

Queensferry High School

Enrolment Handbook



Our values at Queensferry High School

“Our Learning community unites to create an inclusive environment where every young person can achieve their full potential as:
Together Everyone Achieves More”

Work Hard & Be Kind

❖ Enrolment Information

If you live in the catchment area please contact the school office **0131 319 3200** for the enrolment request – the office staff will ask for the following details:

- Name of child
- Date of Birth
- Year group to enrol in
- Address
- Previous school/ educational provision

This will then be passed to the Depute Headteacher with a remit for enrolments: Ms Gordon

Further guidance for out of catchment placing requests

<https://www.edinburgh.gov.uk/school-places/school-placing-requests#:~:text=Apply%20for%20a%20place%20outside,living%20in%20the%20catchment%20area.>

❖ Staff at QHS

Senior Leadership Team

Headteacher	Mr Downie
Depute Headteacher – Rosebery House	Ms Gordon
Depute Headteacher – Dundas House	Ms Honeyford
Depute Headteacher – Forth House	Mr Lewis
Depute Headteacher – Hopetoun House	Mr Thomas (acting)

Pupil Support

Pupil Support Leader – Dundas House	Ms Lamb
Pupil Support Leader – Forth House	Ms Hannah
Pupil Support Leader – Hopetoun House	Ms Macfarlane (acting)

Pupil Support Leader – Rosebery House	Ms MacNeil
Support for Learning Leader	Ms Pettigrew
Enhanced Support Base Leader	Ms Chetty
Wellbeing Hub Leader	Mr Franz (acting)

There are 4 Houses at QHS: Dundas, Forth, Hopetoun and Rosebery – all pupils will be allocated a house and their key adult will be the Pupil Support Leader. Siblings tend to be all in the same house – however there are some exceptions

❖ Communication

The school communications to parent/carers through text/ email

School App: All general communications from the school go out via our school app - please download the app here: One for [iOS](#) and one for [android](#) and search for Queensferry High School

Website: We are currently updating this

We also use **ParentPay** - You will be issued with instructions for setting up ParentPay for your child when they are enrolled. We use this to pay for school lunches, excursions etc. Our cafeteria is cashless and we operate a biometric system and use fingerprints to pay/ pin codes

At QHS we use MS TEAMS to support pupils learning

Your first point of contact in school is your child's Pupil Support Leader

❖ School Day/ Curriculum – Starting August 2022-23

- The week consists of 33 class periods of 50 minutes
- 15-minute interval and 40-minute lunch each day
- Mon- Thurs (7 periods) and Friday. (5 periods)

Monday - Thursday

Period 1	Period2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
08:40 – 09:30	09:30 – 10:20	10:20 – 10:35	10:35 – 11:25	11:25 – 12:15	12:15 – 13:05	13:05 – 13:45	13:45 – 14:35	14:35 – 15:25

Friday

Period 1	Period2	Break	Period 3	Period 4	Period 5
08:40 – 09:30	09:30 – 10:20	10:20 – 10:35	10:35 – 11:25	11:25 – 12:15	12:15 – 13:05

S1

English/ Literacy (5)		Languages (3)		8
Maths/ Numeracy (5)		Science (3)		8
PSE (1)	HWB (3)		FCT (1)	5
Social Subjects (3)	Business/Digital Skills (2)		RME (1)	6
Drama (1)	Music (1)	Art (1)	D & E (1)	4
Skills Academy				2
Total				33

S2

English/ Literacy (5)		Languages (3)		8
Maths/ Numeracy (5)		Science (3)		8
PSE (1)	HWB (3)		FCT (1)	5
Social Subjects (3)	Business/Digital Skills (2)		RME (1)	6
Drama (1)	Music (1)	Art (1)	D & E (1)	4
Skills Academy				2
Total				33

S3

English/ Literacy (4)	Languages (2)	6
Maths/ Numeracy (4)	HWB (3)	7
PSE (1)	RME (1)	2
6 X Choices of 3 periods per week. This would include progression within skills academy for subjects/ activities not part of options. No compulsory choices required.		18
Total		33

S4

PSE 1 (Accredited)	RME 1 (Accredited)	HWB 3 (Accredited)	5
7 X Subjects of 4 periods			28
Total			33

S5/6

PSE 1 (Accredited)	RME 1 (Accredited)	HWB 3 (Accredited)	5
7 X Subjects of 4 periods			28
Total			33

Course Choice Booklets will be available at the enrolment meeting

❖ Catering at QHS

Pupils will be issued with a code (6 digit number). Money can be loaded onto this number via parentpay or through cash machines in school. If the pupil is on Free School Meals this will be automatically added. Unsure if you are eligible for Free School Meals - please click on this link <https://www.edinburgh.gov.uk/schoolgrants> - it also supports with uniform grants as well

To order food: Pupils will write on their paper bag their order for break and lunch what they wish to purchase along with their name and code

number. When its break and lunch the bag with all the order inside will be ready for the pupils to pick up and enjoy!

