



St Modan's High School

Setting the Highest Standards | 2014

Head Teacher: Raymond O'Neill

A Roman Catholic Comprehensive proud to serve families of Stirling, Clackmannanshire and West Falkirk

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Stirling Council Education



Head of Service Foreword

Education is key every child's future and enables us to create a fairer and more inclusive society, to promote economic success and to secure positive life chances for all. The Education Service wants all children and young people growing up in Stirling to be safe and happy, to enjoy good health, to be listened to and respected, to engage in a wider range of active learning opportunities and to achieve positive outcomes.

The Education Service will realise this ambition by putting children and young people first, by promoting inclusion and by delivering a high quality service. We are committed to raising standards of achievement and attainment within a context of lifelong learning. To do this requires effective teaching and learning in order to meet learners' needs and to tackle the barriers which may prevent success. This commitment is reflected in the National priorities, the Council's priorities and in the single outcome agreement.

The Education Service attaches great importance to life long learning, giving children the best possible start in life and supporting children as they progress from nursery to school and beyond.

The needs of our children and young people will be best met by working effectively together with parents, partners and public services.

We place a very high value on raising children's confidence and sense of self-worth. Giving them experiences of success is critically important. This is fully consistent with Curriculum for Excellence through which we aim to support children and young people to develop as confident individuals, effective contributors, successful learners and responsible citizens.

We want parents to be involved in their children's learning. The Parental Involvement Act aims to strengthen parental involvement in education and to provide a flexible system for parental engagement and representation.

Our key priority is to help all people in Stirling to succeed, especially our children and young people. We will work tirelessly to support learners, their families, staff and our wider communities to adopt high ambition and a "can do" attitude in order to realise this.

A handwritten signature in black ink that reads 'David Leng'.

David Leng
Head of Education
Stirling and Clackmannanshire Councils
November 2013

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Welcome

Dear Parent/Guardian,

Firstly I would like to thank you for showing an interest in sending your child to St Modan's High School and I hope that this brochure provides you with much of the information you require with regards to courses, facilities and activities which your child can take advantage of whilst attending this school. The transition from Primary to Secondary school is never an easy one for young people but here at St Modan's staff and pupils are fully committed to making the move as easy and as positive as possible. Pupils settle well here, and very quickly.



St Modan's High School is a truly comprehensive Roman Catholic Secondary school with a unique and proud tradition of providing a high quality education to the young people of 3 local authority areas – Stirling, Clackmannanshire and West Falkirk. St Modan's has an enviable reputation of being a school which achieves excellent academic results whilst providing to our young people an extraordinarily high degree of personal support and an extensive range of opportunities for involvement in music, sport, performance, and many other valuable personal enhancement activities. Staff care passionately about all aspects of our young people's development and members of the St Modan's community. Staff, parents and pupils are proud of what we achieve together.

During our most recent inspection in 2009 Her Majesty's Inspectorate reported "In almost all key measures of attainment, results are consistently better than they are in schools which serve young people with similar needs and backgrounds." Particular strengths of the school were identified as;

- The exceptionally positive school ethos and sense of community
- High levels of attainment and achievement
- The usually high degree of staff commitment and teamwork
- The innovative approaches taken to meet the range of young people's needs

In the same report inspectors go on to say "personal and spiritual values are emphasised particularly well." In addition to awarding the highest possible rating of 'Excellent' (defined as Sector Leading) to the categories of 'Meeting Learning Needs' and 'Curriculum' they also go on to report that "Young people are very highly motivated and enjoy school" and perhaps more importantly "Young people's behaviour is exemplary and they show care and concern for each other." Amongst other things, it is this 'care and concern' which typifies the St Modan's community.

St Modan's High School places values at the centre of the school's aims and character development at the heart of the school's endeavours. Here we expect everyone to try their best, to attend regularly and on time, to wear full school uniform with pride and to participate in the wide range of opportunities that we provide. Together we help our students to develop the knowledge, skills and personal qualities that they need to be successful citizens in a rapidly changing world.

As partners I look forward to working with parents and families to bring out the best in our young people and know that schools cannot do that task on their own. I know that the parent body of St Modan's shares with our staff the commitment to do so and am confident that, with your support this strong community of faith and learning will continue to grow from strength to strength.

I look forward to welcoming you, your child and your family as members of this wonderful school community of which we are all very proud.

R O'Neill
Headteacher

School Aims

St Modan's is a Catholic Comprehensive High School. As a Catholic school we are committed to the education of the whole person spiritual, intellectual, social, moral and physical. We are comprehensive in the sense that we welcome all who wish to be part of our community.

We aim to create a community of faith and learning in which:

- values such as those on the Scottish Parliament's Mace – Compassion, Justice, Wisdom and Integrity - permeate all our policies, actions and interactions;
- the needs of each pupil are at the centre of everything we do;
- the same dignity and respect is accorded to every member of our community – pupils, staff, parents and visitors;
- there is a culture of high expectations and praise to promote the best possible conditions for learning and teaching;
- all have the opportunity and are encouraged to reach their full potential and to grow in wisdom and in grace



Our Teaching Staff

Language and Society

Principal Teachers

Miss Linda Gordon RE
Mrs Amanda Pennock English
Mr Stephen Quigley Soc.Subjects
Miss Julie McCormack Mod.Lang

Autism Provision

Mrs Fiona Bairner
Mrs Alex Murray-Brown
Mrs Lynda Blackburn
Ms Bridget Raeside PT PSD
Mrs Mary Yates

Business Education

Mr Barry McGurk DHT
Mr Mark Hatch
Miss Lesley Kettles

English

Mrs Lynne Anderson
Mrs Aisling Shandley DHT
Mr John Breen
Mr Norman Brown
Miss Heather Ainslie
Ms Ceilidh Nathaniel
Miss Sue Houseman
Miss Kirsten Stewart
Miss Jacqueline Easson
Anne Marie McGinlay PT Sfl

Geography / Mod Studies

Miss Ashleigh Clark
Mrs Flora Keogh

History

Ms Gemma Campbell
Mrs Maureen Farrugia
Mrs Caradh Pert PT PSD
Miss Emma Hagen

Modern Languages

Ms Michelle McCaffrey Act PT PSD
Miss Natalie Haran
Mr Stephen McGrandles
Miss Nicole Beaton
Ms Nadia McGeehan PT PSD
Mrs Fiona McGinness

RE

Mrs Roseanne Smith

Maths, Science and Technology

Principal Teachers

Ms Lindsay MacDonald Maths
Ms Karen Quinn Science/Tech

Biology

Ms Gillian Blair
Dr Laura Guthrie
Mr Raymond O'Neill HT

Chemistry

Mrs Anne Marie Kerr
Mrs Pauline Stirling PT PSD
Miss Lucy Oman

Computing

Mr Stuart Rose
Mrs Susan Welsh
Mrs Claire Friel DHT

Maths

Mrs Michelle Cowie PT PSD
Mr Stephen Curran PT PSD
Mrs Claire Foulser
Ms Nikki Gardner
Mr Hugh Masterson
Mr Mark Richardson

Physics

Mrs Julie Gilbert
Miss Pauline Hogg
Miss Siobhan McTear
Mr Edward Love

Technical Education

Mr Anthony Finn
Mr Ian Hannah
Mr David Welsh Act PT PSD

Arts, Culture and Health

Principal Teacher

Mr Rob Lewis PE

Art & Design

Mr Jamie Jack
Mrs Natalie McCloskey
Mrs Audrey McMenemy
Ms Caroline Waller

Home Economics

Mrs Yvonne Campbell
Mrs Elizabeth Nimmo

Music

Mr Graham Boyce PT PSD
Miss Lesley Caldwell
Ms Shona Collin
Mrs Charlotte Hunter
Mr Callum Johnson

PE

Miss Julie Dalgetty
Mr Craig Johnstone
Miss Megan McWhinney
Mr Jonathan Mitchell
DHT

ADDITIONAL SUPPORT NEEDS (ASN)

Mrs Janis Findlay (temp)
Mrs Victoria Schoenhofen
(on secondment)
Vacancy

Our Support Staff

Chaplain

Fr Owens

School Office

Mrs Margaret Gowans

Mrs Ara McFarlane

(Administrator)

Mrs Suzanne Moran

Mrs Julie Mathers

Attendance and Welfare Officer

Mrs Debbie Wilson

School Resource Officer

Mrs Penny Crawford

LRC Support Officer

Miss Leann Macfarlane

School Technicians

Mr Derek Heron

(Senior Technician)

Mr David Milne

Ms Dorothea Hume

Careers Officer

Ms Julia Mitchell

Support for Learning Assistants

Mrs Pearl Broadfoot

Mrs Morag Ferrier

Mrs Donna Hanlon-Gray

Miss Lynn Hatton

Mrs Annemarie Harcus

Mrs Rosemary Howden

Mrs Roberta Jardine

Mrs Patricia Keeley

(Medical Attendant)

Mrs Arlene McCabe

Ms Adele Maclaren

Mrs Margaret McColl

Mrs Susan McGowan

Mrs Yvonne McLachlan

Mrs Margo McLean

Mrs Connie McMinn

Mrs Carole Park

Mrs Lucy Parry

Ms Tracy Perry

Mrs Fiona Pollok

Mrs Shirley Richardson

Mrs Fiona Settery

Mrs Angela Stewart-Mair

Mr Darren Syme

Mrs Alison Wallace

FESFM Janitors

Mr Robert Boyle

(Head Janitor)

Mr John Anderson

Mr Gregor Bryans

Dining Hall Staff

Ms Barbara Fotheringham

(Supervisor)

Ms Debbie Borland

Mrs Mandy Thompson

Ms Jane Dickson

Ms Valerie Elvin

Ms Gail Fallens

Ms Iris Lyon

Ms Patricia McGowan

Ms Jillian McLachlan

Ms Lynn Simon

Ms Margaret Stewart

Ms Tracey Waye

FESFM Cleaning Staff

Mr John Duncan

(Chargehand)

Ms Sandra Davidson

Mrs Irene McFadden

Ms Connie McMinn

Ms Fiona Smith

Mrs Jackie Stewart

Ms Michelle McPhee

Mr Niels Hva

Our Senior Management Team

Main Areas of Responsibility



Mrs A Shandley – DHT
Pupil Support and Development

- Year Head - S1
- Autism Provision
- ASN
- Attendance
- Child Protection
- Pupil Support & Development
- Primary Liaison/Transition



Mr R O'Neill
Head Teacher



Mr J Mitchell – DHT
Arts, Culture and Health

- Year Head – S2 & S6
- Improvement Planning
- Self Evaluation
- Learning and Teaching
- PLCs
- Timetable
- Staffing



Mrs Claire Friel – DHT
Maths, Science and Technology

- Year Head – S3
- Staff Development and Induction
- Excursions & Work Experience
- College- External Partner Links
- Broad Curriculum
- Probationers
- Website, Leadership Forum
- PRD



Mr B McGurk –DHT
Language and Society

- Year Head – S4 & S5
- SQA Coordinator
- Special Exam Arrangements
- Assessment and Moderation
- Prelims & Awards
- Tracking and Reporting
- 16+ Coordinator
- Parents Evenings

Parent Council

Parent Councils were set up by the Parental Involvement Act in 2006. St Modan's Parent Council includes representatives from our parents, staff and pupils along with representatives from our church, the PTA and the three counties who make up our school community.

