

Welcome to Inveralmond Community High School

Dear Parent,

I am delighted to welcome you to Inveralmond Community High School. As Head Teacher it is a privilege and a pleasure to lead our school, working in partnership with pupils, staff and parents to ensure all of our young people experience the highest quality of learning and teaching.

In particular, I would like to offer a very special welcome to our new S1 pupils and their parents. It is an exciting time for P7 pupils who are now in the final stages of their primary education and are preparing for the transition to secondary school. It is also a time when both pupils and parents have many questions about what this new experience of school will be like. I hope you will find the information provided in this prospectus interesting and useful.

Inveralmond Community High School is a large six year comprehensive school with young people attending from many areas of Livingston. The school has a strong inclusive ethos and offers a vibrant environment for learning and teaching. We seek to develop the highest standards socially, educationally and morally in all our pupils.

Our key purpose is to provide all our young people with a fully rounded experience of learning and teaching, rich opportunities for achievement and attainment and a strong sense of community and shared values. We are preparing our young people to be fully prepared for the challenges of the twenty-first century.

Currently the school is moving forward in implementing Curriculum for Excellence and moving to full implementation following national timelines. Our emphasis is on high quality learning and teaching, raising attainment and enhancing pupil achievement. We actively encourage our young people to demonstrate their values in action within the school and its wider community. Beyond the formal school day, the school provides a wide and exciting range of extra-curricular activities.

Inveralmond thrives as a community with creative, supportive and forward thinking. We look forward to welcoming you and your child into our community, we hope this year brings your child many opportunities to try new things, develop new skills, experience success, and enjoy their learning. If you would like any further information please do not hesitate to contact the school.

Mrs S Young - Head Teacher

School Vision

'We are working together to inspire learners and shape successful futures ensuring excellence and equity for all'.

School Aims

- Excellence and Equity.
- Provide effective transitions at all stages including moving to positive sustained destinations.
- Deliver the highest quality learning and teaching.
- Celebrate attainment, achievement and diversity.
- Work effectively in partnership with our parents, carers and community.

Inveralmond Cluster

ICHHS works closely with our cluster primaries and nurseries in our Learning Community. Our cluster primary schools are Harrysmuir Primary, Livingston Village Primary, Toronto Primary, Riverside Primary, Peel Primary and Letham Primary. High quality partnership working with our cluster primaries is central to our practice in order to ensure a smooth transition from primary to secondary, both in terms of the curriculum and learning experiences and also in continuing to build the confidence of our pupils.

Parents of pupils in Primary 6 & 7 are warmly invited to our Open Evening in October where there is an opportunity to meet the staff of the school and experience our showcase of learning and teaching. Throughout Primary 7 there are many informal opportunities for our young pupils to visit Inveralmond while they are in their final stages in primary. In particular, during the summer term, all Primary 7 pupils are invited to participate in a high quality learning experience of Inveralmond Community High School. This gives our young pupils a rich opportunity to become more aware of the new demands of a secondary school timetable and to have a clearer understanding of their "new" school. This is a real benefit to pupils when they arrive in August.

School Information

Official address

Inveralmond Community High School

Willowbank

Ladywell

Livingston

EH54 6HW

Telephone: 01506 438093

Fax: 01506 442313

Website address: www.inveralmondchs.westlothian.org.uk

E-mail: wlinveralmond-chs@westlothian.org.uk

Current Roll

S1 - 188

S2 - 217

S3 - 203

S4 - 192

S5 - 150

S6 - 99

Inveralmond Community High School is a six year comprehensive co-education school which opened in 1979. It caters mainly for pupils living in the Craigshill, Eliburn, Howden, Ladywell, Kirkton, Livingston Village areas of Livingston. The roll of the school is approximately 1049 pupils. Pupils are looked after by approximately 100 teaching and 20 ancillary members of staff.

Capacity

Inveralmond Community High School is a well equipped single site, six year comprehensive school taking girls and boys in the age range 11-18 years. It has facilities to cope with a roll of about 1110 Pupils.

Accommodation

85 Classrooms

5 Art Rooms

7 Modern IT Rooms

8 Gymnasias and extensive playing fields

8 Home Economics Areas

11 Science Laboratories

7 Technical Rooms

1 Drama Studio

5 Teaching areas for Music

2 all-weather floodlit pitches

Dance Studio

Hairdressing salon and library

Swimming Pool

Cluster Primaries

A six year comprehensive school, Inveralmond Community High School accepts boys and girls from a catchment area served by:

Harrysmuir Primary

Head Teacher: Mrs S MacKenzie

Willowbank, Ladywell

EH54 6HN Telephone: 01506 434501

Letham Primary

Head Teacher: Mrs V Brodie

Forth Drive, Livingston

EH54 5LZ Telephone: 01506 432012

Livingston Village Primary

Head Teacher: Mrs L Davidson

Kirkton Road North, Livingston Village

EH54 7EQ Telephone: 01506 429620

Peel Primary

Head Teacher: Mrs J Speirs

Garden Place, Eliburn, East Livingston

EH54 6RA Telephone: 01506 414892

Toronto Primary

Head Teacher: Mrs L Gingell

Howden, East Livingston

EH54 6BN Telephone: 01506 431461

Riverside Primary

Head Teacher: Mrs F MacPhail

Maree Walk, Craigshill

EH54 5BP Telephone: 01506 432248

Beatlie School Campus

Head Teacher: Mrs C Robbie

The Mall, Craigshill

EH54 5EJ Telephone: 01506 777598

The staff

The Senior Leadership Team of the School consists of:

Head Teacher: Mrs S Young

Depute Head Teachers: Mrs E Paxton

Acting Depute Head Teachers: Mrs E Gray
Mrs W Loughins

Business Manager: Mrs S Blyth

Languages Faculty:-

English:

