

EHS



SCHOOL HANDBOOK

2024 - 2025



“Working together for success”



Elgin High School is part of:
Education, Communities & Organisational Development department
at Moray Council.

Telephone number for Education is 01343 563374.

Web site address is www.moray.gov.uk

**WILLIAM GRANT
FOUNDATION**



Contents

Title	Page No
<u>SECTION 1: General Information and Contact Details</u>	6
Welcome from the Head Teacher	6
Welcome from the S6 House Leaders	7
S6 Committees	7
Contacting the School	8
Contacting the school in cases of illness/absences/accident	8
Complaints Procedure	8
Enrolments	8
<u>SECTION 2: Parental Involvement</u>	9
Parent Council	9
Communications including: Text Messages; Letters and Phone Calls; Website; Social Media; ipayimpact; Fusion App and Microsoft Teams	9 / 10
<u>SECTION 3: School Ethos</u>	11
School Aims	11
Achievements	11
Community Links	11
Outside Classroom Opportunities	12
Promoting Positive Behaviours	12
<u>SECTION 4: The Curriculum</u>	13
Curriculum for Excellence	13
Curriculum Overview	13
Broad General Education – S1-S2	14
Broad General Education – S3	14
Senior Phase	14
Curriculum Choices – S4	14
Curriculum Choices – S5-S6	14 / 15
Developing the Young Workforce	15
Literacy, Numeracy and Health & Well-being	15
Personal and Social Education (PSE)	15
Religious and Moral Education (RME)	15
Religious Observance	15
Universal Pupil Support (UPS)	16
16+ Learning Choices	16
Careers Education/Advice	16
Curriculum – Further Information	16
Skills Development Scotland – Career Management Skills	17
<u>SECTION 5: Assessment</u>	18
Assessment Broad General Education (BGE) S1-S3	18
Assessment Senior Phase S4-S6	18
<u>SECTION 6: Reporting</u>	19
BGE (S1-S3) Reporting	19
Senior Phase (S4-S6) Reporting	20
<u>SECTION 7: Transfer from Primary to Secondary</u>	21
Class Organisation	21

Title	Page No
<u>SECTION 8: Support for Students</u>	22
<u>Pupil Support Team (including Guidance and Additional Support Needs)</u>	22
<u>Getting it Right for Every Child (GIRFEC)</u>	22
<u>English as an Additional Language (EAL)</u>	23
<u>SECTION 9: School Improvement</u>	24
<u>Successes & Achievements – Standards of Attainment</u>	24
<u>School Improvement Plan</u>	25
<u>SECTION 10: School Policies and Practical Information (A-Z)</u>	26
<u>Activities Days</u>	26
<u>Anti-Bullying Statement</u>	26
<u>Atrium</u>	26
<u>Bicycles/Scooters/Cyclists</u>	26
<u>Breakfast Clubs</u>	27
<u>Canteen (incl Students at Risk of Anaphylactic Shock)</u>	27
<u>Child Protection Indicators</u>	27
<u>Education Maintenance Allowances</u>	27
<u>Excursions, Trips and Visits</u>	28
<u>Financial Support Available to Parents/Carers</u>	2
<u>Global Citizenship</u>	28
<u>Health Promoting School</u>	28
<u>Holidays</u>	28 / 29
<u>Homework and Microsoft Teams</u>	29
<u>House Competitions</u>	29
<u>Instrumental Instruction</u>	29
<u>Internet and Email</u>	29
<u>Lockers</u>	30
<u>Lost Property</u>	30
<u>Medical</u>	30
<u>Medicines in School</u>	31
<u>Mobile Phones</u>	31
<u>Rights Respecting Schools</u>	32
<u>Sanctions</u>	32
<u>School Security</u>	32
<u>Severe Weather Arrangements</u>	33
<u>Student Voice</u>	34
<u>Time Keeping</u>	34
<u>To and From School</u>	34
<u>School Day and School Office Opening Hours</u>	34
<u>Term Dates</u>	35
<u>Uniform Dress Code</u>	35
<u>Uniform – PE Kit</u>	35
<u>“What do I do if?” – Information for students</u>	36
<u>Staff Lists</u>	37 / 38

Title	Page No
<u>SECTION 11: Miscellaneous</u>	39
Parents and Carers Booklet	39
Transferring Educational Data about Students	39
What student data will be collected and transferred?	39
Further Information	39
The Freedom of Information (Scotland) Act 2002	39
Data Protection Act	40
Privacy Statement	40
Moray Council	40
<u>APPENDIX A – Contact Information</u>	41
Moray Council A-Z	41 / 42
<u>APPENDIX B – Sample School Menu and Information</u>	43 / 44
Contact Us	45
Floor Plan	46

This handbook has been approved by the Head Teacher, and follows guidelines set out by Moray Council. The information contained within this Handbook is correct at the time of publication and will be updated annually.

Date of issue: 13 December 2024

Alternative formats statement:

For alternative formats, languages or further information, please ask an English speaking friend or relative to: Phone: 01343 563319 / Email: equalopportunities@moray.gov.uk

Write to: Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX

SECTION 1: General Information & Contact Details

Welcome from the Head Teacher

Elgin High School is a non-denominational six year secondary school serving the community of Elgin South, including the rural areas of Birnie, Longmorn and Milnorduff. In September 2024 the roll was 856 students.

As a school we take great pride in knowing every individual; valuing, supporting and challenging to ensure success is achieved in all areas. Elgin High School is a truly inclusive school which continually meets the needs of all young people in its community. This is highlighted in our motto of **Working Together for Success**. Many of our students move on to a variety of University and Higher Education opportunities whilst others establish themselves in a range of employment pathways across the world. Through strong partnership working our students play a key role in many events, experiences and activities throughout our local community. With a comprehensive range of courses at all levels reflecting our ever changing world, Elgin High School provides a curriculum that stimulates and encourages all young people to fulfil their potential.

Along with academic attainment and achievement, we at Elgin High School place the personal development of all young people very highly. Our core values of: **Respect, Responsibility, Resilience, Support and Success**, equip students from S1 to S6 to engage with activities both inside and outside the classroom, allowing them to develop skills such as creative thinking, communications, team work, enterprise and leadership. Through their awareness of healthy lifestyles, environmental and global issues our young people will play a key role in the future of our society.

The move into our new build has allowed the Elgin High School community to enjoy exciting modern resources and facilities and we are very proud of our recently developed vision statement: ***In order to achieve success at Elgin High School we aim to develop a culture of respect, resilience and responsibility whereby everyone within the school community feels supported in reaching their full potential.*** We truly believe this reflects the ethos of Elgin High School and will underpin all that we do to continually raise the quality of education for all our young people.

I hope this handbook will help provide you with an overview of life in Elgin High School; however as part of the supportive environment in which learning and personal development takes place, we aim to continually work closely in partnership with parents and the wider local community. Strong communication links are very important to us, therefore, if you have any questions which are not answered by the contents of this booklet, you are very welcome to contact the school.

The information contained within this Handbook is correct at the time of publication, and is updated annually. This handbook has been approved by the Head Teacher, and follows guidelines as set out by Moray Council's Education department.

H McCulloch
Head Teacher

December 2024

ELGIN HIGH SCHOOL

Edgar Road
Elgin
Moray
IV30 6UD

Telephone 01343 545181
Email: admin.elginhigh@moray-edunet.gov.uk
| [website](#) | [facebook](#) | [twitter](#) |

Welcome from the S6 House Leaders

The S6 House Leaders send a warm welcome to all students. Elgin High School is a community of students and staff who are dedicated to supporting and encouraging everyone to reach their full potential and become the best they can be, developing a culture of respect, responsibility, and resilience. The House Leadership Team has grown this year so that we can better support the students of Elgin High School. As House Leaders, we feel it is important to have a strong House identity. To do this we organise end of Term Assemblies with our Guidance teachers, which look at each Houses values and achievements. We also run termly Inter house events. Each House is competing to win the House Trophy at the end of the year. We want to make sure that everyone feels a part of their House.

S6 Committees

In response to our growing S6 community, we have extended the leadership opportunities available to our S6 students at Elgin High School. This year we have been able to offer S6 pupils the option of joining a Sixth Year Committee to support with planning and organising events throughout the year. Students have the chance to get involved with the wider life of the school through the committee work they undertake. All S6 students have the chance to join one of the following committees: S6 Fundraising & Charities / S6 Social Events / S6 Yearbook.



Contacting the School

Parents are welcome and encouraged to contact the school during office hours to discuss their child's progress or any other relevant issue. Usually, the first point of contact is the Guidance Teacher with responsibility for the House Group. The Guidance staff aim to know every student individually and we seek to place all siblings in the same House to provide continuity and effective support for the family. Parents/carers of students based in Additional Support Needs department will be able to contact the relevant Principal Teacher with responsibility for this area.

The Head Teacher, Depute Head Teachers and Guidance Staff are available for consultation during the term and parents should telephone the school (01343 545181) to arrange an appointment. Please note that due to class commitments as well as the increase in both internal and external meetings we cannot guarantee that the staff member you wish to talk to will be available without a previous appointment being arranged. As a school, we are keen to work together with parents/carers in identifying and resolving any issues as soon as possible.

Contacting the school in cases of illness/absences/accident

Parents of students who are unable to attend school are asked to contact the school on the morning of the first day of absence (**between 8:00am and 8:20am**). Pre-arranged appointments (e.g. medicals) can be notified to the school office days or weeks in advance of the appointment taking place. Notifying us in advance like this helps to ensure that all teaching staff are aware from period 1 that day if a student will not be in class and avoid unnecessary 'missing texts' home.

If a student becomes ill during the school day, this will be recorded by the school office and the student taken to the Medical Room where they will be attended to by a qualified First Aid trained member of staff. In the absence of these members of staff, the duty staff will decide any treatment for any minor complaint. Where necessary, parents will be contacted and asked to collect their child. For the purposes of safety, should your child contact you directly please ask them to report to the school office and let our First Aiders make the decision on whether to call you or not if they think it is necessary to do so.

In the event of an accident, a student may be taken to Dr Gray's Hospital, or other arrangements as agreed with parents. So that parents can be contacted quickly, the school has the SEEMIS Management System with the address and telephone number (if applicable) of all parents/carers and the details of an emergency contact. It is vital that this information is up to date and accurate; all changes should either be made through ParentsPortal or be sent to the School Office in writing, preferably to admin.elginhigh@moray-edunet.gov.uk.

Complaints Procedure

Parents with any concerns or complaints are invited to contact the school. In the first instance, contact should be with your child's Guidance Teacher who will seek to resolve the situation. If a satisfactory solution is not achieved, contact can then be made with the Depute Head Teachers. In the final case, the Head Teacher will become involved. We do make every attempt to resolve difficulties as quickly as possible. If you are not satisfied with the response of the school, you are entitled to contact The Moray Council or The Scottish Public Services Ombudsman.

Members of the public wishing to make a complaint in relation to the school should contact a member of the Senior Leadership team.

Please note that we operate in line with the Moray Council Employee Charter and Respect Campaign and we request that all visitors and communications remain courteous and respectful at all times.

