

PORTOBELLO HIGH SCHOOL INFORMATION PACK

2015 / 2016



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September 2015

Dear Parent / Carer

I am delighted to welcome you back to the new school session. I hope as families you have enjoyed the summer break and that our pupils have returned eager to make the most of the year ahead. I would like to offer an especially warm welcome to all our new parents / carers and look forward to a good working partnership over the next few years.

SQA – Examination Results

The results this year were again very encouraging in a number of areas. Last year's S4 have put in a very good performance. We are very pleased with the provisional attainment data which has been released by the Scottish Government. Our 5+ National 5 passes are sitting at the best performance in 14 years. The 5+ National 4 passes is again one of our best results in the last 14 years.

The provisional S5 results are very pleasing, all categories are the best or second best in all years. The cumulative results of our former S6 pupils at 1+, 3+, 5+ Highers and Advanced Higher are the best in the last 14 years. The category 5+ Highers and 1+ Advanced Highers are the best in 14 years.

We are also very proud of the number of quality passes at Higher, with many A's and B's rather than "C" passes. It is also worth acknowledging that there were a number of students in S5 who carried off a set of "A" passes.

I am also pleased with the seniors who achieved success in the Science Baccalaureate. The youngsters who followed the Jet (Job Education Training) programme enjoyed excellent training, gaining SQA National Progression Awards in Enterprise and Employability. Our S4 pupils who followed Skills for Work courses in Hairdressing and Construction Crafts also had real success. Pupils undertaking our new courses in Creative Industries, Hospitality and Digital Media and Skillforce performed really well. I need to offer real congratulations to the young people who have worked hard and to the staff behind them, who have offered a good grounding for the success the pupils have enjoyed.

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Standards, Quality and Improvement Plan

Our Standards, Quality and Improvement Plan will be completed by the end of September 2015 and will be available on our Website. If you would like a paper copy, please contact the School Admin Office.

Our key areas for improvement are:

- ***To further develop the entitlements for young people in their broad general education and senior phase including a focus on assessment and moderation***
- ***To further improve consistency in learner's experiences, progression in learning and achievement opportunities***
- ***To further improve curriculum transition to effectively meet the needs of all learners, including those with additional support needs***
- ***To further improve whole school strategies for the development and assessment of literacy, numeracy, health and well-being and ICT***
- ***To further develop a range of strategies / partnership working to meet the needs of all learners***
- ***To further develop strategies which support high quality professional learning***
- ***To manage the move to the new school***

National Parent Forum Website

I write to let you know of useful resources produced by Education Scotland to help parents / carers gain understanding of educational developments.

A series of information sheets to support Curriculum for Excellence and the new qualifications can be found on the National Parent Forum website. The link to the relevant pages is given below:

<http://www.parentforumscotland.org>

Staffing

SENIOR LEADERSHIP TEAM	
Ms A Fotheringham	Head Teacher (Acting)
Ms M Hume	House Head – Abercorn (Acting)
Mr K Walker	House Head - Brunstane (Acting)
Mrs M Williamson	House Head - Crichton
Mr P Saddler	House Head - Duddingston

Following the appointments which we intimated at the end of term, we have enjoyed welcoming new staff to the school. There have been further staffing changes due to promotions and relocations at the end of term. I am pleased to confirm that joining our staff are:

- Mr Bourne – has stepped in to the post of Acting Curriculum Leader – Science
- Mrs Breingan has been confirmed as Acting Support for Learning Leader, the post will run until early November
- Mr Kellagher has been appointed to Maths, as Mr McPhillie secured another position at the end of term
- Mr McKee is welcomed back as Curriculum Leader for Technologies as Mr Clark has been appointed as Depute Head Teacher of Selkirk High School., We wish him well with his new phase of his career

There is always some movement in a school of this size and I am confident and excited to have so many people of calibre joining the teaching staff.

School Captains and School Leaders

We appointed our S6 Pupil Leadership Team in June and they have already made a very positive impact on the school community, talking at assemblies and parents / carers information evenings./ Joining the School Captains, 16 team leaders have been appointed to support the Captains and help organise the prefects and I am very confident they will work well to support the school.

Calendar

Our school calendar has already been emailed to parents / carers and has been placed on the school website. It contains the important holiday and In-service dates, as well as dates for the issue of Pupil Reports and dates for Parents' Consultations. All Parents' Consultations to discuss reports will be held during twilight sessions from 4:30 p.m. to 7:00 p.m.

Please keep this calendar in a safe place for reference.

New School

The new school building is taking shape and we are starting to think and plan for our move. This session we will be working closely with Balfour Beattie and the design team to put the finishing touches to the building in terms of signage, lighting and the grounds. We have set up two working groups, one to focus on Celebration for the old and new buildings, and the other to look at a new school uniform for a new school. Pupils will play a big part in both of these working groups.

Balfour Beattie are also working with us to provide opportunities for young people to develop skills for life, learning and work. Our Architects, J M Architects have offered to give a talk to our students on career pathways into architecture and describing what has been involved in the new school. Balfour Beattie have also offered work experience placements on site and in their offices, mock interviews / or seminars and they will be attending our Careers Convention during the day and evening. Thanks to Miss Skedd for all her work in organizing these opportunities.

Receive School News by Email

As you may know, the school has a website which can be accessed at www.portobello.edin.sch.uk. It contains lots of useful information about the school, including regular news to keep you up to date with what is happening.