The current Parent Council is as follows ...

Chair: Mrs M.J. Shand

Elected Parent Member

Vice Chair: Mrs F. Gornall

Elected Parent Member

Elected Parent Representatives

Mr G. Devlin

Mr N. Smith

Mr A. Solomon

Mr L. McCabe

Mrs L. Laidlaw

Staff Representative

Mrs A.M. McGinlay (2013-15)

Co-Opted Member

Dr J. McGettigan (2013-15)

Cathal McIvor (Head boy 2013-14)

Sarah Burns (Head Girl 2013-14)

Church Representatives

Mrs B. Sinclair

(Archdiocese)

Mrs R.Hart

Advisors

Mr R. O'Neill

(Headteacher)

Mr J. Mitchell (Depute)

PTA Representative

Mr T. Walker (2013-14)

The elected parent representatives ensure a *minimum* level of parental representation. As no maximum level is set, *all parents* are welcome to attend any Parent Council meeting.

The link between the Parent Council and the PTA

The Parent Council and PTA are separate, but constitutionally linked organisations. The Parent Council is the statutory representative body and the PTA specialises in cooperative fundraising and promoting the social aspects of school life.

The chair of the PTA sits on the Parent Council and both organisations work closely for the good of our school and all its students.

PTA Office Bearers

Chair: Mr Tony Walker

Treasurer: Mrs Julie MacDonald

Secretary: Mrs Margaret Glencross

SMART - What does this mean for our school?

SMART Afternoons

St Modan's Alternative Radical Timetable is a relatively new development of our curriculum where timetables are suspended and all pupils engage in a huge range of diverse activities relating to four key themes.

The four main themes of SMART Afternoons are:

- Health & Wellbeing (including use of The Peak Sports Village)
- Personal, Social and Spiritual Education including motivation and study skills
- Creative Activities including rock climbing, curling, Italian cookery and much more
- Cross Curricular Learning eg Africa, Social Responsibility, Elizabethan projects etc



SMART Afternoons provide the opportunity to give all pupils challenges through active learning and lets them embrace vital elements of Curriculum for Excellence. This session there are four SMART Afternoons across the school calendar, one every term and pupils are off normal timetable for an extended afternoon. Some themes will ask pupils to make informed choices with regards to the activity that suits them best. All members of teaching staff are involved in these afternoons and we are very proud to continue our work with a number of partners and specialist providers through this initiative.

SMART Week



SMART Week is arranged for S1-3 pupils towards the end of May. For one full week activities are organised for pupils to experience more prolonged periods of time in specific curricular areas (often a full day). Similar to our SMART Afternoons there are opportunities for pupils to research areas such as business, enterprise and work related issues as well as participate in activities such as forensics, making a holocaust museum and more



Moving from Primary to Secondary School

Catchment Area

The school serves a catchment area around Stirling taking pupils from 6 partner primary schools.

- **St Mary's, Bannockburn**
- **Our Lady's, Stirling**
- **St Mungo's, Alloa**
- **St Bernadette's, Tullibody**
- **St Margaret's, Cowie**
- **St Patrick's, Denny**

A substantial number of our pupils now live outside the Stirling Council area. Every effort is made to ensure that their transfer is smooth and trouble free.

With our partner Primary Schools we aim to develop a strong partnership in three main groups:

1. Young People

The move from primary to secondary school is an important event for our pupils. We at St Modan's wish to make this move as positive and as smooth as we can. All young people from Primary 6 and Primary 7, who wish to join St Modan's, take part in our primary transition programme which involves visiting St Modan's for a series of single lessons over a six week block in both P6 and again in P7. During this time the pupils get specialist teaching in Art and Music, PE and French and gain a much better understanding of how a high school feels. Our staff also take part in a comprehensive programme of regular visits to the partner Primaries to meet the pupils and learn from their Primary colleagues. All this is clear evidence of our learning community at work to ensure continuity from Primary to Secondary. P7 pupils will also be given an information booklet about St Modan's and see a video on various aspects of our school. In their last weeks of Primary 7 they will learn which class they will join in St Modan's and may be issued with their S1 timetables. The transition from P7 to S1 is the responsibility of Depute Head Teacher Mrs Aisling Shandley

2. Parents

Special Information Evenings for parents of P6 & P7 are run in St Modan's during the autumn term and parents are warmly invited to attend those as well as an Open Morning in June to view our school 'in action' or at another time by prior appointment. A 'Newsletter' is published about once a term and parents are very much encouraged to become partners with St Modan's in the education of our young people. We expect parents to join our active and successful Parent Council and our PTA each of which has an enthusiastic and supportive membership.

3. Teachers

Headteachers meet regularly as part of the St Modan's Learning Community to discuss the current practice and areas for development for the Learning Community. Teachers exchange details of the courses taught and the materials used, including the attainment levels in Maths and English, in order to smooth the 'change over' from primary to secondary. Information about the strengths and weaknesses, attainments and skills achieved is also transferred. We thus have a clear picture of pupils' strengths, any difficulties, aptitudes, special talents and so on. In this way we are more likely to help each young person to settle and to provide continuity with the work done in primary school.

Our School Uniform

Our school greatly encourages the wearing of a formal uniform. We see this as a powerful way of developing a positive attitude to school. It is also part of our School Security Policy. This policy is actively supported by 100% of parents, our Parent Council & PTA.

For boys - A St Modan's maroon jacket / blazer and sweatshirt, white shirt, school tie and dark trousers / black formal shoes.

For girls - A St Modan's maroon jacket / blazer and sweatshirt / cardigan , white blouse, school tie and dark skirt / trousers / black shoes.



We discourage parents from buying expensive 'designer' footwear for school - accordingly the wearing of trainers (other than for PE) is not permitted. School uniform items may be purchased from our Uniform Supplier. A leaflet explaining the procedure is issued to all pupils (including P7 pupils). Only formal school shirts and blouses (with top buttons) should be purchased for school.

There are forms of dress which are unacceptable in school, such as items of clothing which:

- potentially encourage faction (such as football colours);
- could cause offence (such as anti-religious symbolism / political slogans / sexual innuendo);
- could cause health / safety difficulties (such as certain types of tracksuits, loose fitting clothing, dangling earrings / piercings body / large items of gold jewellery);
- are made from flammable material for example shell suits in practical classes;
- could cause damage to flooring;
- carry advertising, particularly for alcohol or tobacco;
- could be used to inflict damage on other pupils or be used by others to do so.

Our uniform policy is regularly under review. Updates will be posted on the school website.

Dress for PE is as follows:

Indoor

Shorts - WHITE or BLACK (no colours)

T or Polo Shirt - WHITE only

These can be bought from the school uniform supplier.

Trainers - should not be worn outdoors

Outdoor

Shorts - WHITE or BLACK (no colours)

T or Polo Shirt - WHITE only

Knee-length socks

Track suit or Sweatshirt

Trainers or Football boots suitable for Astro turf

Textbooks and Other School Equipment

Pupils should be provided with a suitably strong school bag to carry large books. Books and jotters should always be covered. All pupils will need to be equipped with a pen, pencil and ruler, as a minimum, but in order to make the most of their lessons most children prefer to bring more than this. A pencil case with rubber, colours, protractor etc. is useful, as are a pocket English and French dictionary and calculator. Care of school equipment is the pupil's responsibility and compensation would be required for loss or wilful damage.

Discipline at St Modan's

St Modan's strongly believes in the need for good discipline and trusts that all parents will co-operate with the school to achieve this. Our pupils are required to behave well, to show a proper regard for their own safety and for the safety of others. Only when this has been achieved can we create an environment in which pupils learn and teachers teach. Our policy on discipline includes several important elements:

- good teaching and effective class management - pupil-teacher relationships based on mutual respect
- the quality of Pupil Support in the school - the support of our parents
- our effective school rules based on the needs of our school as a community - the use of praise where appropriate
- the clear communication of our expectations to young people, teachers and parents (Expectations & Consequences below)

Teachers are responsible for the discipline in their own classrooms and deal with breaches of discipline in a number of ways: in many cases a quiet reprimand is sufficient though some cases may require a more serious and formal reprimand. Young people may be given a punishment exercise to carry out at home which parents are requested to sign. If a pattern of misconduct is seen then parents are called to discuss the situation. In certain cases pupils may be requested to make up lost work because of misconduct - this may be during interval or part of a lunch time. It is not our policy to detain pupils at the end of the school day. Serious or persistent breaches of school rules will result in exclusion from our school in accordance with local authority guidelines. This is a very rare occurrence at St Modan's.

Our Principal Teachers monitor the conduct of all of our young people. Teachers may make referrals to Pupil Support staff for information purposes. The Senior Management Team keep the behaviour of individual pupils, classes and year groups under review and become directly involved in matters of serious or persistent indiscipline. Wherever appropriate we work closely with parents and supporting agencies - Psychological Services, Social Work and Police in order to promote positive behaviour and to support our young people. At St Modan's we have the greatest confidence in the goodness of the young people in our charge, and in their desire to contribute positively to the school.

Expectations

At St Modan's young people are expected to :

1. attend school regularly;
2. take care of their own health and safety and not jeopardise the health and safety of others;
3. show respect for teachers, other members of staff, other pupils & visitors;
4. come to school on time;
5. help keep the school clean and tidy and take proper care of books, jotters and materials;
6. behave reasonably at all times in and around school and on the way to / from school;
7. accept the authority of all staff;
8. stay in the school grounds at morning interval and lunch breaks;
9. walk at all times inside the school building;
10. wear the school uniform at all times;
11. do their very best at all times.

Consequences

Breaking any of the school rules may have a number of consequences depending on the gravity and / or frequency of the action. Some examples are :

1. verbal reprimand;
2. punishment exercise / detention;
3. withdrawal of privileges (eg from school teams / trips / shows);
4. referral to a Principal Teacher;
5. referral to Depute Head;
6. referral to the Rector;
7. a letter being sent to their parents;
8. their parents being invited to the school;
9. exclusion from school.

S1, S2 and S3 Courses

Broad General Education

Our new S1 in August 2010 was the first year group to experience the implementation of the Scottish Government's 'CURRICULUM FOR EXCELLENCE'. This means a shift away from what was formally defined as "the common course" in S1 and S2 with options at the end of S2 to what is now a "broad general education" to the end of S3. There are consequent changes to the curriculum and to the national examination system once pupils reach S4. Whilst we have been implementing the new curriculum from August 2010, aspects of it such as interdisciplinary learning and formative assessment were already common practice in our school. More information about CFE will continue to be made available to parents. As part of the new "broad general education" the following subjects continue to be covered:

English	Mathematics
Science	Religious Education
Social Subjects	Art & Design
Music	Physical Education
Home Economics	French
Technology	

The emphasis at St Modan's is very much on pupils as individuals - each moving at a suitable pace to master content and skills. Pupils are taught in a combination of mixed ability and ability class groups.

Personalisation & Choice

All pupils follow a broad general education from the start of S1 to the end of S3 to develop the skills and knowledge required to embark on National in S4. Course choices are made at the end of S3. All pupils do English and Maths in S4 and 4 other subjects of their choice. Most courses will be at National 4 or 5 level.

