



Ambition

Kindness

Respect

# Earlston High School

*Together we learn; together we grow*

## Handbook 2026-2027



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## Welcome from S6 Head Team

Welcome to Earlston High School! We hope you find the information in the prospectus helpful and that you have rewarding and enjoyable time as EHS students and parents.

We all remember that starting a new school is often very daunting, but there really is no need to worry. Staff and pupils are very willing to help you settle in and will help you with anything you may be worried about. When you first come to the school you will be introduced to your Pastoral teacher (or Guidance teacher as we sometimes call them), who will get to know you well during your time here. They will always be there to speak to and are the first point of contact for parents too.



All first-year pupils are teamed with a member of sixth year, who will be their 'buddy'. They will have a chance to meet their buddy in PSE classes and their role is to support them as they settle into EHS. However, all sixth years are willing to help new pupils. You'll recognise us from our blue braided jackets. Please do not hesitate to speak to us as we are all very friendly and happy to help you with any queries.

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

Good luck!

*Reuben. Imogen. Edward. Emily. Beth and Josie*

*Head Team for Session 2026-27*

## **A Brief History of Earlston High School**

Earlston High School has a proud and evolving history that stretches back to 1874, when it began as Fluthers Park Public School. Its first recorded Headteacher, Mr Daniel Aitkenhead, served the school and wider community for an exceptional 51 years, laying strong foundations of commitment, discipline, and lifelong learning.

In its early years, the school faced challenges typical of rural Scotland—large class sizes, limited resources, and attendance affected by seasonal work and illness. Despite these, a strong ethos of service and resilience emerged, one that has remained central to the school’s identity.

Throughout the 20th century, Earlston High School adapted to changing educational landscapes. It evolved from a junior secondary into a full six-year comprehensive school by the mid-1970s. The catchment area widened significantly to include several Borders towns and villages, and new facilities were added to accommodate growing demand.

Under the leadership of Mr William Reid (1965–1988), the school expanded steadily. His successor, Mr Norman Roxburgh (1988–2007), oversaw a period of remarkable growth and development, including the planning of a new school building, which opened in 2009. His tenure also saw a strengthening of extra-curricular opportunities and strong community ties.

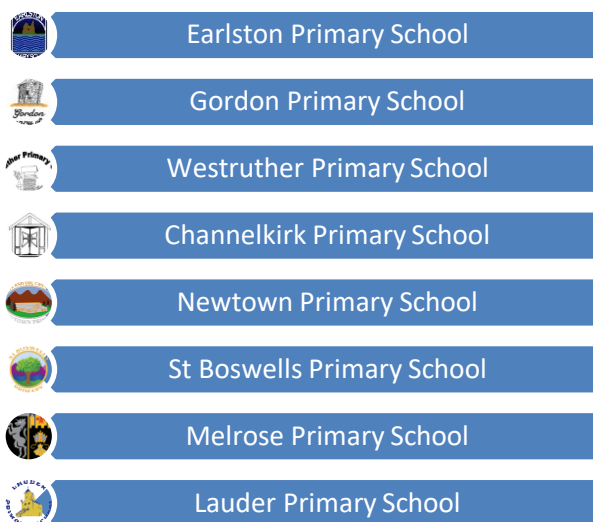
Miss Michelle Strong (2007–2016) led the school through further modernisation, introducing Curriculum for Excellence and a renewed focus on uniform, leadership, and inclusion. Mr Justin Sinclair (2016–2024) built on this legacy, supporting rising attainment and leading the school through the early post-pandemic period.

In February 2024, Mr Alex Johnson was appointed Headteacher. He leads Earlston High School into its next chapter with a continued commitment to academic excellence, wider achievement, and community engagement.

Today, Earlston High School serves a large rural catchment across the central Scottish Borders. It is recognised for its high standards, inclusive ethos, and wide range of learning opportunities—both in and beyond the classroom.

