

# **Welcome to Rosshall Academy**



**S1 Parents'  
Information Pack  
August 2016**

19<sup>th</sup> July 2016

Dear Parent / Carer

Welcome to Rosshall Academy. Our aim is to help your child to settle in as quickly as possible to ensure a happy and smooth transition to secondary education. We hope that your child enjoyed the Induction Visit in June and is looking forward to starting at Rosshall Academy on **Monday 15th August 2016 at 9.15am**.

Please find enclosed with this letter for your information:

- A calendar of parents' information and events;
- Information regarding our SMS Text Messaging System;
- Details regarding our House System.

May I also direct you to our School Website [www.rosshallacademy.glasgow.sch.uk](http://www.rosshallacademy.glasgow.sch.uk) where you can find the above information by following the link **S1**. You will also find a direct link to Rosshall Parent Council's homepage. Rosshall Academy has a Twitter account – please follow us at @rosshallacademy. You can also view the Twitter feed on the homepage of our website.

### **School Uniform**

In line with Glasgow City Council's policy it is our expectation that all S1 pupils will be wearing full school uniform including blazer when they start at Rosshall Academy in August. Parents of pupils not in school uniform will be contacted to discuss any non-compliance. The wearing of visible uniform helps us with security in the building, as an intruder is easily spotted. The required uniform is as follows:

#### **Boys**

Black blazer with school badge  
White school shirt & school tie  
Black Trousers  
V-necked jumper, cardigan or sweatshirt  
Black shoes / trainers

#### **Girls**

Black blazer with school badge  
White school shirt & school tie  
Black Trousers / skirt  
V-necked jumper, cardigan or sweatshirt  
Black shoes / trainers

I would also like to take this opportunity to remind you that there are various items of clothing that **are not permitted at Rosshall and should not be worn**. These items are listed below:

Denims / tracksuit trousers / joggers / leggings / shorts;  
Open necked or low cut blouses / tops;  
Brightly coloured / football / hooded tops;  
Black shirts;  
Logos other than the Rosshall logo;  
Shoes / trainers of any colour other than black.

Further information, including a picture of our uniform, can be found on the school website.

### **Timing of the School Day**

	<b>Start</b>	<b>Lunch</b>	<b>Finish</b>
Monday and Tuesday	8.45 am	12.20 – 1.05	3.35 pm
Wednesday, Thursday	8.45 am	12.45 – 1.25	3.05 pm
Friday	8.45 am	12.20 – 1.05	2:45 pm

## Attendance / Punctuality

At Rosshall Academy we are very grateful for the support of our parents in ensuring that our pupils attend school every day. We continue to focus on the importance of this daily with : morning texts alerting parents to absences; Pupil Support scrupulously monitoring attendance; DHT House Heads meeting consistently to go over our Attendance Concerns spreadsheet that is updated weekly; the latter discussed at weekly SLT meetings; highlighting this very important issue at Assemblies, stringent Attendance Council procedures and meetings every six weeks, discussed at JST meetings every two weeks, and our Education Liaison Officer has been vigorous in her assessment of all of this and in her visits to houses where consequent concerns may have been highlighted. As with attendance, the school strives to improve the punctuality of pupils and reduce latecoming both in the morning and after lunch. In order to form good habits and reduce disruption to classes, it is essential that pupils arrive at, or before 8.45am in the morning and 1.20pm after lunch. Each morning and after lunch our Extended Leadership Team and our Education Liaison Officer are at the front door to record the names of those pupils who have not arrived on time. It has been a consistent and concerted effort across the school with a follow up that has sent a very clear message to our pupils in supporting the vision and values that we all have for Rosshall.

Please note:

**90% attendance means, on average, 0.5 days absence per week**

**80% attendance means, on average, 1.0 days absence per week**

Should you wish to discuss any of the above, please do not hesitate to contact the school.

As with attendance, the school regards punctuality as extremely important. In order to form good habits and reduce disruption to classes and assemblies, it is essential that pupils aim to arrive before 8.40am each day. Each morning when the bell rings pupils should immediately make their way to their first class of the day.

## Absence Reporting

A central Pupil Absence Reporting Line has been created to provide an efficient flexible way for parents/carers to report absence.