Enrolments

Students joining the school, other than from Primary 7, will be given a personalised enrolment to Elgin High School. Parents considering Elgin High School for their child should contact the school office and make an appointment for an initial meeting and a tour of the building, which will be with a member of the Senior Leadership Team (SLT). If required, once allocated, a further meeting with the child's Guidance Teacher can be discussed and arranged. There will also be the opportunity to discuss any specific arrangements and support to ensure that the move to Elgin High School is as smooth a transition as possible.

SECTION 2: Parental Involvement

The Elgin High School motto “*Working together for success*” includes the belief that parental involvement with the work of the school is of great importance. A range of opportunities exists including:

- Support with learning – e.g. ensuring that young people have the opportunity to do their work in suitable surroundings; discussing progress with their child (especially when report cards are issued).
- Departments at Elgin High School will make use of Microsoft Teams to upload relevant class and homework resources;
- Contacting Guidance staff if there are concerns or if there are successes and achievements that we can celebrate;
- Attendance at Parents’ Evenings and events when there are opportunities to meet teachers;
- Membership of the Parent Council and attendance at the annual Parent Forum;
- Helping with extra-curricular activities; and
- Support with fund-raising activities.

Parents/Carers are encouraged to look at the various resources on our school website, which provide valuable information about our school, including our Daily Bulletins, which feature notices and updates about the school day, and our School Calendar. We recommend checking these resources regularly during your child’s time at Elgin High School as they can change throughout the year. They will help you stay informed about events, activities, and other matters relevant to parents/carers and pupils and allow you to plan ahead of schedule e.g. noting parent’s evening dates for each year group.:

- **EHS School Handbook:** <http://www.moray.gov.uk/downloads/file62167.pdf>
- **EHS School Website:** <https://sites.google.com/view/elginhigh>

Additionally our school’s Facebook page allows you to share in the celebration of activities and achievements of our students:

- **School Facebook:** <https://www.facebook.com/ElginHSMoray?rf=113055955371828>

Parent Council

Elgin High School has a keen and very enthusiastic Parent Council, which is comprised of up to 18 members including students, staff and local representatives. The Parent Council is a key group that represents the parents, promotes parental involvement with the school and seeks to support the work of the school. The members will also be arranging activities that will strengthen the existing good relationships between the school and home. All parents are encouraged to respond positively to the work of the Council. The current office bearers are:

CHAIR: L Gallacher

VICE CHAIR: R Kerr

SECRETARY: C Towers

TREASURER: A Campbell

Communications

Elgin High School will endeavour to ensure that parents are kept informed of the life of the school in a number of different ways:

Groupcall Email/Text Messages – Parents will be informed early in the day by this automated message system if students are marked as not attending at school and the parent/carer has given no explanation. At the end of the school day, parents may also receive a text message when students have been given a demerit because of a discipline incident e.g. turning up late to school; homework not handed in on time or issues with school uniform or behaviour.

We also celebrate achievements, meaning that parents/carers may receive a text message notifying them of a merit that their child has received for a particular achievement, which will be in line with the schools values. Text messaging may also be used to contact all parents from time to time with urgent information about specific school events, therefore it is important that parents/carers ensure the school has valid up to date contact information (including email and mobile numbers) at all times – please ensure that you complete your annual data check form!

Letters and Phone calls – these will be used to alert parents to particular issues – both areas of concern as well as positive information. The majority of our letters and generic information will now be issued via e-mail. Parents who do not have e-mail addresses will be given paper copies, but we would strongly encourage that you inform us of your email address wherever possible. Copies are also available for download via the school website.

Website and Social Media – the school has its own website: <https://sites.google.com/view/elginhigh>, which contains a lot of information about the school as well as information on the various activities that the school takes part in throughout the year, which can be found on the [school calendar](#). Copies of publications and forms may also be downloaded from here, as well as useful links to other websites that parents may wish to use in order to further support their child's education. Examples of information frequently accessed on the website include:

- Calendar of Events
- Daily Bulletins
- Information
- School Term and Holiday Dates
- Parents Gateway
- Support

The school also has a Twitter and Facebook account (see hyperlinks on Pg. 6) which help the school to maintain close communication links with students, parents and the community as a whole.



lpaylmpact – Elgin High School are using the lpaylmpact online payments system for school meals and snacks. Please be advised that the school will be making a concerted effort to discourage cash and/or cheque payments in favour of this online system for school meals, therefore if you have not already registered for an online account we would strongly suggest that you do so now.

Fusion App – The school meal counters are operational in the canteen, but you can also still order a limited menu for your child's school meal online via the Fusion App. Onboarding codes can be given out via the school office to register and access this app.



ParentsPortal and Parent's Evening Online Appointment System – At set times in the year, each year group will receive an opportunity to attend a Parent's Evening. In order to make this a more accessible process you will now be able to book an appointment by logging into the online appointment scheduling system. We are working on getting this accessed via the ParentsPortal so please register for this if you have not done so already. The ParentsPortal itself will also allow you to note your child's absences, see their timetable and access their school reports electronically.

Microsoft Teams – during the pandemic lockdown in 2020, it was found that our students made greater use of Microsoft Teams through GLOW as a means for both communicating with their teachers but also for gathering learning and teaching resources and uploading homework. We continue to use MS Teams as a means of setting homework so any student who is unable to come into school but is still well enough can access resources via this method.



SECTION 3: School Ethos

School Aims



The motto of Elgin High School is ***"Working together for success"***. Our Vision and Values were developed in consultation with students, parents and wider school community. This resulted in the development of our new school mission statement highlighting our agreed school values:

In order to achieve success at EHS we aim to develop a culture of respect, resilience and responsibility whereby everyone within the school community feels supported in reaching their full potential.

Elgin High School: *Working together for success...* | **Respect | **Responsibility** | **Resilience** | **Support** | **Success** |**

By developing a shared vision and identifying our core values as a school we continue to support and encourage our students in developing their skills to become:

Responsible citizens Successful learners Confident Individuals Effective contributors

Further information on the Education, Communities & Organisational Development's departmental vision and aims can be found here: http://www.moray.gov.uk/moray_standard/page_43612.html

Achievements

Elgin High School actively encourages students to be involved with as wide a range of activities as possible – both within and outside of school and these achievements are to be celebrated. Guidance staff will give students the opportunity to share successes. A variety of ways to celebrate these achievements can be used – including social media, assemblies and wall displays. Parents/carers are also encouraged to let the school know about any such successes.

Community Links

Elgin High School has strong links with the local community. These include:

- Community litter picks;
- Local businesses for work experience placements and visits;
- Co-operation with other education establishments e.g. Greenwards, Linkwood, Mosstowie and New Elgin Primary Schools;
- Close working with other local organisations e.g. Police, Social Work and the Health Board;
- Co-operation with local voluntary groups such as the Rotary;
- Inter-denominational Chaplaincy Team; and Elgin School Pastors.

Outside Classroom Opportunities

The school also aims to provide a programme of outside classroom activities, which is based upon student requests, as well as the available skills of staff/parents/partners of the school. Some examples from previous years have consisted of:

Duke of Edinburgh	Debate Club	School Newspaper	Athletics	Basketball
Vocal Groups	Art Club	Ceilidh Rock Group	Orchestra	Football
Chess Club	Craft Club	Guitar Group	Volleyball	Rugby

Details of when and where these activities happen will be noted in the daily bulletin as well as displayed on the school TV screens.

Promoting Positive Behaviour

As the first Secondary School in Moray to gain the Silver Award for UNICEF Rights Respecting Schools, we are extremely proud of our achievement. Together our young people and the school community learn about children's rights, putting them into practice every day. The Award is not just about what our students do but also, importantly, what our staff do. In Elgin High School, our young people's rights are promoted and realised, staff and students work towards this goal together. We are now working towards our Gold Award.

Elgin High School is committed to addressing equality and diversity issues within our Rights Respecting School approach. Through our involvement with UNICEF, we are able to further strengthen our approaches to Positive Relationships Strategies and Anti-Bullying.

All parents following the launch of the new receive a leaflet that outlines the positive relationships strategy and the expectations of Elgin High School.

The main aim of our behaviour system is to create an atmosphere where students feel comfortable and can concentrate on making the most of the educational opportunities offered by the school. Staff will seek to recognise and encourage positive behaviour and students' achievements. This will take a number of forms including verbal praise, stickers, certificates, ACE merits, EHS Values Merits and other rewards. Regular "achievement" assemblies will be held where successes will be recognised and celebrated from within and out with school. Students and parents are encouraged to inform the school of successes in the community or indeed nationally. This enables school and home to work in partnership together to bring about improved standards of behaviour.

In line with Moray Council policy, all students are made aware that they are responsible for their own actions, and behaviour out with the school's expectations may lead to the following actions:

- When students are displaying unregulated behaviour chances will be offered to change the behaviours shown.
- Continued unregulated/challenging behaviour will result in being sent to the Principal Teacher, local time out or transfers.
- Two chances will be offered before a transfer to the school office.
- If challenging behaviour escalates, a duty call to SLT will be made.
- All warnings, visits to Local Time Out and duty calls are recorded and sent home as demerits at the end of the day.
- In some cases, withdrawal of privileges can be issued.
- In the rare occasion behaviour does not improve, parents/carers can invited to the school to discuss behaviour and agree future conditions.
- Alternatives to exclusion and potentially an exclusion from school.
- Pre-exclusion meetings with parents to allow discussions and planning to take place to focus the young person on how to be successful.

Please note that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to the Education department, and the Police may be involved.

SECTION 4: The Curriculum

Curriculum for Excellence (CfE)

“Bringing learning to life and life to learning.”

CfE is now embedded across Scotland for all 3-18 year olds – wherever they learn. The aim is to raise standards and prepare our children for a future they do not yet know as well as equipping them for the jobs of tomorrow in a fast changing world.

CfE enables professionals to teach subjects creatively; to work together across the school and with other schools; to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to also have access to Glow.

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 will ensure children continue to work at a pace that they can cope with and continue to thrive with whatever challenges are presented to them. CfE balances the importance of knowledge and skills.

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

CfE focuses on developing 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.

There are new ways of assessing progress and ensuring children achieve their potential. The new qualifications for literacy and numeracy and new National qualifications started in 2013/14. Our well regarded Nationals, Highers and Advanced Highers have been updated to take account of and support the new approaches to learning and teaching. We also continue to broaden our curriculum offer by providing pupils with opportunities to sit a range of other SCQF-rated qualifications and awards e.g. National Progression Awards.

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support if that is needed. There is a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, CfE aims 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.

Source: National CfE Management Board <http://www.educationscotland.gov.uk>

Further background information materials can be found on the CfE section of the Education Scotland website at:

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence)

Curriculum Overview

The Curriculum for Excellence guidelines identifies eight curriculum areas that are all included in students' education. These are: Expressive Arts, Health & Wellbeing, Languages, Mathematics, Religious & Moral Education, Sciences, Social Studies and Technologies. All students are expected to have the opportunity to cover the learning outcomes and experiences in these areas. More information about our Curriculum Rationale can be found on our school website:

<https://sites.google.com/view/elginhigh/curriculum/curriculum-rationale-overview>

Broad General Education

S1 & S2 Curriculum:

Students coming to Secondary from Primary School will discover that the biggest change is getting a different class for each subject and they will see many different teachers each day.

