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School show photographs courtesy of Sheila Scott Photography
General photographs by David King.
Thank you to staff and pupils for allowing their photographs to be included.



WELCOME FROM THE S6 HEADS OF SCHOOL

We would like to give a warm welcome to all new pupils joining Earlston High School. We hope that you have an exciting and enjoyable time here.

As we all know, starting a new school can be very daunting, but there is no need to worry. Both staff and pupils are very willing to help you settle in and will help you with anything you may be worried about. When you first come to the school you will be introduced to your Pastoral teacher (or Guidance teacher as we sometimes call them), who will get to know you well during your time here. They will always be there to speak to, ensuring that you have an enjoyable and rewarding time at Earlston High School.

All first year pupils are teamed with a member of sixth year, who will be their 'buddy'. You will have a chance to meet your buddy in Social Education and in registration and their role is to support you as you settle into EHS. However, all sixth years are willing to help new pupils. Do not hesitate to approach them as they are all very friendly and will be more than willing to help you with any queries.

You will find High School very different from primary School, but you will settle in, and in no time at all you will know the place like the back of your hand!

We hope you have a very successful and enjoyable time at Earlston High School.

Good luck.

Andrew, Iona, Andrew and Caroline
Head Boy, Head Girl and Deputes.



Andrew McQuarrie Andrew Bond
Iona Paterson Caroline Turner



THE AIMS AND VALUES OF EARLSTON HIGH SCHOOL

Earlston High School aims to educate young people to the highest standards of excellence and to become full and active members of the community.

We achieve this by :

- Encouraging achievement.
- Rewarding success.
- Promoting high quality teaching and learning for all.
- Providing a caring environment.
- Promoting loyalty and pride in the school.
- Developing responsibility.
- Promoting respect.
- Encouraging participation.

We are committed to a positive learning environment where achieving our potential is central all we do.

Academic attainment is obviously important but we also pride ourselves on creating opportunities for participation in a full range of extra curricular activities in sport, drama and music. Decent standards of behaviour, including respect for self and others, is at the heart of our work with your children.

RESPECT

RESPONSIBILITY

HONESTY

COMMITMENT

EXCELLENCE



MOVING FROM PRIMARY TO SECONDARY

CATCHMENT AREA

The school serves a largely rural catchment area taking pupils from the following primary schools:

Earlston	Lauder	Melrose	Channelkirk
Newtown	St Boswells	Gordon	Westruther

A large number of pupils also choose to attend our school from outwith the catchment area. This is done by applying to Scottish Borders Council for a placing request.

We have an excellent relationship with our partner primaries and together we aim to develop a strong partnership in three main groups:

1. YOUNG PEOPLE

The move from primary to secondary school is an important event for our pupils. We at Earlston High School wish to make this move as untroubled and smooth as we can. The Primary 7 pupils spend 2 days visiting the school in June, in their new register classes and following their S1 timetable. Through A Curriculum for Excellence we have developed a transition project so that the pupils see a continuity in their work from primary to secondary. From August 2010 our S1 curriculum has been driven wholly by A Curriculum for Excellence.

2. PARENTS

Special Information Evenings for parents of Primary 7 pupils are run in June and parents are warmly invited to attend. The first evening is a general introduction to the school. The second is a chance to meet your child's Pastoral teacher. We fully encourage parents to become partners with Earlston High School in the education of our young people. We also encourage parents to join our active and successful Parent Council.

3. TEACHERS

Miss Strong and the Depute Headteachers meet regularly with our primary colleagues to discuss the setting up of projects involving Primary and Secondary. Teachers exchange details of the courses taught and the materials used, including the attainment levels in Maths and English, in order to smooth the 'change over' from primary to secondary. Information about individual strengths, weaknesses, attainments and skills achieved is also transferred. We thus have a clear picture of pupils' strengths, any difficulties, aptitudes, special talents and so on. In this way we are more likely to help each young person to settle and to provide continuity with the work done in primary school.





PUPIL RESPONSIBILITIES

Pupils make up the largest part of the school community and carry a great responsibility for deciding the kind of school we have; not only for present pupils but also for those still to come to the school.

The main responsibilities carried by each pupil are :

1. To try your best at classwork and homework.
2. To ask for help whenever you need it.
3. To have respect for yourself and others.
i.e. pupils, teachers, office staff, librarian, cleaners, canteen staff, janitors, visitors etc.
4. To come properly equipped for lessons.
5. To let a teacher know of any other pupil who needs help.
6. To support the school guidelines on dress.
7. To support school sports, clubs, excursions, concerts etc.
8. Realise your potential.
9. Show pride in your school.





THE SCHOOL DAY

The school starts at 9.00a.m. and the day is divided into six periods as follows:

Registration	09.00 – 09.10
Period 1	09.10 – 10.04
Period 2	10.04 – 10.58
Break	10.58 – 11.18
Period 3	11.18 – 12.12
Period 4	12.12 – 13.06
Lunch	13.06 – 14.02
Period 5	14.02 – 14.56
Period 6	14.56 – 15.50



THE SCHOOL YEAR

HOLIDAY ARRANGEMENTS

Start for students	Tuesday 16 th August 2011
October Holiday	School closes Friday 7 th October 2011 Opens Monday 17 th October 2011
St Andrew's Day	Monday 28 th November 2011
Christmas Holiday	School closes Wednesday 21 st December 2011 Opens Thursday 5 th January 2012
Mid Term Holiday	School closes Thursday 9 th February 2012 Opens Wednesday 15 th February 2012
Easter Holiday	School closes Friday 30 th March 2012 Opens Monday 16 th April 2012
May Holiday	Monday 7 th May 2012
Close	Tuesday 26 th June 2012

IN-SERVICE (Probable Dates)

Monday 15th August 2012
Thursday 10th November 2011
Friday 11th November 2011
Thursday 9th February 2012
Tuesday 8th May 2012

CASUAL HOLIDAY

Monday 4th June 2012





SCHOOL SURVIVAL KIT

What should you bring with you?