Mr D Barber

Mrs D Barrowman

Mr M Bell

Mr G Clarke

Mrs N Fowler

Mr M Delargy

Mrs H Hansom

Mrs L McFarlane

Mrs P Millar - Acting Principal Teacher Curriculum

Ms C Nichol

Mr M Stephenson – Principal Teacher Support

Miss J Towers

Mr G Wood

Modern Languages:

Miss A Bailey

Mrs M McMillan

Mrs A Moore – Principal Teacher Support

Mrs L Smith

Support for Learning:

Mrs N Bethune

Mr M Delargy

Mrs N Fowler

Miss E Potter

Mr M Stephenson – Principal Teacher Curriculum

CDT/Mathematics Faculty:-

CDT:

Mr D Collin

Mr D Dodds - Acting Principal Teacher Curriculum

Mr D Haddow

Mrs W Loughins – Acting Depute Head Teacher

Miss E Potter

Mr D Young

Mathematics:

Mr S Dunlop

Mrs N Love

Mr R MacMillan

Mr N Mann

Mr P McKeown – Acting Principal Teacher Curriculum

Mr M McLaughlin

Mrs C Mulholland

Mrs A Mullen

Mrs J Smith

Mr R Spittal

Business Education/Social Subjects Faculty:-

Business Education:

Mrs E Gray – Acting Depute Head Teacher

Mr S Higgins

Mr D MacConnell

Mr R McFarlane – Acting Pupil Support Manager

Miss V McMaster

Mrs E Paxton

Mrs A Rhodie

Mrs M Vlachos

Mrs J Waddell

Social Subjects:

Mrs T Drummond

Mrs J Dunlop

Mr S MacKenzie

Mr J McNee

Mr K McNeill

Mr D O'Callaghan

Mr A Pinder

Mr S Sharp

Mr S Small – Principal Teacher Curriculum

The Staff continued..**Expressive Arts Faculty:-****Art:**

Mrs S Adams

Mrs M Neave

Mr N Richardson

Mrs H Watson

Drama:

Mr S Kristjansson

Mrs T Stobie

Music:

Mrs S Muir

Miss N Murray

Mr A Shaw

PE:

Mr G Coburn - Acting Principal Teacher Curriculum

Mr B Dewar

Miss H MacLellan

Mr K McVey

Miss M Quinn

Miss S Robertson

Mr M Shipton

Mr P Taylor

Hairdressing:

Mrs J Hiddleston

Science/Home Economics Faculty:-**Science:**

Miss N Byrne

Mr J Hughes

Miss J Liddell

Miss G Louden - Principal Teacher Support

Dr Z Moncrieff

Miss R Murray

Mrs G Rhinds

Mr K Varty – Acting Principal Teacher Curriculum

Mr S Wood

Mr N Zhu

Home Economics:

Mrs L Owen

Family Support Workers:-

Miss C Brown

Mrs M Carr

Administration:

Miss D Cefferty – Administration Officer

Mrs L Green

Mrs M Green

Ms T Hassell

Miss P Hughes

Mrs N McLachlan

Mr I Murphy

ICT:

Mr K Gallagher

Technicians:

Mrs T Brodie - Science

Mr R McCluskey – CDT

Library:

Mrs Y Aitken

Auxiliaries:

Mrs A Forrest

Mrs C Scougall

Pupil Support:

Mrs K Hollywood

Mrs J Laverie

Mr R McFarlane – Acting Pupil Support Manager

Mrs J McKellar

Mrs A Sneddon

Ms E Vaslot

Mrs D Ward

Support for Learning:

Miss Cefferty Mrs L Goodman

Mrs M Hughes Mrs S Jessiman

Mrs E Lauder Mrs V Leggett

Mrs J Lindsay Miss MacDonald

Miss Marshall Mrs S Pawlowska

Mrs L Peacock Mrs P Watson

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, dislocation of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about details of closures or re-opening. We shall keep you informed by using school website www.inveralmondchs.org, group-call, letters, notices in local shops and community centres, announcements in press and on local radio.

Health Promoting school

We are a health promoting school and as such we are committed to promoting good health at all levels within the school. Central to our Health and Wellbeing is our commitment to an ethos which is fair, takes care of individuals and promotes respect. Health promotion is at the heart of our school's activities and we aim:

- to promote the physical, social, mental and emotional health and wellbeing of all pupils and staff.
- to work with others in identifying and meeting the health needs of the whole school and its wider community.

All members of the school community work together to provide children and young people with positive experiences which promote and protect their health.

Enrolment Arrangements

P7 to S1 Transfer Arrangements

In November/December parents of P7 pupils will receive a letter from the Pupil Placement Section, West Lothian Council, indicating the catchment area secondary school for their home address. The letter asks parents to confirm their transfer intentions. The letter also advises parents of their right to make a placing request and explains how to do this. Information on placing requests is available from Pupil Placement Section.

Timescale

The deadline for an application for placing request to an alternative secondary school is 31 December each year. All applications will be acknowledged within 10 working days. Enrolment will be confirmed as soon as possible before 30 April the following year by letter from West Lothian Council. Where a school is over-subscribed, parents will be informed as soon as possible, in writing, that it is necessary to refer the applications to the Special Sub-Committee on Pupil/Student Support with information on when the Committee will meet and when parents will hear the outcome of this meeting.

Throughout Primary 7 there are many informal opportunities for our young people to visit Inveralmond while they are in their final stages in primary. In particular, during the month of June all Primary 7 pupils are invited to participate in our Residential Cluster Camp. The Residential is structured to enable pupils to develop social skills including self-awareness, team and confidence building, awareness of others and coping with the transition from primary to secondary school, as they build relationships with their new classmates. We also have a 2 day visit to Inveralmond where they are put into Tutor Groups and work with a school timetable for the 2 days. These both are real benefits to pupils when they arrive in August. Enquiries either to the individual school or:

Pupil Placement Section

Education Services

West Lothian Civic Centre

Howden South Road

Livingston

EH54 6FF

Pupil Support

Pupil Support in Inveralmond Community High school is designed to provide an integrated and planned approach in ensuring each pupil is safe, happy and achieving their potential. Pupil Support is led by a Depute Head teacher, and is organised around Four Houses: Bruce, Lorimer, Stuart and Wallace. Each house is looked after by a Principal Teacher Pupil Support and an Assistant Head of House. They are concerned with all aspects of the pupil's well-being and liaise regularly with teachers, parents and where necessary appropriate agencies from the wider community. Younger siblings, where possible, will be allocated to the same House and Pupil Support worker, helping to foster closer links with the family.