The subjects they will take include:

Art & Design, Drama, English, French or German, Geography, History, Home Economics, Information Technology, Mathematics, Modern Studies, Music, Physical Education (PE), Personal and Social Education (PSE), Religious and Moral Education (RME), Science and Technical.

By the end of S2, most students will have had the opportunity to access the Curriculum for Excellence Experiences and Opportunities up to Level 3. In some cases, students will be encouraged to attempt work that is more demanding. For a number of students the Level 2 work will be more appropriate.

S3 Curriculum:

Students in S2 year groups will be asked to make choices for the courses that they will follow in S3. All will take English, Mathematics, Modern Languages, Physical Education (PE), Personal and Social Education (PSE), Universal Personal Support (UPS) and RME. These courses will allow them to continue to have a Broad General Education, but also start preparing them for the demands of certificate courses in S4. The subjects they choose will have elements of Inter-Disciplinary Learning (IDL). Information will be explained during the year about subject choices for students when they move into S4.

Senior Phase

The Senior Phase should be seen as a 3-year pathway allowing students to prepare fully for their next steps in life. Post school destinations such as moving into Employment, gaining an Apprenticeship, Volunteering or going to College or University are all supported through partnership working and our curricular structure. Throughout our Senior Phase, we aim to:

- continue to develop skills and experiences from the BGE;
- progress with further depth and understanding of subjects;
- work towards a range of appropriate qualifications, and;
- prepare fully for their next steps in life,

S4 Curriculum Choices:

Students entering S4 next session will follow six courses offered through the Scottish Qualifications Authority. These will be at the appropriate level of SQA qualification ranging from National 1 to National 5. (SCQF Level 1 to 5). In addition, there will be input from the core subjects of PSE and PE.

Full details of the course choices will be given to students and parents in February.

S5 & S6 Curriculum Choices:

Students in S5 will be expected to follow five courses plus PSE, UPS, Health and Well Being and other wider achievement opportunities. Courses are available at a variety of levels to allow students to progress from their S4 achievements.

S6 students may negotiate a curriculum with only four courses. However, they will also be expected to take up other activities, which will allow them to extend their personal development such as Buddying, Events Management and Community Service. In addition, S6 will have periods of Wider Achievement PSE and UPS allowing them to gain additional certification.

An extensive range of National Qualification courses is offered, however, the viability of options will depend on sufficient students opting in as well as the availability of staff to deliver the course.

Senior students can also access courses offered by the Open University and Moray College. Collaborative arrangements with other Moray Secondary Schools also provides opportunities for a wider range of courses.

A fuller explanation of courses on offer to S5/6 students appears in the [EHS Course Choice Booklet](#), which is published online on the school website in the Parents Portal section. This booklet, (hyperlink above but copies can also be made available on request), also explains how to help the students arrive at a balanced curriculum appropriate to their needs and aspirations.

Developing the Young Workforce

Developing the Young Workforce (DYW) is a programme that aims to better prepare children and young people aged 3–18 for the world of work. We work closely with our partner agencies i.e. employers, DYW Moray, Skills Development Scotland and Moray College to equip our students with the skills and knowledge they will need in the workplace. In the BGE (S1-3) the principles of DYW and Career Education Standards are embedded in the curriculum and supplemented with inserts from our partner agencies and through Sector Days at Moray College. During the Senior Phase (S4-6) career education continues to be a significant component in the PSE programme. Individualised pathway planning forms the basis of each student's DYW provision where they are offered appropriate opportunities depending on their aspirations on leaving school e.g. work experience, Career Ready, etc. The students make extensive use of the website www.myworldofwork.co.uk during their PSE programme and there is a section for parents, which you may find useful. More information on DYW Moray is available at www.dywmoray.co.uk.

Literacy, Numeracy and Health & Wellbeing

Students will be encouraged to develop skills of literacy, numeracy and health & wellbeing in all subjects. All teachers have a responsibility to support the development of these skills in line with the experiences and outcomes set out in Curriculum for Excellence.

Personal and Social Education (PSE)

A PSE programme is in place from S1 to S6. Throughout the course, students are helped to develop skills such as self-awareness and self-esteem, decision making and problem solving, creating effective relationships and clarifying personal values and attitudes.

The entire course focuses on the individual student and the skills she or he can develop. The topics covered include careers education, subject choices, work experience, Higher and Further Education, study skills, exercise, diet, drugs, alcohol and sex education. We hope that the course gives students an increased awareness of issues, which may affect them and helps them to develop skills and strategies, which can help them, cope with and take decisions on situations that they may encounter in real life.

Religious and Moral Education

Pupils in S1-3 will all be timetabled for a period a week of Religious and Moral Education. In S4-6 there will be a variety of inputs into the curriculum. These are based on the national guidelines, which are set out by Education Scotland and allow pupils to explore issues of personal search and to reflect on moral, religious and social issues in a non-confessional environment.

Religious Observance

Elgin High School is committed to providing meaningful religious observance on a regular basis. The school works in partnership with local chaplains to plan and deliver opportunities for pupils to experience the communal exploration or celebration of life's spiritual dimension. Parents/carers do have the right to withdraw their children from religious observance. The Education Act allows parents to withdraw pupils from "religious instruction". Anyone wishing to discuss this should contact the Head Teacher. In the event of a pupil being withdrawn from religious observance, the school will make adequate supervisory provision and alternative educational provision for those pupils.

Universal Pupil Support (UPS)

All S3 - S6 students will have access to UPS. The UPS programme builds up student's skills as they move through their secondary education. It is based upon the Moray Skills Pathway and Career Management Skills and develops confidence in transferable skills for life and work.

16+ Learning Choices

It is the intent of the Scottish Government that every young person of school leaving age in Scotland will receive an offer of continuing education or training that is attractive, appropriate and relevant to their needs. It is felt that this is the best way of ensuring young people's long-term employability prospects. In partnership with Schools, Colleges, Skills Development Scotland (Careers), the private, voluntary and other public sectors, Moray is developing systems and plans that will translate that vision into reality.

For many young people schools will continue to be the main route for that progression beyond S4; for others college will be the best option or it might be a combination of school and college. For some young people the best offer may lie outside of school and college and this is where alternative provision will be identified and developed.

During a young person's final year of statutory schooling, school guidance and Skills Development Scotland (Careers) staff will be in discussion with students to identify the most appropriate offer.

Careers Education/Advice

In line with the Scottish Government strategy of Developing the Young Workforce and to support students in making important choices about their future, all students experience the following aspects of careers education:

- **Broad General Education**

A variety of career related topics, e.g., using the careers section of the library, meeting the School's Careers Adviser and discussing how to decide which subjects to take later in the school. In S3, all students have a visit to Moray College for the day to have "tasters" of different college courses as well as targeted employer sector days. Students will also be making links between the subjects they study in school and the skills required for different careers.

- **Senior Phase**

Within PSE as much vocational advice and experience as possible is given. Students can attend a variety of talks given by speakers from out with the school, e.g. Banking, Farming, Army, R.A.F., Nursing, Road Transport, CITB, OPITO etc. Senior students are encouraged to investigate a variety of data related to Further and Higher Education, some have further careers interviews. With the support of their Guidance Teacher, senior students also have access to a computer based careers information service in the school library. They will also be encouraged to visit Further Education and Higher Education institutions before deciding on which college or university to attend. Students may be given the opportunity to attend local careers fairs, etc.

Curriculum – Further Information

Information about the content and skills developed in courses can be found in the department sections of the school website.

At the time of subject choices, students and parents will be given written information about the course options. Departments include details of courses on the website or GLOW. In addition, full details of course arrangements are available on the SQA website: www.sqa.org.

Skills Development Scotland – Career Management Skills

Skills Development Scotland has qualified Careers Advisers working in every state secondary school in Scotland. We work with students in group discussions, drop-in clinics and one-to-one interviews to develop their Career Management Skills.

Our comprehensive service includes:

- intensive one-to-one career coaching
- drop-in clinics
- group sessions every year
- availability at school events like parents' evenings.

We are here to help you too. You can:

- talk to your young person's school Careers Adviser at parents nights or school events
- join the one-to-one interview at subject choice stage with your young person and their Careers Adviser
- use the parents and carers section of My World of Work which has specific information to help you at www.myworldofwork.co.uk/parents

There is also help and support if your young person has additional support needs:

www.Myworldofwork.co.uk/learn-and-train/additional-support-needs-learning

Career Advisers will help students who need some tailored support to explore the training and skills necessary for the job or career, which is right for them. For local information, please contact Janice Hyndman (Careers Adviser) on 07717881449 or janice.hyndman@sds.co.uk

For students based in Enhanced Provision future planning takes place with parents, Community Learning Disability teams and other agencies as appropriate.

SECTION 5: Assessment

• Assessment S1-S3

Assessment in the Broad General Education phase (S1-S3) will focus on the application of standards and expectations of each learner's progress and achievement in;

- Knowledge and Understanding
- Skills
- Attributes and Capabilities

Assessment approaches will help learners to show their progress through the levels and curricular benchmarks.

Teachers will provide students with opportunities to show that they;

- Have achieved a breadth of learning within levels and across levels
- Can respond to the level of challenge set out within the curricular benchmarks
- Can apply what they have learned in new and unfamiliar situations

More information on broad general education assessment procedures can be found here: [Assessing Children's Progress: A guide for Parents and Carers](#).

More information can be found here: [Changes to assessment of National Courses: Your questions answered](#).

• Assessment Senior Phase S4-S6

In certificate courses, the assessments taken by students will match the subject and level of course they are studying. However, there will also be formal assessments including Prelim Exams related to the course requirements. Preliminary assessments for all National 5, Higher and Advanced Higher qualifications will be in January. This allows students and parents to gain an understanding of their progress to date before final Scottish Qualification exams in May. The information regarding the SQA exam diet for this year can be found here: [SQA Exam Diet](#).

Students studying at National 2, 3 and 4 will have internal assessments that are assessed and marked throughout the year by the class teacher.

Courses at National 5, Highers and Advanced Highers will have no formal internal assessment element but students will continue to have unit assessments, which will be assessed, within school by teachers and an external examination or course assessment, which will be externally marked by the Scottish Qualification Authority. All courses from National 5 to Advanced Higher will be graded A-D or no award basis.

[Parents' Guide to SQA](#)

More information on senior phase courses and assessments can be found by clicking on the following link: [SQA National Qualifications](#).

Nationals in a Nutshell: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

SECTION 6: Reporting

Parents will continue to receive regular tracking reports. This gives details of progress as well as an indication of the potential next steps that could be taken to ensure progression/intervention in the subject area. All students will engage in learning conversations with their classroom teachers. At key points during the year, there will be opportunities to meet with teaching staff to discuss the progress of the young people.

In the event of concerns about progress, the school will contact parents with relevant information. However, parents are also welcome to contact their child's Guidance teacher if they require an update on progress.