## General Overview

Earlston High School is a non-denominational, co-educational, comprehensive secondary school. The school has 8 associated primary schools in the Earlston Cluster including:



## School Roll

The current school roll for Earlston High School is as follows:

S1:	210
S2:	186
S3:	197
S4:	202
S5:	173
S6:	134
<b>Total:</b>	<b>1102</b>

## The School Day

### Mon to Thurs

Period 1	08.50 – 09.40
Period 2	09.40 – 10.30
Break	10.30 – 10.45
Period 3	10.45 – 11.35
Period 4	11.35 – 12.25
Period 5	12.25 – 13.15
Lunch	13.15 – 14.05
Period 6	14.05 – 14.55
Period 7	14.55 – 15.45

### Friday

Period 1	08.50 – 09:40
Period 2	09.40 – 10.30
Break	10.30 – 10.50
Period 3	10:50 – 11.40
Period 4	11.40 – 12.30
Period 5	12.30 – 13.20

*Whilst information provided in the prospectus is considered to be correct at the time of printing, it is possible that there may be some minor inaccuracy by the time the document reaches the parent/carer.*

## Our Vision, Values and Aims

Earlston High School aims to inspire and equip every young person to achieve the highest standards of excellence, thrive in learning and life, and contribute positively as active, responsible members of the community.

We achieve this by:

- Promoting achievement and rewarding success
- Ensuring high-quality teaching and learning
- Creating a caring, respectful environment
- Fostering responsibility, participation, loyalty, and pride in the school

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

Whilst academic attainment is important, we also take great pride in offering a wide range of extra-curricular opportunities that encourage participation beyond the classroom.

High standards of behaviour, and a strong sense of respect for both self and others, are at the heart of everything we do.

During session 2024-25 our whole-school community engaged in a refresh of our Values. As a result, our three shared core values are:

**Ambition, Kindness and Respect**



# Transition - Moving from Primary to Secondary

## Catchment Area

Earlston High School serves a largely rural catchment area, enrolling pupils from the following associated primary schools:

Earlston PS, Gordon PS, Westruther PS, Channelkirk PS, Lauder PS, Newtown PS, St. Boswells Ps and Melrose PS

In addition to our catchment area, a number of pupils choose to attend Earlston High School through placing requests. These applications are made to Scottish Borders Council. We warmly welcome prospective families and encourage parents to contact the school to arrange a visit prior to submitting a placing request form.



We have an excellent relationship with our associated primaries within the Earlston Cluster and together we aim to develop a strong partnership in three main groups:

### 1. Young People

The transition from primary to secondary school is a significant step. At Earlston High School, we aim to make this experience as smooth and supportive as possible to help with this, Primary 7 pupils take part in a two-day visit in June, where they follow a typical S1 timetable and begin to familiarise themselves with the school environment.

### 2. Parents and Carers

We value the involvement of parents and carers in our school community. Information evenings for Primary 7 families are held in September and June, offering an introduction to school life and an opportunity to meet your child's Pastoral teacher. We strongly encourage parents to engage with the school throughout their child's journey and invite you to consider joining our active and successful Parent Council.

### 3. Teaching Staff

Regular collaboration takes place between Earlston High School staff and our cluster primary colleagues. The Headteacher and Depute Headteachers meet routinely with primary counterparts to coordinate joint projects and discuss curriculum links. Teachers share course content and resources to ensure continuity in learning across the transition.

### 3. Pupil Support Staff

Our Pupil Support team (including Guidance and Support for Learning staff) visit each primary to gather information about every pupil's strengths, needs, achievements, and interests. This allows us to build a comprehensive profile for each young person, ensuring they are well supported and able to thrive from the moment they join us.

## Pupil Responsibilities

At Earlston High School, we ask all our young people to live out our core values in their daily actions - both in school and in the wider community.

- Each pupil has a part to play in making our school a respectful, ambitious, and supportive environment. Your key responsibilities are:
- Always give your best effort in classwork and homework.
- Ask for help when you need it - learning is a shared journey.
- Show respect for yourself and others, including fellow pupils, teachers, office staff, librarians, cleaners, canteen staff, janitors, and visitors.
- Come prepared for learning, bringing the right equipment and ensuring your iPad is charged and ready each day.
- Look out for others - let a teacher know if you're worried about another pupil.
- Follow the school dress code and wear it with pride.
- Get involved by taking part in school sports, clubs, trips, concerts, and other activities.
- Aim high - believe in yourself and strive to reach your full potential.
- Take pride in your school and help make it a place where everyone can thrive.