Flexibility

Flexibility is built into the courses, particularly in S3 to allow a degree of personalisation, ensuring all pupils are motivated and suitably challenged. Subjects provide courses at different levels to ensure that the needs and abilities of all pupils are well catered for.



S4 Courses

Pupils in S4 (2014-15) follow the new route to National Qualifications as defined by Curriculum for Excellence. Choices were made at the end of S2 as in the past however he/she will have followed a Broad General Education until Christmas of S3 and thereafter specialised to do 8 chosen subjects. From August 2015 S4 pupils will be presented in 6 subjects in S4 and choices will be made at the end of S3. These courses, in most cases will be offered at National 4 and 5. The table below shows the progression route for courses as a child goes from S4 to S6 from August 2015.



S4	S5	S6
National 3	→ National 4	→ National 5
National 4	→ National 5	→ Higher
National 5	→ Higher	→ Advanced Higher

More information on National courses and qualifications can be found at www.sqa.org.uk



S5 and S6 Courses

The majority of S5 and S6 students will follow courses certificated by the SQA (The Scottish Qualifications Authority).

Higher	Designed to follow on from National 5	Awards at A - D
National 5	Designed to follow on from National 4	Awards at A - D
National 4	Designed to follow on from National 3	Pass/Fail

It is possible to take some courses at 'Higher' and others at National 4 or 5

For S6 there will also be 'Advanced Highers' in some subjects areas depending on demand and availability of staff

It is possible to take subjects for the first time in S5 or S6 at a level appropriate to the candidate's individual aptitude and ability.

This is an important stage in the education of our young people. We therefore make certain that students and parents are kept fully informed of the range of options open to them. Students are encouraged to take responsibility for their own learning. They are urged to organise their study time themselves. Preliminary discussions take place with individual students when they are still in Fourth / Fifth Year. These discussions are finalised after the SQA results are known - usually within the first two weeks in August to enable our students to get straight into vital course work!

Fifth Year students are able, if they wish, to continue their course of study from S4 and take relevant Higher Grade courses. It is also possible for students to start fresh courses in S5.

Sixth Year students are able, if they wish, to continue their course of study from S5 and take relevant Advanced Higher courses. Many S6 students take a mixture of Higher Grade / Advanced Higher or Nationals.

It is our policy that every S5 and S6 student follows a 'full' timetable - there are no 'free' columns. Our options' structure for S5 and S6 however does allow for 'doubling up' of subjects across certain columns. If you require more detailed information on this please call the school.

Please note that not all Nationals can be pursued at Higher level. Environmental Science is a good example of this. As at all other stages in the curriculum all courses are made available to both male and female students. No distinctions are made on the basis of gender. We hope that in this way we can help to remove stereotypes and prejudices.



Additional courses can be made available through St Modan's links with FE / HE centres.

Pupil Support and Development

Mrs Aisling Shandley (DHT) has overall responsibility for the Pupil Support and Development Faculty. All our young people are assigned to a PSD teacher on entering the school. PSD teachers provide the link in the educational chain between home and various faculties in the school. Although all teachers in a school have responsibility for the child's health and wellbeing, it is the PSD teacher who has an 'all round' picture of an individual pupil's progress. The PSD teacher also delivers a structured Pupil Support/Health and Wellbeing programme to help all pupils at every stage of development. Each year group has a Principal Teacher PSD. This person plays a vital role in not only supporting pupils but their team of PSD teachers. PTs take on the overview for each year group and move with that group of pupils through the school allowing for continuity and coherence. PSD staff are therefore engaged in a number of important tasks in addition to their subject teaching duties

- developing close links with Primary Seven pupils and teachers in the care of new admissions
- monitoring the academic progress of pupils and giving advice on course choice
- checking on attendance and timekeeping
- care of pupils facing difficulties - emotional, physical and in school work
- preparation of reports on pupils - for employers, colleges, universities etc.
- contact with parents of individual pupils - by letter, telephone, interview and meeting
- links with supporting agencies such as the Skills Development Scotland, Social Work, community organisations etc.

The role of PSD is central to much of what happens in our school. So essential is its contribution that it is our policy to involve not only teachers promoted in PSD but all teachers on the staff.

- All staff are encouraged to take a close interest in the education and health and wellbeing of the young people they teach.
- All teachers are required to contribute to the programme of curricular and vocational Pupil Support and to the health and wellbeing of their pupils.
- All teachers are urged to contribute to the ethos of the school.
- Those who act as PSD teachers work closely with PTs PSD staff in monitoring the progress, attendance and timekeeping of their pupils.

Autism Provision

St Modan's High School Autism Provision is the centre for Stirling Council pupils with Autism Spectrum Disorder (ASD). Criteria for pupil admission to the provision is set by Stirling Council and pupil referrals from Stirling schools must go directly to the authority before admission can be decided. The facility is well resourced and led by the specialist Principal Teacher Mrs Bridget Raeside who is joined by 4 other specialist teachers and a number of Support for Learning Assistants.

Careers Advice

We are fortunate to have the services of a Careers Officer, Mrs Julia Mitchell from Skills Development Scotland, based in the Learning Resource Centre (which has a dedicated Careers Section). She is in school at the following times :

Tuesday all day & Thursday all day

On each of these days there is a Lunchtime Surgery.

Though of obvious interest to S4, S5 and S6, this service is available for all pupils.

Pupil Support and Development (cont'd)

Visiting Our School

Parents are always welcome to contact our school. Please do so by phoning to make an appointment. PSD teachers are also classroom teachers - it is therefore advisable to contact the school office for an appointment if you wish to talk to your child's PSD teacher.

Causes for Concern

Please do not hesitate to get in touch if there is something causing concern. Our PSD team meet frequently to monitor progress, attendance and timekeeping - they in turn will contact you by telephone or letter to discuss both matters for concern and praise.

Absence from School

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded at least twice a day, morning and afternoon. Regulations require each child's absence from school to be recorded in the school register as authorised (approved by the authority), unauthorised (unexplained by the parent/truancy) or temporarily excluded from school. Parents should avoid family holidays during term time as this both disrupts the child's education and reduces learning time – such absences cannot be authorised by the school. Parents/ Carers should phone school if their child is unable to attend and the pupil should return a note to school, signed by the parent, stating the date and reason for absence. An authorised absence is one that is covered by a note from the parent for a reason accepted by the Authority. Unauthorised absences will be pursued by the Authority through its Officers, Children's Panels etc. Parents/Carers are also alerted to a pupil's absence/latecoming by a text message sent from the school in the interest of our pupils' health and safety.

Meeting Learning Needs

St Modan's High School has an enviable reputation for the quality of its support for pupils with additional support needs. Within the PSD Faculty we have specialists and other staff with additional qualifications in this area. Pupils of all abilities may experience learning difficulties at one time or another in their school careers so support for learning is available to all who need it. The expertise is provided in a number of different way eg. classroom support from a support-for-learning specialist, cooperative teaching by two subject specialists amongst other approaches. Within subject departments our programmes of work are differentiated so that the most able pupils are stretched at all times whilst the least able are supported.

Staged Intervention Approach – At St Modan's, we recognise that pupils may require support with their learning or general health and well being. We work on a Staged Intervention approach whereby a young person's needs are assessed and, if required, an appropriate plan will be put in place to support that young person. We work under the national agenda of 'Getting it Right for Every Child' and the well-being indicators to ascertain the support required and coordinate the support. In most cases this involves a 'Team Around the Child' meeting chaired by a member of the school staff (Usually a PT PSD), the Parents/Carers, any other professionals involved with the child and the young person, him or herself. All support aims to be child- centred and therefore the young person is also as involved as possible. Further information about GIRFEC is available on www.stirling.gov.uk and www.scotland.gov.uk

Homework and Study

St Modan's High School believes that regular, effective homework is an important part of our school day. Study Planners are issued to every pupil and should be used every day by every pupil. Spare planners are available for sale at the School Office.

Homework has many advantages:

- it reinforces work done in the class
- it develops good study habits and a sense of personal discipline
- it develops areas of interest which can be followed up in later life and become a leisure pursuit
- it allows parents to see, help and become involved in the young people's work

What to Expect

All pupils, in all classes, across all year groups will receive meaningful homework; however, the length, nature and frequency of formal homework will be dependent on the subject/faculty, class and individual child.

The amount of homework will increase as pupils advance through each school year and more demands are made of them in order to complete SQA courses. Strict deadlines must be adhered to which is why pupils should adopt and foster good homework habits from an early stage.

Homework may take a variety of forms including written work, research, watching a TV programme, experimentation or through the studying of the day's work.

It is important to note that formal homework ought to be a beneficial exercise and therefore will not be issued unless advantageous to the young person's learning: the issuing of such homework is therefore at the teacher's discretion.

Self Study

In light of the implementation of A Curriculum for Excellence there is an increasing amount of informal work to be undertaken by the pupil which enriches the planned curriculum and improves learning and teaching. Young people are encouraged to take responsibility for their own learning and development and should therefore take the initiative to read, review, learn and re-write materials covered in class if 'formal' homework has not been provided: they should do this each day whether or not the teacher directs them.



Religious Education

St Modan's High School is a proud Roman Catholic school. We see religious education in its widest sense as contributing to the health and wellbeing of the child. Our church recognises the responsibility of parents as the first and most important educators of their children. Teachers at St Modan's work in partnership with parents and parishes to help young people grow in faith. We hope this will help enable their faith to develop into a mature and personal response to Christ - to convince them of the value and truth of Christian living. Through the work of our Chaplain Father Owens, our RE Teachers, our staff and pupil Chaplaincy teams and our PSD teachers, we aim to meet our responsibility to develop the religious and spiritual aims of the school.

Our School Ethos

This is established by the Rector and Staff who make great efforts to maintain a caring Christian atmosphere in our school. This means we expect the highest standards of personal conduct and courtesy from our young people at all times. At intervals and lunchtimes for example we expect our young people to be mannerly and courteous in their dealings with their fellow pupils, Janitorial, Cleaning and Dining Room staff as well as with their teachers. There are always members of the Senior Management of the school around the corridors and yards at intervals and lunchtimes.

Our RE programme

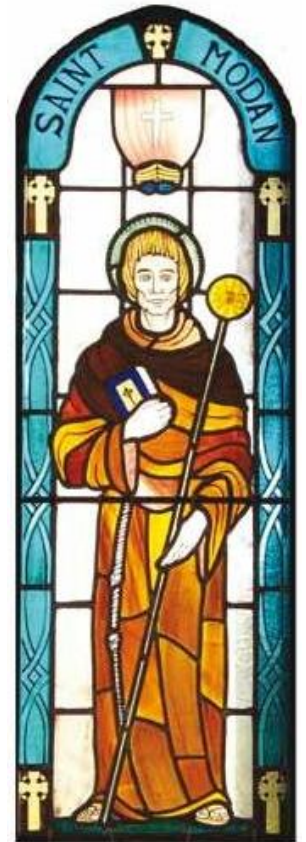
Every class in the school follows a programme of religious education laid down by the Bishops' Conference. Every RE class receives instruction from a Catholic teacher. In addition, there are year group assemblies in respect of Religious Education and every PSD class participates in a programme of weekly Masses and other faith events led by RE / PSD staff and Chaplaincy Team. This year RE provision continues to change to reflect the requirements of 'This Is Our Faith', the new Catholic RE curriculum for Scottish schools.