Inveralmond staff are strongly committed to high quality partnership with parents. There are formal opportunities at Parents' Evenings to talk with Pupil Support teachers, and other staff, however if you have any concerns about your child's welfare please contact the Pupil Support team who will arrange a convenient time to discuss the issue. Pupil Support teachers plan and deliver the Personal and Social Education programme which all pupils participate in S1 and S2 to learn about, discuss and reflect on wider issues of learning and living in the twenty-first century. Learning and teaching in Personal and Social Education provides all pupils personal development opportunities. It is essentially concerned with developing life skills and healthy lifestyles.

The Key Aims of Pupil Support are:

- To ensure that each individual pupil is known well and supported throughout their school years by a key member of staff.
- To assist each pupil in achieving his/her potential and to provide help in overcoming any obstacle to that achievement.
- To ensure that each pupil is prepared for, and assisted through, the appropriate stages of development and choice throughout his/her school career resulting in a positive destination.

		School year:	Holiday dates		
Term 1		Term 2		Term 3	
Staff resume	21-08-2017	Staff resume	08-01-2018	Staff and pupils resume	09-04-2018
Pupils resume	22-08-2017	Pupils resume	09-01-2018	May holiday	04-05-2018
September holiday	15-09-2017	February holiday	09-02-2018	Staff resume	08-05-2018
Staff resume	19-09-2017	All resume	14-02-2018	Pupils resume	09-05-2018
Pupils resume	20-09-2017	Term ends	23-03-2018	Victoria Day holiday	21-05-2018
October holiday	13-10-2017			Term ends	29-06-2018
Staff resume	23-10-2017				
Pupils resume	24-10-2017				
Term ends	22-12-2017				

The school day

Times	Monday to Thursday	Times	Friday
08.35 to 08:45	Tutor	08.35 to 08:45	Tutor
08.45 to 09.35	Period 1	08.45 to 09.35	Period 1
09.35 to 10.25	Period 2	09.35 to 10.25	Period 2
10.25 to 11.15	Period 3	10.25 to 10.40	Interval
11.15 to 11.30	Interval	10.40 to 11.30	Period 3
11.30 to 12.20	Period 4	11.30 to 12.20	Period 4
12.20 to 13.10	Period 5		
13.10 to 13.50	Lunch		
13.50 to 14.40	Period 6		
14.40 to 15.30	Period 7		

Pupils with Additional Support Needs (ASN)

Acquiring new skills brings challenges to everyone and some young people require some extra support in meeting these challenges. All teachers have a role in this area but the Support for Learning Team – teachers and pupil support assistants - work closely with parents and staff to ensure that extra support is available when needed. Some pupils may require extra help and the Support for Learning Team work with them in smaller groups, providing targeted support to help them to become more confident in their learning and able to make progress.

Support for Learning staff also offer staff and parents advice and assessment of individual learning needs. Pupils who require additional support for SQA examinations will also be advised and supported by Support for Learning staff.

We are fully committed to meeting the needs of all our pupils. We hold regular meetings at which we plan for those pupils who might benefit from additional support, whether from classroom teachers, pupil support assistants, support for learning teachers, group work or support from other agencies such as psychological services, sensory support and so on. All of our strategies are discussed and agreed with parents.

Child Safety / Child Protection Policy

All members of staff have the responsibility to follow Edinburgh and Lothians Inter-Agency Child Protection Procedures (ELBEG). Copies of the procedures are held in the Head Teacher's Office and Depute Head Teacher's Office within the school. The designated members of staff for Child Protection with ICHS are Mrs S Young, Mr R McFarlane & Mrs W Loughins.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment. The Head Teacher after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

Copies of departmental guidelines are available from the Head Teacher on request.

Courses available in the school: The Curriculum

Broad General Education

In Curriculum for Excellence, the Broad General Education phase is the first of two closely connected phases of Education. It stretches from age 3 to the end of S3. It is designed to provide the breadth and depth of education which all young people will need in order to thrive now and into the future.

Its purposes span all key aspects of a young person's learning and development through; experiencing learning in all curriculum areas, ethos and life of the school, better connections between subjects and greater opportunities for personal achievement.

Pupils in S1, S2 and S3 will develop knowledge and understanding, skills, attributes and capabilities through the curricular areas and the subjects within them:

Literacy and English

Numeracy and Maths

Expressive Arts through Art, Drama and Music

Technologies through Design and Manufacture, Graphic Communication, Food & Health Technology and Business and IT

Social Subjects through Modern Studies, History and Geography

Health & Well Being through Physical Education, ILP and Personal & Social Education

Science through topics such as Physics, Chemistry and Biology

Religious and Moral Education

Modern Languages such as French and Spanish

At the end of S2 pupils will be given the opportunity to take part in Personalisation and Choice in order to allow pupils to study in greater depth. This will mean that pupils will be able to choose within the curricular areas highlighted on the previous page. For example, pupils would be able to study two subjects from the Science columns such as Physics and Chemistry.

In planning the Broad General Education in Inveralmond Community High School young people will work across their curricula within third and fourth levels throughout S2 and S3 and progress to the fourth level as and when they are ready (please see table below with levels). Pupils will be assessed on how well they are progressing with their knowledge understanding, skills and attributes. Teachers will take account of what pupils can say, write, make and do.