It is important to come to school each day fully prepared.

1. You should be following the school dress code (unsuitable clothing such as jeans, tracksuits, scarves will mean that you cannot take part in some practical lessons for safety reasons)
2. You should have a bag to carry all you need for the day
3. You should have your homework diary
4. You should have all the books and jotters you need for the day, including a pocket dictionary for Modern Languages, if possible
5. You should have a supply of pens, pencils, ruler, rubber and sharpener. For some subjects you may need coloured pencils
6. You should have any special requirements for practical subjects such as Home Economics or P.E.
7. All pupils will be issued with a locker, supplied with a padlock and key. Pupils will be required to pay for replacement padlocks and keys.





KIT FOR P.E.

The emphasis at Earlston High School is on participation and so there is no specific kit required for PE. However, pupils should have clothing which is appropriate to the activity and no clothing which promotes cigarettes or alcohol can be worn. The list below is the required kit for pupils when they represent the school at rugby or hockey.

Girls

- Emerald green hockey top
- Navy blue skirt
- Navy blue hoodie
- Navy/emerald green knee length socks
- Training shoes or hockey boots

The above hockey kit can only be purchased from the PE dept. In May each year, order forms are sent to the feeder primaries.



Boys

- Black rugby shorts
- Royal blue rugby shirt
- Royal blue rugby socks
- Training shoes or rugby boots



Rugby kit is available from 'The Trophy Guy' in Galashiels.
S3-S6 rugby tops are available from PE Dept.

KIT FOR CRAFT DESIGN AND TECHNOLOGY

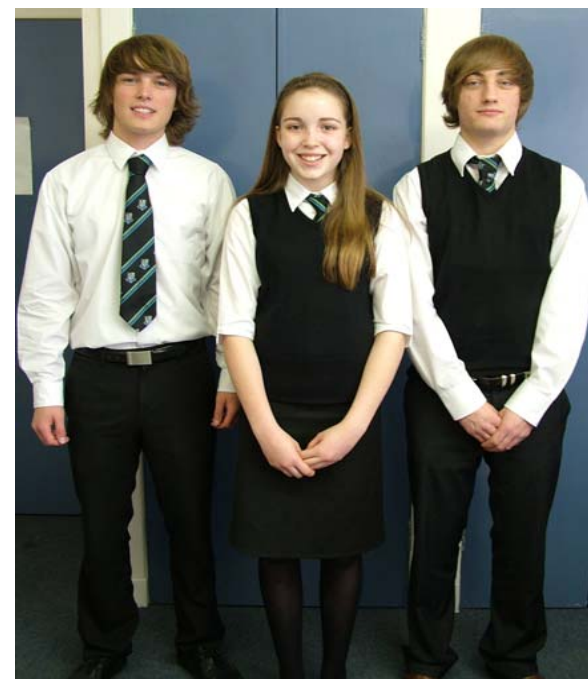
Safety is paramount in the CD& T department and pupils will be provided with safety glasses for practical work in the workshop. Loose clothing, hoodies, scarves and tracksuits will not be permitted for health and safety reasons. It is also advisable to wear school shoes which cover the foot for some additional protection.





SCHOOL DRESS CODE

Scottish Borders Council and Earlston High School believe there are many advantages in having a clear dress code. We are very encouraged by the smart appearance of our pupils and feel that a dress code encourages a sense of belonging. As you will see from the photographs in this handbook, the pupils look very smart and are proud to show they attend Earlston High School. The dress code for 2011 is detailed below. It was proposed and voted for by the pupils in 2009.



S1- S5 Pupils

- Plain white shirt or blouse (with collar)
- School tie (worn at the collar)
- Plain black v-neck jumper or
- Plain black v-neck tank top or
- Plain black cardigan
- Black trousers or skirt
- Black shoes (not trainers)

S6 Pupils

- Plain white shirt or blouse (with collar)
- Senior school tie (worn at the collar)
- S6 blue v-neck jumper,
- S6 blue cardigan or v-neck tank top
- Black trousers or skirt
- Black shoes (not trainers)



Any parent who has difficulty in supporting the school guidelines on dress should write to the school. If a pupil has difficulty meeting the guidelines on any day he/she must hand a note in at registration or explain the difficulty. Pupils will remain on school premises at lunchtime if they have not adhered to the school dress code.

Black jumpers, cardigans, tank tops and school ties are on sale from the school office. S6 uniform is also available to order.



CURRICULUM FOR EXCELLENCE

We are about to enter exciting new times in Scottish education. In August 2010 Curriculum for Excellence was introduced in all schools. Scottish education has been globally admired and respected for many years so why did we need to change?

The following information attempts to explain the need for this change.

Bringing learning to life and life to learning

Curriculum for Excellence is now being implemented across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

For more details visit the Learning and Teaching Scotland website at: <http://www.ltscotland.org.uk/curriculumforexcellence>



CfE - WHAT ARE WE DOING AT EARLSTON HIGH SCHOOL?