Our Chaplaincy Team

A Chaplaincy Team is now well established and is chaired by Mrs P Stirling. The Team works closely with Fr Owens to develop this important aspect of school life. We are also working closely with the Archdiocese Chaplaincy Advisers to develop a team approach to Chaplaincy. Mass is celebrated in the school at 8.20am every Friday. On Holy Days of Obligation we also arrange for the whole school to attend Mass. Every year on our Patronal Feast Day (4th February) there is a special whole-school Mass and during the Church's 'Education Week' each year we get together with local clergy to celebrate our being part of the Christian community. We have also established a tradition at year group assemblies of prayers being said. Indeed we have a 'St Modan's Morning Offering' written by Mr Lafferty, a former member of staff, which is said at the start of every day. Class Masses, year Masses, Advent and Lenten services, spiritual retreats, seminars, inter-faith events and other such activities all play their part in the sacramental and liturgical life of the school.

School Chapel

The School Chapel contains features from the old chapel in Barnsdale Road including the external mosaic of Celtic saints by former Principal Teacher of Art Sean Byrne, a stained glass window of St Modan and two others commissioned by families associated with St Modan's. Our Stations of the Cross and crib figures were gifted to the school by Mrs Frances McEwan in 1989 and we acquired 18 solid mahogany pews from St John Ogilvie's, Glasgow which closed in January 2008. Our thanks go to Fr McNulty the last parish priest and to Mr John Fern and Mr Michael Fern (former parents) who cut the pews to size and made the tabernacle shelf. The new tabernacle, brass bookstand, crucifix and candlesticks were all donated to the chapel by members of St Modan's community. A new altar and lectern have been made thanks to Mr Steven Burgess a parent and the internal design was worked on by our Pupil Council.



How Our Young People are Assessed

How We Assess

In recent years assessment has seen major changes in Scottish schools. In the past young people were assessed, then ranked from first to last in their class, given percentage marks, and compared with each other. Today the emphasis is not on comparing young people with each other but on the young person as an individual.

We now assess our young people:

- to find out where their strengths are
- to find out where their weaknesses are, and to take positive action to remedy any weakness
- to find out if our teaching methods and materials are sound
- to provide pupils, parents and teachers with accurate information for decision making e.g. option choices
- to find out if each pupil is making the progress he or she is capable of

In St Modan's we use a range of measures to assess our pupils:

- a series of small tests, usually at the end of a unit of work
- assessment of class work - jotters, notebooks, models in Technical
- dishes prepared in Home Economics, line drawings produced in Art and Design etc.
- internal exams in December / January / February
- end of term or year exams
- special assignments, homework exercises
- Midyis- Computer adapted baseline testing in S1
- a combination of the above

It goes without saying that excellent attendance is required if pupils are to perform well in assessments.

Our Internal Examinations

Formal practice of the rigour required for SQA Exam success is part of the St Modan's formula for success. Our young people in S4, 5 and 6 follow an exam timetable and sit a diet of internal exams. We feel that this gives our young people experience of exams in a formal setting and an opportunity to pace their work and study. The results of these exams give parents, young people, and teachers an indication of the likelihood of forthcoming SQA success and supports pupils to plan for further improvement.



Our Reports to Parents

The changes in assessment are obviously reflected in the style and content of our young people's reports. Our reports no longer consist of percentage marks and class averages. Each subject now lists the skills that are being taught and reports on the true extent to which each pupil has mastered the necessary skills. At St Modan's we have two types of Parents Meetings: Information Evenings with presentations to parents on the curriculum and other school related matters and Reporting Evenings with individual discussions on pupil progress.

When are the Scheduled Contacts with Parents? (2013-14)

First Year	BGE Tracking Report 1 November	BGE Report 2 Parents' Evening	April November
Second Year	BGE Tracking Report 1 November	BGE Report 2 Parents' Evening	February February
Third Year	BGE Tracking Report December	Full Report Parents' Evening	March January
Fourth Year	Interim Report September	Full Report Parents' Evening	February February
Fifth/Sixth Year	Interim Report October	Full Report Parents' Evening	March November

In addition, parents are welcome to arrange an interview with the Pupil Support & Development Teacher or member of the SMT, if there is any cause for concern. In all cases the first point of contact for parents is the Pupil Support & Development Teacher (please refer to page 39 for information on our Pupil Support & Development Team). It is advisable, if at all possible, to phone and arrange a mutually acceptable interview time. If a teacher is in class, the time that a parent may have to wait can be considerable. This problem will not arise if the interview is prearranged.

Methods of Communication



A School Calendar with important dates for the whole session is issued to every parent in August. In addition notices of meetings will normally be sent to parents via monthly Newsletters / circular letters brought home by the young people or by email, text, twitter and through our website.

The school website is an increasingly important means of communication. It is regularly updated and is an invaluable source of current information through the 'News' link. Access it at...

www.stmodans.ic.org

You can also follow us on Twitter

[@stmodanshs](https://twitter.com/stmodanshs)

We now regularly contact parents by text and email. Please ensure we always have up to date mobile numbers and email addresses to ensure you receive all important information timeously.



St Modan's High School - 2013

The Gallery



St Modan's High School

Setting the Highest Standards

2014



St Modan's High School
Setting the Highest Standards
2014



St Modan's High School
Setting the Highest Standards
2014



Stirling Council Education Services 2014 - 2015 School Term Dates

Autumn Term	Starts	Monday 18 th	August 2014 (Teachers return)
Staff Development Day		Monday 18 th	August 2014
		Tuesday 20 th	August 2014 (Pupils return)
	Ends	Friday 10 th	October 2014
October Holiday	Starts	Monday 13 th	October 2014
	Ends	Friday 17 th	October 2014
Winter Term	Starts	Monday 20 th	October 2014
Staff Development Day		Thursday 27 th	November 2014
Staff Development Day		Friday 28 th	November 2014
	Ends	Friday 19 th	December 2014
Christmas Holiday	Starts	Monday 22 nd	December 2014
	Ends	Friday 2 nd	January 2015
Spring Term	Starts	Monday 6 th	January 2015
Staff Development Day		Monday 19 th	February 2015
Staff Development Day		Tuesday 10 th	February 2015
Local Holiday		Wednesday 11 th	February 2015
Local Holiday		Thursday 12 th	February 2015
Local Holiday		Friday 13 th	February 2015
	Ends	Thursday 2 nd	April 2015
Spring Holiday	Starts	Friday 3 rd	April 2015 (Good Friday)
	Ends	Friday 17 th	April 2015
Summer Term	Starts	Monday 20 th	April 2015
Local Holiday		Monday 4 th	May 2015
	Ends	Friday 26 th	June 2015
Summer Holiday	Starts	Monday 29 th	July 2015
	Ends	Monday 17 th	August 2015 (Teachers return)
		Tuesday 18 th	August 2015 (Pupils return)

Lunch Arrangements

All pupils S1-S6 must remain within the school grounds at lunchtime. The Senior Management make every effort to supervise the dining area, corridors and school grounds at lunch time.

Parents or guardians of pupils with medically prescribed diets or food allergies, should contact Mrs Keeley, Medical Attendant, at the school in the first instance.

We operate a cashless system in the FOOD ATRIUM with every pupil being allocated a swipe card which they can 'top up' at units located in the Atrium. Pupils entitled to Free

School Meals are issued with the same cards which are automatically 'topped up' every day.

In May 2014 we move to a 7 period day but where the start and finish times of the day remain unchanged.

Period	Start	End	Length
PSD	8.30	8.50	20
1	8.50	9.40	50
2	9.40	10.30	50
Interval	10.30	10.45	15
3	10.45	11.40	55
4	11.40	12.35	55
Lunch	12.35	1.10	35
5	1.10	2.00	50
6	2.00	2.50	50

School Activities

In St Modan's a significant number of staff participate in school activities outside the normal teaching day. Here are some of the activities that took place in the school last session

- Table Tennis
- Dancing
- Badminton
- Basketball
- Cheerleading
- Science Club
- Puzzle Club
- Knitting Club
- Scottish Dancing
- Football Teams
- Pipe Band
- Debating
- Orchestra
- Junior Girls Choir
- Brass Ensemble
- Mixed Choir
- Cinema Trip
- IT Club
- Rugby
- Hockey
- Cricket
- Dalguise Trip
- ECO Club
- Traidcraft Group
- Euro Club
- Gardening Club
- Photography Club
- Textile Club
- Discos
- Charity Activities
- Netball
- S6 Valedictory Dinner
- Fiddle Group
- Fashion Show
- Magic Club
- Junior Boys Choir
- Samba Band
- Swing Band
- Cello and Brass Ensemble
- Paris Trip
- Theatre Trips
- Classical Concert / Opera Trips
- School Carol Concert
- School family cabaret
- Choir and Orchestra

Christmas Activities

- Carol Concert, Alloa
- School Carol Concert
- S1 Christmas Ceilidh
- S1/3 Christmas Disco
- Royal Stuart Ball



Instrumental Tuition S1 - S6

Instrumental Tuition on a large variety of orchestral musical instruments is currently offered to children entering S1 at St Modan's High School. All lessons are either solo or in a 2-3 group situation with local authority fees varying according to the criteria into which the pupil fits.

Pupils receiving instruction are expected to join a Choir or Band where such an option exists and when their standard is such that they would benefit from this valuable experience. Tuition is offered at all levels in: string - woodwind - brass - percussion. Because fees are variable, information is available from the school office or Stirling Council on request.

School Learning Resource Centre

The LRC occupies a unique and central role within the school Community and can meet the needs of staff and pupils alike - on an individual, departmental and whole-school basis. These needs are met through the provision of a wide range of specially selected curricular-based learning materials: books, audio - visual and multimedia resources.

The main role of the Learning Resources Centre is to act as the focal point for independent learning: a place where learning-to-learn is fostered and actively encouraged and where account is taken of differentiated and individual needs.

Central to activities in the LRC is the suite of computers where pupils use the Internet, CD-ROMs, word-processing and other applications within the context of curricular tasks. Guidance is provided and pupils are encouraged to develop core skills through ICT. A fully computerised record of stock is available.

We operate a flexible timetable which enables staff to book classes in to the LRC for investigative work and reinforcement of learning skills.

Also used for special assemblies or year group presentations i.e. SMART & Business Dynamics & PSD assemblies like drink/drug awareness etc.

Opening times in the LRC are extended beyond the structured school day to help provide a conducive environment for homework and somewhere for the pupils to develop the habit of reading, research and private study.

Another important feature is the Career Library where pupils can browse through a range of career and vocational information and be given expert guidance and advice from our visiting Careers Adviser. Miss Leann Macfarlane our Learning Resource Support Officer is always available for advice and support in the Learning Resource Centre.



Information & Communications Technology

School Network

St Modan's continues to invest heavily in improving the use of Information and Communications Technologies across the whole school, transforming learning and teaching. In all learning areas computers are fully networked for use by pupils and staff. Every classroom is equipped to a minimum standard to include at least one networked PC and ceiling mounted data projector and this is supported by an adjacent flexible learning area with multiple PCs and access to the web, intranet and council website.