Curriculum level	Stage
Early	The pre-school years and P1
First	To the end of P4
Second	To the end of P7
Third, Fourth	S1 to S3 (Fourth level broadly aligns to SCQF level 4)
Senior phase	S4 to S6 and college or other means of study

The curriculum has also been designed to take account of a wide range of learners needs and in S3 some pupils have an opportunity to study new awards and qualifications such as the John Muir , Princes Trust XL and ASDAN Bronze award that allows them to experience a more relevant, practical and enjoyable curriculum.

The Senior Phase

Our Senior Phase is based on our school vision. We believe our Senior Phase model will:

- Provide a three year experience enabling pupils to achieve qualifications at higher levels
- Better meets the needs of all learners and will increase achievement and raise attainment for all
- Focus on engaging all learners to ensure inclusion for all
- Increase pupil choice and offer a more flexible, learner centric curriculum
- Increase access to vocational qualifications, including Skills for Work courses with a continuous focus on literacy, numeracy and health and wellbeing.
- Ensure partnership working is at the heart of its design thus broadening the range of achievement pathways
- Prepare learners for the future, for positive, sustained destinations, equipping them with essential skills, knowledge and attributes

We believe at ICHS we are delivering the Senior Phase Entitlements:



Building on the seven principles of Breadth, Progression, Depth, Challenge & Enjoyment, Personalisation & Choice and Coherence and Relevance outlined in the Broad General Education our Senior Phase is designed to ensure we deliver the following key principles:-

Inclusion

The curriculum is designed to offer equality of opportunity by offering a range of courses at different levels, including Skills for Work courses and Wider Achievement courses.

Transition

Our curriculum is designed to allow us to work effectively with partners to ensure effective transition from the Broad General Education into the Senior Phase and onto positive, sustainable destinations.

Flexibility

There will be flexibility and sustainability in the curriculum to meet the needs of all learners. The option process and guided choice approach will ensure this is possible.

Engagement and Enjoyment

Engagement and enjoyment are key elements in successful learning and are essential elements in course design.

Progression

The Senior Phase of the curriculum will offer progression for all students from the end of S3, irrespective of their attainment. Within the Senior Phase, suites of courses will be developed to ensure progression within each subject. Students will follow a coherent Senior Phase Programme to ensure depth of learning and appropriate progression.

Qualifications

The need to raise attainment for all students is an essential feature of our curriculum design. Our curriculum is designed to maximise the opportunities for students to achieve the best range of National Qualifications, at the highest level, to suit their needs. For students aspiring to University or College, S5 remains a crucial year. We continue to develop the four capacities of our pupil through all learning experiences.

Skills Focus

The curriculum in the Senior Phase will promote skills development and a "can do" attitude, in addition to supporting students to develop and extend their knowledge and understanding. Skills for Work courses also assist the skills development of our young people. Literacy, numeracy and health and well being remain a focus.

Challenge

The Senior Phase curriculum will support and challenge all learners. There will be high expectations of attainment for all students linked to their potential.

Additional Opportunities

The curriculum opens up additional opportunities for personal achievement. These include Skills for Work, National Progression Awards; Leadership Awards; Work Placements; Wider Achievement Awards; and a range of other opportunities. Personal achievement will be supported through accreditation, where appropriate.

Record of Attainment and Achievement

A record of attainment and achievement is maintained for each learner. A rigorous tracking system is in place to support young people in their progression into post-school destination.

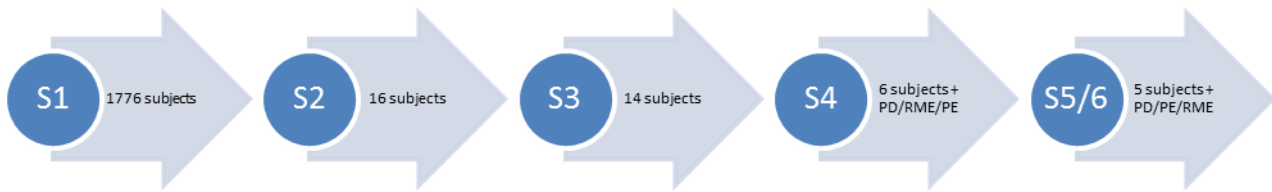
Our Senior Phase meets the needs of all our pupils: courses, provision and opportunities will continue to be developed and enhanced. The approach to the Senior Phase and coursing and opportunities offered to pupils will continue to be flexible to ensure we meet the needs of all and ensure smooth transitions into positive, sustained destinations.

At the end of S3, students will be supported in planning their Senior Phase Programme. They will complete an options process selecting the six subjects that they will study in S4 and outline how their programme will progress into S5 and S6, leading to the destination of their choice. They will confirm or adjust this programme in S4 and S5 for the courses they wish to follow at that stage.

Students entering S5 will select 5 subjects. Young people will be encouraged to progress in subjects previously studied to build on previous attainment. Pupils for whom horizontal progression best meets their needs, a range of courses are on offer, which include Skills for Work courses. S5 pupils will also indicate how their programme will progress into S6. Students will confirm or adjust this programme at the end of S5. Students entering S6 will plan a one year programme based on their planned, positive, sustained destination.

The viability of courses will depend on uptake and we reserve the right not to run any course where there is limited demand. In these circumstances, students will be asked to make another choice. The West Lothian Campus is on offer to pupils wishing to study alternative courses. West Lothian College is also a learning partner available to our students.

This option programme builds upon the Broad General Education (S1 – S3) and can be shown visually as:



The Curriculum Map for the Senior Phase promotes a smooth transition from the Broad General Education.

Work Placement

At an appropriate point in the school year each pupil in Senior Phase will be given the opportunity of a work experience placement for one week. The placement is part of a certificated short course exploring the issues of employment beyond school. or extended placement.

There are many educational advantages to the time invested in this experience: development of confidence and motivation; an early experience of some of the issues involved in finding a job; experience of a particular job, career or vocation; contact made with local employers development of communication skills e.g., telephone, report writing. The benefits will be built on in the senior years when pupils will be given further opportunities of work experience, work shadowing and project assignments linked to the world of work.