The website also has a useful feature to allow you to receive updates as they are posted. Please use the “subscribe” options on the right hand side of the PHS website.

We have built up a bank of parental e-mail addresses to pass on messages. Please ensure your e-mail address is on the SEEMIS form to allow for this. This is especially important for the parents / carers of our new S1.

Personal and Social Education

We have enclosed information regarding the topics which are covered in Personal and Social Education. If you would like further detail, please contact Mrs M Hume (DHT (Acting) Pupil Support).

School Uniform

I would like to say a big thank you to parents / carers and pupils for the commitment that has been made to the wearing of school uniform. We face challenges, especially from female pupils who fight to introduce a fashion edge to choices. We feel school uniform contributes greatly to the ethos and culture of the school and are grateful for parental support. The start to the school year has on the whole positive, but we would ask that you encourage your child to wear their school tie.

Electronic Attendance Alert

Good attendance and punctuality are very important to us and we seek the support of parents / carers to ensure that youngsters attend well and arrive promptly. We operate an electronic system which phones parents / carers to inform them if their son / daughter is absent from school. (Please note detail on the sheet issued) If a parent / carer has contacted us by **8:15 a.m.** on the morning of an absence or informed us in advance of the absence, a call will not be made by the system. The absence alert number is **657 9057**.

Extra-Curricular Provision

Our programme of after-school sports clubs and other extra curricular activities is being developed. I am pleased to report that there is an interesting and varied selection and I would ask you to encourage your youngster(s) to participate. The sports programme has been placed on the website and the full range of clubs will follow shortly.

Mrs E Inkster, Curriculum Leader of Physical Education and our Active Schools' Co-ordinator, Mr Paddy Dearlove would like to hear from parents / carers who would be willing to run, or support clubs on a full or part-time basis. This would be a huge support.

Celebration of Achievements

We take great pleasure in publicising the many and varied achievements of our pupils. Please keep me up-to-date of successes to allow me to share these widely.

Portobello Village Show

We were delighted to again have the school's Ceilidh Band "Spurtle" play at the Portobello Village Show. It's lovely to be part of a community event.

S6 Leadership and Team Building Event

Tuesday, 18th August 2015 saw sixty, S6 pupils take part in a Business Education Course on team building and leadership skills. A range of facilitators from the world of further education and business led the day offering up-front talks, advice and challenges. Stimulating and challenging activities gave the opportunity for the new S6 to bond well and a competitive spirit was noted as they battled to build the best bridge or create the best presentation or performance of the day. This was seen as a thoroughly enjoyable experience giving a good insight to the World of Work.

Senior Debating Team

The Senior Debating Team are beginning to prepare for their first National Competition. They are against the motion – “We should permit the use of performance enhancing drugs in sport”. The venue of the debate is the National Library of Scotland. Supporters are welcome (Date to be confirmed).

Book Amnesty

Can we please urge your youngsters to return any school books from earlier years’ study that may be lurking at home? We are happy to accept books of former pupils too (no questions asked!).

Parent Forum / Parent Council

The first meeting of the Parent Council / Parent Forum was held on Monday, 14th September 2015. Please do join – more information can be found in this pack.

All parents / carers are welcome to Parent Council Meetings which are held on a Monday, at 7 p.m. in the School Library. This session’s date are:

Parent Council Meetings		
14 Sep 15	A.G.M.	7 - 9 pm
5 Oct 15	Meeting	7 - 9 pm
30 Nov 15	Meeting	7 - 9 pm
11 Jan 16	Meeting	7 - 9 pm
7 Mar 16	Meeting	7 - 9 pm
16 May 16	Meeting	7 - 9 pm

I would like to thank Mr Tom Ballantine (Chair) Mr Donald McGregor (Vice Chair) and the parent members for their hard work over the last year and their unfailing support of the school.

Finally, if you have any concerns or questions regarding your youngster’s education or the service we provide, please do not hesitate to contact the school. I look forward to a productive school year and wish all of our pupils every success.

Yours faithfully

Alison Fotheringham
Acting Head Teacher

Portobello High School Parent Council

Annual Report 2014 - 2015

Introduction: Each year the Parent Council reports to you the parents / carers (and as such members of the 'Parent Forum') on what the council has been up to.

About the parent council: The council exists to support partnership between the school, pupils and parents/carers and to identify and represent the views of parent on the education provided by the school and on other matters affecting the welfare of the pupils.

The parent council meetings are ***open to all parents/carers of children at the school.*** They happen about ***5 times a year*** usually on a ***Monday evening in the School Library at 7pm*** Membership comes from parents, staff and pupils with input support and advice from the Head Teacher, members of staff and frequent attendance of local councillors and our local MSP.

The Work of the Council 2014 - 2015

Curriculum for Excellence: The council has continued to work with the school to ensure the curriculum succeeds. Substantial feedback had been obtained on the national exams from pupils and parents including on pupil workload/optimum number of exams to be taken which was discussed with the council. This year approximately two thirds of the new Curriculum for Excellence Highers were undertaken which is in line with other city of Edinburgh schools.

Fundraising- you helping young people at the school: Parent council members, parents/carers and pupils raised significant funds on behalf of the school with:

- A **School lottery** although we have been reviewing how to improve this.
- A **Cabaret Night** was a big success raising £1,946
- A **Fashion Show** raised close to £1,000
- A **car boot sale**
- An **Easy fund raising scheme** raised £115 from 43 people in 6 months – think what 2,000 of us can do!