TRANSITION PROJECT

In June, Primary 7 pupils spend 2 days at the High School. To mark their journey from primary to secondary we have worked with our primary colleagues to develop a Travel transition project. Instead of entering the assembly hall they enter the world of Earlston International Airport, where they are checked in by the check-in assistants (pastoral teachers), shown to their seats by the cabin crew (S6 pupils) and welcomed aboard by Captain Strong (Headteacher, Miss Strong). They receive their 2-day itinerary and an in-flight menu (what is available at the refectory).

They return to primary school and have travel tasks to complete for starting high school in August. Every department then spends approximately 4 weeks working on their travel unit.

This is our attempt at retaining the enthusiasm with which our new pupils often arrive at high school, while providing a creative way of learning. It provides continuity to the work done in primary school while youngsters face up to settling in to secondary school.

Our transition project caught the attention of the Times Educational Supplement for Scotland and we were fortunate enough to appear in print in December 2009. For more details of the type of work undertaken please read the article at:

<http://www.tes.co.uk/article.aspx?storycode=6029607>

CURRICULUM FOR EXCELLENCE & NATIONAL ASSESSMENTS

Nationally, there will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy and from 2012/13, new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching. To keep up to date with the latest developments, please refer to: <http://www.sqa.org.uk/curriculumforexcellence>





THE JUNIOR SCHOOL - Session 2011-2012

In these years we develop and build on the work done in the later stages of primary. The emphasis is very much on pupils as individuals – each moving at a suitable pace to master content and skills. Our aim is to provide a supportive learning environment which encourages pupils to do their best and make progress. The Pastoral Staff and Miss Clark (DHT & Year Head for S1/2) will always be happy to discuss any matter concerning your child.

Pupils are divided into registration classes, which have a mix of boys and girls from a variety of primary schools. These pupils will also be together for non practical subjects, such as Modern Languages, Geography, History, R.M.E. and Modern Studies.

For practical subjects, such as Home Economics, Science, Craft Design & Technology, Music and Art & Design, the class will divide into practical sets, which have a maximum of twenty pupils. Maths and English are also taught in practical sets of up to twenty pupils. All classes are mixed ability, except for Maths, where pupils are allocated a class according to their ability.

All pupils follow a 'common course' as shown below, although the allocation of periods in may vary in each year.

Art & Design
Craft, Design & Technology
English
Geography
History
Home Economics



Mathematics
Modern Languages
Modern Studies
Music
Personal and Social Education
Physical Education
Religious & Moral Education
Science



CHALLENGE OPTIONS FOR S1

To provide added opportunities for choice and challenge, Challenge Options were introduced in session 2010-2011. This involves one or more periods on the timetable being suspended for three weeks. During that time, teachers of S1 classes (joined by any other available interested staff, SMT, visitors from external agencies etc) offer options in knowledge and skills totally divorced from the normal timetable and from which pupils will choose. These same challenge options can be repeated at any time in the year with pupils making fresh choices. This method of providing three-period blocks is manageable while providing all pupils with valuable additions to their curriculum.



THE MIDDLE SCHOOL – SESSION 2011-2012

CURRICULUM & COURSE CHOICE AT END OF S2

Towards the end of S2, pupils are asked to make subject choices for their third year in preparation for the new qualifications called Nationals 4 and 5. These will replace Standard Grade and Intermediate 1 and 2 qualifications.

S3/4 CORE SUBJECTS

All pupils in S3 and S4 take a core of subjects: English, Maths, PE, Social Education, RME (Religious and Moral Education)

For 2011-2012, your child will choose 6 options. Continuing to study a modern language is highly recommended and some universities such as Edinburgh insist on a second language for Arts based degrees.

Pupils' choice of subjects for S3/4 is given considerable attention during S2. We believe it is in the best interests of pupils to follow for as long as possible a broad based course of education, that is, one which covers a number of areas of study and experience. The Pastoral staff and Mr Clarke (DHT & Year Head for S3/4) will always be happy to discuss any matter concerning your child.

REACHING A DECISION

- The pupil's own interests – what he/she enjoys or does best.
- The pupil's future intentions – what is necessary for a ?? career.
- The pupil's abilities – what is realistic in terms of department recommendations.
- The pupil's educational needs – what is considered broad/balanced education.



NOTES ON SUBJECT CHOICES

- a) It is not possible to offer all combinations of course choices.
- b) Courses may not run if numbers selecting them are small.
- c) The number of places on some courses is limited.
- d) There can be no guarantee that subjects taken in S3/4 will be continued at S5/6
- e) Booklets describing the courses available are issued at the appropriate times of the school year.

RELIGIOUS AND MORAL EDUCATION

Religious and Moral Education (RME) is required by law to be part of the school's curriculum and national guidelines are set regarding its content and time allocation. Two periods a week are allocated to RME for all pupils in first and second year. One period a week is allocated for years 3, 4 and 5. Courses cover the study of the main Religions of the World. If a family has a religion which does not allow children to have Religious Education, the parent should write to ask for his/her child to be excused from these classes.

WORK EXPERIENCE

It is hoped that every pupil in S4 will have the opportunity of Work Experience lasting one week. The aim of this scheme is to help prepare pupils for the transition from School to Employment by giving them an opportunity to take part in the work of a firm. Pupils are able to experience a continuous spell in a working atmosphere and can gain first hand knowledge of what any particular job entails. Work Experience can therefore assist in personal development, as well as being an aid in the choice of a suitable career.