All staff are trained in the use of ICT across the curriculum which also extends to electronic reporting and tracking of pupil progress. 19 Interactive Whiteboards are installed across all 3 faculties, transforming the way teachers convey information to pupils and supporting pupils with varied learning styles. St Modan's is now a wireless school - Wireless technology was introduced last session for the first time and is now used extensively with 7 trolleys of 20 laptops which can access the network wirelessly and are available to all faculties. St Modan's also dedicates an area of the Learning Resource Centre to independent learners, providing access there to 20 wireless laptops and allowing pupils to embark on a wide array of e-learning courses provided in association with Forth Valley College and other partners.

As part of our ongoing efforts to improve communications with our school community and beyond St Modan's has developed our own school website. This site is updated regularly and should be of help to pupils, parents and others interested in all that goes on in our school.

Our school website is designed to be helpful whilst being warm and welcoming. It contains much of the information available through school publications, letters, etc and is presented in an easy-to-access format. Parents and others looking for information about St Modan's should, where possible, first check our website. News, calendars, brochures, policy documents and more are easily downloaded as well as regular updates of school photos of events, guestbook submissions, art gallery and more. The school is currently developing a new and better website which will have a new web address – information will be sent to parents in due course.



Health & Safety Matters

The school takes positive steps to help our young people protect themselves through the PSE (Personal and Social Education) programme and through regular assemblies. Issues such as Road Safety, Substance Abuse, Bullying, School Security, Smoking, Risks of Abuse and Exploitation are all addressed by the SMT, Pupil Support Teachers and certain subject teachers.

Stirling Council's policies on Pupil Support and Development, Child Protection and Young People and Substance Abuse are firmly endorsed by the school. (Copies of these may be obtained from the school or the education offices).

We do not have a full time nurse but we do have qualified First Aiders. For pupils who are ill during the day, there are understandable restrictions on the first-aid we are allowed to render. In cases of serious illness, arrangements are made to contact the parents as soon as possible and to have the pupil taken to hospital.

In cases where the pupil is so distressed that it is unwise for him/her to remain in school, contact is made with the parents with a view to having the pupil taken home. Fortunately most cases are straightforward, and the issue of a plaster for a cut finger allows pupils to return to class almost immediately. When a pupil is involved in an accident, arrangements are, if necessary, made to have him/her taken, or sent by ambulance, to hospital. Every effort is then made to contact the parents. Any pupil sent home because of illness will be given a permission slip by the appropriate PSD Teacher - or by a senior member of staff. On no account may a pupil leave the school without such written permission during school hours. It is in the interests of pupils that we ask parents to inform us of any medical problem or condition affecting their children. Such information is helpful, for example, to teachers of Physical Education, and enables us to take prompt and appropriate action if a pupil is suddenly taken ill. Details of this nature are of course handled with sensitivity and in confidence.

(See Appendices).

Routine medical examinations are carried out from time to time by the School Doctor and Nursing Staff. Parents are informed when these examinations are to take place. School staff are required to report suspicions of abuse to PSD staff and the SMT. Where the Rector or Depute Rector have reasonable grounds for suspecting that a child might have been abused, this information will be passed immediately to the local Social Work Manager.

Health Care Appointments

Pupils with medical/dental appointments during the school day should bring a note for their PSD Teacher. This ensures the pupil is marked 'present'.

Information in Emergencies

We make every effort to maintain a full educational service. but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, disruption to school transport, power failures etc. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using text, twitter, letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio where appropriate. When there is a planned early closure, parents are informed in advance. In cases where the school has to be closed at short notice (e.g. heavy snow or power failure), some staff remain until all pupils have embarked on buses, and pupils are advised to go to a neighbour's house if there is no-one at home. If in doubt, parents should telephone the school. Please also check the school website -

www.stmodans.ik.org

Health & Wellbeing

In St Modan's, our concept of health and wellbeing includes ethical and spiritual health and wellbeing as well as physical wellbeing. Our purpose is to contribute to the development of the whole child by ensuring that we have a health enhancing ethos. The aspiration within 'Curriculum for Excellence' that all children and young people should be **successful learners, confident individuals, responsible citizens & effective contributors** is shared by St Modan's.

The Curriculum (formal & informal) contributes to the health and wellbeing of all pupils. There are several indicators of the priority St Modan's gives to health and wellbeing of both staff and pupils. A unique part of the 'informal' curriculum in St Modan's is particularly relevant to the development of health and wellbeing of pupils: Period 7 (School of Ambition).

1. SMART Activities

Our curriculum makes explicit the link between participation and formation leading to transformation in the lives of our young people. During SMART the emphasis across all activities is on participation with less emphasis on the assessment of skill. This is done by providing activities which can be said to make a particularly important contribution to the formation, enrichment and a positive health promoting impact on a pupil's life.

2. Health Promoting School Status

Following a full self evaluation audit and an Authority Inspection we were proud to achieve Health Promoting School (HPS) Level 2 Status in April 2007

A Health Promoting School is one that is defined as:

'One in which all members of the school community work together to provide pupils with integrated and positive experiences and structures, which promote and protect their health. This includes the formal and informal curriculum, the creation of a health and safety school environment, the provision of appropriate health services and the involvement of the family and wider community to promote health'.

3. Scotland Health at Work (Shaw) Award Scheme

Scotland's Health at Work is a National Award Programme. The scheme was launched in September 1996 to address Scotland's poor health record and boost Scotland's image as an international business location. SHAW's aim was to make the active promotion of good health an integral part of workplace culture. St Modan's was the first secondary school in the central belt and Forth Valley region to achieve this prestigious Gold Standard - the highest standard of award.

Bronze Standard: September 21st 1999

Silver Standard: December 13th 2001

Gold Standard: May 29th 2003 (Reviewed and extended - 2010)

4. Gold Standard - Healthy Working Lives

The Healthy Working Lives (HWL) Award Programme has now replaced Scotland's Health at Work (SHAW). The HWL Award Programme incorporates some of the health promotion criteria that were in the SHAW Awards, in addition to others addressing the wider agenda of HWL.

These include: expanded health promotion criteria, occupational health and safety, health and the environment, mental health and well-being, employability, and community involvement.

Achieved Gold Standard: 2008 (renewed 2012)

Home, School and Parish

Contacts With Parishes

As the only Catholic secondary school in the Stirling and Clacks authorities (also serving parts of West Falkirk), St Modan's is central to the life of the local Catholic community. As such we are keen to play an active part in the lives of our parishes. This can be done by encouraging our young people to participate in parish life. Staff and pupils may take part in arranged visits to local parishes for example during 'Education Week' (each February) and 'Vocations Awareness Week'. Some of the other activities which bind home, school and parish together are :

- occasional deanery meetings
- assistance of local clergy at school
- school newsletters / notices sent to parishes to communicate to congregations
- use of parish halls for meetings etc
- regular contact of pupils and family at Sunday Mass in parishes

A Welcoming School

We hope we are a welcoming school and welcome more contact with our community at liturgical events in school and cordially extend an open invitation to any parent or parishioner to attend Feast Day or Year Group Masses (see Parents' Calendar for dates and times) in school as well as to our Annual Memorial Mass for deceased members of our school community held in November. Don't forget to call at the reception for your security badge.

School Chapel

The creation of our new School Chapel, a fitting testimony to the community of St Modan's past and present, was the result of the close partnership which exists between our Chaplain Fr Owens, our parishes, staff, pupils, parents, former staff and former pupils as well as other friends and benefactors of St Modan's. You are most welcome to visit it any time during school hours. Please call at the reception first.

Serious Illness & Bereavement

There may be times in the course of the session when members of our school community are affected by serious illness or bereavement. We would hope that at times such as these the whole community of St Modan's would rally round to do what we could to support the family concerned. We would hope that an initial contact would be made (directly or indirectly) by the family with the school. After such an initial contact, the senior staff, Pupil Support staff and our School Chaplain Fr Owens will be informed. Thereafter, depending on the wishes of the family, it may be possible to offer support through home / hospital visits by Senior Staff / PSD Staff, provision of homework material, home / hospital visits by our Chaplain (perhaps with pupils from peer group if appropriate).

We would like to think that at such times St Modan's would come to be seen as a source of strength and support both materially and through prayer for all concerned.

Seasons for Growth Programme (Bereavement / Loss support)

This Church-based programme is offered to targeted pupils. The programme offers support to those who have experienced loss through bereavement or family break-up through separation or divorce. Participation is entirely voluntary and only by parental request. Parents receive a letter asking if they would like their son/daughter to participate. Any parent interested in enquiring further about this should contact their child's PSD Teacher.

Important Information

1. Transport to and from Our School

Our pupils travel to school from three local authority areas - Stirling, Falkirk and Clackmannanshire. These education authorities may differ in their transport policies. Stirling Council will provide free transport to pupils who meet certain criteria for travelling by the recognised shortest walking route from their school. Parents who consider they are eligible should obtain an application form from the school or local authority office. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate educational officer has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred.

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parents' responsibility to ensure their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your pupils losing the right to free transport.

Bus Rules

Our Pupil Councils drew up a list of Bus Rules which are aimed at making the journey to and from St Modan's as safe and as pleasant as possible. There are also now in place local authority guidelines which empower schools to take action against pupils who disrupt journeys by poor behaviour.

2. Placing Requests

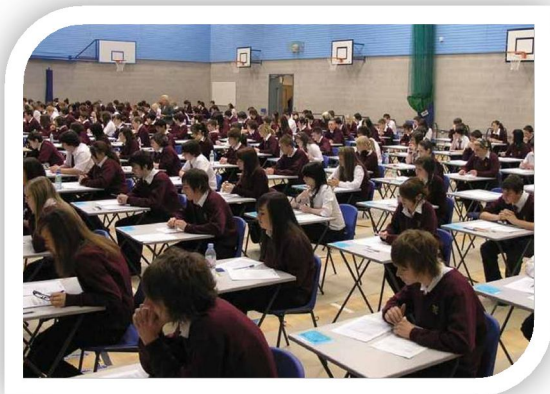
The education authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

3. Clothing Grants

Although it has to be stated that under no circumstances will pupils be deprived of an education as a result of not wearing uniform, our Parent Council, PTA and 100% of our parents support the wearing of school uniform. Parents receiving income support, family credit, housing benefit or council tax rebates will normally be entitled to monetary grants for footwear and clothing for their children. This should always be claimed. If you are unsure please submit a form in any case. Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Director of Education Services. Information and application forms may be obtained from schools and from area education offices.

Parents are asked to ensure that valuable and unnecessarily expensive items are not brought to school. Jewellery and such like should not be worn to school. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

SQA Results: St Modan's



St Modan's continues to out-perform the majority of its comparator schools when comparing examination success. It is important, however, to note that this is a consequence of the school's commitment to developing all skills, abilities and talents in our young people – not just their academic abilities. Pupils in the senior phase (S4-6) consistently achieve better examination results than similar schools across the country and at the same time are provided with countless opportunities for personal growth and development.