BGE (S1-S3) Reporting: During the BGE years, several tracking reports will come home via student schoolbag mail. The reports will show the following information:

Level Achieved: This is the CFE level, which your child's teacher judges them to have achieved. This is based on Teacher Professional Judgement and assessment evidence. These are recorded as per the table below:

98	Child following individual milestones
99	Not yet assessed
0	Not yet achieved early level
E	Early level has been achieved in the curricular area
1	First level has been achieved in the curricular area
2	Second level has been achieved in the curricular area
3	Third level has been achieved in the curricular area
4	Fourth level has been achieved in the curricular area

Progress within next level: This is an indication of how well your child is progressing within the new level that they are working towards:

Seemis Code	Description
PR1	Not progressing as expected at current level with support
PR2	Progressing as expected at current level with support
PR3	Progressing as expected at current level
PR4	Progress currently exceeding expected level

Predicted Outcome: This shows how likely your child is, at present, to achieve the next milestone as determined by Education Scotland.

Seemis Code	Description
PO1	Predicted to have difficulty achieving the expected level with support by the anticipated time
PO2	Predicted to achieve the expected level with support by the anticipated time
PO3	Predicted to achieve the expected level by the anticipated time
PO4	Predicted to exceed the expected level based on the anticipated time

As a guide, Education Scotland suggests that CfE levels will be achieved as follows:

Expected Level:	Anticipated time of achievement:
Early	The pre-school years and P1 or later for some
1	To the end of P4 , but earlier or later for some
2	To the end of P7 , but earlier or later for some
3	To the end of S3 , but earlier or later for some
4	For a number of pupils, to the end of S3

B/E/HW: Ratings 1 – 4 for behaviour, Effort and Homework where one is greatest and 4 requires considerable improvement.

Senior Phase (S4-S6) Reporting: Throughout the Senior Phase, you will receive regular tracking reports. The first sets will advise on the following information.

- **Working Grade:** The grade that the student may well achieve, should they sit the exam just now.
- **Negotiated (Next) Target Grade (NTG):** The grade that staff would hope to be reporting as the Working Grade at the next tracking period.
- **B/E/HW:** Ratings 1 – 4 for behaviour, Effort and Homework where one is greatest and 4 requires considerable improvement.

The final report will show the estimated grades which teachers believe your young person can achieve in their final exam. This estimate will be based on assessment evidence and, where applicable, course work.

SECTION 7: Transfer from Primary to Secondary

Elgin High School are keen that students transfer from Primary to Secondary smoothly and without any upset. To achieve this there is a comprehensive Primary-Secondary Transition Programme:

1. In January, all potential new parents will be invited to an information evening. This will include the opportunity to meet staff and tour the building as well as have a taster of some of the experiences that their children will enjoy in secondary school.
2. Members of the Guidance Team will visit the Primary schools to answer the many questions that students have as their final term at Primary school draws to a close.
3. Members of the Senior Leadership Team will visit the Primary schools to hold informal meetings with parents and answer questions.
4. In May all Primary 7 students coming to Elgin High School will experience Health and Wellbeing Day in the school delivered by a series of different partners – Skills Development Scotland, Youth Work Team, Inclusion Project Co-ordinators and school staff.
5. In June, all Primary 7 students coming to Elgin High School will experience induction days in the school to follow a secondary timetable.
6. For students who may require additional support in making the transition, individual programmes will be arranged.
7. During the opening weeks of the new session, older students will be on hand to guide the new First Year in their movement to and from classrooms.

Greenwards, Linkwood, Mosstowie and New Elgin Primary Schools form part of the Elgin High School Associated School Group. The Head Teachers and other staff from these schools work closely together to make the transition as smooth as possible. However, Elgin High School also takes students from other primary schools and staff will work equally as closely to support students making the move to their secondary education.

Parents who have specific questions or issues that they would like to discuss are very welcome to make contact and meetings or visits can be arranged.

Class Organisation

Students will be placed in house group classes of up to 20 students. These will depend on the Guidance House of each student and are coded: S1 Arran 1 (**1A1**), S1 Arran 2 (**1A2**), S1 Harris 1 (**1H1**), S1 Harris 2 (**1H2**), S1 Iona 1 (**1I1**), S1 Iona 2 (**1I2**), S1 Jura 1 (**1J1**), S1 Jura 2 (**1J2**), S1 Skye 1 (**1S1**) and S1 Skye 2 (**1S2**) this will be the case for every year group e.g. S2 Arran 1 (**2A1**) and so on up to S6. The Depute Head Teacher with responsibility of the transfer from Primary to Secondary will create classes taking into account students' interests, likes, dislikes, behaviour and progress. Students who are based in Support for Learning and Enhanced Provision will be allocated to appropriate groups for their classes. It is within these classes of 20 that students will attend their practical classes such as HE and Science along with PSE and UPS. For non-practical subjects such as Maths and Modern Languages students will be in classes of up to 33 students comprising a mix of students from 2 or 3 House groups.

SECTION 8: Support for Students

PUPIL SUPPORT TEAM

The Guidance Teachers/Named Person are there to give advice or assistance and are the teachers who will keep in close contact with home. They also keep in touch with Teachers and with all the people outside school whose role it is to assist the students, e.g. Careers Service, Medical Services and Social Work Department.

When the time comes to leave school, Guidance Teachers support students with choosing a job, college or university course, and are central to writing references. Any student who has a problem of any kind should go to see their Guidance Teacher. Parents/Carers are asked to let the school know about any problems as soon as possible and their child's Guidance Teacher/Named Person should be the first point of contact.

For parents/carers of students who work primarily with our Additional Support Needs / Support for Learning teams, the first point of contact would be one of the Principal Teacher's (ASN).

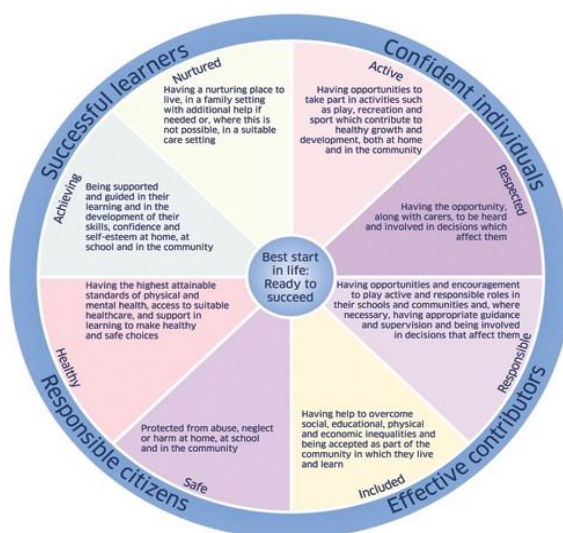
Ongoing activities are taking place to try to establish and build the house identity and values of each house in line with the school values. This is being led by the Principal Teacher (Guidance) and the House Leaders.

Additional Support Needs

All staff deliver support for students with additional needs across the school. However, the Principal Teacher of Additional Support Needs leads teams that provide specialist support. They support students who are following a mainstream timetable and provide more specialist support for students who are based in Enhanced Provision. These students follow individualised programmes, which can include access to mainstream classes as well as those classes delivered within Enhanced Provision – appropriate to their needs. When students move from primary school to Elgin High School they liaise with primary staff and parents/carers to ensure a smooth transition.

Getting it Right for Every Child (GIRFEC) is a national policy to help all children and young people grow, develop and reach their full potential. It aims to improve outcomes for children and their families based on a shared understanding of their wellbeing. Most children will receive all the support they need from their own families and community.

As part of the GIRFEC approach each child or young person is allocated a Named Person, a member of the Guidance team is usually the Named Person. In Elgin High School, we have revisited and revamped our 'House Guidance System' with four Principal Teachers of Guidance, each of whom are responsible for a House (as noted above). A House contains approximately a quarter of all students from S1 to S6. It is the school's intention that wherever possible brothers and sisters should be placed in to the same House. Their Named Person will remain the same throughout their school career and will be the key point of contact for the child/young person, their parents/carers and the professionals who work with the child.





English as an Additional Language

There are a range of strategies in place to support students who have English as an additional language. These include access to The Moray Council EAL Services; English for beginner's classes; individual or small group help; as well as the provision of appropriate materials by class teachers. The parents of students who require additional support with language will be given access to these facilities.

SECTION 9: School Improvement

Successes & Achievements – Standards of Attainment

The school motto “*Working together for success*” ensures that a wide range of achievements are celebrated in Elgin High School. As a school we are measured on four national benchmarks, ‘Insight’ focuses on the leavers’ cohort in any given year by measuring best achievement at point of exit, providing a consistent benchmark and stressing that S4 to S6 is the Senior Phase and that attainment and achievement are cumulative. It provides data on four national benchmarking measures aimed at:

- increasing post-school participation
 - improving attainment in literacy and numeracy
 - improving attainment for all
 - tackling disadvantage by improving the attainment of those students with lower grades.
-
- Our young people are encouraged to become involved with experiences and activities such as: Maths Challenge; Youth Philanthropy Initiative and Duke of Edinburgh Awards. They can also demonstrate their skills as responsible citizens by becoming involved with charity events. In 2020/21, money was raised for many charities including our own school fund; Wear it Pink; Children in Need; Jean’s for Gene’s; and Macmillan. A range of further opportunities are provided for students including sports, creative classes and visits to a variety of locations and organisations.
 - The school provides the opportunity for students to gain skills as global citizens. Opportunities exist to engage with the Holocaust Educational Trust along with various Department trips throughout the year.
 - Elgin High School has achieved recognition through a number of national awards (as noted by the logos we are permitted to use as seen on page 2 of this handbook), such as the UNICEF Rights Respecting Schools Silver award and we continue to work towards gaining the Gold award.