Work experience is also available for senior students. These extended placements allow them to use their timetabled study time as work experience. All placements must be Health and safety checked by Scottish Borders Council. Miss Fleming and Mrs McDonald co-ordinate the work experience programme.



INSTRUMENTAL INSTRUCTION

Tuition on certain musical instruments is available for pupils who have sufficient ability and who are keen to learn to play a musical instrument. This is done by arrangement with the Principal Teacher of Expressive Arts.

A charge is now made for music tuition, except for pupils following a certificated course in Music. (Financial assistance may be available to some families.)

THE SENIOR SCHOOL FOR SESSION 2011-12



Almost all students returning to S5/S6 are choosing to return to school to continue their education. This may result in more mature and relaxed relationships with staff, greater responsibility for their curriculum and more negotiations over the use of their time. In return for this there will, of course, be certain expectations of senior students. It is a widely held view that the lead given by seniors is critical in setting the tone or atmosphere in a school. Senior students are expected to help in maintaining a productive and relaxed school environment.

The experience of the senior school can be a very rewarding one and we hope students will look back on this time as worthwhile and successful in terms of academic achievement and in personal development as young adults.

S5/6 CURRICULUM

Students are able to choose from a menu of courses at Advanced Higher, Higher and Intermediate levels. There are also a small number of free-standing units on offer.

S5

- Pupils will study a minimum of four subjects (5 periods each).
- Of the four subjects some will study 4 Highers and some 4 Intermediates but some will study a mixture of both.
- Pupils are expected to use study time wisely.
- Students will have one period of core PE, RME and Social Education each week.

S6

- In S6 most pupils will study three or four main subjects (5 periods each).
- Some S6 are able to fit in work experience into their timetable.
- S6 pupils are expected to offer school/community service as part of their timetable (min 1 period).

S5/6 ASSESSMENT AND REPORTING

Most Higher courses are made up of 3 units. The assessment of these units will be 40 hours of study.

October	-	NABs (Unit tests)
November	-	Interim report
January	-	NABs (Unit tests)
February	-	Prelim exams
March	-	NABs / SQA estimates
April	-	Final preparations for SQA examinations in May.





SENIOR SCHOOL COMMITMENT

- Entry to senior school is NOT automatic.
- All S5 and S6 pupils are asked to sign a senior contract. This encourages them to take responsibility for their own learning, behaviour and attendance.
- All senior pupils must wear full school uniform.
- The school in turn offers certain privileges.
- Pupils unable to meet the requirements of the contract will be asked to leave.
- We actively encourage parents of students in senior school to remain involved in all aspects of their child's education.

UNIVERSITY/COLLEGE APPLICATIONS / REFERENCES

Guidance, advice and assistance on the procedures for applying for places at universities, college or employment is provided by senior management or pastoral staff. References are compiled using predictions from current teachers as well as recent reports.

LEAVERS' EVENING

In June of each year we hold our Leavers' Evening ceremony. Students leaving school are presented with their Record of Achievement and each receives a Souvenir Programme listing the destinations of all those leaving school.

The evening is a lovely celebration of the leavers' time at Earlston High School. Staff and parents also attend the event including the reception and ceilidh dance.

BURT MEDALS

Dux medals are awarded each year. The medals have been awarded since Mr Burt, who was Rector, presented the school with funds to be used to purchase medals each year.

Medals are awarded to students after completing 5th year. The awards are based on results in the SQA Higher Exams. Results in up to 5 Highers are used.

The medals are presented at a special assembly after the summer holiday. At the assembly the Head Girl, Head Boy and Deputes are presented with certificates and the new Sixth Year is introduced to the junior school.



HOMEWORK - Why have homework?

The aims of homework are:

- to consolidate and extend the work done in class
- to develop wider information and research skills
- to develop good study and organisation skills
- to work in partnership with parents to support pupils' learning
- to encourage pupils to revise and prepare for tests and exams

Pupils are expected to:

- use their homework diary to record all homework tasks
- complete and hand in homework on time
- supplement work in school with research and self-study at home

Parents are asked to:

- look at your child's homework diary on a regular basis
- provide a suitable place for your child to study
- encourage your child to find interest in school work and to try hard
- let the guidance teacher know if your child seems worried about any aspect of his/her school work or if you have any concerns

The School will:

- provide pupils with a homework diary
- expect pupils to do a reasonable amount of homework
- provide parents with a copy of the school's (or a department's) policy on homework if requested

Teachers will:

- give adequate notice of homework and make sure pupils always know when the homework is due
- on the rare occasion that homework is due the next day, it should not take more than 15 minutes to complete
- avoid issuing routine homework tasks within 2 weeks of exams
- give pupils feedback on their homework
- record when a pupil fails to submit homework and inform parents and guidance teacher if a pattern develops



TIMETABLE OF PARENTS' EVENINGS AND REPORTS

S1

- September study skills evening for parents
- October settling-in report issued
- November parents/teachers evening
- June full report issued

S2

- November review of progress (not applicable to all pupils as it notes concerns)
- February information evening for parents on S3 choices
- February full report and S3 choice form issued
- February parents/teachers evening

S3

- October study skills evening for parents
- November tracking report issued
- March parents/teachers evening
- May full report issued

