Day:** Tues 4th Sept (staff only)  
**Former Pupils' Concert:** Friday 7th Sept  
**Prizegiving:** Thurs 20th September (TBC)  
**Help Your Child to Pass Evening (S4-6):** Tues 9th Oct  
**Mid-term holiday:** Mon 15th — Fri 19th Oct inclusive  
**In-service Day:** Mon 22nd Oct (staff only)  
**Learning Showcase:** Tues 6th Nov  
**S2 Parents' Evening:** Tues 13th Nov (4pm-6pm)  
**S4-6 Parents' Evening:** Tues 4th Dec (4pm-7pm)  
**Parent Council Christmas Fayre:** Tues 4th Dec, 5pm onwards  
**Christmas Jumper/Non-Uniform Day:** Thurs 20th Dec  
**End of term – close:** Fri 21st Dec

### Second Term

**Re-open:** Mon 7th Jan 2019  
**S1 Parents' Evening:** Tues 22nd Jan (4pm-6pm)  
**S3 Parents' Evening:** Tues 29th Jan (4pm-6pm)  
**HPV Vaccinations:** Tues 5th Feb  
**Mid-term holiday:** Mon 11th & Tues 12th Feb  
**In-service Day:** Wed 13th Feb (staff only)  
**Teenage Booster Vaccinations:** Tues 19th March  
**Music Showcase Concert:** Wed 20th & Thurs 21st March  
**End of term – close:** Fri 29th March

### Third Term

**Re-open:** Mon 15th April  
**Holiday:** Fri 19th & Mon 22nd April  
**SQA Exams Begin:** Thurs 25th April  
**May Day Holiday:** Mon 6th May  
**Local Holiday:** Fri 24th & Mon 27th May  
**In-service Day:** Tues 28th May (staff only)  
**School Show:** Wed 19th – Fri 21st June  
**End of term – close:** Fri 28th June

# PARENT INVITATION

*All parent/carers are invited to the Parent Open Forum, run by the Parent Council, at 7pm on Monday 20<sup>th</sup> August 2018 in the Enterprise Centre Conference Room.*

## Your Parent Council Needs YOU!

Good Partnership with parent/carers is a key part of a good school. We always need new Parent Council members especially from our new S1.

By joining us you can:

- help shape your child's education
- learn more about the school and curriculum
- support the school in fundraising events
- communicate directly with the school leadership team

We meet once a month in term time, usually from 7pm till around 8:30pm on a Monday. Days and times are negotiable, however.

If you want to find out more, please contact us via the school office. (01475 715200)  
[INPortGlasgow@glowscotland.onmicrosoft.com](mailto:INPortGlasgow@glowscotland.onmicrosoft.com)

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Port Glasgow High  
School Parent Council