Examination Results (within Scottish Credit and Qualifications Framework)

Percentage of the relevant September S4 roll achieving:									
By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013
	88	94	93	75	79	81	40	44	38

Percentage of the relevant September S4 roll achieving:									
By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013
	52	42	51	30	29	30	11	15	13

Percentage of the relevant September S4 roll achieving:									
By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013
	34	39	39	22	28	32	15	16	20

For Information

Scottish Credit and Qualifications Framework (SCQF) Levels:

Level 7 Advanced Higher **Level 6** Higher **Level 5** National 5 (formerly Intermediate 2, Standard Grade at 1-2)

Level 4 National 4 (formerly Intermediate 1, Standard Grade at 3-4)

Level 3 National 3 (formerly Access 3, Standard Grade at 5-6)

Previous Success at St Modan's

We are very proud of the distinguished contribution many former pupils of St Modan's are currently making to national life. Here are just some of them:

Lord Hardie: High Court Judge and former Lord Advocate. Lord Hardie visited the school in September 1997 to present awards at the first of our new evening Awards Ceremonies.

Gordon Brewer: BBC Current Affairs Journalist and presenter of BBC 2's 'Newsnight'

Fergus McCann : Former Chief Executive of Celtic FC whose father was a former Rector of St Modan's.

Martin Togneri: Chairman of the Scottish Development Agency

John Colquhoun: Journalist with 'The Herald' - former Hearts and Scotland player and ex-chairman of the Professional Footballers' Association. Resigned from the Scottish Sports Council over its decision to award a massive grant to a private school when "schools like my old school are so much in need".

Philip Differ: TV Producer and Director of 'Only an Excuse' and presenter of his own TV series. Mr Differ is an annual visitor to our Awards Ceremony where the 'Philip Differ Award for Humorous Writing' is awarded annually.

Claude Moraes: MEP Member of the European Parliament for London. When first elected in 1999, he was the first Asian and the youngest MEP in the U.K. Re-elected in 2009. Was Deputy Leader of the Socialist Group in the European Parliament.

Frank Boyle: Political cartoonist

Lawrence Donegan: Journalist Saturday Herald and author

Chris Deerin: Executive Editor, The Daily Telegraph

Kate Gamberrucci (nee Lafferty): Opera singer now lecturing in Florence

Billy Bremner: The former captain of Leeds United and Scotland

Simone Lahbib: Actress

George Graham: Former Scottish Rugby Union Internationalist.

Captain Andy Baillie - Piloted the last Concord farewell flight to Edinburgh Airport on Friday 24th October 2003.

Anne McGuire MP, Denis Canavan MSP, and Margaret Bain MP all worked in St Modan's.

Appendix I: Our Patron Saint



St Modan of Rosneath

Evidence of who exactly St Modan was is hard to come by. There are several places which have the name 'Modan' in them for example on the site of the old priory of Ardchattan near Loch Etive there is an oratory which bears the name Balmodhan (meaning 'Modan's town') which was the old name for Ardchattan. Above Loch Riddan on the Kyles of Bute there is a place called Kilmodan (meaning church of Modan). The fact that he had a town ('Bal') and not just a church ('Kil') named after him suggests that he must have been wealthy.

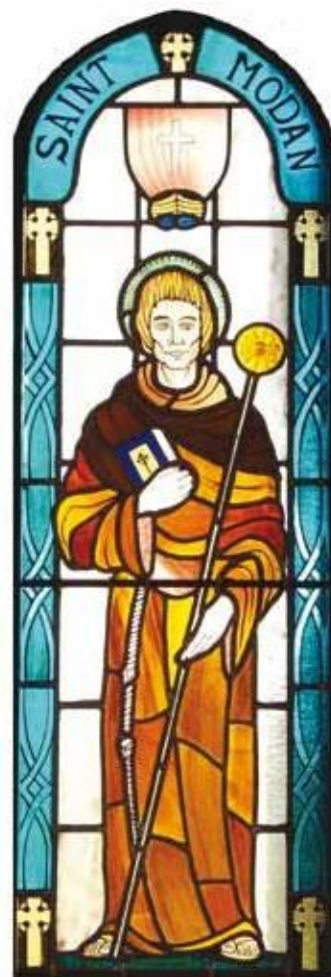
There were however, two Modans who were saints: one was St Modan of Fraserburgh in Aberdeen who was a Bishop and whose feast is 14 November. Our St Modan was an Abbot at the time of King Conranus in Scotland and has his feast on 4 February. Both of these saints appear in the Aberdeen Breviary written between 1488-1514. The breviary is the book which contains all the daily prayers of the church and all the saints feast days. The Aberdeen Breviary is the oldest breviary in the Scottish Church.

A later source is Thomas Dempster a scholar, who wrote a book called 'Menologium Scotium' in 1627. In it he refers to St Modan the Bishop and he lists his feast as 4 February - the very date when we celebrate the feast of St Modan the Abbot. It is all quite confusing!

So what are we to make of these two saints? There was a St Modan who came north after the Council of Whitby in 663. It was at the Council of Whitby that the Church in Britain finally recognised the authority of Rome. Until then the Celtic Church in north Britain had run its own affairs without reference to Rome. One of the Teutonic monks who came across to Whitby from Germany and who later travelled north into Scotland full of enthusiasm for the Roman Church was called Modan.

Our St Modan came from an earlier tradition - he was Celtic not Teutonic - a follower of St Columba who came to Iona from Ireland sometime after 563 - one hundred years before the Council of Whitby (663). It was he who had the priory at Ardchattan and who preached as far east as Falkirk and Stirling. Because St Mungo had evangelised the west of Scotland, Modan travelled east and north to do the same. The fact that there is no real depth of knowledge about St Modan seems to confirm that he was indeed originally from Ireland where the names Modan, Muden and Miden were common.

The Church of Falkirk and the High Church of Stirling were once dedicated to this St Modan and so is our school.



Appendix II: Our School Badges

The Original School Badge - 1933



The Celtic cross on the old badge represents our patron saint's origins and the chapel represents the priory at Kilmodan where he was Abbot. The inclusion of the bell or 'clag' in the old badge is another interesting story. Though not associated directly with St Modan, it seems to represent the 'Yellow Clag of Balmadhan'. This was a bell which was said to be able to cure the sick : parishioners would borrow it and take it home to ring in front of loved ones who were ill. Afterwards it was said to be able to fly back to the church of its own accord.

Current School Badge



Work on our new badge, which was designed by our Art Department based on suggestions from pupils, staff and parents, was begun in 1996 to mark the new era in the school's history as part of the new Stirling Council. Its design is formal in keeping with heraldic conventions.

The saltire represents Scotland and is also featured on Stirling's heraldic Coat of Arms and on the Coat of Arms of Clackmannanshire; the battlements at the top represent Stirling Castle. There are four symbols one for each quadrant of the saltire: a book to represent wisdom and learning; a Celtic Cross (from the old badge) to represent our Catholic and Celtic heritage; a bridge to represent Stirling Bridge and also the bridge on the Denny Coat of Arms and the Wallace Monument visible from the school. At the top is a dove - the traditional symbol of the Holy Spirit (wisdom) but also a symbol of peace. The new school motto 'Sapientia et Gratia' means 'wisdom and grace' and comes from the second chapter of St Luke's gospel. When Mary and Joseph thought they had lost the child Jesus they were relieved to find him in the company of teachers in the temple where he was teaching them! At the end of this story St Luke says Jesus went home with his parents and "grew in wisdom and grace".

Our school badge has been officially registered with the Lord Lyon (2008-09).

Appendix III: St Modan's High School

Pupil Support and Development Team 2013-2014

Overall Responsibility Mrs Aisling Shandley DHT

S1

**Year Group Head
Mrs Shandley DHT**

**Principal Teacher
Mrs Stirling**

1A Mr Love
1B Miss Haran
1C Mrs McCloskey
1D Miss Beaton
1E Mr Welsh
1F Miss Oman

S4

**Year Group Head
Mr McGurk DHT**

**Principal Teacher
Mrs Cowie**

4A Mr Jack
4B Ms McWhinney
4C Mrs Anderson
4D Ms Clark
4E Mrs Kerr
4F Mr Johnstone

S2

**Year Group Head
Mr Mitchell DHT**

**Principal Teacher
Mr Boyce**

2A Mrs Nimmo
2B Ms Caldwell
2C Mr Finn
2D Ms Campbell
2E Ms McTear

S5

**Year Group Head
Mr McGurk DHT**

**Principal Teacher
Mrs Pert / Mrs McCaffrey**

5A Mr Hatch
5B Ms Blair
5C Ms Farrugia
5D Ms Kettles
5E Ms Grant
5F Mrs Gardner

S3

**Year Group Head
Mrs Friel DHT**

**Principal Teacher
Mr Curran**

3A Mr McGrandles
3B Dr Guthrie
3C Ms Hogg
3D Mrs McGinlay
3E Mr Rose
3F Ms Dalgetty

S6

**Year Group Head
Mr Mitchell DHT**

**Principal Teacher
Mrs McGeehan / Mr Welsh**

6A Mr Foulser
6B Mrs Hale
6C Ms Colin
6D Ms McDonald

Appendix IV: Security System

The main student entrance will be secure at all times except for the following times:

	<u>Open</u>	<u>Close</u>
Start of school day:	8.00am	8.30am
Interval:	10.30am	10.45am
Lunch break:	12.30pm	1.10pm
End of school day:	2.40pm	3.10pm

Entry for staff and visitors is via the main entrance and access for visitors is controlled during the day by office Reception staff.

All staff are issued with a fob / reader card which allows entry by the main entrance.

All external doors and other areas of the school are monitored 24 hours a day by the security system.

All pupils will be recognisable as St Modan's pupils "on sight on site" by wearing the school jacket and/or maroon uniform.

No pupil will be "off site" during intervals and lunch breaks.

St Modan's Plan



Appendix V:

Out of School/Medical/Substance Abuse - Procedures

1. PERMISSION FOR PUPILS TO LEAVE SCHOOL

- a) Pupils who require time off school for any reason e.g. dental/doctor's appointments, family reasons, interviews or family holidays should bring a note from their parents/ guardians for their Form Teachers.
- b) Form Teachers or on occasion Pupil Support Teachers or SMT will issue a permission slip to the pupil.
- c) Pupils who are given permission to leave school for part of the school day should sign the Out of School log book in the reception desk in main foyer.
- d) On returning to school pupils should sign back in using the Out of School log book.
- e) While out of school, pupils should retain their permission slips in case any proof is required to show they have permission to be out of school. On certain occasions Pupil Support Teachers may expect the slips to be returned to them.

2. THE ISSUING OF MEDICATION IN SCHOOL

Prescribed medication and pain relief medication may be given to pupils by First Aiders in accordance with Stirling Council guidelines.

Procedures

Medication is supplied by a parent to the school. It should be delivered by the parent but if it is brought by the pupil the parent will be contacted and advised of the local authority guidelines i.e. the school requires written permission with the medication - special form (MED 1) must be completed by the parent/guardian.

- Containers must be clearly marked on the label with the pupil's name and the dosage, frequency and duration of the medication. A Record Card will then be issued for the pupil concerned. This card will be completed each time the medication is issued. The person issuing medication will complete and sign the card.
- All medication is kept in locked storage in the medical room. It is easily accessible and clearly labelled in alphabetical order.
- Any unused medication should be collected by the parent. If any medication remains uncollected it will be disposed of by means recommended by the Community Health Department.
- If any aspect of existing medication is changed, another form is required.
- Where any difficulty arises in the course of any of these procedures the matter should be referred to a P T Pupil Support/SMT.