# Rights Respecting Charter

Working Towards Silver – 2026/27



At Earlston High School, our values and vision are grounded in the United Nations Convention on the Rights of the Child (UNCRC) and the Universal Declaration of Human Rights. We are proud holders of the Rights Respecting Schools Bronze Award and are working towards Silver.

## **Ambition**

Guided by Articles 28 & 29 of the UNCRC, we are committed to helping every student reach their full potential through high-quality education that respects their dignity and nurtures their talents. We aim to create a positive, inclusive environment where learners are empowered academically, morally, and socially.

## **Kindness**

Reflecting the principle that all are “born free and equal in dignity and rights,” kindness is central to our ethos. We foster empathy and inclusion through a variety of different activities in the school such as YPI, MVP, Humanutopia and our charity committees. These initiatives promote compassion and leadership in our school community.

## **Respect**

Aligned with Article 12 of the UNCRC, we ensure all students have a voice. We promote respect in lots of different ways such as a thriving pupil parliament, focus groups that happen throughout the year to engage with student views, and we actively seek student input in decision making across the school. We value participation, celebrate differences, and nurture responsible, engaged citizens.



# The School Year

## Holiday Arrangements

**Pupils Start Back:** Wednesday 19 August 2026

**St Andrew's Day:** Monday 30 November 2026  
Tuesday 1 December 2026\*

**October Holiday:** Last day Friday 9 October 2026  
Pupils return Tuesday 20 October 2026

**Christmas Holiday:** Last day Tuesday 22 December 2026  
Pupils return Wednesday 6 January 2027

**February Holiday:** Last day Friday 5 February 2026  
Pupils return Tuesday 16 February

**Easter Holiday:** Last day Friday 2 April 2026  
Pupils return Monday 19 April 2026

**May Holiday:** Monday 3 May 2026  
Pupils return Wednesday 5 May 2026

**Summer Holiday:** Last day Thursday 1 July 2026

## In-Service Days

Monday 17 August 2026  
Tuesday 18 August 2026

Monday 19 October 2026

Monday 15 February 2026

Tuesday 4 May 2026

*\*Casual Holidays*



## School Uniform

Scottish Borders Council and Earlston High School believe there are many advantages in having a clear dress code. We are very encouraged by the smart appearance of our pupils and feel that a dress code encourages a sense of belonging. As you will see from the photographs, the pupils look very smart and are proud to show they attend Earlston High School. The dress code for 2026/27 is detailed below.

### S1- S5 Pupils

- Plain white shirt or blouse (with collar)
- School tie (worn at the collar)
- Black jacket with EHS badge
- Plain black v-neck jumper or ¼ zip
- Plain black cardigan
- Black trousers or skirt with tights
- All-Black footwear (including trainers)

### S6 Pupils

- Plain white shirt or blouse (with collar)
- Senior school tie (worn at the collar)
- S6 Blazer with blue braiding and EHS badge
- Black trousers or skirt with tights
- All-Black footwear (including trainers)



School ties can be ordered via Parentpay and collected from the school office. The cost is £8.50.

Blazer are available to order direct from Border Embroideries through their website.

Any parent who may have difficulty supporting the school's uniform guidelines is encouraged to contact their child's Guidance Teacher so that we can offer support and work together to find a solution.

If a pupil is unable to meet the guidelines on any particular day, they should bring a note from home or speak to a member of staff to explain the circumstances.

## Kit for PE

As a department we strive to ensure all pupils become:

### More active more often for life.

- For us to achieve this vision pupils are required to have appropriate PE kit with them for **all** lessons.
- Even if you pupils are unable to participate in their lesson due to a minor injury or illness they are still required to bring PE kit so they can fulfil a non-participants role e.g. referee or peer coach. This also allows pupils to change back into fresh school clothes after the lesson. There is no need for a note from home. Pupils should find your PE teacher and explain to them why they are unable to participate in today's lesson.
- Exceptions will be made if you have a major injury that would prevent you from changing into PE kit.