<http://www.easyfundraising.org.uk/causes/portobellohighsc>

As a direct result pupils were able to benefit from new equipment across departments and in the library. As ever huge thanks to everyone who put in so much effort to achieving success. **Fundraising only works with the support of the whole school community so please continue that support next year!**

The New School Building: Building went on throughout the school year with reports to the council as the year progressed. The aim of completion by next summer still looks realistic.

Housekeeping/Key discussions: The council was given detailed information on, and discussed, amongst other things-

- Improvement plans for the school
- Parental engagement and how to improve it
- Suspended timetable and ensuring it continues
- Teenage brains and behaviour- a course for both staff and parents
- Improving the school web site
- Ensuring access to the Duke of Edinburgh scheme for pupils
- Changing the school lottery format
- Revision and technology

A sad Loss: The whole school community was shocked and saddened by the death of **Lynn Kerr** an extremely popular, much valued member of the school administrative staff. Our thoughts have been with her family and friends.

Goodbyes/Hello: The school has seen the usual comings and goings of staff. The most significant moves of the school year on this front were the departure of **Allyson Dobson** from her position as Deputy Head to take up a position as Head Teacher at Dalkeith High School and **Peigi Macarthur's** retirement as head at the end of the last academic year.

The Parent Council paid tribute to their excellent work in fostering an inclusive ethos of care and commitment at the school. We thanked Peigi Macarthur in particular for the leadership she provided to the school through her time as head. Both Allyson and Peigi have made an enormous contribution to the success of the school over many years. We wish Allyson well in her new position and Peigi a happy and restful retirement.

The appointment process is underway for a new Head Teacher. **Alison Fotheringham** has been appointed as Acting Head of the school mean time. She has our full support in ensuring the school continues to thrive. We face an exciting time with both a new Head and a new school building to come this year.

Conclusion: Thank you to Peigi Macarthur, the members of the council and all at Portobello High School for the work and achievement over the last year.

Portobello High School Parent Council exists to work in partnership with the school and to ensure it remains connected with parents, carers and the wider community. The school, and we as parents, want to see our young people thrive in a caring supportive and hardworking school. The Parent Council looks forward to continuing with that task in the next academic year. If you would like to be a part of it we will hope to see you at our meetings.

THE PARENT COUNCIL

The remit of the Parent Council is to act as a bridge between parents and the school on a range of issues which impact upon the parents and pupils.

The objectives of the Parent Council are:

- To promote partnership between the school, its pupils and all their parents;
- To develop and engage in activities which support the education and welfare of the pupils;
- To identify and represent the views of parents on the curriculum provided by the school and other matters affecting the education and welfare of the pupils;
- To support the school in its work through fundraising, buying equipment, running clubs etc.;
- To promote communication and interaction between the school, parents, pupils and the wider community;
- To promote partnership between the school and the associated primary schools;
- To report to the Parent Forum and to hold ad-hoc meetings as deemed necessary by the Parent Council.

Parental Representatives

Mr T Ballantine	Chair
Mr D McGregor	Vice Chair

Staff Representatives

Ms A Fotheringham	Advisory Capacity
Ms L Myles	

Pupil Members

Rotational representation from Senior team

Clerk to the School Board

Mrs S Davidson

Treasurer

T.B.C.

Play the Portobello High School Lottery!

A fun way to make a big difference to life at PHS Like the national lottery – but with FAR BETTER ODDS

A monthly draw - 50% of funds shared between 3 winners / 50% to finance priorities identified by PHS pupils and teachers.

£12 per year for one entry in each draw - each entry is £1 per month but there's no limit to the number of times you can enter and anyone can take part. Make a one off payment or pay monthly.

How to take part

Return this form to:

**Parent Council
Portobello High School
Duddingston Road
Edinburgh
EH15 1NF**

(Or hand it in at the school office) with -

Annual payment by cash or cheque (made payable to 'Portobello High School - Board Lottery') £12 for 1 entry per month (or multiples of £12 for more than 1)

Or

Annual / Monthly standing order – complete the form overleaf

NAME:

ADDRESS:

POST CODE:

TELEPHONE:

I enclose:

Cash/cheque/completed annual standing order form for £..... (multiples of £12) to buy Entries (£12 buys 1 entry in each of the 12 draws per year, £24 buys 2 etc.).

Completed monthly standing order form for £..... (£1 buys 1 entry, £2 buys 2 etc.)

Signed:

Date:

For more info go to:

<http://www.portobello.edin.sch.uk/MainMenu/PHSParents/PHSParents5050Club.html>

STANDING ORDER MANDATE FORM PHS Lottery

Your Bank's Name:	
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Your Bank's Address:	

Your Bank's Details:	
Sort Code	

Account Number	
----------------	--

Please pay : CLYDESDALE BANK	
Sort Code	82 67 17

Account Number	CURRENT ACCOUNT 80065800
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The sum of:

Amount in Figures:	
--------------------	--

Amount in Words:	
------------------	--

Date of first payment (<i>Enter the month you wish to join</i>):
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The first of :	
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And thereafter every * MONTH / YEAR until further notice in writing, and debit * MY / OUR Account accordingly (* delete as appropriate)

Signed:	
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We will send this mandate to your bank for you