Performing Arts

Performing Arts in Inveralmond offers a rich and varied range of opportunities to enable all young people to make the most of their talents. It also lets them have fun! The experience of Music and Drama in Inveralmond Community High school provides challenge and diversity and also enables all pupils to experience the excitement and reward of performance. As a school we showcase the talented pupils we have at a variety of concerts including Christmas, Easter and Summer concerts.

Wider Achievement

At Inveralmond we recognise the value wider achievement and extra-curricular activities can have for our pupils. The skills gained by our pupils in such activities include:

- communication and negotiation
- flexibility and decision making
- creativity
- leadership
- risk taking and problem solving
- practical application of core skills (Numeracy and Literacy)
- ICT

There are a vast range of opportunities open to all young people, S6 have a particular Leadership role in the school. The Leadership team in S6 comprises the Head Boy, Head Girl, Depute Head Boy, Depute Head Girl and House Captains. The Head Boy and Head Girl meet regularly with the Head Teacher to discuss a wide range of issues and play a vital role in the school. S6 pupils have a variety of activities they are involved in to develop leadership skills. There are also a number of committees run by senior pupils, including Charities committee, Prom committee and School Liaison committee.

Extra Curricular Activities

An important aspect of education is the increasing range of activities in which young people can take part outside the classroom. These activities of course are only available because of the willingness and enthusiasm of the Staff to offer their services and more importantly their own free time to organise them.

The range of activities presently running in the school, or planned for the future, are: -

Multi-Sports Competition - Inter Schools	Geography Field Trip
Basketball Competition	London Football Trip
Edinburgh Book Festival	Royal College of Surgeons - live link to Cardiac Surgery
Edinburgh College of Art Degree Show	French/ German Trip
Gymnastics Competition - Craigswood	In Touch Training Programme - Livingston Football Club
RUTS - Mechanics Course	Educational Trips to Dynamic Earth / Zoo
Hairdressing Workshop -West Lothian Council	Summer Trip To Tiree
Higher Education Convention - Napier University	Aspire Trips
Kings Theatre - Drama- Higher	SKY Academy
Sam Ye Ling Monastery - RMPS	Coca-Cola Challenge
Corn Exchange - Edinburgh - Careers Event	Parliament / National Art Gallery / Science Museum
Orchestral Concert - Usher Hall	S6 Team Building Trip weekend
West Lothian Schools Cross Country	P7 Transition Residential - whole week
Army Experience Day - Redford Barracks	Model United Nations Trip
Howden Park Theatre Visit	World Challenge Trips to India / Peru / Vietnam & Cambodia / Ecuador
Young Persons Police Conference	USA trip
Garvald Social Care Placements	Paris Trip
West Lothian Enterprising Maths Competition	BLES
Hindi Museum Visit - RMPS	Larder
Westdrive - S6 Traffic Police Conference	F1 in Schools
Jupiter Art Land - Art Dept	English/Media trip to London
Sibbald Training Programme	

Opportunities For All

The Scottish Government guarantees all 16-19 year olds an offer of education or training. In line with the Youth Employment Strategy policy we track, monitor and support all students who are eligible to leave school to ensure a positive and sustainable offer is made to them. The best option for them may be:

Staying at school

Further and Higher Education

Training

Employment

Volunteering

Modern Apprenticeships

Inveralmond has a dedicated area for both students and parents to raise awareness of post 16 options available to them. This resource supports career planning and next steps. Future plans stand well in advance of leaving school and support current plans in terms of what we aim to achieve in order that our young people progress positively in life.

The Opportunities for All Zone at Inveralmond is about:

- Getting the right information at the right time in a way that is understood.
- Building skills to enable all young people to make decisions about their future.
- Making sure they are ready and prepared for next stages in life.
- Exploring the options available to them and planning what they need to do to achieve their goals.

We aim to support our young people as they move on to positive and sustainable destinations. The Opportunities for All Zone allows students to take the lead and plan their futures in a positive and informed way. We expect our young people to engage in career management skills both within their curriculum, through the use of this resource and personal planning.

Students with career aspirations in mind should have an awareness of what further and higher education establishments can offer them, what careers this leads in to and what the entry requirements are at the various levels. This will then prepare them to aim high within their studies, achieve their plans beyond school and prepare them for life-long learning and career management. Nothing but the best will do!

Additional Support Needs / Accessibility Strategy

Acquiring new skills brings challenges to everyone and some young people require some extra support in meeting these challenges. All teachers have a role in this area but the Support for Learning Team – teachers and pupil support assistants - work closely with parents and staff to ensure that extra support is available when needed. Some pupils may require extra help and the Support for Learning Team work with them in smaller groups, providing targeted support to help them to become more confident in their learning and able to make progress.

Support for Learning staff also offer staff and parents advice and assessment of individual learning needs. Pupils who require additional support for SQA examinations will also be advised and supported by Support for Learning staff.

We are fully committed to meeting the needs of all our pupils. We hold regular meetings at which we plan for those pupils who might benefit from additional support, whether from classroom teachers, pupil support assistants, support for learning teachers, group work or support from other agencies such as psychological services, sensory support and so on. All of our strategies are discussed and agreed with parents.

Assessment and Reporting

In first and second year we aim to assess the progress of pupils by continuous assessment, with a focus on identifying and developing the strengths of the pupils, as well as providing them with positive steps for improvement.

In order to provide benefit to pupils, and inform parents, we provide reports to parents regularly throughout the year. The pattern of reporting ensures that pupils and parents are kept aware of progress on a regular basis. In addition to full, annual reports we also provide short, interim reports at other points in the session. In the upper school this also gives parents and pupils a good indication of likely success at SQA examinations.

Parents' Evenings and Parent Pupil Conferences for S1/S2 to discuss pupils' progress are held once per year for each year group. However parents are always encouraged to contact their child's Pastoral Care Teacher at any point if they wish to discuss their child's progress. Students should be reflecting on their learning through Didbook.