School Improvement Priorities Overview



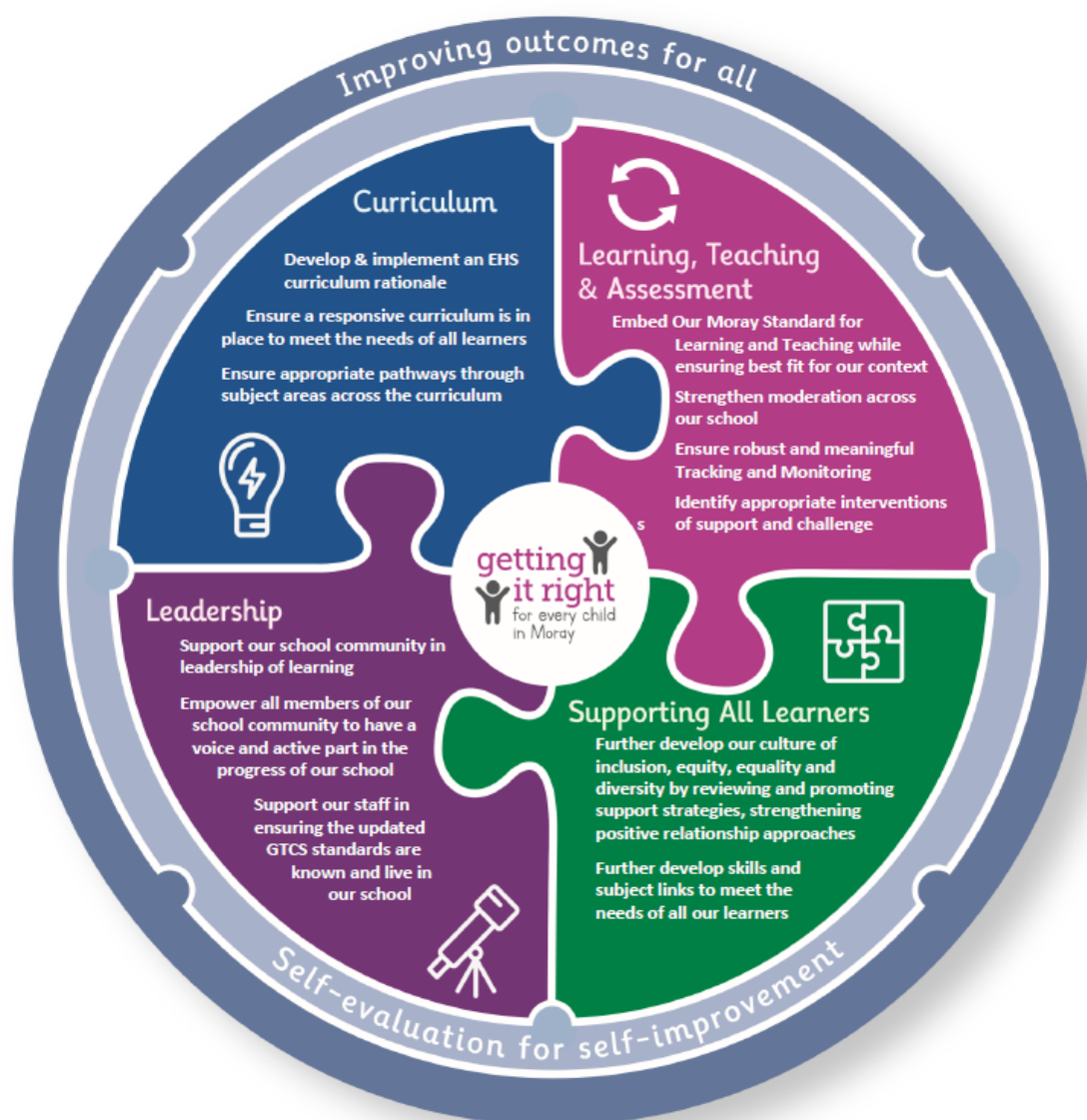
Elgin High School: *Working together for success...* | Respect | Responsibility | Resilience | Support | Success |

Strategic Priorities



Elgin High School 2022-2025

for Moray's children and young people



Elgin High School: School Improvement Planning

SECTION 10: School Policies and Practical Information

Details of The Moray Council's policies and procedures relating to education can be found in the "Information for Parents and Carers" booklet and on the website www.moray.gov.uk. A list is included within this document in **Appendix A**.

This section includes summary details of Elgin High School policies and procedures. Further information can be obtained from the school: admin.elginhigh@moray-edunet.gov.uk.

Activities Days

Activities Days events are part of the calendar for years S1, S2 and S3 and take place on three days in May. These are currently under review and are designed to provide a context for learning which is different from the usual experience of classroom lessons, books and video programmes etc., the events on offer provide a wide variety of experiences, at times this can be away from the main school campus. Elgin High School will endeavour to make our Activities Days accessible for as many of our students as possible, with regards to free or low cost activities.

Students are encouraged to sample new experiences by, for example, trying a new sport or pastime or discovering fresh aspects of familiar activities and acquiring new skills and attitudes which they may wish to develop further in their own time. Full details will be provided in our catalogue nearer the time.

Anti-Bullying Policy and Practices

Elgin High School is a Rights Respecting School and is fully committed to providing an environment where everyone has the right to learn and teach free from harm and intimidation. Each member of the school community is valued and respected and has basic rights. Bullying is not acceptable behaviour at Elgin High School.

In line with our school expectations the following actions are taken:

- Every day students meet with class teachers and have the opportunity to raise any concerns
- The importance of treating each other with respect is stressed by all staff and is highlighted specifically at assemblies
- During social times senior staff are available
- The school will also address any anti-social behaviour that occurs either at lunchtime and/or on the way to and from the school
- Within our curriculum there are opportunities to raise awareness of our anti-bullying approach and emphasise our positive behaviour policy.

All Information Leaflets relating to promoting positive behaviour are on the school website including the [Anti-Bullying at a Glance for Parents/Carers](#) produced by Moray Council.

Atrium

The doors to the atrium area open at 8:45am (or earlier in bad weather) and is an area that students can wait until time for class. The Atrium is the main social area and is the only place within the school where refreshments can be consumed.

The Atrium, along with the Library, the outdoor classroom and other breakout spaces are the main areas in which students can spend time outside classes. Students are expected to behave as responsible young people in these areas. Bins are provided for litter to keep it pleasant for other users and to encourage recycling. Assemblies, discos and presentations are held in the Assembly Hall and/or Atrium area along with other special events, such as Talent Contests, Concerts and Dance Shows.

Bicycles/Scooters/Cyclists

The school have bicycle shelters which students are welcome to use. Students must padlock/secure their bikes/scooters etc when they leave them in the shelter area. The school cannot be held liable for any damage and parents are recommended to have their own insurance for their child's bicycle. Bicycles and Scooters should only be used to travel to and from school and not during the school day or near vehicles.

Breakfast Club

Elgin High School runs a free breakfast club open to all students. This runs in the ASN area on a Monday, Wednesday and Friday morning. We receive donations from Moray Food Plus to provide this service.

Canteen

The Elgin High School canteen has an excellent reputation across Moray. The canteen staff serve a wide range of options, all prepared according to Scottish Government guidelines. The lunch menu ranges from full meals through to snacks such as pizzas; soup and sandwiches. There is also the very popular salad bar where students can buy baguettes, baked potatoes or boxes filled from a wide range of salad items. The school provides a cashless catering system where students can add money to their account and use their Young Scot Card at the tills. Full information about this is given to all students when they start. A sample menu is included in Appendix B.

• Students at Risk of Anaphylactic Shock:

School meals **cannot be guaranteed to be nut free**. Current legislation does not require cooking oil etc. to be labelled as containing nuts unless it is above a certain percentage and most 'vegetable' oils do contain nuts. The school, on advice provided by The Moray Authority, strongly recommends the following advice to parents of such children who remain at school over lunchtime:-

- (i) take a packed lunch prepared by their parents
- (ii) eat their lunch in a supervised area of the dining room
- (iii) do not share or swap food, particularly packed lunches.

Parents should inform the school immediately if their son or daughter is at risk from anaphylactic shock resulting from being close to or eating certain foodstuffs - particularly nut products.

Child Protection Indicators

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

(United Nations Conventions on the Rights of the Child)

It is the duty of Moray Council and its entire staff to ensure, as far as possible, that all children are protected from the danger of child abuse in all its forms. These include:

Physical Abuse	Sexual Abuse	Trafficking
Emotional Abuse	Criminal Exploitation	Neglect
Female Genital Mutilation	Forced Marriage	Domestic Abuse
Forced or Dangerous Labour	Radicalisation	Parental Drug Use
Child Sexual Exploitation	Harmful Sexual Behaviours	Parental Alcohol Use
Parental Mental Health	Child Placing Self at Risk	

Where school staff have concerns about a pupil, which suggests the possibility of abuse, these concerns will be passed on immediately to the designated Child Protection Co-ordinator in school, who will then discuss the concerns with a member of the Social Work Team. In these circumstances, parents will not normally be consulted first.

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021\)](#).

Education Maintenance Allowances

Students who are planning to stay on at school after 16 years old and who are willing to participate in an approved learning agreement at school for a minimum of 21 guided learning hours per week may be eligible for an EMA. An EMA consists of a weekly allowance during term time. Further information on full eligibility criteria and application forms can be obtained from the school office.

Excursions, Trips and Visits

Elgin High School offers a range of excursions, trips and visits. Some link directly to classwork, others provide the opportunity to broaden their experiences. Publicity about the trips will be given out either through classes or in the daily bulletin, which can be found on the <http://www.elginhigh.moray.sch.uk/information.html>. Parents/Carers of students taking part in trips will receive full details along with consent forms.

Financial Support Available to Parents/Carers

Elgin High School are committed to reducing the cost of the school day for all of our parents/carers but especially for those families facing significant financial difficulties, whatever the reason. As part of this, we have removed some uniform items (jumpers with logos) due to the high cost associated with it. We now encourage parents to buy plain black jumpers from local supermarkets or online providers and only charge cost price for ties at the school. If you think that, you fall into this category then please contact your child's Guidance Teacher in the first instance. Some of the financial help that we can help with are as follows:

- Free School Meals (FSM) (http://www.moray.gov.uk/moray_standard/page_55486.html)
- Clothing Grants (http://www.moray.gov.uk/moray_standard/page_55486.html)
- MFR Mission Christmas and Cash for Kids Applications, please contact your child's Guidance Teacher
- Education Maintenance Allowance (EMA) (http://www.moray.gov.uk/moray_standard/page_40540.html)
- School Trips – please contact your child's Guidance Teacher for payment plan options.

Global Citizenship

Increasingly it is important that students recognise that they are growing up in an inter-dependent world where what happens in one part of the globe can have an influence on them and where contact with people from across the world is increasingly common. Elgin High School has in our school community students from variety of different ethnic and nationality backgrounds. This is welcomed and adds to the richness of the experience for all students. In many subjects, students will be encouraged to learn about their place in the wider world.

Health Promoting School

"Learning and health go hand in hand. Good health of children and young people is a prerequisite for educational achievement. Good health of teachers is important to the development of effective schools."
(Education and Health in Partnership: European Conference, 2002)

Elgin High School seeks to promote the good health of all members of its community in a number of ways. Staff and students are constantly seeking to develop a positive and healthy environment. All students have the opportunity to take part in regular Physical Education. A wide range of extracurricular activities is also available to allow students to develop physical, emotional and social skills. Key topics such as alcohol and drugs, diet, mental health and wellbeing, physical health/fitness, smoking and sex education and relationships are covered in many areas of the curriculum. In particular, the Personal and Social Education programme, delivered by the Guidance staff, provides comprehensive coverage of these and other relevant topics.

Elgin High School is also committed to the "Eco Schools" scheme, which encourages students and staff to be involved with care for their environment. Parents who want more information about any aspect of the Health Education programme are welcome to contact their child's Guidance Teacher.

Holidays

The Scottish Government guidelines concerning family holidays taken during term time say: "The majority of family holidays taken during term time should be categorised as unauthorised absence. However, it is acceptable under exceptional circumstances to authorise a family holiday during term time. Such circumstances may include: a family holiday judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events".

Clearly, if a student is in class they will be in a position to benefit from the education that the school is offering. Should a holiday during term time be unavoidable, students will have the responsibility to make their own arrangements to catch up on any work that is missed. Parents should contact the school if clarification on this is required or if plans for a holiday are in the category described above. This will allow the school to keep students' attendance records accurately.

Homework and 'Microsoft Teams'

Work done at home is a valuable part of learning. For example, going over the day's work at home and noting any questions to be asked the next day will be helpful. In some courses, the projects to be done at home are an essential part of the course.

Parental support in ensuring that work is completed and returned on time would be appreciated. In addition, department sections on the website often have information about homework and links to other sites that can support students' learning.

Students and parents should all have login details to access the Microsoft Teams facility via the student GLOW logins and we would encourage parents to ensure that their child/children make good use of the site. Should any other students require a note of their passwords they should speak to the ICT Technician, who will get that information to them.