### What is appropriate PE kit?

- Top – change of t-shirt/jumper (shoulders must be covered, no crop tops)
- Bottom – change of leggings, shorts or joggers
- Footwear – Trainers or Boots/Studs (optional)
- Other – Hair bobble for long hair, outdoor jacket (if required), no jewellery or valuables (please leave these in your locker or place in valuables tray).

The list below is the required kit for pupils when they represent the school at rugby, hockey, football or netball.

### Hockey:

- Forrest green hockey top
- Navy blue skirt/shorts
- Navy/Forrest green/ White knee length socks
- Astro Trainers, trainers or studded boots (if on grass)
- Shin pads and gum shield

*Hockey kit can be ordered from the PE department.*



### **Rugby:**

- Black shorts
- Black rugby socks
- Training shoes or rugby boots
- Gumshield

*Rugby kit can be ordered through Melrose RFC.*



### **Football**

Football strips are provided for all fixtures:

- Green football top
- Black shorts
- Green knee length socks
- Astro Trainers, trainers or studded boots depending on surface
- Shin pads

*PE kit or appropriate sportswear can be worn to training.*



### **Netball**

- Green netball dresses are provided for all fixtures.
- Pupils can wear PE kit/ any sportswear to training.
- Hair must be tied back and nails must be short for all training and fixtures.



## School Survival Kit

### What should you bring each day?

Being well prepared helps you make the most of every school day. Here's what you'll need:

1. Dress for success - Make sure you're wearing the school uniform. Unsuitable items like jeans, tracksuits, or scarves may stop you from taking part in some practical lessons for safety reasons.
2. A sturdy school bag - Bring a bag big enough to carry everything you need for the day.
3. Your iPad - Your Inspire Learning iPad should be charged and ready for use in every lesson.
4. Books and jotters - Bring the correct books and jotters for the day's timetable. A small dictionary for Modern Languages is also useful if you have one.
5. Basic stationery - Pack pens, pencils, a ruler, eraser, and sharpener. Some classes may also require coloured pencils.
6. Kit for practical subjects - Bring any specific items needed for subjects like P.E. or Home Economics. Your teachers will let you know what's required.
7. Locker key - Every pupil has the opportunity to purchase a locker with a key. Please keep it safe – as there will be a charge for replacements.



### Kit for Craft, Design and Technology

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



## Broad General Education (BGE): S1-3

In these years we develop and build on the work done in the later stages of primary and as students progress we prepare them for the senior phase (S4 to S6) and national qualifications. The emphasis is very much on pupils as individuals – each moving at a suitable pace to master content and skills.

Our aim is to provide a supportive learning environment which encourages pupils to do their best and make progress.

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

For practical subjects, such as Home Economics, Science, Craft Design & Technology, Music, Drama and Art & Design, the class will divide into practical sets, which have a maximum of twenty pupils.

Throughout S1, S2 and S3 all pupils follow a broad general education as shown below, although the allocation of periods may vary in each year.

Art & Design  
Craft, Design & Technology  
Drama  
English  
Geography  
History  
Home Economics  
Health and Well Being  
ICT

Leadership  
Personal, Social Education (PSE)  
Mathematics  
Modern Languages  
Modern Studies  
Music  
Physical Education  
Religious & Moral Education (RME)  
Science



## Personalisation and Choice

At Earlston High School we recognise that choice and purpose is motivating for our young people. Halfway through S2, students will select what subjects and pathways they wish to continue with into S3. As well as studying English and Maths, students will have the opportunity to select 7 subjects. They will select 5 subjects from our curricular areas and 2 subjects from our free choice enrichment offering. Students will study these subjects for 3 periods a week. Students will also have 4 periods of Skills for Life (1 period of Learner Journey, 1 period of RME and 2 periods of PE). We believe this will allow for students to enjoy both breadth and depth from across the Broad General Education.



## Religious and Moral Education

Religious and Moral Education (RME) is required by law to be part of the school's curriculum and national guidelines are set regarding its content and time allocation. Two periods a week are allocated to RME in first year. One period a week is allocated for years 2, 3, 4 and 5. Courses cover the study of the main Religions of the World. If a family has a religion which does not allow children to have Religious Education, the parent should write to ask for their child to be excused from these classes.