3. SUBSTANCE ABUSE

- All instances of suspected substance abuse should be reported immediately to a member of the SMT
- Pupils who are on school premises will be interviewed by a member of the SMT and if possible their Pupil Support Teacher
- If necessary the First Aider will ascertain whether the pupil requires medical attention or not. If so procedures governing pupils who take ill at school will be followed.
- Parents will be contacted as soon as possible and invited to come to the school to meet with SMT and Pupil Support.
- Other agencies will be alerted as required i.e. Police, Social Work, Psychological Services.
- In serious instances of substance abuse the Authority will be informed and advice sought according to the individual circumstances.
- Pupils will be offered continuing support by the appropriate Pupil Support staff.
- The welfare of other pupils will be taken into account at all stages with support provided as required.
- The above procedures will also apply to incidents of substance abuse outwith the school which may impact on pupils within the school.

Appendix VI: Pupils who Become ill at School

Procedures

- a) Pupils who complain of feeling unwell during class time should be given a note permission slip and sent to the medical room. The First Aider, Mrs P Keeley will decide on appropriate action.
 - the pupil should be accommodated in the medical room until able to return to class
 - the pupil should receive first aid.
 - the pupil should be sent home.
 - the pupil needs medical attention and should be taken to hospital
- b) In most cases there will be no need for an escort to accompany a sick pupil to the medical room but where an escort is required, the escort should be instructed to return to class once the sick pupil has been delivered to the Medical Room. This pupil's name should also be included on the permission slip/note.
- c) If a pupil arrives at the medical room to find that the First Aider is unavailable the pupil should report to the school office. A Pupil Support teacher or a member of the SMT will decide upon which action to take.
- d) Any pupil who becomes ill outwith class time should report to the medical room or school office. If the pupil is too ill to do this he/she should go to the nearest teacher or in the case of younger pupils to a senior pupil, who will contact the first aider or office.
- e) When a child needs to be sent home the following steps will be taken:
 - the first aider will contact the parent or emergency contact. She will also contact the child's Pupil Support Teacher and ask him/her to sign the permission slip (the pupil may be sent to do this if able to do so)
 - if the child's Pupil Support Teacher is not readily available, the first aider should contact the appropriate PT Pupil Support.
 - if a PT Pupil Support is not available a member of the SMT should be contacted.
 - the first aider will complete the "Pupil out of School" form and place in the appropriate Form Teacher's tray. If someone other than the pupil's own Pupil Support Teacher gives permission for the pupil to be sent home the first aider will complete an additional "Pupil out of School" form and place it in the Pupil Support Teacher's tray.
 - the pupil or the first aider should sign out the pupil in the "Permission to Leave School" log book in the Pupil Support Corridor.

No child will be sent home unless the parent or emergency contact has agreed that the child should travel.

If a child has to be taken to hospital he/she will be accompanied by a First Aider or a member of staff. A parent or emergency contact will be informed as soon as possible.

It is essential that both the Form Teacher and the Pupil Support Teacher know that a child has been sent home.

- f) Medication required by certain pupils will be kept in the medical room and an arrangement made for the pupil to take the medication at an appropriate time.
- g) In dealing with cuts, abrasions etc gloves must be worn and proper safety procedures observed.
- h) Parents/guardians of pupils who have asthma will receive a copy of the school's asthma policy.

Appendix VII: Asthma Policy

The school receives medical information on pupils from the Health Board at the beginning of their first year. This medical list is up-dated by the Pupil Support Dept. at the beginning of every subsequent school session.

Pupils who have asthma are seen individually by the First Aider early in their first year. The following procedures are explained to them.

- a) Pupils should carry their own inhalers around with them while in school Pupils may bring a spare inhaler to school which can be stored in the medical room until required.
- b) The inhalers which are held in the medical room are stored on the top shelf of a cupboard. They are labelled with the pupil's name and class and arranged in alphabetical order.
- c) The inhalers are checked regularly to ensure they are within the expiry date. Pupils are told when inhalers are due to be renewed. If a new inhaler is not provided the parent/guardian is telephoned and reminded that the inhaler is due for renewal.
- d) If a child needs an inhaler during the school day and he/she has forgotten to bring one to school, the spare inhaler will be given to the pupil. The pupil can report to the medical room or office if he/she needs the inhaler during interval or lunchtime. If a pupil needs an inhaler while in class the class teacher will normally telephone the First Aider in the medical room
- e) If the First Aider is not available in the medical room the pupil/teacher should contact the office.
- f) If a pupil does not respond to medication within 5 minutes and is giving cause for concern an ambulance will be called to take the pupil to hospital. Parents or the child's emergency contact will be telephoned and asked to meet the child and First Aider/Teacher at the hospital.

While facilities are available for the storage of spare inhalers in the medical room, the decision to supply the school with a spare inhaler remains the responsibility of the individual parent/guardian.

Appendix VIII: Driving your children to school

Parents should drop pupils off at the Forthbank Stadium car park, located to the west of the main school car park. Pupils may then walk along the pathway at the side of the bus bays without having to cut across the main school car park.

Drop-offs and Pick-ups on Royal Stuart Way should be near the roundabout at the start of Royal Stuart Way and not at the entrance to the school Visitors' car park, which is causing some congestion.

Drivers should park only where it is safe and legal to do so.

Notes:

- Parking is not permitted on cycle lanes at either side of the approach to the School on Royal Stuart Way.
- The car park at Enterprise House is private and should not be used for parking, as a drive through or for reversing.
- Parents must not drop off / pick up pupils in or around the area of the Bus Bays.



Thank you for your co-operation and for your help in making our school safe for all our children.

Appendix IX:

Glossary

Terms Used In This Brochure :

S1/2	1st Year, 2nd Year
S3/4	3rd Year, 4th Year
S5/6	5th Year, 6th Year
S Grade	Standard Grade: course taken in S3/4
H Grade	Higher Grade: course taken in S5 or S6
SQA	The Scottish Qualifications Authority
Common Course	Subjects Studied by all pupils in S1 and S2
SEN	Special Educational Needs
SEED	Scottish Executive Education Department
HT	Head Teacher / Rector
DHT	Depute Head Teacher
PT	Principal Teacher
FTE	Full Time Equivalent
Temp	Member of staff on a temporary contract
PSE	Personal and Social Education

Data Protection Act

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

Comments and Suggestions

We would greatly welcome any comments and / or suggestions from parents on the layout and content of this brochure. Please pass your comments - written or oral - to a member of the Senior Management Team or leave them at the school office.

'Drop in' Invitation

If you happen to be passing the school, why not 'drop in' and see us! No appointment is necessary after 3pm - there is usually a member of the Senior Management available from then until 5pm. We would greatly welcome such informal contacts with parents and prospective parents!

Appendix X: Notes from Stirling Council's Education Services

ATTENDANCE

It is important that the school and parents work together to achieve good attendance as there is a strong link between good attendance and achievement. The school aims to encourage attendance by creating a welcoming and supporting ethos. If there are difficulties with your child's attendance, the school will contact you to discuss ways of resolving this.

If your child is unable to attend school due to illness or for any other reason, we ask that parents should notify the school as early as possible in the school day.

Parents should also give careful consideration to the impact on a child's education of taking holidays during term time. All schools are required to record attendance and absence of pupils and report on these figures to parents, the Council and the Scottish Government.

The Scottish Government's guidance – Included, Engaged and Involved: Attendance in Scottish Schools - issued to all local authorities in December 2007 provides guidance on how attendance and absence at school is recorded. This document clarifies that the majority of family holidays taken during term time will be categorised as unauthorised absence and that schools may only authorise a family holiday during term time under very exceptional circumstances.

Regular attendance scans are undertaken by the management team. When a child's attendance drops below 90%, parents will be notified by letter and asked to come in to talk to the Headteacher about how best to support your child's progress.

Persistent latecoming also causes regular interruptions for some classes. It disrupts learning and teaching not only for the latecomer but for the whole class.

At no time during the school day should a child be removed by a parent from the school without informing the staff of the school. This includes lunchtime "disappearances". If a child is reported missing we will try to contact the parents or we will ask for help from the

emergency contact or neighbours. If we fail to locate the child the Police will be informed. Please help us to keep your child safe. Poor attendance falls into the Council's Staged Intervention Framework and action will be taken to address patterns of poor attendance.

CHILD PROTECTION

The safety of children is everyone's responsibility. If staff have any concerns for a child or young person's wellbeing, they have a duty to pass on information that will help keep that child safe. All school staff receive child protection training at the beginning of a new academic year.

CLOTHING GRANTS

Some families may be eligible for clothing grants. Application forms can be obtained from Stirling Council, tel 01786 443210 or downloaded from the Council website, <http://www.stirling.gov.uk/services/council-and-government/benefits/benefits-education-and-school/schools-clothing-grants-and-vouchers>.

Please take your completed application form, along with the documents requested, to your nearest local office, or Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA.

COMPLAINTS

You can complain in person, by phone, email or by letter. We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child had agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this. Requests for compensation from the Council.

Things that are covered by a right of appeal, e.g. Exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

You have 6 months to make a complaint after the event that you want to complain about takes place. If you first learn of the issue about which you want to complain after this point, you have a further 6 months to complain. In exceptional circumstances the Service may investigate matters more than a year old, but it is not obliged to do so.

We have a 2 stage complaints procedure.

Stage One - Frontline resolution

In the first instance please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or depute head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and able to look into most matters. However, the headteacher may refer the Stage One complaint to Education Services centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Education centrally your response will come from there.

Stage Two – Investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or too complex for a headteacher to deal with.

To move to Stage Two, you should contact the Head of Education and ask for a formal investigation under Stage Two. You can do this by e-mail (lengd@stirling.gov.uk), phone (01786 442680), letter (Stirling Council Education, Teith House, Stirling FK7 7QA) or in person. Or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

We will acknowledge your complaint within 3 working days.

You will be contacted by the

Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate. We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.

We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision or the way we dealt with your complaint you can ask the Scottish Public Services

Obudsman (SPSO) to look at it.

The SPSO cannot normally look at:

A complaint that has not completed our complaints procedure.

Events that happened or you became aware of, more than a year ago.

St Modan's High School Setting the Highest Standards | 2014

EQUALITIES

Stirling Council has developed Council-wide policies for diversity, race, disability and gender equality. In all of our educational establishments we provide an environment that follows the principles of 'Getting It Right For Every Child' (GIRFEC) and ensures every child and young person is Safe, Healthy,

Achieving, Nurtured, Included, Active, Respected and Responsible. This includes promoting and supporting diversity in our educational communities.

INCLUSION

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. The 2009 Act strengthens the duties placed on Stirling Council Education to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2009 Act clarifies the definition of additional support needs and increases the rights of parents and young people in respect of requesting assessments, making placing requests as well as access to the Additional Support Needs Tribunal for Scotland (ASNTS). The Act also places a duty on Stirling Council to provide access to mediation and dispute resolution services free of charge to parents who have made a successful placing request from another Authority.