House Competitions

Each student automatically becomes a member of a House: **Arran, Harris, Iona, Jura or Skye**. To raise House identity a number of competitions are held with various celebration events throughout the year. At the end of the year the House Championship Shield is given to the most successful House overall. There is healthy competition amongst the House groups and we encourage our students to join in the fun and get behind their House team!

Whatever interests students may have - expertise or excellence is not necessary - the House system calls upon student participation. Merits are also awarded for uniform, positive behaviour, representing the school and contributions to our community. A point system will be added up at the end of each term and the House Championship Shield will be awarded to the House with the most points at the end of the academic year.

Instrumental Instruction

This can be offered on strings, woodwind, brass and percussion instruments through the local authorities Moray Music Instruction Service, for which there may be a charge. In addition, Moray Council offers free instruction to students in S4 - S6 who are completing an SQA course in Music.

Parents who are interested in either of these services should inform the school when their child is enrolled. The school also offers tuition in other instruments. Details will be given to students in the Music Department.

Internet and E-mail

Moray School networks are provided for students to do school-related work, including research and communication with others. For internet access, parental permission is required and a form for this is supplied along with the student data capture sheets once a year. A full version of the Local Authority policy is available on The Moray Council website.

Lockers

A number of lockers are situated throughout the building on each floor; these may be hired for the year by speaking to the office. There will be a £5.00 deposit, which will be returned once the locker has been checked to ensure that there is no damage and the locker key returned to the office. *(Please note: this deposit will **not** be returned should any damage occur to the lockers or if the school has to pay for any lost or replacement keys).*

Lost Property

If property is lost or if students find someone else's then it should be reported to the Office or the Janitors. Unclaimed articles, e.g. clothes, etc. will be kept under the Library staircase next to the Guidance base. Valuable articles of jewellery/glasses or mobile phones will be held in the School Office. There will be regular displays of lost property items. Anything not claimed after a reasonable period will be donated to a local charity shop. The school is not liable for any lost or missing items; students/parents are reminded not to allow any valuable items into school wherever possible.

Medical

By law, all students are medically examined from time to time by the School Doctor or the School Nurse. If any treatment is required, parents are always consulted and may choose to have this carried out by the family G.P.

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category, and therefore will not be administered on student request.

If you require further information on supporting your child's medical needs within school please request a copy of "Supporting Students with Medical Needs in Schools" including "The Administration of Medicines" from the school office.

Students who have dental and medical appointments out with school should try to give the School Office at least one day's advance notice. On the day of the appointment, they should report to the office with their appointment cards - they should also report to the Office on their return to school. Please try to get as many appointments as possible outside school hours.

School Meals / Allergies

Following recent enquiries and discussions with NHS colleagues, Moray Council legal team and Catering Services, Moray Council have revised their position on school meals and children with food allergies. Please now note the following procedure.

- *Children with a food allergy will be entitled to receive school meals provided that a parental consent form is completed. These forms can be collected from the school office if required.*
- *Should a child who is suffering from a food allergy be entitled to free school meals but their parents do not wish them to receive these meals, then the parents will be offered the food cost of a school meal to compensate. Parents wishing to claim the cost of a school meal in place of their child receiving free school meals must complete the attached form to evidence their entitlement. These parents, however, will be expected, should they wish their child to remain in school over lunchtime, to provide an appropriate packed lunch.*
- *Children who are diagnosed with a food allergy and who are not entitled to free school meals will not be reimbursed as above.*

Additional considerations:

- *The Catering Service will, as a matter of course, avoid using obvious sources of nuts in food; however, there can be no absolute guarantee of traces of nuts not being present in the foodstuffs. Equally, there may be other food or drink (such as milk) used by the Catering Service that could trigger an anaphylactic shock and parents must ensure that details of their child's allergy are passed to the school.*

Medicines in School

Copies of the “Supporting Pupils with Medical Needs in Schools including The Administration of Medicines” guidance document is available from the school.

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category, and will therefore not be administered on pupil request.

Mobile Phones

With the increasing numbers of young people owning a mobile phone and the ever-developing range of functions available, the under noted guidance on appropriate use by students of mobile phones in schools should be applied.

- ▶ Young people are permitted to take mobile phones to school. It is recognised that parents/students will have legitimate need with regard to contact via telephone. *However, any alteration to normal childcare arrangements at the end of a school day must continue to be communicated by parents directly to the school and not to the student.*
- ▶ In order to minimise disruption and safeguard the teaching and learning processes, all mobile phones should be switched off during class times. However, students may be allowed to record homework and other information on their phones with the explicit permission of their teacher.
- ▶ Mobile phones may be used responsibly during interval and lunch breaks and under no circumstances should students charge their mobile phones on school premises.
- ▶ The taking of photographs and/or video footage is strictly forbidden unless the prior agreement of the subject has been obtained. Any unauthorised images shall be required to be removed by parents of the student owning the phone.
- ▶ No student is permitted to take a mobile phone into any SQA examination. Even if the phone is switched off, the student will be automatically disqualified from the examination.
- ▶ The responsibility for the security of the phone and appropriate insurance cover will rest with the parent and/or student.
- ▶ Sanctions – Should students not comply with these instructions, staff may confiscate mobile phones. Parent/carers will be contacted. The phone will be returned at the end of the day. However, repeated non-compliance with the policy may result in the withdrawal of permission to take a mobile phone to school. In these circumstances, this will be confirmed in writing to the parents and will be time limited in the first instance.

Rights Respecting Schools

Elgin High School is committed to being a Rights Respecting School and was the first secondary school in Moray to be awarded with Silver in September 2017. The Rights Respecting School award or RRSA is run by UNICEF UK and aims to put the UN Convention on the Rights of the Child at the heart of our schools practice. There are 5 principles that the award promotes: equality, dignity, respect, non-discrimination, and participation. Being involved in the award means that we are working towards gaining recognition that we have embedded children's rights in our school curriculum and ethos. It will allow students to understand the rights they have and how they can respect the rights of others. Elgin High School is now committed to working toward achieving Gold. If you would like more information, please visit the [RRSA website](#).



Sanctions

All Students are expected to follow the school rules. Generally, students are made aware that they are responsible for their own actions, and that breaking these rules will lead to potential sanctions being implemented, such as:

- verbal warnings for persistent misbehaviour, or
- local time out, transfers, or
- reported to the Principal Teacher for the department, or
- reported to the Senior Leadership Team as a 'Duty Call' for more serious issues, or
- punishment exercises/detentions, or
- withdrawal of privileges, or
- parents/carers asked to discuss behaviour and agree future conditions, or
- alternatives to exclusion from school (but please note that ultimately these could lead to exclusion).

Please note that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to Education and the Police may be involved.

School Security

Elgin High School is an integral part of the local community and following completion of the new build we appreciate that parents/carers want to be certain that their children are safe and secure within the school environment.

To provide such assurance certain approaches have been made on the advice of the Education Authority:

- ▶ Out with social times access to the school is only available via the main door at the reception area. This is operated by a security call button and manned by the office staff during normal business hours (which can be found in the 'School Day and School Office Opening Hours'). All other doors are closed and used as emergency exits only.
- ▶ All visitors to the school must gain access via the main reception doors and sign both in and out of the building.
- ▶ While students are in class, access to the school is only by the manned door at the reception area. All other entrance points are in lockdown.
- ▶ A signing in system is in operation through which all visitors leaving the immediate vicinity of the reception area are noted, this is mandatory as it is also used for our visitor fire registration purposes.
- ▶ The school has CCTV cameras installed which are intended to cover the school 24 hours a day.

Severe Weather Arrangements

The school management has discretion to close the school if they anticipate storm conditions, which would put children at risk. In October or November, all students will receive a leaflet outlining the arrangements in case of severe weather.

If in doubt the school will err on the side of caution, and consequently it has an agreement with the contract bus company that if they are concerned about deteriorating road conditions they will contact the school and as quickly as possible the students will be on their way home. So that no student will be put at risk, the bus company has the following instructions;

To convey students to their homes directly beside the bus route. If, however, home is not readily accessible from the bus stop (a), (b) or (c) should apply

- (a) To leave them at a house where they can remain under shelter until they are called for by their parents, Or
- (b) To deliver them into the care of a responsible adult who will accompany them to their homes, or
- (c) To convey them in the event of failure back to school and place them in the care of the school. When students from the country are enrolled, parents are asked to nominate a relative or friend in the town who can look after their children in the event of such an emergency. The school will arrange for transport to these addresses. If no such address is available, the stranded students will be put up in the school or in lodgings.

Note:

- (i) *If bus students are being sent home early the school will contact the parent if a student considers it necessary, e.g. to provide transport from a road-end.*
- (ii) *In bad weather buses can be very late in the morning, or not arrive at all. Students should wait for no more than 15 minutes after normal bus time. If the bus has not arrived by that time, they should return home and inform the school.*
- (iii) *If due to bad weather there are no buses in the morning there will be no transport in the evening. Consequently, if students find their own transport to school they should also make their own arrangements for the return journey.*
- (iiii) *If the school is being closed because of bad weather, this information will be passed to local radio stations such as Moray Firth Radio and BBC Radio Scotland who will be asked to broadcast it. The information will also be posted on the school website (www.elginhigh.moray.sch.uk) and The Moray Council website www.moray.gov.uk.*

If buses are cancelled, or the school is to close, every effort will be made to ensure that relevant parents/carers are notified via our Groupcall text/email system as close to 8.00am as possible.

HOW WE WILL UPDATE YOU REGARDING A CLOSURE / ADVERSE WEATHER ARRANGEMENTS

We will share information as soon as we can via our:

EHS Facebook page <https://www.facebook.com/ElginHSMoray/> for parents/carers

Microsoft 'School Information' Team for students

School messaging system (Groupcall) email to parents/carers

You can also find information here:

Moray Council updates on School Closures are posted at Moray Council Service Status <https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx> and

information can be found at School Closure Procedures http://www.moray.gov.uk/moray_standard/page_53021.html

Moray Firth Radio and BBC Radio Scotland deliver announcements for school closures

Student Voice

The United Nations Convention on the Rights of the Child (UNCRC) – Article 12: All students have opportunities to have their voice heard and to participate in decision-making provision in their learning environment. All PSE classes voted for student representatives. Each House will meet with their House leaders to discuss agenda items with their PSE classes and meet with their link teacher to discuss this once a term. The Executive Group is made up of the House Leaders and will involve the Head Teacher once a term. Feedback from these meetings will go back through the student representatives through their PSE classes.

Time Keeping

Students arriving late into school after the second bell must report to the school office. If there is no reasonable explanation that has been validated by the parent/carer the student a text message will be sent home. Senior staff will take further action if a student is repeatedly late without good reason.

If students are arriving late into classes after lunch, again they must report to the school office. Procedures as above will be followed with the parent / carers being informed by text and further action taken with the student as necessary.

To and From School

While most students live within Elgin, contract buses run for students living in the rural areas to the south and west of the town. The Public Transport Unit of The Moray Council makes the arrangements for the routes and pick up points. Students will be issued with passes, which they must have with them for every journey. All buses used are fitted with seat belts and it is essential that students use these for their own safety.