Please phone the Pupil Absence Reporting Line on 0141 287 0039 (open every school day from 8.00am) to report the following absences:

- Sickness absence: if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. **A letter should be provided to the school** when the young person returns from their absence.
- Medical or dental appointments: parents and carers should call the team to report absences for medical or dental appointments. **The school requires a letter or appointment card** as evidence of the appointment to ensure permission is given to be absent from class.

We recognise that in some circumstances, for example, to report or discuss absences of a personal or sensitive nature, you will still require to speak directly with the school on 0141 582 0200. These absences may include:

- Bereavement
- Serious illness, for example, an absence which is going to last more than one week
- Injury, for example, broken limb
- Contagious diseases or illness

The pupil absence service is provided by a dedicated team of experienced Education support staff. The information you provide to the team is updated in the school's system when you call, so the school is immediately aware of all absence information.

## Lunchtime at Rosshall

Glasgow City Council aims to have S1 pupils throughout Glasgow staying in school for lunch, for both health and safety reasons. **Rosshall Academy's policy is that every S1 pupil will remain in school at lunchtimes until at least Christmas.** This will provide pupils with the opportunity to get involved in the wider life of the school by participating in one of the many activities that take place during the lunch break.

## **School Meals**

School meals are available in the dining area each day currently at a cost of £1.90. Snacks and drinks can also be purchased at Rosshall Hut in the school playground. All food and drink available in school complies with government nutritional guidelines. We operate a cash card system called 'Q Card'. Money can be put onto the card by using the Q Card swipe machines situated around the dining area, either before school, at morning interval or lunchtime. Please ensure that your child has coins as the machine does not accept notes and change is not available. Alternatively your son / daughter may wish to bring a packed lunch that can be eaten in the dining area. If your child is already in receipt of Free School Meals, Glasgow City Council will automatically send you details of this. If you wish to find out if you are eligible, please call the school office and we can advise you on how you may apply.

## **Clothing Grant**

If you are already in receipt of a Clothing Grant, Glasgow City Council will automatically send you details of this. If, however, you are not and would like to find out if you are eligible please call the school office and we can advise you how to go about applying for a grant.

## **Calendar of Parents' Information and Events**

A calendar of parents' evenings and events in school is enclosed. Young people do best in school if their parents /carers encourage, support and work with the school. We hope that you will take part in all of the events and we look forward to working with you over the coming years.

## **Homework**

Homework is an essential part of school life. It provides the opportunity for revision and consolidation of class work, for learners to practise subject skills out with the school day, and for learners to engage with new learning. Your son / daughter will be issued with a Student Planner in August. Parents / carers have a crucial role in ensuring that homework is done and you can support your child by taking an interest, checking the planner regularly, and encouraging timely completion of all homework.

## **Positive Behaviour**

An integral part of the school discipline system is computer based and involves a system of **merits** and **demerits**. A pupil is awarded a merit by a class teacher when his or her behaviour, attitude or effort has been of a particularly high standard. If a pupil's behaviour is of a consistently high standard throughout the term a letter of commendation is sent to the parent / carer by way of informing and congratulating them and the pupil concerned. A demerit is given when a pupil's behaviour, attitude or effort is not satisfactory. If a pupil has received a number of demerits he / she will be interviewed by his / her Pastoral Care teacher and / or House Head and, where required, the parent / carer will be contacted and asked to attend a meeting at the school.

## **School Expectations**

Positive behaviour is essential to ensure that the correct environment is maintained for optimal learning and teaching. Our school expectations were designed with this in mind and are as follows:

We will:

- ▶ show respect at all times
- ▶ come to school prepared and do the very best we can every day
- ▶ accept responsibility for our learning and our actions
- ▶ show consideration for everyone

Where behaviour and / or effort is falling below expected standards, the learner will be interviewed by his / her Pastoral Care teacher and / or House Head and, where required, the parent / carer will be contacted and asked to attend a meeting at the school.

## Mobile Phones

We understand that mobile phones are an important means of communication for young people. However, it is Rosshall policy that phones must not be switched on or used in class, unless with the teacher's permission. If a pupil has a phone on in class the phone may be removed and kept until the end of the school day by the House DHT and if this occurs frequently, the parent / carer may be asked to come to collect it.