S4

- October study skills evening for parents
- October parents/teachers evening
- November careers evening for parents
- January full report issued

S5 and S6

- October and December Tracking reports issued
- November careers evening for parents
- January parents/teachers evening
- March full report issued



For specific dates, please refer to the updated school calendar on the website at: www.earlstonhigh.scotborders.sch.uk



OUR SENIOR MANAGEMENT TEAM



**Mr J Clarke
Depute Headteacher**



**Miss M C Strong
Headteacher**



**Mrs J McDonald
Depute Headteacher**



**Miss B Clark
Depute Headteacher**



**Mrs M Colvine
Business Support Manager**

OUR PUPIL SUPPORT STAFF

PASTORAL



Mrs E Garwood
PT Pastoral



Mrs S Lawrence
PT Pastoral



Miss C Fleming
PT Pastoral



Miss M Allison
PT Pastoral

Pastoral care is very high priority and each pupil is supported by a member of the Pastoral team. A pupil will normally remain in the care of the same Pastoral teacher throughout their school career. Pastoral staff meet with their pupils on a regular basis, and whenever the need arises. They also closely monitor pupils' academic progress and keep a close eye on attendance. Your child's Pastoral teacher is your first point of contact if there are any problems or questions. The confidentiality of any communication will be honoured. Pupils can contact their pastoral teacher directly or via the school office or register teacher.

Pupils also have a register teacher, who provides 'first-line' guidance. Register teachers meet the same group of pupils each morning for 10 minutes and usually remain with the same pupils from S1 to S6. The register teacher deals with absences and notes any complaints or problems from pupils. These may be passed on to the relevant pastoral teacher or member of senior management.

CAREERS : Pastoral teachers support pupils with their choice of course and career decisions. The school is fortunate to have excellent links with Careers Scotland and our Careers Adviser is Mrs S Meldrum. Once a week, at key stages in the year, there are lunchtime 'drop-in' sessions for any pupil wanting careers information. At other times, pupils can make a careers appointment by speaking to Miss Fleming. The Careers Adviser attends Parents' Evenings for S2, S4, S5 and S6 and is available for consultation.

SUPPORT FOR LEARNING



Mrs P Forsyth
PT Learning Support



Mrs A Brown



Ms D Macgregor



Mrs M Forster



Mrs S McLennan



Mr G Carroll
PT Behaviour Support

BEHAVIOUR SUPPORT

SUPPORT FOR LEARNING AND BEHAVIOUR

Pupils of all abilities may experience difficulties with their learning at one time or another in their school career so support is available to all who need it. The support can be given in a number of ways. For example, a member of the support team may go into a subject class to work cooperatively with the class teacher to support pupils in their day to day work. Another instance might be to offer small group tuition to some pupils. Auxiliary staff, who work closely with students on a one-to-one basis, may also support individuals within mainstream classrooms. The policy of the department is to maintain the learning of all students, as far as possible, within mainstream classes. We do, however, run a support base where pupils can go for a short period of time to get particular help.

ADDITIONAL SUPPORT

The school aims to provide appropriate education for as many pupils in our catchment area as possible. Pupils with additional needs attend usual classes as far as possible. Occasionally, a modified or reduced curriculum is arranged. Support staff liaise with the primary school staff in order to provide a smooth transition to Earlston High School, for pupils whose additional needs have already been identified. For further information on Additional Support for Learning, please refer to the website: www.earlstonhigh.scotborders.sch.uk/support/support.htm

ACCOMMODATION : The Pupil Support department is situated in the front wing of the school. As well as a number of small teaching rooms, it has shower rooms, a laundry, kitchen, interview and meeting rooms. The medical room is also in this wing.

In all our work to support pupils, we hope to work together with you, the parents, and we encourage you to contact us regularly to help us set targets, review progress or to voice your concerns and share your ideas. We enjoy positive links with external support agencies, the school health service and our school police liaison officer.

Our aim is to work in partnership to support the needs of our pupils.

OUR TEACHING STAFF **EXPRESSIVE ARTS**

MUSIC AND DRAMA

Mr J Thomson (PT)
Mrs A Brown
Ms E Flanagan

ART & DESIGN

Mrs C Burnside
Mr M Kelly
Miss L Lees
Ms J Thoday

SCIENCE & ENVIRONMENT

CHEMISTRY

Mr N Westgarth (PT)
Mr A Foggin
Dr J Henderson

BIOLOGY

Mrs D Cadden
Mrs A Macpherson/Miss C Smith
Mr J Towill
Miss K Williamson

PHYSICS

Mrs M Pyne
Mr R Simson

HUMANITIES

HISTORY

Mr M Newies (PT)
Mrs J Maciver
Mr S McKeand

GEOGRAPHY

Mrs R Harvey-Jamieson
Mrs G McGinlay
Mrs K Renwick

MODERN STUDIES

Mr R Burrell
Miss S Wood

RELIGIOUS EDUCATION

Ms J Drummond-Thomson
Mr A Simpson

TECHNOLOGIES & ENTERPRISE

CRAFT, DESIGN & TECHNOLOGY

Mr N Woodcock (PT)
Mr J Callaghan
Mr K Dodds
Mr A Ker

BUSINESS STUDIES

Mrs S Thomson
Miss L Watson

HEALTH & WELLBEING

HOME ECONOMICS

Miss M Mitchelmore
Miss T Reilly
Mrs R Yamine

PHYSICAL EDUCATION

Mr M Changleng (PT)
Miss G Buchan
Mrs C Hall
Mr S Henderson
Mr A Kidd
Mr M Scott

MODERN LANGUAGES & CITIZENSHIP

MODERN LANGUAGES

Ms H Feeney (PT)
Mr K Campbell
Mrs K Falconer
Mr J-F Marchand

NUMERACY & ICT

Mr G Meikle (PT)
Ms J Arrol
Mrs M Brown
Mrs K Higgin
Miss K Hogg
Mr G Jarvie
Mr J Pritchard