There will be help to navigate around this by the catering staff and support staff at QHS

❖ Attendance

If your child does not arrive in school at the allocated time, you will receive a text alert. We monitor attendance closely and work in partnership with pupils and parent/carers to achieve 95%+ attendance.

What should you do if my child is ill or has an appointment?

If your child is ill, you should phone the school as soon as you can. 0131 319 3200. You can leave a message on the dedicated pupil absence line. Please state why your child is absent from school e.g. illness or doctor's appointment. You can also use the 'Report an absence' form on the school website. If your child has an appointment, you can leave a message on the pupil absence line, use the 'Report an absence' form on the school website or send a letter in with the pupil to the office. Pupils must sign out at the office so that the school knows who is in and out of school should there be an emergency. If your child becomes unwell while at school, they should advise a teacher who will contact the office, a member of the office staff will make contact with their parent/carer.

❖ Allergies and Medicines

If your child does have to take any medication at school or has a severe allergy this is discussed with the Pupil Support Leader to make sure any medical arrangements are clear and in place.

❖ Equalities/Anti-Bullying Policy

At Queensferry High School we are fully committed to providing a safe and caring place for our young people to learn. At the heart of our school values is respect and as a school community we actively work towards fostering an atmosphere of mutual respect between all pupils and staff. Therefore, our aim is that everyone should be able to experience a relaxed and secure school environment, where any form of bullying or lack of respect for diversity is not acceptable. Everyone at Queensferry High School has a responsibility to make sure that these standards of behaviour and consideration for others are being met at all

times. This includes all staff, pupils, families and the community. Although it can often be a difficult thing to do, we would encourage anyone who is aware of any bullying taking place to speak to a trusted member of staff. This can be crucial to helping staff to respond to any incidents quickly and efficiently.

We currently updating our Anti – Bullying and Equalities Policy in line with City of Edinburgh Council and National advice

We evaluate this policy using the following measures:

- Examining staff, parents and pupils views from wellbeing surveys or focus groups
- The number of incidents that are reported to staff over a given period
- Rates of attendance, exclusions and attainment and achievement of pupils in protected groups
- From the comments received in our comments box
- Pupils' perceptions and experiences of bullying in secondary schools through periodic questionnaires
- The number of complaints and compliments that we receive from parents.
- The policy and procedures will be reviewed every 4 years

Some key points to note:

- We treat every incident seriously and we listen to what people have to say
- We assess on the basis of the 'imbalance of power' and the effects that behaviour can have on the physical and mental wellbeing of individuals. We take into consideration our values and the law. We gather information and investigate, where appropriate
- We don't judge or label individuals. We don't take sides
- We confront individuals with their behaviour by 'holding a mirror up' so that they can see what others see in their behaviour. We don't finger wag or berate young people
- We contact and involve parents/ carers. We look for their support in finding a resolution
- We will work with partnership services and agencies to help resolve the situation e.g. Police Scotland, Cyrenians (specialists in conflict resolution), Social Work
- We always try to be restorative and try to get young people to reach a mutually acceptable resolution
- In some cases, however we may need to make **reasonable adjustments** to help resolve the situation. For example:

- We may move young people class with the permission from parents/ carers
- If young people can't be separated by class, we will make sure Teachers are aware of issues and avoid asking those pupils who have conflict to work together
- We may arrange for soft starts and finishes
- We may remove certain privileges eg young people may be more closely supervised at break times and lunchtimes
- Young people may have their bus pass removed or not be permitted to have their mobile phone in school
- In situations where the good order and discipline of the school has been seriously undermined, it may be the school's decision to exclude a young person. A risk assessment will always be carried out following an exclusion under these circumstances which will have negotiable and non-negotiable adjustments attached

Our Policy is currently being updated

❖ Positive Behaviour Policy

Our philosophy

At Queensferry High School we work hard to ensure that respect and positive relationships are at the heart of everything we do. We firmly believe that our young people are best supported by the calm, consistent environment created by staff.