## Pupil Support

Rosshall Academy has a well organised Pastoral Care system. Your child has been assigned to a Principal Teacher of Pastoral Care who will support him / her throughout his / her time at Rosshall. The Pastoral Care teacher is **the first point of contact** for parents who wish to discuss any aspect of their child's education. We are proud of the support we provide to our young people who have additional support needs, and we work closely with parents and other professionals to ensure the best opportunities for every young person. Should you require any further information, please do not hesitate to contact the school.

## PE: Participation and Kit

Physical Education is a compulsory part of the curriculum, and for health, safety and freedom of movement, pupils must wear the appropriate PE kit. Glasgow City Council policy requires that pupils entering the PE class do so wearing appropriate clothing. Please also note that for health and safety reasons all items of jewellery must be removed.

Pupils must bring appropriate kit for all PE lessons. It is important that pupils provide a complete change of clothing for PE and do not use part of their uniform as PE kit. ***Pupils who do not bring kit will be provided with a freshly laundered PE kit supplied by the department and expected to participate.***

Pupils who are unable to participate in physical activity due to injury / illness must provide a parental note. ***Please note that they still require to change into PE kit to be part of the lesson.*** They can then assist the teacher and groups in various ways, such as keeping scores etc.

## Metro Outdoors Activity Day

In September, your child, along with his / her House group, will participate in an Activity Day run by Metro Outdoors. This will take place at Clyde Muirshiel Country Park and will provide your child with the opportunity to develop relationships, self-confidence, team working skills and problem solving skills with his / her peers. The school, pupil fund-raising events and Imperial Commercials have all contributed to funding this opportunity. ***The cost to parents / carers is £10 which is payable by the end of August.*** This is an important element of the Rosshall P7 / S1 Transitions programme and it is our expectation that every child will participate. Consent forms and detailed information will be issued to your child at the start of term.

I look forward to welcoming your child to Rosshall Academy on **Monday 15<sup>th</sup> August 2016 at 9.15am**. Meantime, if there is anything we can help you with please do not hesitate to contact us.

Yours sincerely



A J Mitchell  
Head Teacher

## Text Messaging

The educational establishments which make up Rosshall Learning Community are committed to improving communication links with parents and the wider community. By working together, we can improve children's attainment and attendance and also avoid problems and misunderstandings.

We use a Text Messaging System. It has several possible uses:

- Alerting parents about the absence of pupils from school;
- Reminders of school events, e.g. parent-teacher meetings;
- General information.

Your consent is needed before we can include you in this system.

If you **DO NOT** wish to participate in the text messaging system please complete the tear-off slip below and ask your child to return it to the School Office no later than Friday 19<sup>th</sup> August 2016.

We hope you will agree to participate in this useful project.

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**I DO NOT WISH TO PARTICIPATE IN THE TEXT MESSAGING SYSTEM**

Name of main contact \_\_\_\_\_

Relationship to Child \_\_\_\_\_

## House System

Rosshall Academy operates a House System. Each House is led by a Depute Head Teacher and a Pastoral Care Principal Teacher. This means that there are approximately 240 pupils from S1-S6 in each House. Siblings are put into the same House. Young people will have the same Pastoral Care teacher and Depute Head teacher as they move through the school.



Our pupils are encouraged to lead and take part in House activities. Pupils should aim to do their best at all times, not only for themselves but also for their House. A sense of fun and friendly competition is actively encouraged! Our Houses (with staff) are as follows:

### Barra

- Depute Head Mr Keith
- PT Pastoral Care Mrs Brogan - 1B1, 1B2 and 1B3

### Harris

- Depute Head Mrs Stillie
- Pastoral Care Ms Sharp - 1H1 and 1H2

### Iona

- Depute Head Ms Loudon
- PT Pastoral Care Mrs King - 1I1 and 1I2

### Lewis

- Depute Head Mrs Moy
- PT Pastoral Care Mr Clelland - 1L1 and 1L2

### Skye

- Depute Head Mr Murphy
- PT Pastoral Care Mrs Hood - 1S1, 1S2 and 1S3

***Please contact your child's Pastoral Care teacher in the first instance if you have any concerns or queries regarding your child.***