**KEY ADULTS
SESSION 2015 / 2016**

CLASS	ROOM	KEY ADULT	PUPIL SUPPORT LEADER
1A1	R217	Ms Howie	Mrs McGhee
1A2	R220	Mr McCulloch	Mrs Scott
1A3	R109	Mrs Whittington	Mrs McGhee/Mrs Scott
1B1	R110	Ms Burnett	Miss Skedd
1B2	R401	Ms Turnbull	Miss Skedd
1B3	R307	Mrs Gardner/Mrs Ruxton	Miss Skedd
1C1	R103	Mr Webster	Mrs Webster
1C2	D9	Ms Myles	Mrs Webster
1C3	R104	Mrs Young	Mrs Webster
1D1	D10	Ms McDougall	Mrs Pendleton
1D2	R101	Mr Beveridge	Mrs Pendleton
1D3	R807	Mrs Coats	Mrs Pendleton
2A1	R706	Ms Nisbet	Mrs Scott
2A2	R209	Mr McLaughlin	Mrs Scott
2A3	R219	Ms Taylor (Modern Languages)	Mrs Scott
2B1	R310	Ms Cavellini	Miss Skedd
2B2	MA2	Mr Russell	Miss Skedd
2B3	R802	Ms Proctor	Miss Skedd
2C1	R311	Ms Thornton	Mrs Webster
2C2	MA4	Mr Matthew	Mrs Webster/Miss McGhee
2C3	R501	Mr Cheung	Miss McGhee
2D1	T1.7	Mr Gray (CDT)	Mrs Pendleton
2D2	R102	Mrs Ritchie	Mrs Pendleton/Miss McGhee
2D3	R806	Miss Ellis	Miss McGhee
3A1	G10	Miss McRobert	Mrs Scott
3A2	R403	Mrs Epton	Mrs Scott
3AB1	R305	Miss Kirkwood	Mrs Scott / Miss Skedd
3B1	R213	Mr Smith	Miss Skedd
3B2	R607	Miss MacDonald (Art)	Miss Skedd / Ms McGhee
3B3	R609	Mr Hayes	Miss Skedd
3B4	R404	Mr Hardie	Ms McGhee
3C1	R405	Mrs Allan	Mrs Webster
3C2	R407	Mr Oldham	Mrs Webster
3C3	R505	Mr Troost	Mrs Webster
3D1	R107	Mr Stevenson	Mrs Pendleton
3D2	MA3	Mrs McRoberts	Mrs Pendleton
3D3	R711	Mrs Mellor	Mrs Pendleton

4A1	R801	Ms Taylor (Social Subjects)	Mrs Scott
4A2	R203	Miss Chambers (Bus Ed)/Mr Crawford	Mrs Scott
4AB1	R306	Mr Forrest	Mr Scott / Miss Skedd
4AB2	R309	Miss Wards	Ms McGhee
4B1	T0.7	Mr McCran	Miss Skedd
4C1	R507	Miss Kaur	Mrs Webster
4C2	R506	Ms Urquhart	Mrs Webster
4CD1	R201	Ms Johnston	Mrs Webster / Mrs Pendleton
4CD2	R406	Mr Bracewell	Ms McGhee
4D1	R214	Ms Jouve (Modern Languages)	Mrs Pendleton
4D2	R112	Ms Cowie	Mrs Pendleton
5A2	C10	Ms Rose	Mrs Scott
5AB1	R703	Mrs Bradley	Mrs Scott / Miss Skedd
5AB2	G8	Ms Karpa	Ms McGhee / Miss Skedd
5B2	R601	Ms Willis	Miss Skedd
5C2	R210	Mrs Philp	Mrs Webster
5CD1	PE C/R	Mr Stewart	Mrs Webster / Mrs Pendleton
5CD2	R211	Ms Richards (Bus Ed)	Ms McGhee / Mrs Pendleton
5D1	R111	Mr Aitken	Mrs Pendleton
6A1	T0.5	Mr Myles	Mrs Scott
6AB2	T0.1	Mr Christie	Ms McGhee / Miss Skedd
6B1	R212	Ms Stewart Kmicha	Miss Skedd
6C1	R504	Mr Lyons	Mrs Webster
6CD1	R603	Mr Matthews	Mrs Webster / Mrs Pendleton
6CD2	R303	Mrs Latimer	Ms McGhee / Mrs Pendleton
6D2	R805	Mr Mackenzie	Mrs Pendleton

School Term Dates – 2015 / 2016

Autumn

Term starts Monday 17 August 2015

Mid-term holidays

- Monday 21 September 2015, Autumn holiday
- Monday 12 October - Tuesday 20 October 2015

Term ends Tuesday 22 December 2015

Christmas holidays

Wednesday 23 December 2015 - Wednesday 6 January 2016

Spring

Term starts Thursday 7 January 2016

Mid-term break

- Monday 15 February - Friday 19 February 2016

Term ends Thursday 24 March 2016

Easter holidays

Friday 25 March - Friday 8 April 2016

Summer

Term starts Monday 11 April 2016

Mid-term holidays

- Monday 18 April 2016 , Spring Holiday
- Monday 2 May 2016, May Day
- Thursday 5 May 2016, staff only day to coincide with Scottish Parliament election
- Monday 23 May 2016, Victoria Day