When students go out at lunchtimes or when they are coming to or going from school, students must always remember that they are representatives of Elgin High School as well as their families. It is important to maintain good community relationships and as such any anti-social behaviour, e.g. littering/noise/loitering will be dealt with in line with school policy. Students on public buses must also behave in an appropriate manner.

All students, but especially those on bicycles and scooters, must exercise great care on the roads near the school, especially at the busiest times. We strongly encourage the use of safety equipment along with having a properly maintained bicycle/scooter e.g. lights/brakes/helmets.

School Day and School Office Opening Hours

TIME	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
0845-0935	Period 1	Period 1	Period 1	Period 1	Period 1
0935-1025	Period 2	Period 2	Period 2	Period 2	Period 2
1025-1040	BREAK	BREAK	BREAK	BREAK	BREAK
1040-1130	Period 3	Period 3	Period 3	Period 3	Period 3
1130-1220	Period 4	Period 4	Period 4	Period 4	Period 4
1220-1310	Period 5	Period 5	Period 5	Period 5	Period 5
1310-1400	LUNCH	LUNCH	LUNCH	LUNCH	School closes to students at 1310hrs on a Friday.
1400-1450	Period 6	Period 6	Period 6	Period 6	
1450-1540	Period 7	Period 7	Period 7	Period 7	

If you prefer to speak to the school office, full details of the school office opening times can be found on our school website: <http://www.elginhigh.moray.sch.uk/contactus.html>.

Alternatively, if out with hours please email the school at admin.elginhigh@moray-edunet.gov.uk. During school holiday periods this mailbox will not be checked on a regular basis and your emails will not be forwarded automatically. At Elgin High School, we endeavour to reply to any emails within the Council's policy of seven calendar days.

Term Dates

Term dates are available to download from Moray Council website at:
www.moray.gov.uk/moray_standard/page_55829.html.

Uniform Dress Code

The uniform dress code for all Elgin High School students is as follows;

- Black Trousers or Skirt
- Black jumper/cardigan – plain black tops from local supermarkets without a logo are acceptable but hoodies of any kind (including plain black ones) are not considered part of the school uniform
- White Collared Shirt /Blouse with school tie*
- Black Footwear

*A school tie is gifted to each S1 student on their first day at EHS and additional ties can be purchased from the school office if required

Senior staff will make the final judgement about what is, or is not, acceptable. Parents of students not wearing the accepted uniform will be contacted to involve their support. Information about clothing grants can be obtained from Guidance Teachers or the school office.

On occasions charity fund raising theme days are organised - e.g. Children in Need or Tickled Pink which will be split between the nominated charity and the school fund. For a small donation to the relevant charity, staff and students can adapt their uniform/clothing according to the agreed theme for that day. However, on these days denims are not permitted (unless explicitly included as part of the theme).

Uniform – PE Kit

This should consist of:

- Full length white T-shirt
- non-marking trainers for indoor use
- black shorts, joggers or leggings
- Confirmation from a parent/carer via a note to the school if you cannot take part because of illness or injury

Safety

- remove all jewellery before taking part
- any long hair which may obscure vision or potential to get caught in equipment must be secured back
- use equipment according to instructions given by your teacher
- Aerosols / deodorant sprays are not permitted

Security

- Lockers are available in the changing rooms, which require a £1 coin, which will be returned.
- If not using the lockers, valuables must be placed in the teacher's tray at the beginning of the lesson. The tray will be locked away and your valuables returned at the end of the lesson. The school will not be held liable for any item that may go missing if they were not secured appropriately.

Please note that students in S1 to S3 are permitted to wear PE kit on the days they are timetabled for the PE subject, but all S4 to S6 students will be expected to be in full school uniform and change into their PE kit for their lesson.

"What Do I Do If?" – Information for students

This is one of the most asked questions asked by S1 students. Things occasionally go wrong and when something does, students should have an idea of what they should do.

It would be impossible to list everything that could possibly go wrong, but the following examples are the most common problems that students meet.

1. What do I do if I am late?

If you think you can make it before the 8:45am bell, then still hurry to your period 1 class, but if you are too late report to the office and inform them that you are in school and the reason why you are late. Remember to apologise for being late. Parents/carers will be informed to verify the reason for lateness.

2. What do I do if someone is bullying me?

If someone is bullying then tell a teacher and let them deal with it. Even if the bully warns you not to tell, still come forward, as bullying is regarded very seriously at Elgin High School. If this happens outside of the classroom situation let your Guidance Teacher or Year Head know.

3. What do I do if the fire alarm sounds?

If you are with a teacher then listen carefully to what he or she has to tell you then follow their instructions as quickly and quietly as possible. If you are out of class then head for the nearest fire exit – DO NOT use the internal staircase. Once outside line up quietly in alphabetical order in your House Group, which may not be the class you are being taught in at that time. At intervals/lunchtimes, leave by the nearest exit and gather at the spot allocated to your House Group on the grass playing field area located behind the school. You will receive detailed instructions on your arrival in Elgin High School.

4. What do I do if I break something?

Tell a teacher. It may be that you have to pay for the breakage, but you will be in more trouble if you try to lie about it or hide it.

5. What do I do if I get lost?

Ask someone the way; do not be embarrassed, as we expect people to be unsure in the first week. Even though the seniors will not admit it they got lost too when they were first in school.

6. What do I do if I feel ill?

If you are in a class tell your teacher who will send you to the office where a first aider will be located and they can decide whether it would be best for you to go home. Office staff prior to any student being released from school to go home will contact parents/carers for permission.

7. What do I do if I lose something?

Ask whether it has been handed into the school office - or the janitor, but if they cannot help speak to your Guidance Teacher or a member of the Senior Leadership Team.

These are just some examples of what to do, but remember if anything is troubling students, they should go to their Guidance Teacher, who is there to help them get through school as smoothly as possible and help them to enjoy their educational experience and time at Elgin High School as much as possible.

ELGIN HIGH SCHOOL STAFF LIST

SENIOR LEADERSHIP TEAM:

HEADTEACHER	H MCCULLOCH
DEPUTE HEAD TEACHER	J BUCHAN, L CUNVIN-SMITH+, E MCCLAUCHLAN

TEACHING STAFF:

ART	J STEWART, J Lawson*, E Mason, <i>H Totten*</i> , P Wickens*
ASN	A MACDONALD*, C SMIT*+, J TREASURE L Coleby*, M Collis, B Davenport, I Dickinson*, M Gabriel*, S Lewis*, C Smit*, L Wood*, L Younie*
BUSINESS EDUCATION / ICT	S STRAIN, C MacDonald
DRAMA	N WATSON*, S McGrath
ENGLISH	D McLEAN, G Bissett, J Boag, R Daley, J Ferguson, R Harrison, L King, H Waters
EQUITY SUPPORT TEAM	D Carthew*, A James*, E Paterson*, M Risk, J Taylor, L Wood*
GEOGRAPHY	S KENNEDY, K Lorimer
GUIDANCE	Arran House: N LEE Harris House: H JOHNSTON Iona House: V JOLLY Jura House: A GARDINER Skye House: D JOHNSTON+
HISTORY	R GEDDES, E Masson (NQT)
HOME ECONOMICS	R TRYBIS
MATHEMATICS	E RUSSELL, D Benzie*, P Boyter (BGE), S Grant, E Gray, A Keir, D Sinclair*
MODERN LANGUAGES	D MAIN, P Kinmont, A Ollivier*
MODERN STUDIES	A MCIVER, Vacancy
MUSIC	S MORRISON, A LAWSON+, A Robertson*
MUSIC INSTRUCTORS MUSIC TUTOR / ASSISTANT	A Grant*, C Henderson*, D Nealon*, R Simms, C Whitton*
PHYSICAL EDUCATION	G MORRISON, K Frame, C Meechan, E McAuslan, A Treasure
RME	P FERRIER
SCIENCES	Biology J KERR, E Chan, M McCulloch, K Goodlet Chemistry S SHANKS, G Wignall, C White Physics F WILSON, S Shewan
TECHNICAL	S MURRAY, R Marsh, D Hill (NQT), Vacancy

SUPPORT STAFF:

ADMIN TEAM	K TURKINGTON-GLASS J Little* A Young+ H Campbell+ C McManus* R Robertson* P La-Us L Harper*	School Support Coordinator Senior Clerical Assistant Senior Clerical Assistant Clerical Assistant / Senior Clerical Assistant Clerical Assistant Clerical Assistant Clerical Assistant General Assistant
DOCTOR	H Green	
EAL TEACHER	M Frivoli	Beechbrae Education Centre
EQUITY TEAM SUPPORT	J Davidson D McKenzie* R Wood* A Young*	Inclusion Project Coordinator Equity Intervention Worker Equity Intervention Worker Data Intelligence Administrator
JANITORIAL	P WILCOX C Grant	Senior Janitor Janitor
KITCHEN	A DAVIDSON	Kitchen Supervisor
NHS	J Baillie L Smith	School Nurse School Nurse
PUPIL SUPPORT ASSISTANTS*	S Brotherton, D Clark, L Dempsie, N Douglas, L Foy, N Gray, <i>M Hamer</i> , R Hearn, D Holderness, J Irvine, G Kerbyson, S La Forte, Y MacKenzie, S Mant, M McGregor, <i>D McKenzie</i> (A Walsh), R Mitchell, A Muir, W Murray, R Palmer, E Paul, K Rodway-Swanson, S Rowe, N Scott, A Simpson, K Wardlaw, J Whyte, A Wilson, G Wilson, N Wimalapala.	
SKILLS DEVELOPMENT SCOTLAND	J Hyndman	Careers Adviser
TECHNICIAN SUPPORT TEAM	J Bews J Hay R Young J Hector*	Science/AV Technician ICT Technician Technical Technician Technical Assistant (Temp)

Bold - line management responsibility

* - denotes part-time employee

+ - acting in post temporarily

CAPITALS – Principal Teachers

** - employee has additional 'whole school responsibility'

J/S - job-share post

SECTION 11: Miscellaneous

Parents and Carers Booklet

Moray Council has produced a “Notes for Parents and Carers” booklet, which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child’s experience at school. This booklet is available from the school, from Education, Communities & Organisational Development department, or the Moray Council Internet site http://www.moray.gov.uk/moray_standard/page_47236.html. This booklet is also available in other languages.

A series of leaflets has been produced by Education, Communities & Organisational Development for parents and carers. These leaflets are available from the school or from the Moray Council Internet site: http://www.moray.gov.uk/moray_standard/page_74331.html.

Transferring Educational Data about Students

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

What student data will be collected and transferred?

Data on each student is collected by local authorities and Scottish Government. Students’ names and addresses are collected by their school and education authority but they are only shared in line with GDPR guidelines. Data is held securely and no information on individual students can or would be published by the Scottish Government. It is used for statistical and research purposes only.

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

Further Information

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

If you have any concerns about the ScotXed data collections you can e-mail the Senior Statistician at: peter.whitehouse@scotland.gsi.gov.uk or write to The Scottish Government, Victoria Quay, Edinburgh, EH6 6QQ. The ScotXed contact for Moray is Fiona Michie (Business Support Administration Manager) telephone 01343 563113, e-mail fiona.michie@moray.gov.uk.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 aims to increase openness and accountability in the Public Sector by giving people a right of access to information held by Scottish public authorities. The Act applies to almost all public bodies in Scotland including local authorities, the NHS, colleges the Scottish Parliament and The Scottish Executive.