## Instrumental Instruction

We offer weekly lessons in strings, woodwind, guitar, percussion, and brass, delivered either in person or via Microsoft Teams during the school day. Timetables are rotated to ensure pupils don't miss the same class each week.

Opportunities to join school bands and ensembles are encouraged.

Charges are currently under review, but tuition is free for pupils in S4–S6 studying SQA Music (including standalone units), and for those receiving free school meals or a clothing/footwear grant.

## Work Experience

All S3 pupils are encouraged to take part in a one-week work experience placement, offering valuable insight into the world of work and helping inform future career choices.

Senior pupils may also access extended placements during study periods. All placements must be health and safety approved by Scottish Borders Council. The programme is co-ordinated by Mrs Maxwell.



## The Senior Phase (S4)

Students in S4 to S6 will make subject choices using the Senior Phase Choice Sheet.

In S4, students typically study seven subjects: English, Maths, and five additional subjects of their choice. The course choice process begins in February, with support provided by our Guidance teachers, who help pupils make informed decisions based on their interests and goals.

### What Do Students Consider When Choosing?

- **Interests** – What subjects do they enjoy and feel confident in?
- **Future Plans** – What subjects are required for their intended career or pathway?
- **Abilities** – What is realistic based on teacher recommendations and current performance?
- **Breadth and Balance** – What provides a well-rounded education?



S4-S6 students can choose a blend of courses offered by school and Borders College. Every year the Borders College Academies Programme offers courses such as Motor Vehicle Maintenance, Early Child Care and Education, Software Development etc. The link between school and college is an excellent experience for many students, allowing them to build confidence and prepare for life beyond school.

### Important Information on Choices

- A college course counts as one subject/choice.
- Courses may not run if numbers selecting them are small.
- The number of places on some courses is limited.
- It is not possible to offer all combinations of options.
- The school website gives information on each course.

## The Senior Phase (S5/6)

Almost all students returning to S5/S6 are choosing to return to school to continue their education. This stage often brings more mature and respectful relationships with staff, increased responsibility for managing their curriculum, and greater independence in how they use their time. The senior phase can be a highly rewarding experience, and we hope students will look back on it as a time of meaningful academic progress and personal growth as young adults.



### S5/6 Curriculum

Students are able to choose from a menu of courses at SCQF Levels 1 – 4 and SCQF Levels 5 (National 5), SCQF Level 6 (Higher) and SCQF Level 7 (Advanced Higher).

#### S5

- Students will study five subjects.
- Of the five subjects some will study all SCQF Level 4/5 courses, some will study all SCQF Level 6 courses and some will study a mixture of levels.
- Students will have one period of core Physical Education (PE), Religious Moral Education (RME) and Personal Social Education (PSE) each week.

#### S6

- In S6 students will study either three SCQF Level 7 courses (Advanced Highers) or four courses at SCQF Levels (1 – 6).
- Some S6 are able to fit in work experience into their timetable.
- S6 students are expected to offer school/community service as part of their timetable.
- Students are expected to use their study time wisely.

### Senior School Commitment

- All senior pupils must follow the school dress code and show commitment to their studies.
- We actively encourage parents of students in senior school to remain involved in all aspects of their child's education.

### University/College Applications and References

Advice and assistance for applications to university, college or employment is provided by the principal teachers and guidance. References are compiled using comments from subject teachers.

### Leavers' Evening

In April we hold a Leavers celebration for those leaving school at the end of their 4<sup>th</sup> Year.

In June we hold our Leavers' Evening ceremony for S5/6. Students leaving school are presented with their Souvenir Programme listing the destinations of all those leaving school. The evening is a lovely celebration of their time at Earlston High School.



# Homework

## Homework might be:

- Reading a book, article or newspaper
- Preparing a talk for a class or group
- Further questions which reinforce learning in class
- Working towards a major project
- Revision for an assessment
- Watching a particular TV programme
- Visiting a relevant website
- Researching a particular topic
- Practising skills learnt at school, e.g. musical or sporting skills.
- Learning by rote key information
- Completing work started in class
- Creative writing
- Anything else!