Term ends Thursday 30 June 2016

School Term Dates – 2016 / 2017

Autumn

Term starts Wednesday 17 August 2016

Mid-term holidays

- Monday 19 September 2016, Autumn holiday
- Monday 17 October - Monday 24 October 2016, mid term break

Term ends Thursday 22 December 2016

Christmas holidays

Friday 23 December 2016 - Monday 9 January 2017

Spring

Term starts Tuesday 10 January 2017

Mid-term holidays

- Monday 13 February - Friday 17 February 2017, mid-term break

Term ends Friday 31 March 2017

Easter holidays

Monday 3 April 2017 - Monday 17 April 2017

Summer

Term starts Tuesday 18 April 2017

Mid-term holidays

- Monday 1 May 2017, May Day
- Thursday 4 May 2017, staff only day to coincide with Scottish local government election
- Monday 22 May 2017, Victoria Day

Term ends Friday 30 June 2017

SCHOOL DAY

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
REGISTRATION		08:30 - 08:40		08:30 - 08:40	
Period 1	08:30 - 09:30	08:40 - 09:40	08:30 - 09:25	08:40 - 09:40	08:30 - 9:30
Period 2	09:30 - 10:25	09:40 - 10:35	09:25 - 10:20	09:40 - 10:35	09:30 - 10:30
BREAK	10:25 - 10:40	10:35 - 10:50	10:20 - 10:35	10:35 - 10:50	10:30 - 10:45
TUTOR TIME			10:35 - 11:05		
Period 3	10:40 - 11:40	10:50 - 11:50	11:05 - 12:00	10:50 - 11:50	10:45 - 11:45
Period 4	11:40 - 12:35	11:50 - 12:45	12:00 - 12:55	11:50 - 12:45	11:45 - 12:40
LUNCH	12:35 - 13:30	12:45 - 13:40	12:55 - 13:45	12:45 - 13:40	
Period 5	13:30 - 14:30	13:40 - 14:40	13:45 - 14:40	13:40 - 14:40	
Period 6	14:30 - 15:25	14:40 - 15:35	14:40 - 15:35	14:40 - 15:35	

Parental Advice from the Scottish Government

ATTENDANCE AT SCHOOL

Attendance

Means going to school but can also include going to college or to another unit outside the school or visits or going on work experience or other activities organised by the school in school hours.

Being off School

Your child can be off school if there is a good reason. This can include if they are ill or if you have arranged permission from the school for them to be involved in an activity. There may be family circumstances which mean your child is off school. If you know that your child will be off school, for example if they have an appointment or important meeting to attend, please inform the school in advance.

If your child is ill and will be off school you need to inform the school by phone or by a letter / note as early as possible on the first day your child is off.

Unless you have already contacted the school to explain the absence, your child's school will try to find out why your child is off school. Some schools will telephone you if your child does not arrive at morning registration. Because schools might do different things ask your child's school what they do. **You need to keep your child's school up-to-date with your contact details.** If your child will be off school with a long-term illness or condition you should discuss with the school how they will continue to support their learning.

Holidays during term-time

Schools will **NOT** normally give a family permission to take pupils out of school for holidays during term-time and will record it as "**Unauthorised**" absence. There are some circumstances where this would be allowed, for example if a family needs time together to recover from distress or if a family holiday is restricted to term-time because of the parent's job.

Truancy

If your child stays off school without permission or good reason this is called **truancy**. Sometimes truancy happens because the pupil is unhappy or struggling with their learning, or there is conflict with teachers or other pupils. As a parent / carer it is important **you do not ignore, or agree with, or condone, truancy**. Schools must do what they can to find out why a pupil is truanting. If you have worries or concerns about your child's experience of school you should speak with the school directly. If you do not feel able to do this, or are unhappy with how your child's school is supporting your child, there are other agencies that can help.

Exclusion

Is a last resort and should only be used to maintain safety and order for other pupils or for staff.

When Children do not attend school

An Education Authority can decide that they have done enough to support a child but a parent / carer is not doing what they can. In these circumstances the Education Authority can use the law to insist that a parent / carer does more to get their child to school; these are called **measures for compulsory compliance**. It is rare for these things to be used but it is important to realise that they can be used. **If they are, get advice!**

Reporting all Absences

Please let the school know by letter or phone if your youngster is likely to be absent and give your youngster a note on his or her return to school, confirming the reason for absence. If there is no explanation from a youngster's parent / carer, the absence will be regarded as unauthorised.

Absence Alert Number 0131 - 657 9057

Parents / carers should contact the school absence line by **8:15 a.m.** on the first day of their youngster's absence.

Pupils will not automatically be allowed to leave school for appointments (i.e. dentist, doctor, etc.) if they do not have a parent / carer note or a telephone call hasn't been made to the Admin office to advise this is happening.

Our school, like many others in Edinburgh, has an automatic communication system that will contact you directly if your youngster is marked absent at morning registration and you have not informed us of their absence.

By using this service, our school is able to reassure you that we are meeting the Scottish Government's recommendations, in terms of contacting you on the first day of your youngster's absence. The system provides an 'early warning' system should your youngster go missing from school. As always, your youngster's safety is our main concern.

The system requires you to provide the school with **ONE telephone number only** that you wish to be contacted on if your youngster does not turn up to school.

To ensure all our pupil data systems are effective parents / carers must keep us updated with all home, work and mobile telephone numbers and any home address that change.