ENGLISH & LITERACY

Mr J Bryson (PT)
Miss C Coleman
Mrs L Dorricott
Mr S Kinahan
Miss M Macinnes
Mr B McAndrew
Miss L McDougal
Mrs L Milligan
Mr S Montgomery
Mrs J Weston

SUPPORT FOR LEARNING

Mrs P Forsyth (PT)
Mrs A Brown
Mrs M Forster
Ms D Macgregor
Mrs S McLennan

PASTORAL

Mrs E Garwood
Miss C Fleming
Miss M Allison
Mrs S Lawrence

BEHAVIOUR SUPPORT

Mr G Carroll (PT)
Mrs A Farnish, Miss L McDougal

OUR SUPPORT STAFF

OFFICE

Full-Time

Mrs M Colvine (Business Support Manager)
Mrs G McGarva (Administrative Assistant)

Part-Time - (Term Time Only)

Mrs A Webster (Administrative Assistant)
Mrs L Anderson (School Assistant – Finance Office)
Mrs M Howieson (School Assistant – Reprographics)
Mrs C Whiteley (School Assistant - Departments)
Miss J Robertson (School Assistant – School Office)
Mrs W Wilson (School Assistant – School Office)
Miss S Jackson (School Assistant – Home Economics)

TECHNICIANS

Mrs J Gavana (Science)
Mr G Chisholm (IT) – (Term Time)
Mr Gordon Wilson (Technical/Science) – (Term-Time)

JANITORS

Mr R Beattie (Head Janitor)
Mr A Cockburn (Janitor)
Mr G Duffy (Janitor)

CANTEEN

Mrs H Bell (Catering Supervisor)

LIBRARIAN

Mrs A Taitt (Librarian)

ADDITIONAL NEEDS ASSISTANTS

Mrs I Turner
Mrs C Mitchell
Mrs A Eaton Turner
Mrs M. Stallard
Mrs A Smail
Mrs N Jarvie
Mrs M Hogg
Mrs L McCulloch
Mrs E Johnston
Mrs S Bennett
Mrs J Nimmo
Mrs J Duffy
Ms A Sztando-Sroda

In addition to those listed here, we have a team of canteen staff, who look after the nourishment of a large proportion of our pupils. We also have the services of a number of cleaners who do their work after the pupils go home each day. They have the important task of ensuring that pupils arrive to a school which is clean the following day.



ABSENCE AND LATENESS

The school's aim is to promote good habits and routines which show a sense of commitment, reliability and responsibility. Good attendance is vital if a young person is to achieve their potential in school and beyond. If parents and teachers work together on this, good habits will be developed by all pupils.

GROUPCALL : Our Groupcall system will automatically send a text message to a parent or guardian's mobile if no explanation has been received for a pupil's absence by 10 am on any given day. This message will ask for the absence to be explained by telephone or note. Please make sure that the school has an up-to-date mobile telephone number.

ABSENCE NOTES : Absence must be explained by a note or phone call from a parent or guardian. Absence notes should be handed to the register teacher on return to school. Pupils who need to sign out of school early must give a note from a parent to the register teacher beforehand and they must go to the school office to sign out.

EXTENDED ABSENCE : By the third consecutive day of absence, parents should contact the school office to let us know the cause of absence. This will save us having to write. Arrangements can be made to have school work sent home during a prolonged absence.

LEAVE OF ABSENCE : If a parent wishes to ask for leave of absence for a pupil this must be done in advance and in writing. The Scottish Executive is trying to discourage parents from taking pupils on holiday during term time. Schools can no longer authorise absence for this reason and so it is recorded as 'unauthorised'. Parents are asked to help minimise any interruptions to teaching.

SIXTH YEAR STUDENTS : Sixth years have the privilege of explaining their own absence or lateness. This must be in writing and passed to the register teacher. If they wish leave of absence, they must apply to a member of the Senior Management Team.

LEAVING SCHOOL GROUNDS : No pupil may leave school grounds during class hours or at the morning interval without permission. First year pupils should remain in the school grounds at lunchtime in the first term. They will have the privilege of going into Earlston at lunchtime after the Christmas holidays.

LATENESS

Pupils who arrive late for school must report to the school office. They should bring a note, if possible. If no written explanation or phone call is received, a late slip is issued to be signed by a parent and returned to the school office.



PUPIL WELFARE

ANTI BULLYING



When a pupil's time at school is being made difficult by others, it is very serious. When this is brought to the attention of a member of staff it is given the highest priority.

Usually, in the first instance, Pastoral teachers will see pupils involved and do their best to help resolve the problems. As a school we encourage the use of Restorative Practice. If the offence is repeated, the problem is referred to Senior Management and parents are informed. If the bullying continues, the most serious sanctions are applied. Bullying can be stopped. If it happens to you – report it.