We have clear expectations and set the bar high for all of our school community. We pride ourselves on being;

- Ready,
- Respectful
- Responsible

Ready Respectful, Responsible

Our QHS Behaviour Blueprint



VISIBLE CONSISTENCIES

1. Meet 'N Greet
2. Be Kind and Work Hard
3. Model appropriate behaviour
4. We always follow up!



RELENTLESS ROUTINES

1. We move around the building in a calm, responsible manner
2. Coats, jackets and branded tops are not worn in classrooms
3. Mobile phones / Headphones are in bags or pockets unless use is signposted by a teacher



SPOTLIGHT ON SUCCESS

1. First attention is always given to best practice
2. We will share success via class charts
3. We will promote achievement and positive choices through House Points, Praise Boards and Monthly Celebrating Success presentations



STEPPED SANCTIONS AND RESTORATIVE PROMPTS

1. Clear, calm consistent reminders of our QHS expectations
2. Scripted teacher interventions and clear stepped sanctions
3. A commitment to repair and restoring relationships



"PUTTING POSITIVE
RELATIONSHIPS AT THE
HEART OF ALL WE DO"



Ready Respectful, Responsible

Repair and Restore



RESTORATIVE CONVERSATIONS

We are committed to ensuring that restorative conversations are used to support young people who make the wrong choices to repair and restore relationships.



WHAT HAPPENED THERE?

WHAT WERE YOU
THINKING AT THE TIME?



WHO ELSE WAS IMPACTED
BY YOUR BEHAVIOUR?

HOW DO YOU THINK THAT
MADE THEM FEEL?



WHAT DO WE NEED TO DO
TO MOVE THIS FORWARD?

"PUTTING POSITIVE
RELATIONSHIPS AT THE
HEART OF ALL WE DO"



We are launching class charts in August 2022-23

❖ School Transport

Email the completed form to SchoolTransport@edinburgh.gov.uk. If you do not have email access, contact your child's school to send the email for you with the application form attached. A return receipt email will be automatically sent to the sender. No paper copies can be accepted. See the **Application Form Guidance Notes** for help with completing the form or contact your child's school.

❖ Lockers

Lockers are available for all pupils. These are allocated as soon as possible at the start of the school year. There is a charge of £10 which includes a £5 deposit which is returned at the end of year. Replacement keys cost £5.50

❖ Uniform

We have our very own Tartan Tie 'Ferry fling' registered tartan. We issue a tie to all our pupils prior to starting High School. We welcome parent/carer support in emphasising the primacy of **hard work** and a **positive attitude** to supporting collective success for *all* of our pupils. We believe, strong visible indicators of this are evident in **standards of uniform**. We thank you in advance for ensuring that *all* pupils continue to display excellent standards by wearing full school uniform outlined below:

- White Shirt
- Blazer
- Black jumpers/cardigans optional
- Black trousers, black skirt or tartan (Ferry fling) skirt with black tights
- Black footwear. Black boots acceptable in winter
- No designer logos, denim jeans, cottons/ jogging bottoms, caps, hoodies, football colours, T shirts on their own
- All jackets and outdoor clothing must be removed when entering the building

Orders must be purchased directly from [Queensferry High School - Schools \(border-embroideries.co.uk\)](http://border-embroideries.co.uk) and these will be delivered to your home address. Pictures of uniform are shown on the border embroideries

website. All orders processed by the 10th July 2022 will be delivered before the new school term.

Please note when purchasing PE kit it is the royal blue colour items which should be ordered. Tartan skirts and school ties are only available for purchase from the school office.

- This includes the PE kit – Royal Blue T-Shirt and **optional** Hoodie (only to use in PE)
- Information about PE kit for the start of S1 in August:

We would like to make you aware of the guidelines that have been implemented for our 3G pitches.

Our 3G pitches have strict footwear guidelines and pupils must wear the appropriate footwear to prolong the life of these pitches. Footwear must be round, moulded, studded football boots. Unfortunately, we cannot allow flat-soled footwear on the pitch. These cannot be astro turf trainers with the small dimples but must be studded boots as shown in the photo below.



We are asking Parents and Carers to purchase football boots as part of their normal PE kit. As a department, we are aware that some football boots can be quite expensive; however, we have found that shops like Sports Direct (<http://www.sportsdirect.com/>), M and M Direct (<http://www.mandmdirect.com/>) and Decathlon which have reasonably priced footwear.

The PE department appreciate this is an additional expense; however, please do not hesitate to contact the school if you would like to discuss this further.

Next Steps:

Following the enrolment meeting the DHT will allocate and class and contact will be made with the Pupil Support Leader and any other staff to support