School Uniform

Please can we make a big plea to Parents / Carers to support our school uniform. Please support us by purchasing, **plain** black tops, **plain** formal trousers (**NOT** cargo trousers, black jeans or tracksuit bottoms) and skirts and school shoes, rather than casual footwear. We genuinely believe that the wearing of school uniform impacts on the success of youngsters and the ethos of the school and we rely heavily on parental support.

Our partners in the provision of uniform are:

Thompsons of Edinburgh

They can be contacted on 0131 – 621 7222

Website - www.interkit.co.uk

**Address - EES Logos
Duddingston Yards Industrial Estate
Duddingston Park South
EDINBURGH
EH15 3NT**

All pupils must wear school uniform as follows:

- * **Footwear** Plain black shoes or plain black trainers
- * **Skirt / trousers** Plain and formal black or navy blue
- * **Shirt / blouse** White only, long or short sleeved
- * **PHS Tie** Separate styles for S1 - S4
S5
S6

Replacement tie costs £6

- * **Tops** Plain black or navy blue jumper, hooded sweatshirt
or
Cardigan bearing a PHS logo, small brand logo or no logo, stripes or patterns
- * **Fleece jacket** Plain black or navy (logos as above)
- * **Over jacket** Plain black or navy strongly encouraged
- * **Blazers** Compulsory for Prefects, optional for all other students –
Navy blue only

What should not be worn:

- Jeans (in any colour)
- Tracksuits / Jogging bottoms / Leisure or sports wear
- Crop tops, denim clothing or other casual clothing
- Broad belts / coloured belts
- Football scarves, strips or tops
- Baseball caps or non-black footwear
- Overly short, tight or revealing clothing
- Inappropriate, unsafe or excessive jewellery
- Inappropriate or excessive make-up

THE BENEFITS OF SCHOOL UNIFORM

- Creates a sense of belonging and pride in the school and raises self-esteem
- Dressing specifically for school creates the feeling that the day is meant to be purposeful and focused
- Helps prevent competition between students over the wearing of designer clothing
- Helps to prevent bullying which can arise from students not having certain styles of clothing
- Improves the image of our school in the community
- Promotes safety in the classroom especially in practical areas such as Science Labs or Home Economic rooms
- Improves school security by making it easier to identify intruders
- Helps security and group management in school and on school trips through easy identification of P.H.S. students
- Often much less expensive than “designer” clothing (the colours we have adopted are among the easiest to find in the shops)
- School uniform is much more clearly defined than dress code which many pupils / parents / staff found rather ambiguous, prone to grey areas and consequently rather confusing

SCHOOL WEAR VOUCHERS

Parents in receipt of Income Support, income based Jobseeker’s Allowance and Child Tax Credit (only if **not** also in receipt of Working Tax Credit) are entitled to assistance with school wear for their children who are attending City of Edinburgh Council Schools. The award is given in the form of vouchers which can be exchanged in Portobello High School and in certain stores for appropriate clothing and / or footwear. Assistance is awarded annually and applicants should re-apply every twelve months. One application form is normally sufficient for all children in the family. For application forms please ask at the School Office.

ALL pupils **MUST** carry a bag to school containing either their **PERSONAL PLANNER**, or Ipad, subject jotters and / or text books, writing equipment and when appropriate specialised clothing e.g. P.E. kit.

SOCIAL EDUCATION PROGRAMME

The aim of our Personal and Social Education Programme is to develop responsible citizens, confident individuals, effective contributors and successful learners. The topics covered are listed below and all pupils participate in the programme. If you as a parent do not wish your child to participate in any particular lesson, please contact your child's Pupil Support Leader. All the Personal and Social Education materials are available for parents to view, again please contact your child's Pupil Support Leader teacher, if you would like to do so.

S1

Topics covered in Social Education Class

- **Settling into Portobello High School**
- **Role of Support for Pupils and Limited Confidentiality**
- **Self Esteem**
- **Road Safety**
- **Personal Safety**
- **Internet Safety**
- **Homework**
- **Friendship**
- **Peer Pressure and Bullying**
- **Equality**
- **Smoking**
- **Alcohol**
- **Puberty / Hygiene**
- **File: Personal Statements / Self Assessments**
- **Racism**
- **Money Management**
- **Citizenship – Equality / Discrimination / Racism**
- **Drug Awareness – Police input**
- **Introduction to Careers**
- **First Aid**
- **Mentors in Violence Prevention programme**

S2

Topics covered in Social Education Class

- **Rights and Responsibilities / Limited Confidentiality / Getting Support**
- **Study Skills**
- **Positive Mental Health**
- **Bullying**
- **Sex Education:**
 - Puberty
 - Reproduction
 - Pregnancy
- **Truancy**
- **Anti-social Behaviour**
- **Crime**
- **Talk from Careers Scotland**
- **Career Box**
- **Course Choice**
- **Careers Convention**
- **Drugs Education**
- **Solvent Abuse**
- **Alcohol**
- **Progress File :** Yearly Review
 Self-Assessment
 Personal Statements
- **Police Drugs Talks**
- **Road Safety**

