



# Bannerman High School School Handbook 2020-2021



## Welcome to Bannerman High School

I would like to welcome you and your child to Bannerman High School. I hope that this handbook gives you a glimpse of life at the school. Bannerman is a big, inclusive school with a lot going on in terms of learning and opportunities for young people.

As a school community we strive to achieve the best possible outcomes for all of our young people. We look forward to building a strong partnership with you as your child progresses through the school .

Seonaidh Black  
Head Teacher

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Responsibility

Ambition



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## School Vision & Values

Our school values are:

- Respect
- Responsibility
- Ambition

In Bannerman High School we live by our values and aim to demonstrate them in all that we do.

The aim of the school is to deliver the best possible outcomes and the highest attainment and achievement for every child; ensure excellence and equity, and to support all learners to achieve their full potential.

Working with parents and the wider community, we seek to develop successful learners, confident individuals, responsible citizens and effective contributors.

## School Information

### Contact Details

Bannerman High School  
Glasgow Road  
Baillieston  
Glasgow City Council  
G69 7NS

Phone: 0141 582 0020  
Email: [parentcontact@bannermanhigh.glasgow.sch.uk](mailto:parentcontact@bannermanhigh.glasgow.sch.uk)  
Website: [www.bannermanhigh.glasgow.sch.uk](http://www.bannermanhigh.glasgow.sch.uk)

### Background information:

- Bannerman High School is a co-educational, non-denominational school
- Stages taught: S1-S6
- Current Roll: 1194
- Capacity: 1400
- Bannerman Language and Communication Resource (LCR) is also located within the school.

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### **School staff**

A full list is available on the school website and parents will be updated on any changes as required.

The senior leadership team is as follows:

Headteacher:	Seonaidh Black	
Depute Heads:	Stephen Colquhoun :	Year head S1 and S6
	Fiona Kerr:	Year head S2
	Ruth Ohldag:	Year head S3
	Jenny Pearson:	Year head S4
	Ruth McConachie:	Year head S5

### **Moving from Primary to Bannerman High School**

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 6 partner primary schools: Caledonia Primary; Carmyle Primary; Garrowhill Primary, Mount Vernon Primary, Sandaig Primary and Swinton Primary. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from outwith our area. Families living outwith the school catchment area are welcome to make a placing request to attend Bannerman High School. Prospective parents are welcome to visit the school and should contact the school office.

***Further information is available on***

***<https://www.glasgow.gov.uk/index.aspx?articleid=18426>***

### **The School Day**

Period 1	08.50- 09.40
Period 2	09.40- 10.30
Tutor	10.30- 10.40
Interval	10.40- 10.55
Period 3	10.55- 11.45
Period 4	11.45- 12.35
Lunch	12.35- 1.15
Period 5	1.15- 2.05
Period 6	2.05- 2.55
Period 7	2.55- 3.45 (Mondays & Tuesdays only)



## School Holidays 2020-2021

Details of holiday dates are available on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

### Pupil Absence

Within Bannerman School excellent attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their son or daughter is going to be absent, including all medical and dental appointments. This should be done as early as possible on the first day of absence. **All absence calls, including medical and dental appointments must be made to the Pupil Absence Reporting Line on 0141 287 0039.** The line is open between 08.00-15.30 Monday to Friday. Absences can also be reported online using the form at <https://www.glasgow.gov.uk/pupilabsence>

If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses email messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. Parents should avoid planning holidays during the school term.

### Medical & Healthcare

If a young person becomes ill or distressed during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details. Any pupils unwell in school should inform their teacher and, if necessary, the school will contact parents. On no account should any young person go home without first reporting to the school office.

Parents and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

At various times during the year vaccination programmes are undertaken in school. Parents and carers are kept informed by email and letter.

### 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, temporary interruption of transport, power failures or difficulties of fuel supply.



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In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts, email, social media and the local media.

### School Uniform

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people. **All young people are expected to wear full school uniform every day.**

The school uniform is:

- School blazer
- White shirt
- School tie
- Black school trousers or skirt
- Black jumper or cardigan
- School hoodie(S1/2: Purple, S3/4: silver, S5/6: black)
- 
- Appropriate school footwear

### PE Kit

- School PE Tshirt (S1/2: Purple, S3/4: silver, S5/6: black)
- Black trousers, leggings or shorts



The school tie is available from the school office and the blazer supplier visits the school on an annual basis.

Blazers, hoodies and PE kit are available from Academy Uniforms

[https://www.academyuniformsltd.co.uk/index.php?route=product/category&path=62\\_71](https://www.academyuniformsltd.co.uk/index.php?route=product/category&path=62_71)

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### **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit, Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

### **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. A breakfast and mid-morning service is also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office.

Young people who prefer to bring packed lunches are also accommodated in the Fuel Zone. S1 pupils are not permitted to leave the school during lunchtime.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit, Child Tax Credit and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

### **Transport**

The education authority has a policy of providing free transport to all young people who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>



## Communication with Parents

At Bannerman High School we strongly encourage all parents to become involved in the education of their children. We are always ready to listen to suggestions for new ways of stimulating parental interest. We contact and involve parents in many ways. For example:

*Xpressions App*: All parents should download this app as it is our main form of communication between school and home. Details of how to do this will be sent to you when your child starts Bannerman and are also available on the school website.

*School website/Twitter* - these contain a great deal of information about the school. It is a good idea to check regularly.