Homework

Inveralmond Community High School homework is a key element of learning which reinforces the work completed in school. The level and amount of homework will vary across subjects and year groups, as will the types of tasks pupils are asked to complete. Homework need not always be a written exercise – it can be learning, visiting a local library, or carrying out research on the internet, to name only a few.

Our pupils are always encouraged to take responsibility. For their own learning, and in particular from S3 onwards, pupils should be spending time studying to consolidate their learning, in addition to completing homework tasks issued by the teacher. We are delighted to have moved to a system of 'Show my Homework' that allows a greater transparency and supports parental engagement. As always, if you have any concerns about your child's homework, do not hesitate to contact the appropriate Head of House.

Supported Study

To ensure success in exams, it is important that pupils study appropriately. To assist with this, we organise Supported Study Programmes for pupils from S4 – S6 throughout the year. This is a valuable exercise which provides additional help for all pupils. We offer Master Classes and we have run a very successful Maths Camp. It is not however a substitute for personal study at home, and we ask parents to ensure that their children are completing their own personal study to prepare themselves for examinations.

Promoting Positive Behaviour

The School promotes good learning and good habits in pupils in a safe, caring atmosphere and there is a strong emphasis on self-discipline, with pupils encouraged to behave well in both words and actions. Pupils are positively encouraged to be aware that good behaviour is based on care and respect for others and to be aware of the need to maintain high standards of conduct in the neighbourhood of the school.

Each pupil is made aware of the school's high expectations of them from the start of their time at Inveralmond Community High School. Where difficulties arise we work in partnership with parents, at the earliest opportunity, to ensure a quick and positive outcome.

The full Promoting Positive Behaviour Policy can be viewed on the school website.

Remove

The Remove Room is for those students who disturb the learning and teaching of others. Students are given up to 3 warnings in class after which they are sent to work in isolation until the end of the period. A teacher in the room is there to help students with their class work as well as reflect on the behavioural incident. Students who gain 3 Removes in a week automatically qualify for a Friday half hour detention.

Home School Links

Parents are encouraged to contact the school on any matter concerning their children and there is regular contact between parents and Pupil Support Staff.

Contact with a Principal Teacher and Depute Head Teacher is always encouraged but, because of problems of availability and time, it is always wise to arrange a mutually acceptable time for such meetings. Parents can be assured that in an emergency they will be seen at once by a senior member of staff, and they must never feel that they are imposing.

Normally, in addition to the contacts mentioned above, each year group has a formal Parents' Evening at which Subject Teachers and Pupil Support Staff brief parents on the progress of individual pupils.

Attendance and Timekeeping

Section 30 of the 1980 Education Act lays a duty on every parent/carer of a child or young person of "school age" to ensure that their child attends school regularly. Attendance is recorded period by period.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, etc. Regulations 1993 requires young person's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised: e.g. unexplained by the parent/carer (truancy) or excluded from school.

Parents and carers should be asked to inform the school by letter or phone, if their child is likely to be absent from school, and to give the young person a note on his or her return to school, confirming the reason for absence.

Parents/Carers do not have an automatic right to take their child out of school without permission during term time. The Head of Establishment can only authorise time off during term-time in exceptional circumstances.

Exceptional circumstances include:

- Short-term parental/carer placement abroad.
- Family returning to its country of origin for family reasons.
- The period immediately after an illness or accident.
- A period of serious or critical illness of a close relative.
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- Availability of cheap holidays or desired accommodation.
- Holidays which overlap the beginning or end of term.

Clearly with no exception from the parent or carer, the absence is unauthorised.

Attendance and Absence Rates

Attendance rates are calculated as a percentage of the total number of possible attendances for all pupils of the school at the stage shown, each morning and afternoon of each school day being a separate attendance.

The school attaches great importance to good attendance and good timekeeping because it is only by attending school regularly and punctually that pupils gain maximum benefit from their education.

There is a legal obligation upon parents to ensure that their children attend school regularly and punctually. The new LEA policy will alert parents when their child's attendance has dropped below 90%.

In cases of unsatisfactory attendance the Head Teacher will ask support staff to contact the home and discuss the problem with parents. Where unsatisfactory attendance persists, the Head Teacher, following discussions with the support staff and other interested parties, will decide whether the case should be referred to the local area attendance advisory panel. This panel has powers to carry out the statutory responsibilities of the Authority with regard to defaulting parents. The problem may also be referred directly to the Reporter to the Children's Panel.

Notification of Pupil Illness

It would be helpful if the school office could be notified, at the earliest convenient time (before 8.30 am by telephone, if possible), of any illness or other cause of absence by telephone.

This would prevent you receiving a phone call from the computerised absence monitoring system, "Group Call", notifying you of your child's absence.

Safe Arrival at School Policy and Procedures

Where it is felt an absent pupil may be 'at risk' the school will notify social services, who in turn will attempt to contact home through the Child and Young Persons' Team. When this is not possible the police may be alerted.

Pupils returning from absence should be given a note, with brief details of the circumstances, and hand this to their tutor on the day of their return.

Punctuality is very important - the habit of attending school punctually leads to a lifetime of punctuality. Parents should take every step possible to send their children to school in adequate time each morning and should send a note if there is unavoidable lateness. Parents will receive a "Group Call" message if their child does not sign in when late and senior pupils receiving EMA will have it stopped.

Parents should not arrange to take children on holiday during term time. This can have a detrimental effect on a child's progress and the school is duty bound to follow the Scottish Executive's guidelines and to register such absences as **unauthorised**.

To ensure continuity of teaching, parents are encouraged, where possible, to arrange holidays outwith the term times. When this is not possible a request for leave of absence should be made by parents in good time and work to compensate for absence requested.