S3

SOCIAL EDUCATION

- **Introduction to S3: with ice-breaker games**
- **Healthy Eating**
- **Smoking**
- **Alcohol**
- **Police input - Hate crime**
- **Drugs**
 - General information
 - Ecstasy
 - Crystal Meth
 - Police lesson – Cannabis
- **SHARE Programme – Sexual Health and Relationship Education**
 - Communication within relationships
 - Rights and Responsibilities
 - Contraception
 - Sexually Transmitted Infection including HIV and AIDS
 - Input from a Sexual Violence Prevention Worker - Consent
- **Control, coercion and abusive relationships**
- **Homophobia**
- **Body Image and eating disorders**
- **Domestic Violence**
- **Police input - Knife Crime**
- **Study Skills – Learning to Learn**

Pupils will also complete their S3 Profiles on their iPads. In addition to their progress in subject classes, they will make general comments about their achievements, skills and qualities together with their ideas for the future. In May the completed Profile is then uploaded to the internet to be viewed by parents/carers. As part of this process they will each get a one-to-one Learner Review interview with their Pupil Support Leader or House Head.

S4

SOCIAL EDUCATION - Topics Covered

- **Work Experience**
 - My World of Work / Career Management / Careers Convention
- **Testicular Cancer**
- **Skin Cancer**
- **Personal Finance**
- **Study Skills**
- **Exam stress and how to beat it**
- **Drugs**
 - Ecstasy
 - Heroin
- **Alcohol**
- **SHARE** (Sexual Health Awareness)
- **Abortion**
- **Private Study**

MEDIA COVERAGE OF SCHOOL EVENTS / ACTIVITIES



As you may know, during the course of the session many opportunities arise for us to work with the press / media and other organisations. Such opportunities and school based events may involve:

- Photographs or film footage of your child appearing in publications (*e.g. the press*) or on television or on the school website
- Interviews with your child for publication or broadcast (*E.g. on radio or television*)
- Photographs for display in school
- Videos of school shows and concerts

Youngsters may be involved individually or as part of a class group and they will be supported by their teacher and / or a suitable member of staff. It is our policy always to try and advise you before these occasions take place; however, this is not always possible.

You must contact us if you do not wish your youngster filmed or photographed

Please stress to your youngster that they need to take responsibility to inform people and withdraw from situations if you have made contact to opt out of media coverage



Littering and Anti-Social Behaviour

The School Link Officer's role includes assisting with educational inputs to the pupils and actively engaging with them during the school day.

During the lunch time break they often patrol Portobello High Street and the surrounding area to prevent littering and general nuisance behaviour by pupils whilst they are on the High Street.

Speed Limit

Given the number of pupils at Portobello who cycle to and from school and at lunchtime road safety is very important.

There is a variable traffic regulation order (to give it its correct title) which indicates a 20 mph speed limit between the cross-roads at Duddingston Road / Baileyfield Road and runs all the way south to Willowbrae Road. It also runs from the traffic lights at Mountcastle to Milton Road and all the way to Northfield Broadway.

The Council has put up signs in areas where there are traffic calming measures.

There are 2 signs indicating the correct speed at the Duddingston Road / Baileyfield Road junction. There are also signs towards the Willowbrae Road end of Duddingston Road.

The Council advise that traffic wardens regularly patrol areas with these signs and use hand-held radar to check the speed of vehicles.

The above is for your information in case you are not already aware.

PC Verity Ferry
School Link Officer - Portobello High School

CYCLE SAFETY

Cycling is a great way to get to and from school but there are growing concerns for the safety of the cyclists, particularly those who cycle to Portobello High Street at lunchtime.

The following are examples of inappropriate / dangerous cycling:

- Wheelies in the middle of the road
- Using traffic calming features as jumps
- Cycling through red lights causing cars to brake
- Weaving in and out of queuing traffic at speed
- Cycling the wrong way on the road
- Cycling whilst using a mobile phone
- Giving other pupils “backies” whilst cycling down the middle of the road at speed
- Using bikes without at least one breaking system, fitted and working

The route from the school to Portobello High Street crosses a particularly busy junction (Duddingston Road / Baileyfield Road junction). There is a school crossing patrol at this junction however the pupils do not follow his instructions. It is all the more concerning because many of the cyclists do not wear helmets.

Cycling on the pavement is **not** an option at lunchtimes due to the number of pupils walking to Portobello High Street. **This is now a criminal offence and offenders may be prosecuted.**

Some Statistics to bear in mind –

www.rospa.com/roadsafety/advice/cycling/cycling_accidents.htm

CYCLING ACCIDENTS

- 90% occur in urban areas
- 75% happen at, or near, a road junction
- 80% occur in daylight
- 80% of cyclist casualties are male
- About one quarter of the cyclists killed or injured are children
- Around three quarters of cyclists killed have major head injuries.

COMMON CYCLING ACCIDENTS

- Child cyclist playing or riding too fast
- Cyclist turning right from a major road and from a minor road
- Motorist emerging into path of cyclist
- Motorist turning across path of cyclist
- Cyclist riding into the path of a motor vehicle, often riding off a pavement
- Cyclist overtaking

Cycling on the road can be made safer **if pupils pay attention to what is going on around them and wear a helmet.**

As parents / carers it is important that you help your child understand the dangers they face when cycling on the road. The Highway Code also has a comprehensive section covering cyclists and potential hazards.

- www.direct.gov.uk/en/TravelAndTransport/Highwaycode

Lastly, if you are a driver, please be considerate to cyclists and be aware that children on bikes may do something unexpected in front of you.