In December 2008 a new Anti-Bullying Policy was produced. Consultation took place with pupils via the Pupil Council. We attempt to operate a Code of Conduct whereby every young person feels safe and secure within our school environment. The Anti-Bullying Policy and Code of Conduct are available to read on the school website. Respect Me (Scotland's Anti-bullying Service) gives general advice as well as information on cyberbullying on their website: www.respectme.org.uk

MEDICAL CARE

We do not have a full time nurse, but we do have qualified first aiders. Pupils who are feeling unwell during the day must report to the school office. In cases where the pupil feels unable to continue with lessons, the office staff will contact a parent with a view to having the pupil taken home. No pupil is allowed to go home without first reporting to the school office.

The school is unable to administer treatments or medicine (including aspirin and paracetamol) without a written request by a parent. Parents must let the office staff know if when a pupil is taking medication at school. Earlston High School follows the policy and guidance for the administration of medication which has been set up by the Health & Safety Section of Scottish Borders Council in conjunction with the Education department. The school retains a copy of these procedures which any parent is welcome to read.

The school doctor and nurse provide an advisory service to pupils. The school nurse, Mary Carryer, runs a weekly drop-in session during lunchtime. The day of the drop-in is announced in the daily bulletin. It is important to point out that this is just like going to a Health Centre. The usual levels of medical confidentiality apply and teachers are not informed about these consultations. Pupils will not be given prescriptions, but might receive information on contraceptives etc and could receive condoms. These arrangements were approved by the Parent Council.



CHILD PROTECTION

National Guidance for all child protection agencies requires schools to report if they believe that a child may come to harm as a consequence of possible abuse. Like all SBC schools, Earlston High School has a designated member of staff, who is responsible for child protection matters and who is specially trained for the task. An extensive training programme has also been undertaken to ensure all staff are aware of their responsibilities.

FINANCIAL SUPPORT SCHOOL CLOTHING ALLOWANCE

Some families have the right to financial assistance for school clothing. The 2008 details were: Families in receipt of IS, IJSA, Child Tax Credit (who do not receive a Working Tax Credit and who have an annual income of below £14,495) and Working Tax Credit (with an annual income of less than £15,050) are eligible to apply once each school year. Application forms are available from the school office or from Scottish Borders Council Headquarters in Newtown St Boswells.

FREE SCHOOL MEALS



To qualify for this assistance the requirements are the same as for the School Clothing Allowance. Parents who qualify are encouraged to apply. Pupils who receive free school meals will have their National Entitlement Card credited to use this in the refectory as part of the cashless payment scheme for all pupils. Application forms are available from the school office or SBC Headquarters.

EDUCATIONAL MAINTENANCE ALLOWANCE (EMA)

An EMA has been available to eligible young people remaining in full time education beyond the statutory leaving age of 16. It is a weekly payment made directly to the young person from a family whose annual household income is £31,528 or less. Payments will only be made if the pupil has satisfied attendance requirements. Pupils must complete a learning agreement. Information and application forms are available from the school office.

SCHOOL TRANSPORT

Pupils in our catchment area are eligible for free travel provided their home is more than three miles from the school. They may travel on special buses or they may be given a pass to use on public transport. Parents moving into the area may contact School Transport Office at SBC Headquarters or the Headteacher if transport arrangements have to be made for their children. New S1 pupils receive their bus passes by post during the summer holiday. Where provided, seat belts should be worn on school transport.

THE PUPIL COUNCIL

The EHS Pupil Council is a discussion forum to give pupils a chance to say what they think and to share their ideas. It aims to involve pupils in decisions about school and community life. Therefore any topic relating to this can be discussed. Each meeting has an agenda and items can be suggested by any member of the school community. Pupils' views are valued and are important to help EHS continue to improve.

Each year group has its own Council meetings and these are marked on the school calendar – one per term. Each register class nominates and votes for two class representatives: a boy and a girl. They gather the views of the class at registration and in Social Education. Their role is to represent their class on the year group Council. They also give feedback after each meeting.

THE EXECUTIVE PUPIL COUNCIL

Each year group Council elects two of its members to attend meetings of the Executive Council and share ideas across the whole school.

A member of Senior Management attends all Council meetings.

The S6 Heads of School also attend Council meetings and act as Chairperson for S1 and S2.



Members of the Executive Council visit the new school site

THE PARENT FORUM AND THE PARENT COUNCIL

All parents of pupils at EHS are members of the Parent Forum and have a say in selecting the Parent Council to work on their behalf. All parents are invited to bring issues to the attention of the Parent Council and to attend meetings. Parents can also expect to receive information about the school and be asked for their views on issues relating to the school and the education it provides.



Mrs Siobhan McDermott is the current chairperson of the Parent Council. Further information on the Parent Council is available on the school website: www.earlstonhigh.scotborders.sch.uk.

THE PARENT COUNCIL SUB-GROUP



The role of the sub-group is to fund-raise and raise the profile of the school. It also organises social events and, like the Council, aims to involve parents in the life of the school.

Annual events are: Earlston's Got Talent, Quiz Night, Burns Supper, Study Skills and an Information Evening about university life.

MOBILE PHONES





RULES ON MOBILE PHONES (OR ANY DEVICE WHICH CAN TRANSMIT OR RECEIVE)

In the past schools have experienced serious problems caused by pupils using mobile phones in school. These include:-

- Pupils using them during classes.
- Pupils having obscene pictures on their phones.
- Pupils taking pictures of pupils without permission.
- Pupils transferring inappropriate photos of other pupils.
- Pupils sending obscene pictures to any phone in the area.
- Pupils filming incidents of assault.
- Mobile phones being lost when at PE etc.