School Uniform

Our school greatly encourages school uniform for all our pupils. We believe it promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by all parents and the Parent Council. Our uniform is:

- White shirt/black shirt**
- Black trousers / skirt (No leggings or shorts)
- Black V-neck jumper / Cardigan
- Black shoes
- School tie
- School blazer

** If representing the school pupils will be asked to wear a white shirt.

PE Kit

Inveralmond Community High School has a commitment to provide at least two hours/periods of Physical Education for every student; this is in accordance with the national guidance. In addition, to the obvious health benefits associated with physical activity P.E. also improves social skills, increases self esteem, increases self confidence and increases academic achievement.

The P.E department would ask that, apart from exceptional medical/physical circumstances, parents do not send in letters to excuse students from participating. To establish good habits, we need students to bring kit to every lesson, and if there is a problem that may prevent them from participating fully, they should inform their teacher at the start of the class.

Students will then take part in appropriate practices, help the referee, keep scores and still be involved in the work of the class; observing and learning. In order to increase participation, the P.E. department have purchased a large number of T-Shirts, track suits trousers and training shoes. Students who have forgotten kit will now no longer miss out on their lesson, with kit being provided.

Lunch Arrangements

School meals, are cooked on the premises, and are available to all pupils in the Dining Room where a 'Swipe Card' system operates. This is a cashless service, which ensures a speedy service. New pupils have the system carefully explained during their induction.

The Card system ensures that children entitled to 'Free Meals' receive equal treatment. If a pupil loses their card then a replacement must be bought. This costs £2.00.

Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support, Income-based Job Seekers' Allowance or in receipt of Child Tax Credit (CTC). Further information and an application form can be obtained from the school or from:

Education Services

West Lothian Civic Centre Howden South Road LIVINGSTON

EH54 6FF

Packed lunches can be provided on request for pupils, and arrangements can also be made for those pupils with special dietary requirements. For those pupils wishing to bring their own packed lunches there is ample space and provision in the Dining Hall for them. In order to ensure an efficient and speedy lunch service pupils are expected to clear away dishes and the cutlery, which they have been using. N.B. Pupils not in uniform will be served at the end of the session.

The School Meals Service sells filled rolls, snacks and drinks during the morning interval, and there is a popular Breakfast Club operating from 8am each morning.

Inveralmond Community High School is a health promoting school and promotes healthy eating, and encourages pupils to eat a balanced diet. Children may drink water in class at the discretion of their teacher, but fizzy drinks with additives are not sold or permitted in school. This follows the Scottish Government's guidance and has promoted not only good health, but better behaviours and less litter.

Refresh

Lack of water can cause dehydration, better hydration means better performance to school and water is an excellent alternative to sugary drinks, which can cause tooth decay. The Refresh initiative allows access to fresh, chilled drinking water in schools to encourage young people to drink more water. Inveralmond Community High School with mains fed coolers that filter and chill the water ready for drinking. This allows access during the day to refill water bottles which can be taken into the classroom. The main aim of Refresh is to encourage young people to drink water at home and school.

Transport

The education authority has a policy of providing free transport to all secondary pupils who live more than 2.2 miles from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application from the Education Services.

The authority has an Exceptional Circumstances policy relating to e.g. homelessness, parental/carer disability, etc. There is also a procedure to request transport on medical grounds. The school can advise on procedures.

Health and Medical Care

The School Nurse will have designated sessions in which he/she will offer:

- To monitor pupils with recognised health problems.
- To discuss health issues with individual pupils, parents or staff.
- To provide health promotion sessions in conjunction with teaching staff if required.
- To screen height, weight or visual acuity of pupils as appropriate.
- To promote good communication on all health related issues.
- To assess the health of pupils referred by self, parents, or school staff.

The community paediatrician will offer sessions to provide medical examinations if required.

Protection against infectious diseases is offered through our immunisation campaigns:

Second year pupils - HPV (Human Pampilloma Virus)

Third year pupils - Diphtheria, Tetanus and Polio combined injection

BCG no longer given at school.

Consent is required from pupil/parent prior to immunisation.

Education Maintenance Allowances (EMA)

Education Maintenance Allowances (EMAs) provide financial support for 16 to 19 education at school or college. EMA is a weekly allowance payable during term time, with additional bonuses paid for attendance, achievement, progression and behaviour. These are all paid to the young person.

The weekly allowance normally depends on the financial circumstances of the family. The EMA is a weekly allowance and can only be paid for full weeks within term time up to a maximum of 42 weeks in any one academic year and only where 100% weekly attendance has been achieved by the young person. The applicant must have a current signed Learning Agreement and they must adhere to the conditions of that Learning Agreement. Application forms for EMAs are made available to all eligible students at the appropriate time and are also available from the school office.

Dealing with Racial Harrassment

Our policy reflects the principles of the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000. The policy also incorporates the obligation of the school to take account of the diversity of children's needs as given statutory force in the Children (Scotland) Act 1995. The policy also reflects the "Code of Practice on the Duty to Promote Race Equality in Scotland" Part III, Chapter 6, published in November 2002 by the Scottish Executive.

The policy also reflects West Lothian Council's Policy to Promote Racial Equality in Education. This policy seeks to:

- highlight the need to develop action to promote positive attitudes and behaviour towards people from different ethnic, cultural or national origins.
- develop systems and structures to protect people from racist attitudes and actions.
- promote tolerance, knowledge and understanding about positive attitudes towards people of different cultures, religions and origins.
- develop consultation processes and alliances to promote the positive value of a multicultural, multi-faith and pluralist society.

Bullying

In 2009 West Lothian Council issued an "Anti-Bullying Policy". This ICHS policy document has been updated in March 2015 to ensure it is in line with Council Policy. It covers the definition of bullying prevention to promote an Anti-bullying ethos, investigation and support for any victims of bullying behaviour, the action to be taken to prevent the re-occurrence of this unacceptable behaviour, consideration of restorative & Solution Oriented School practice.

Equal Opportunities and Social Inclusion

In Inveralmond Community High School we believe it is important that the dignity and uniqueness of every individual human being should be valued and nurtured.