The Act now deems all Looked After children to have additional support needs unless the education authority determines otherwise. Stirling Council have procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

We have produced a series of leaflets for parents, carers and young people and these are available from school and other council establishments. The series includes guides to:

Additional Support for Learning in Stirling

CEAT – Community Early Assessment Team

Co-ordinated Support Plans (CSPs)

Enhanced Transition for Leaving School

Getting Help and Resolving

Disagreements

Going to Meetings

Individualised Educational Programmes (IEPs)

Pre-school Children with Additional Support Needs

Psychological Services

Staged Intervention

More information on The Education (Additional Support for Learning) (Scotland) Act 2009 is provided by

Enquire – 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 1232303

An email enquiry service –

info@enquire.org.uk

Two websites –

www.enquire.org.uk (for parents/carers and practitioners)

www.enquire.org.uk/yp (for children and young people)

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'.

The Scottish Government have a duty to provide an advocacy service to parents and young people following a reference being made to the Additional Support Needs Tribunal for Scotland (ASNTS). Ministers have also agreed that the advocacy service should also provide support for parents and young people from the time they have grounds to make a reference to the ASNTS. It will be a national service and available to parents and young people on request and free of charge.

This service will be provided through a partnership between Barnardo's and the Scottish Child Law Centre. The two organisations will work together to deliver lay and legal advocacy for parents and young people. The service will focus on non legal representation, but where appropriate in complex cases, legal representation will be available. For further information on this National Advocacy service please contact the Scottish Child Law Centre:

Telephone: 0131 6676333

E-mail: enquiries@sclc.org.uk

Web: www.sclc.org.uk

Stirling Council Education is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents to contact the school/establishment in the first instance if there are any queries or

concerns, and we will always try to resolve any difficulties as soon as possible.

Further information on how support for learning is organised in Stirling is available by contacting either the school, or the ASN team at Teith House: telephone 01786 233179 or e-mail additional.supportneeds@stirling.gov.uk.

INSURANCE INFORMATION

Public Liability

Stirling Council has Public Liability Insurance in respect of claims against the Council for bodily injury to any person or for loss or damage to any person's property for which the Council is legally liable. Negligence or failure to fulfil a statutory obligation on the part of the Council or its employees resulting in injury, loss or damage must be established.

Pupils' Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. Parents should be aware of the following points:

- Parents' house contents policy may give some measure of cover for personal effects of family members.
- It is suggested that parents may wish to consider taking out additional individual personal cover.
- Pupils should be encouraged not to bring valuables to school.

The general rule is that pupils bring property to school at their own risk. There may be situations where the school accepts responsibility for pupils' property, but otherwise the council is not responsible if property is lost, damaged or stolen in school.

2 Personal Accident/Travel Cover – Educational Excursions

The Council has arranged insurance cover for Educational Excursions organised by the Council.

A brief summary of the cover is as follows:

Persons Covered:

Organisers, participants, members, employees and others on excursions or trips organised by or under the auspices of the Council.

When Covered:

While participating in any activity organised by or on behalf of the Council beyond the limit of the school grounds.

If you require further information please contact the Council's Insurance Team on 01786 233437.

SCHOOL HEALTH SERVICE

The Forth Valley NHS has a statutory obligation to provide a health service for all school-age children in the Stirling Council area. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the education service with advice and support about the spread of infections and the promotion of good health.

Parents/carers will be given the opportunity to meet the named nurse for the school when their child starts school in Primary 1. This will involve parents completing a health questionnaire for their child. The nurse may make contact with parents/carers based on the information provided by them. At other times, routine checks of height, weight and vision may be carried out for all children. Teachers and parents/carers are encouraged to report any concern about hearing, especially in primary one pupils. Hearing is no longer part of the routine checks done in school. If you have any concerns with your child's health which may affect their education, an appointment can be arranged with your named nurse (contact details below). School staff, with parents' permission, can request an appointment with the named nurse at any time. The named nurse will also liaise closely with the Public Health Nurse who has overall responsibility for primary school children.

The named nurse for the school may also offer health promotion sessions within the school setting at agreed times with the school. If you wish further details about the content of any health promotion sessions you should speak to the headteacher.

If requested, the named nurse and the doctor from the Combined Child Health Service will see children at their clinic who have additional support needs or who have any significant ongoing medical or developmental conditions affecting their education to do so.

School staff and parents can contact the named nurse if they have any health concerns regarding children which may

affect their educational needs. The nurse will then decide the best way to deal with their concerns in discussion with the child's Public Health Nurse.

All children within P1 will receive a toothbrush, toothpaste and leaflet- "Make your smile count" A dentist from the Salaried Dental Service will carry out a dental inspection of your child in P1 and again in P7. Dental treatment can be offered to those children unable to register with a general dental practitioner through the Salaried Dental Service.

The School Health Service can be contacted at:

Area Community Child Health Department Stirling Royal Infirmary
Livilands Stirling FK8 2AU
Telephone: 01786 43459/Fax 01786 434479

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from your named school nurse or staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps please consult your GP or Public Health Nurse.

Head Lice

Head lice are spread through head to head contact. This can happen at home, in the community, or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, you need to get the correct lotion from your doctor, health visitor or pharmacist. The instructions need to be followed carefully. If this is not done then re-infection is likely.

If lice are found, all family members and close friends of your child should be checked. Treatment should only happen

if live lice are found. You should advise others of this possible problem in the same way as you would tell family and friends about other infections which might affect them.

Further advice can be obtained from the Health Board. A head lice leaflet is available in all schools and health centres.

SCHOOL MEALS

Lunches are provided every day for children and young people in all schools. All food and drink provided meets national requirements for nutritional standards as well as guidance aimed at encouraging uptake and removing the stigma attached to free school meals.

Meals are provided by the Council's catering service and menus are changed regularly. All recipes are analysed to make sure that they provide a healthy and well-balanced meal. The catering service tries to suit the majority of tastes by offering choices which include a daily vegetarian option as well as a range of packed lunches. Pupils and their parents have opportunities to provide feedback and have a say about the content of future menus and the catering service is committed to introducing new products and to promoting healthy food choices.

Stirling Council achieved the bronze Food for Life Catering Mark in February 2012. This guarantees that all menus are prepared using non GM ingredients, are 75% freshly prepared, use only free range eggs, avoid additives and trans fats with meat and poultry sourced in a way that ensures animal welfare is taken care of. More information about the standard can be found at <http://www.sacert.org/catering>.

Menus and current prices can be viewed on the Council's website or at <http://www.stirling.gov.uk/services/education-and-learning/schools/schools-general-information/schools-catering>. Special diets can be catered for and parents should contact the headteacher to discuss any special dietary requirements.

In primary schools, it is very helpful if meals are paid on a Monday morning for the coming week. This means support staff can be timetabled efficiently for the collection and banking of monies and

allows more time for direct support for children. Payments can be made by cash or cheque, although cheque is preferred. Secondary school pupils are able to pay on a daily basis.

The Catering Service can also provide a healthy packed lunch. Children having packed lunches are supervised. Please ensure that any drinks are in a plastic container as bottles and cans are not acceptable.

Children who stay for lunch in school must remain within the school grounds where supervision is provided.

Some families may be eligible for free school meals. An application form is available from the school or can be printed from the Council's website, <http://www.stirling.gov.uk/services/education-and-learning/parental-support/parental-support-schools-and-education/free-school-meals>.

This form should be completed and returned to the nearest local Council office or to Viewforth, Stirling. The service understands that parents' circumstances can change throughout the year and if this happens, forms can be sent in at the appropriate time.

TRANSPORT

In general Stirling Council provides free transport to children who live more than two miles from their catchment school.

Further information is available on the Stirling Council website at: <http://www.stirling.gov.uk/services/education-and-learning/schools/schools-travel-and-trips/schools-transport>.

UNEXPECTED CLOSURES

While schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close schools or amend the normal school day. e.g., storm damage, power cut.

In the event of this happening, we have to ensure school record of parents place of employment and childcare arrangements are up to date. Please make sure we have an emergency contact telephone number and address. We will issue an annual update form to check the accuracy of contact details and other information held by the school.

Please make sure your child knows who to go to if you are not at home.

STIRLING GRID FOR LEARNING

Stirling Grid for Learning, <http://gfl.stirling.gov.uk/>, provides links to educational and fun websites for children, young people, parents and teachers.

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Government Education Department have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs, disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by the Scottish Government. It is used for statistical and research purposes only.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, the Scottish Government and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of

school life and achieve better exam results. Accurate and up-to-date data allows the Scottish Government, education authorities and schools to:

plan and deliver better policies for the benefit of all pupils,
plan and deliver better policies for the benefit of specific groups of pupils,
better understand some of the factors that influence pupil attainment and achievement,
target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website.

The Scottish Government will not publish or release any information that allows an individual pupil to be identified.

Data will not be used to take any actions in respect of any individual pupils. Data will only be shared with bona fide partners, such as HM Inspectorate of Education and the Scottish Qualifications Authority. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.

Concerns

If you have any concerns about the ScotXed data collections you can email ScotXed at scotXed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print. Please allow up to 10 days for requests to be processed.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net. The website also contains answers to commonly asked questions about ScotXed.

MYSTIRLING

myStirling is a free online service available to Stirling Council residents and businesses.

This service offers the customers access to self serve on-line and out of normal working hours. Customers can report faults, make payments, subscribe to events and councillor information on surgeries, find out about bin collection days and more.

You can register to have a myStirling account by going to the Stirling Council website, www.stirling.gov.uk and above the search box choose the register option.

From here you will be directed to a page where you will be asked for name, e-mail and to create a password. You will be sent an activation e-mail to confirm that you are the owner of the email address.

Getting Started

You only need to register once. Thereafter login with your username and password.

Things to do with your account:

- Fill in a form online
- Fill in forms to report pest control, pot holes, street lighting, bin replacement, noisy or fouling dog, abandoned vehicles, and much more
- Subscribe to alerts Register to receive e-mail - latest council news, what's on at the Tolbooth, Albert Halls, Macrobert, Councillor surgeries, Countryside events
- Subscribe to Emergency alerts via text messaging – School and facility closures, road works or closures, service disruption, severe weather alerts and more

Features:

- Text Alerts: school closure, service disruptions, road works, severe weather
- News Alerts: council news in e-mail format
- Bin collections: what day your bin will be collected and if there are any disruptions, what to put in coloured bins

- Councillors: what ward you are in, who your councillor is and where and when surgeries are held
- Events: Tolbooth, Albert Halls, Countryside, Libraries, Pubs, Macrobert, Theatre, Exhibitions, Museums and more
- Job vacancies latest council jobs
- Pay it: Council Tax, Rent, Rates, Sundries and more
- Report it: Dog fouling, mice, ants, street lighting, potholes, and more
- Tracking: You can track all your own online forms and find out status of tasks
- Business Directory: add your business to Stirling Council's online directory
- Replacement Certificates for Births, Deaths, Marriages and Civil Partnership
- My Nearest and Interactive Maps: Bus stops (nearest bus stop and directions, with links to times and fares), car parks, high schools (school catchments areas), libraries, local offices, primary schools (school catchments areas), recycling centres (what you can recycle where), public conveniences
- Tracking of online forms: every time you sign in you can view any online forms you have filled in and see the status of the issue and the completion dates. You will always have an audit trail of previous forms and can see exactly the same information as the advisors in the Contact Centre and One Stop Shop

Enquiries

We continually look at what other councils offer and regularly update and add to our existing list of online services. Currently we have around 10,000 users registered with a myStirling account and as we add more services we hope this will increase allowing more services to be accessed online.