**PC Verity Ferry
School Link Officer**

Improving Relationships, Promoting Positive Behaviour

Here at Portobello High School we are committed to creating an inclusive and caring learning environment for all our pupils, allowing them to reach their full potential. We seek to promote a positive partnership between pupil, parents / carers and staff, developing positive relationships, a sense of belonging and mutual respect.

We believe praise and rewards are more effective than punishment in motivating pupils. We use a computerised system to award 'Merits' to pupils for hard work and effort in the classroom. Each term we send letters home to those pupils who receive a large number of Merits across subject areas. House Certificates will also be awarded to pupils who have shown outstanding effort in the classroom. We also include an award for Merits in our annual prize-giving ceremony.

We recognise that whilst rewarding good behaviour is very effective, teachers also need to use sanctions to help modify behaviour. So that sanctions are fair and proportionate to allow the pupil to learn from their mistakes and take responsibility for their behaviour, we have a reflective punishment exercise sheet, which the pupil and parent / carer are required to sign as well as their Key Adult who will monitor exercises issued. Our computer system also allows staff to enter 'Demerits' for pupils and again we will send letters home each term to inform parents/carers if a pupil is accruing a number of these across subject areas. Both Merits and Demerits can be monitored by the Pupil Support Leaders as well as the House Heads.

We have in place an Emergency SLT On-Call Rota. If a pupil is required to be removed (from the classroom), a letter will be sent home and the pupil will be placed on Central Detention.

We have also looked at the use of support and conduct sheets. We realise that some pupils require extra support to help them with attendance, effort in the classroom or their behaviour. In the first instance a pupil will be supported by their Pastoral Support teacher through a green support sheet. This will be monitored over a period of time. If the situation has improved the pupil will be taken off the sheet. However, if more support is required, the pupil will move to a yellow conduct sheet. At this stage, the Depute Head Teacher will be responsible for the monitoring of the pupil. This stage will be reviewed after a set period of time and if more support is required they will move onto a red conduct sheet, monitored by the Head Teacher. This multi-levelled system should be easily understood by pupils and provides increasing levels of support.

We believe that each day needs to start well and that means arriving on time for school. We appreciate parents/carers encouraging their children to be punctual to school. School starts at 8:30 a.m. We highlight the importance of good punctuality records through assemblies, the PSE programme and Key Adults.

BULLYING

Bullying is bad for pupils, parents and the school. We can tackle it effectively by working together and supporting one another.

This is what we tell your children:

Bullying is unacceptable behaviour

Unless you speak out it will continue

Let your parents and friends know if it happens to you

Let the bully know you will report it

Yes, act now, teachers will always listen and give a victim support

Involvement, you will always know what is being done to solve the problem

Never keep it to yourself

Go and tell someone if bullies bother you

**We support
Zero tolerance
of
Bullying**

10 Things You Can Do Today to Protect Your Children on the Internet

1. **Take personal responsibility** for ensuring your child's safety. Define for your family what is acceptable Internet use and what is not.
2. **Educate yourself** in the key issues surrounding Internet use.
 - a. Learn how to use the tools your children use on the Internet like chat rooms, Instant Messaging, Internet Service Providers, e-mail, and message boards.
 - b. Identify Web sites that you would like your children to explore.
 - c. Identify Web sites that you would like your children to avoid.
 - d. Learn the Internet use habits of your children and their friends.
 - e. Learn the danger areas for children using the Internet (check with your local police).
3. **Talk with your children** specifically about using the Internet. Clearly communicate your goals and values, your expectations, and what you consider to be acceptable uses of the Internet. Spend time using the Internet with them. Talk about the fun things as well as the dangers.
4. **Place the computer in a common area of the house.**
Do not let your children have free access to the computer and the Internet at all hours and without any supervision.
5. **Set parameters and agree to ground rules.**
Rules should include:
 - a. Keep all personal information private. Define personal information (name, address, phone number, e-mail address, school name, parents' names, etc.)
 - b. Use non-descript screen names.
 - c. Do not give out credit card information over the Internet.
 - d. Don't talk to strangers.

You should clearly define:

- a. How long your children can spend online each day.
- b. Which Internet sites they can visit.
- c. How dangerous it may be to open things from people they don't know or trust.

6. Enforce the rules.

- a. Revisit the ground rules periodically to make sure they match up with your children's ages and maturity.
- b. Post the ground rules in a place visible to both you and your children.

7. Maintain control by keeping all Internet accounts in your name and control all passwords.

8. Do not let your children meet someone in person whom they met online without your permission or without another adult present.

9. Review histories or logs on your computer to see where your children have been.

10. You can learn more about internet safety from :

[www.educationalscotland.gov.uk/parentzone/mychild/internet safety](http://www.educationalscotland.gov.uk/parentzone/mychild/internet%20safety)

Literacy Across Learning

Supporting Pupils' Learning

Portobello High School Edit Code

The Edit Code is a generic code used across all departments to indicate amendments necessary in pupils' work.

Pupils and parents/carers should familiarise themselves with the Edit Code in order to be able to identify the changes and improvements that are recommended by teachers.

It should be noted that a number of departments might supplement this code with further subject specific additions.

✓	Good point
x	Content wrong
Sp	Spelling
Cap	Capital letters required UC = Upper Case LC = Lower Case
P	Punctuation requires attention
NP	New paragraph
↑	New paragraph not required
Exp	Quality of expression
?	Meaning unclear
—	Indicates amendment required