The Moray Council aims to make as much information as possible directly available to the public through its website and through its Publication Scheme. If you can’t find what you are looking for then you can contact any department of the Council directly or complete an on-line form. The web site address is www.moray.gov.uk

Data Protection Act



Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice. More information is available on the Moray Council Internet site at:

http://www.moray.gov.uk/moray_standard/page_75569.html

Privacy Statement

Elgin High Schools privacy statement can be found on the school website, click on 'Data Protection' at the end of the home page or alternatively click on the following link:

<http://www.elginhigh.moray.sch.uk/Elgin%20HS-GDPR-Statement.pdf>.

Moray Council

Further information about The Moray Council including the Education, Communities & Organisational Development department's service values, policies and arrangements can be found on the following website: http://www.moray.gov.uk/moray_standard/page_43612.html



APPENDIX A – Contact Information

Moray Council Education, Communities & Organisational Development

Address: Council Office, High Street, Elgin IV30 1BX

Telephone: 01343 563374

Email: education@moray.gov.uk

Hours: 8.45am - 5.00pm Monday to Friday

Website: www.moray.gov.uk

Updated 13/12/2024

Moray Council A-Z		
Active Schools	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	Telephone:	0870 054 9999 (school information line) Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge Local school or 01343 563374
	Email:	Local school or education@moray.gov.uk
	Website:	https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Armed Forces Families Information	Telephone:	01980 618244 (MOD Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland). If it is an emergency call 999
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html

Moray Council A-Z		
Data Protection	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability & Inclusion	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Race & Equality	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html

APPENDIX B – Sample School Menu and Information

ELGIN HIGH SCHOOL CANTEEN EXAMPLE MENUS

SECONDARY SCHOOL MENU - WEEK ONE

	Monday	Tuesday	Wednesday	Thursday	Friday
Soup	Different at each school. Information will be at school	Different at each school. Information will be at school canteen	Different at each school. Information will be at school	Different at each school. Information will be at school	Different at each school. Information will be at school
Main Course 1	Chicken Curry	Breaded Haddock	Lasagne	Roast Pork & Optional Gravy	Break Time - Panini
Main Course 2	Vegetable Biryani	Quorn Southern Burger	Quorn Cottage Pie	Vegetarian Sausages & Optional Gravy	
Starchy Dish & Vegetables	Rice Chipati Broccoli Cauliflower Salad	Chips Baked beans Sweetcorn Salad	Garlic Bread Carrots Cauliflower Salad	Potatoes Sweetcorn Peas Salad	Mixed Salad
Puddings	Fruit Pots Pieces of Fruit Angel Mousse Jelly Chocolate cake with custard & fruit	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly Rice Pudding	Fruit Pots Pieces of Fruit Angel Mousse Jelly

SECONDARY SCHOOL MENU - WEEK TWO

	Monday	Tuesday	Wednesday	Thursday	Friday
Soup	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen
Main Course 1	Salmon Fishcakes	Roast Beef (42g red meat) with Gravy	Chicken Teriyaki	Chicken Pie	Break time - Panini
Main Course 2	Macaroni Cheese	Vegetable Meatball in Tomato Sauce	Quorn Sweet & Sour Vegetables	Vegetable Potato Pie	
Starchy Dish & Vegetables	Potatoes Baked Beans Peas Salad	Potatoes Yorkshire Pudding Carrots Cauliflower Salad	Rice Sweetcorn Broccoli Salad	Potatoes Peas Carrots Salad	Mixed salad
Puddings	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly Orange cake & fruit Custard	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly

SECONDARY SCHOOL MENU - WEEK THREE

	Monday	Tuesday	Wednesday	Thursday	Friday
Soup	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen
Main Course 1	Macaroni Cheese	Roast Chicken	Breaded Haddock	Mince Pie	Break time - Panini
Main Course 2	Chicken Fajitas	Mexican Rice	Spicy Noodles	Pasta & Broccoli Bake	
Starchy Dish & Vegetables	Garlic Bread Peas Sweetcorn Salad	Potatoes Carrots Green Beans Salad	Chips Baked Beans Peas Salad	Potatoes Mixed Vegetables Turnip Salad	Mixed salad
Puddings	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly Rice Pudding	Fruit Pots Pieces of Fruit Angel Mousse Jelly Plain sponge & fruit Custard	Fruit Pots Pieces of Fruit Angel Mousse Jelly

SECONDARY SCHOOL MENU - WEEK FOUR

	Monday	Tuesday	Wednesday	Thursday	Friday
Soup	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen	Different at each school. Information will be at school canteen
Main Course 1	Chicken Fricasse	Steak Pie	Homemade Salmon Fishcakes	Chicken Katsu Curry	Break time - Panini
Main Course 2	Brazilian Coconut Curry	Vege Meatballs in Tomato Sauce	Cauliflower Cheese	Quorn Noodles in Black bean Sauce	
Starchy Dish & Vegetables	Rice Carrots Broccoli Salad	Spaghetti Potatoes Cabbage Sweetcorn Salad	Potato Wedges Baked Beans Broccoli Salad	Rice Peas & Sweetcorn Carrots Salad	Salad
Puddings	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly Carrot cake cookie & fruit	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly	Fruit Pots Pieces of Fruit Angel Mousse Jelly

The school canteen provides a variety of tasty and healthy food on their menu. These meals are in line with the Healthy eating in Schools (Scotland) 2020 regulations, and are nutritionally analysed to promote healthy eating. The food provided is nutritious and available at a reasonable cost. There is a wide range of items on sale at break time such as egg in a roll, scones, pancakes, crisps and drinks.

At lunchtime, we offer main meals, grab and go hot snacks, baguettes, and drinks are available. Each day a nutritionally analysed main meal and baguette are available as a healthy option.

All pupils and staff will be issued with a National Entitlement Card, which will contain their unique identification number as the school canteen uses a cashless catering system. The cashless system is where pupils can top up online or with cash at the revales within the school. There is pre-order app (Fusion) available to order meals ahead of time and save time queuing at lunchtime. Ordering can be done by app on a mobile phone or computer, and is linked to the pupil's IpayImpact account.

Pupils entitled to free school meals will automatically have their card topped up. The allowance will be available to spend at break time and lunchtime.

Click link below to watch video on how the NEC cards work: (<https://youtu.be/3UI7YZypxYA>)

Menu and price list for canteen items: http://www.moray.gov.uk/moray_standard/page_84855.html

Allergen information can be found for each schools menu via the link above. The Catering department can provide adapted menus for pupils with medically diagnosed food intolerance or allergies. If you require a menu, please make your school aware for them to pass your details onto the Catering department.

Contact us...

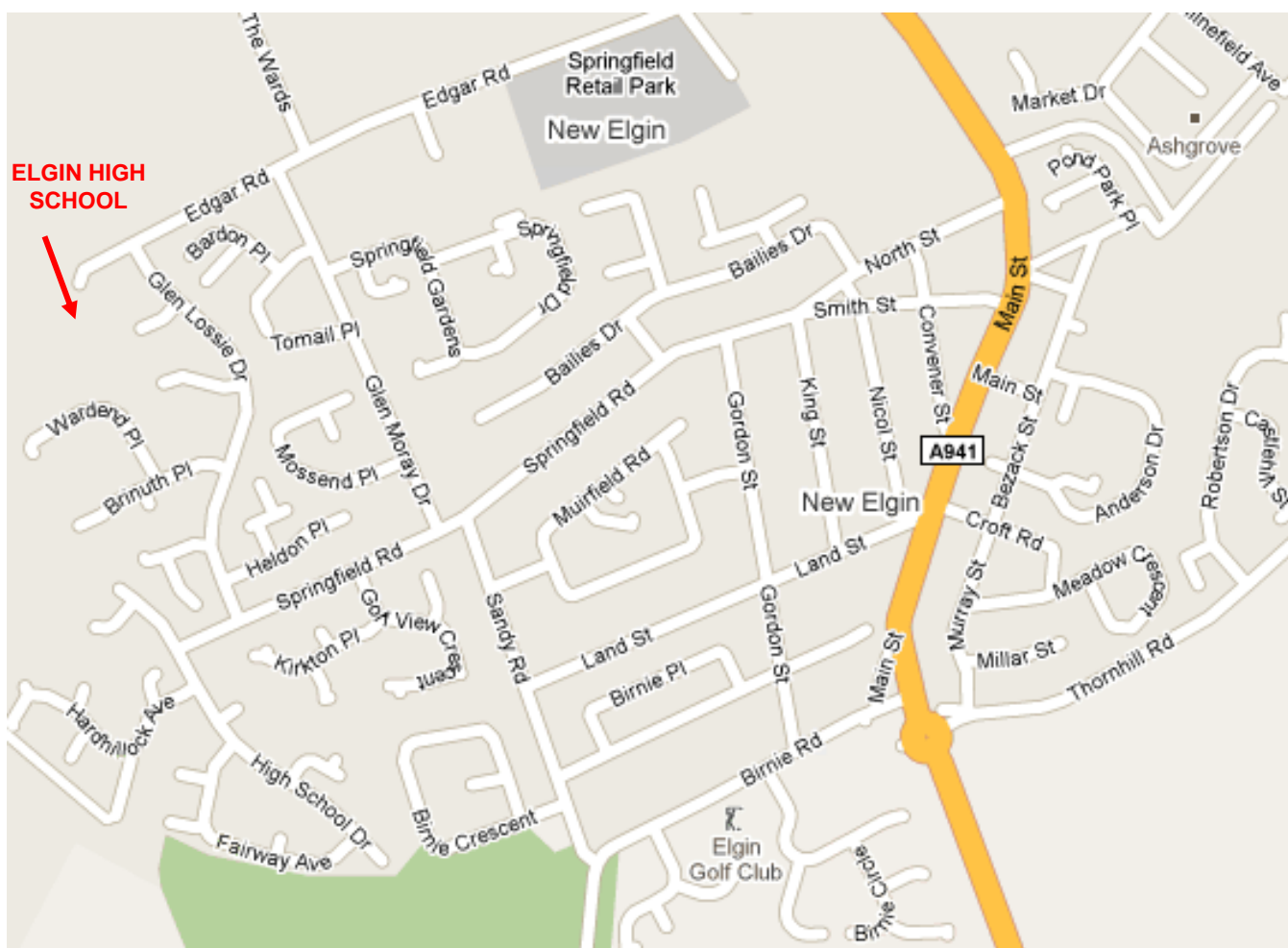
Elgin High School
Edgar Road
Elgin
IV30 6UD
Telephone 01343 545181

Email: admin.elginhigh@moray-edunet.gov.uk

Website: <http://www.elginhigh.moray.sch.uk/>

Twitter A/C: @ElginHighHT

Facebook Page: Elgin High School, Moray



ELGIN HIGH SCHOOL – FLOOR PLAN



- Elgin High School also has a purpose build Sports Block, which is in a separate building next to main building and comprises of a Gymnasium, large Games Hall and Fitness Suite. There are also changing rooms and a central classroom available; both buildings have security access door entry systems.