*Letters* - further information which requires a response may be sent out in letter form. On most occasions this will be sent as an email attachment. ***Please ensure the school has your up to date email address.***

*Satchel One*: All homework is issued through this app. You can download the app and access your child's homework via a PIN which you will receive when your child starts Bannerman. Alternatively you can see all homework through accessing *Show My Homework* on our school website. You can also see all homework through your child's Glow account.

*Phonecalls & emails*- PTs and Year Heads will often phone parents to discuss aspects of school life. We know that good, regular communication is a key driver in keeping learners on track and happy in school. Please feel free to call the school or send us an email if you have any questions about your child's learning, wellbeing or progress.

*Meetings* - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. On most occasions, it will not be possible to meet immediately with parents who do not have an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with school staff.

Parents and carers are welcome at other events throughout the school year for example, workshops, information evenings, performances and award ceremonies.

We really value the time you are able to give to support your child in school and welcome all parents to all events.

If you wish at any point to discuss any aspect of your child's school experience, please contact your child's pupil support teacher in the first instance.

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### **Emergency Contact Information**

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) and email addresses or to those of your emergency contacts throughout the year.

### **Data Protection - use of information about children and young people and parents/carers**

We collect information about children and young people attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>





## **Comments & Complaints**

In Bannerman High School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:  
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU

Tel: 0141 287 0900  
e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

The above website also includes information on data protection and freedom of information.

## **Our Curriculum**

### **Curriculum for Excellence 3-18**

Curriculum for Excellence aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is about bringing real life into the classroom and taking lessons beyond it.

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S3.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:



- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement

Towards the end of S2, young people in Bannerman undertake personalisation and choice and select 8 subjects to study within the BGE throughout S3 and into the Senior Phase in S4. Pupils and parents/carers are given information about:

- The range of courses available
- How courses match young peoples' own aptitudes, interests and strengths
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success.



### The Senior Phase S4-S6

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people aged 15 plus have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Qualifications are awarded by the Scottish Qualifications Agency (SQA). National 3 and 4 level courses are not graded but marked overall as pass or fail.

Courses at National 5, Higher and Advanced Higher levels include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

The SQA website [www.sqa.org.uk/cfeforparents](http://www.sqa.org.uk/cfeforparents) contains useful information to help you understand national qualifications.

As an inclusive school, we aim to meet the needs of all pupils. We have strong partnerships with local colleges, universities and employers. It is extremely important that senior phase students set challenging and realistic targets. To that end, we offer a rigorous pathways programme to support and inform student choice. Opportunities for personal development are well supported through our wider achievement programme. Encouraging excellence is central to our aspirations and expectations for all young people.



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## **Religious Observance**

Our school is fortunate to have a close links with local churches and our chaplains provide opportunities for religious observance throughout the school year. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

### **Useful websites**

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

## **Assessment & Reporting**

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

Dates of all parents' meetings and the schedule for issuing written reports is included in the school calendar which is issued at the start of term and is available on the website.

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.



## **Pupil Profiles**

All S3 learners have a profile which reflects their progress in learning and achievement and emphasises their strengths. The profile documents their key achievements in school, at home and in the community and the content is decided by the young person. The profile provides a valuable way for learners to share

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information about their achievements with their parents, teachers and in the future, staff in colleges, universities and employers. The profile also supports the move from S3 into the senior phase of secondary school.

## Support for Pupils



The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. Any parent or carer seeking further advice regarding this policy should contact the Fiona Kerr, Head of ASN, in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website -

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

## Pupil Support Staff

All staff in Bannerman High School have a responsibility for the welfare of young people. In addition, all young people are allocated a PT Pupil Support teacher on entering the school. This teacher provides a vital link between home and school as they work closely with subject teachers and the Year Head to gain an overall picture of a pupil's progress and health and well-being. In most cases, a parent's first point of contact with the school will be the PT Pupil Support.



Other support for pupils is provided by daily Tutor teachers, class teachers and by the Support for Learning Team as required. We also have a campus officer, family liaison worker, youth worker and home school support worker all based in the school.

We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support.

Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

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## Excellent Behaviour



Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Bannerman High School is to build a positive ethos that demonstrates care and respect for all.

The smooth running of Bannerman High School requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and outlined in our Relationship Policy which is available on the school website. We use restorative approaches to resolve difficulties and work closely with families when challenges emerge.

## Homework

Regular, effective homework is an important part of the school day. In Bannerman High School we use the *Satchel One* app to support this. This can be accessed via the school website or downloaded as an app.

Homework has many advantages:

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

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school.

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### **Supported Learning**

Our Supported Learning programme gives young people the opportunity to attend additional classes during lunchtimes, after school and during holiday periods. Young people not on track with their learning will be expected to attend. Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the needs of our young people and staff availability. Updated details are available on the school website.

### **Parent Council**

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

### **Pupil Parliament**

Our Pupil Parliament is made up of representative from each Tutor class and is led by the S6 House Captains. This is an important group which ensures that the views of pupils are heard.



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### **Extra Curricular Activities**

We have a wide range of activities extend the learning experience. At the last count, there were 35 lunchtime and afterschool activities on offer. The list constantly changes but our school website is updated to reflect this.

Bannerman High School has strong traditions in sport and dance and run many afterschool activities to support this. We also have a thriving performing arts faculty and there are many opportunities for young people to get involved in theatre and music performance.

### **School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report will be used to share the overall exam performance of the school and highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

#### **Useful addresses:**

Education Services  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)



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