The ethos of the school supports equality of opportunity by countering stereotypes and prejudice and helping students to accept and understand social diversity.

We aim to recognise, challenge and remove barriers to participation and educational achievement and create opportunities for all students to reach their potential regardless of background, race, colour, nationality, gender, disability, religion, or sexuality.

Parent Council

The membership of the Parent Council comprises of parents, who have a majority, and co-opted members chosen to represent the school and the community. (e.g. staff and pupils)

West Lothian Councillors, representatives of the Authority and Head Teachers have a right to attend meetings, but cannot be members of the council.

Parent Councils have a variety of duties and functions including communication with parents, monitoring school areas such as budget, premises and staffing and taking part in the appointment of senior staff of a school. The Council is expected to produce an annual report to the parents highlighting its work over the previous 12 months. A booklet detailing the functions, membership of and regulations governing Parent Councils is available from the Education Office.

The Chair of the council is elected annually and a parent can serve on the council for up to four years before coming up for re-election. Meetings are held on the first Wednesday of the month during term time.

Chair of the Inveralmond Parent Council 2017/18 is: **Mrs M MacAuley**

The detailed membership of the Parent Council is available from the school office and the chair can be contacted c/o Inveralmond Community High School.

Parents of students starting their first year at Inveralmond will be invited to a parents' meeting before the summer in which their child starts.

For each year in the school we try to organise a parents' meeting usually after the reports have been issued.

It is also school policy to contact parents should any problems arise relating to their child. This contact is usually made by Head of House.

Parents are also encouraged to contact the school should they wish to discuss any matter relating to their children.

Members of staff are very willing to meet parents whenever their teaching commitments allow.

Summary of Times for Contact With Parent

Various references have been made in this booklet to the importance of school – parent contact. Parents are invited to make contact with the school on any matter concerning their child's education. In addition to the above, parents and the school will be able to consult with each other through:

(i) Parents' Meetings / Parent Conferences

At these meetings, parents have opportunities to have discussions, by appointment, with subject teachers. Details of all such meetings will be announced by a letter and text message.

(ii) Parents' Letters

From time to time during the session, letters are issued to all pupils to take home to parents. These may be connected with items of general interest and curricular arrangements.

(iii) Email:- generic school address is;

wlinveralmond-chs@westlothian.org.uk

(v) Other Contacts

Principal Teachers Curriculum/Pupil Support and Depute Head Teachers may contact individual parents by telephone or letter, to invite parents to meet with them in school. Parents are always welcome to contact the school if they wish to discuss any aspect of their child's progress with a Depute Head Teacher and/or Principal Teacher Curriculum/ Pupil Support.

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 1998 may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities, including: Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and Further Education Colleges and the Police.

Comments and Complaints

If you have a comment or complaint please approach the Head of House in the first instance. If your complaint is unresolved you should contact the Council Customer Services Unit who will respond to your complaint in an appropriate time-scale.

The Customer Services Unit can be contacted by phone or e-mail:

Phone: 01506 775000

Email: customer.service@westlothian.gov.uk

Customer Services Unit

West Lothian Council

West Lothian Civic Centre

Howden Road South, Livingston,

EH54 6FF

Other Important Addresses

Ms Elaine Cook

Director of Education

West Lothian Council

West Lothian Civic Centre

Howden Road South Livingston

EH54 6FF

Telephone Number: 01506 281673

Skills Development Scotland Centre

Cairngorm House

Almondvale Boulevard Livingston,

EH54 6QN Tel: 0845 8502 502

Glossary to Technical Terms Used in Handbook

Continuous Assessment

Assessment of pupil's classwork and homework throughout each term to give an overall view of a pupil's achievement throughout a session or longer, rather than rely on a single examination mark.

Curriculum

The range of subjects studied by a pupil at each stage in the school.

Curriculum for Excellence

The new arrangements for learning, assessment and reporting which will be available to all pupils from 3 to 18 once it is fully implemented.

Extra Curricular

Activities which take place outside normal class teaching e.g. Retreats, Theatre visits, Sports, etc.

Mixed Ability Classes

Classes arranged without taking a pupil's ability into account. The teaching of such classes involves a number of methods including individual work and group work.

National Units

Most National Units are 40 hours long, though some are 20 hours, and others may be 80 hours. Each unit has three or four 'outcomes' describing what a pupil needs to know or be able to do to pass the unit. Each unit is assessed on a pass or fail basis (there are no grades).

National Units will be assessed by teachers, who will be able to use nationally developed materials for assessment. This will help to maintain consistent standards across the school.

Pupils will be able to do units without following full courses.

National Courses

National Courses are made up of (usually three) National Units, plus an external assessment. As well as the 120 hours it takes to do the units, there is also time to prepare for the external assessment. The purpose of the external assessment is to test whether candidates can retain, integrate, and contextualise the knowledge and skills they have gained. Many National Courses comprise of a course assignment that accounts for a proportion of the final grade.

National Qualifications

National Qualifications is the name of qualifications which include:

- National 4/5
- National Units
- National Courses/Clusters
- Scottish Group Awards

Set

Pupils arranged in attainment groupings.

S1

The first year of Secondary education.

S2

The second year of Secondary education.

SQA

Scottish Qualification Authority.

Statutory Leaving Date

The date on which pupils become eligible to leave school. For pupils whose sixteenth birthday occurs between 1 March and 30 September, the leaving date is 31 May of that year; for those whose sixteenth birthday occurs between 1 October and the last day of February, the leaving date is the last day of term before the Christmas holidays.

Tertiary Education

Formal education for young people after they leave Secondary school. It may take place in a Further Education College, College of Education, University or similar institution.

Work Experience

Short time (one week) experience in local shops, offices, factories or similar places of work for pupils within one year of the statutory leaving date.

Accuracy of Information

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

- (a) before the commencement or during the course of the school year in question.
- (b) In relation to subsequent school years.