It has been suggested that phones should not be allowed in our school but we appreciate that they are useful to pupils in emergency situations going to and from school. However there is no need for them when the pupils are in school. (There is a coin operated phone and emergency calls can be made from the school office.)

For these reasons the following rules apply:

1. While mobile phones are seriously discouraged, pupils will not be banned from bringing them to school but they must never be used or seen out at any time in school, within school grounds or on school buses.(Pupils may use phones after extra-curricular activities to contact parents/guardians.)
2. No teacher or department will look after a mobile phone for a pupil and the school accepts no responsibility for loss or damage to any phone; pupils therefore bring them to school completely at their own risk.
3. No mobile phone is allowed, during an exam, in any room being used for an exam (either on the pupil or in a bag).

(Failure to follow rule 1 will result in the phone being confiscated until the end of the school day. If this happens on more than one occasion the phone will be confiscated until a parent/guardian can collect the phone.)

IPODS/MP3 PLAYERS : Can be used when travelling to/from school, at breaktimes/lunchtimes, but should not be used during class time. Staff will not be responsible for items of value such as MP3 players

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.



Why do we need your data? In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

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

Data policy The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services. A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

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

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information? Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

EXTRA-CURRICULAR ACTIVITIES (2010-2011)

DAY	TIMES	ACTIVITY	YEAR GROUPS	TEACHER(S)	DAY	TIMES	ACTIVITY	YEAR GROUPS	TEACHER(S)
MON	1.30 – 2.00	Junior Choir	S1	Ms E Flanagan	WED (Cont)	4 – 5 pm	Hockey	S3	Miss G Buchan
	1.06 – 1.45	Hockey	S3	Miss G Buchan		4 – 5 pm	Hockey	S2	Miss E Pate
	1.06 – 1.40	Girls Football	S1 – S6	Mr S Henderson					
	Lunchtime	Poster Club for Anti Racism	All	Mrs C Burnside	THURS	1.06 – 1.45	Hockey	S2	Mrs C Hall
	Lunchtime	Boys Weight Training	Seniors	Mr A Kidd		Lunchtime	String Group	String Instrument pupils	Mr Law
	1.30 pm	Choral Group	All	Mrs A Brown (Mus)		Lunchtime	Boys Basketball	S1/2/3	Mr A Kidd
	4.00 – 5.00	Hockey	Seniors	Mrs S Lawrence		Lunchtime	Sketchbook Club	All	Ms J Thoday
After Oct holiday	4.00 – 5.00	Badminton	All and staff	Games Hall	Alternate Weds	Lunchtime	Model United Nations Club	All	Mr R Burrell
TUES	Lunchtime	Science Club	S1/2	Miss K Williamson		4 – 5.15 pm	Rugby	S2	Mr A Foggin/Mr S Henderson
	Lunchtime	Young Enterprise	S6	Miss L Watson/ Mrs S Thomson		4.00 – 5.15	Rugby	U-15	Mr R Runciman
	Lunchtime	Art Club	All	Ms J Thoday		4 – 5.30 pm	Cricket	All	Mr J Bryson
	Lunchtime	Chess Club	All	Mr N Westgarth	FRI	Lunchtime	Latin	All	Mr J Bryson
	Lunchtime	Debating Club	All	Mr J Bryson		Lunchtime	Video Game Racing	All	Mr S Montgomery
	Lunchtime	Video Game Racing	All	Mr S Montgomery		Lunchtime	Rugby	S2	Mr A Foggin/ Mr S Henderson
Possibly	Lunchtime	Fishing Club	All	Mr A Foggin	1.06 – 2.02	Boys Hockey	S3-S6	Miss E Pate	
	4.00 – 5.15	Rugby	U-15	Mr R Runciman	1.30 pm	Woodwind Ensemble	Woodwind pupils	Mrs B Mooney	
	4.00 – 5.15	Rugby	S1	Mr A Kidd	Lunchtime	Senior Choir	S2 – S6	Mr J Thomson/ Ms E Flanagan	
	4 – 5 pm	Hockey	S1	Miss E Pate	Lunchtime	Volleyball	S6 and staff	Miss G Buchan	
Certain Tuesdays	4.00	Senior Choir	S2 – S6	Mr J Thomson	Lunchtime	Hat Design/Making	All	Miss Lees Art Rm 1	
WED	1.06 – 1.45	Hockey	S1	Miss E Pate	1.30 – 1.50	Christian Union (in SS9)	All	Run by members of the local churches	
Alternate Thurs	Lunchtime	Model United Nations Club	All	Mr R Burrell	4.00	Table Tennis Club	S5/S6 + Staff	Mr D Roberts/ Mr N Westgarth	
	Lunchtime	Calligraphy Club	All	Mrs C Burnside	4.00 – 5.00	Boys Football	S1 – S6	Mr S Henderson	
	Lunchtime	Gym Session	Seniors	Mr A Foggin	4.00 pm	Table Tennis (Gym 2)	S6 and Staff	Mr Westgarth	
	Lunchtime	Art Club	All	Ms J Thoday	4.00 – 5.30	Open Basketball Night	All	Mr A Kidd	
	Lunchtime	Wind Band	Pupils who have Wind instrument	Mr G Kennedy					



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