## Homework helps pupils:

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

## Pupils are expected to:

- Regularly check assignments in Teams, all assignments should show in your outlook calendar
- Complete and hand in all homework on time
- Supplement work in school with research and self-study

## Teachers will:

- Use Teams Assignments to assign all homework tasks, adding them to learner's outlook calendars to ensure pupils and parents know about deadlines

## Parents/Carers might help by:

- Linking their Outlook accounts to the learner's calendar, meaning they are up to date with homework deadlines
- Providing a suitable place to study
- Encouraging their child to find an interest in schoolwork and try hard

## Parents' Evenings and Reporting

Families get regular updates on a learner's progress

- Homework updates
- Regular tracking
- Parents' evenings

The Inspire Learning programme also allows parents to see a learner's classwork and feedback in one place on their Ipads. We encourage families to talk with their young people about their progress on regular basis.

For specific dates, please refer to the updated school calendar on the website at: [www.earlstonhighschool.org.uk](http://www.earlstonhighschool.org.uk)



## Senior Leadership Team



**Alex Johnson**  
Headteacher



**Katy McLeod**  
Depute Headteacher



**Angus MacDonald**  
Depute Headteacher



**Judith Weston**  
Depute Headteacher



**Laura McDougal**  
Acting Depute Headteacher



**Heather Grant**  
Acting Depute Headteacher



**Elaine Beattie**  
Business Support Manager

## Pupil Support Staff

### Guidance/Pastoral



Miss M Allison  
Principal  
Teacher  
**Turfford House**



Mrs E Rome  
Principal  
Teacher  
**Teviot House**



Mrs M Maxwell  
Principal  
Teacher  
**Tweed House**



Mr A McKenzie  
Principal  
Teacher  
**Leader House**



Mrs G McGinlay  
Principal  
Teacher  
**Eden House**

Pastoral care is very high priority and each pupil is supported by a Principal Teacher (PT) for their House. Pupils often refer to these as their Guidance teachers. A pupil will normally remain in the same House and in the care of the same teacher throughout their school career. The PT for your child's House is your first point of contact if there are any problems or questions. Pupils can contact their teacher directly or via the school office.

### Learning and Inclusion



Mrs S Lawrence  
Principal  
Teacher  
**Learning**



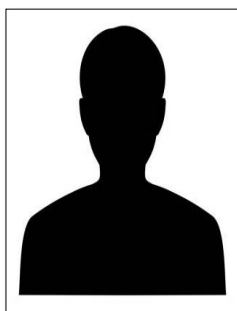
Mrs K Wilson  
Principal Teacher  
**Inclusion & Wellbeing**



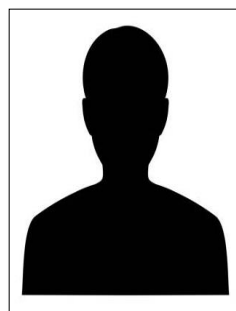
Mr W Wilson  
**Teacher**



Mrs J Robertson  
**Teacher**



Mr J Keiller  
**Teacher**



Mrs L Thom  
**Teacher**



Mrs C McLean  
**Teacher**

At Earlston High School we are committed to providing a responsive and inclusive education that meets the needs of all learners. Pupils with additional support needs attend mainstream classes

as fully as possible. In some instances, a modified or personalised curriculum may be developed in consultation with the young person, their family, and relevant professionals.

We work closely with our associated primary schools to support a smooth and well-planned transition for learners with identified additional needs, ensuring a positive progression into secondary education.

For further information please refer to Scottish Borders Council's website: [https://www.scotborders.gov.uk/info/20041/support\\_for\\_pupils/456/additional\\_support](https://www.scotborders.gov.uk/info/20041/support_for_pupils/456/additional_support)

### **Where are we?**

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

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

### **Developing the Young Workforce**



Amy Hamilton is the Developing the Young Workforce (DYW) Coordinator at Earlston High School.

She works closely with local businesses, employers, and partner organisations to build meaningful links between the school and the world of work. By coordinating employer engagement and career inspiration activities as part of the curriculum, Amy helps pupils develop their skills, broaden their aspirations, and gain a better understanding of the wide range of pathways available beyond school.

## Careers Support for Pupils

**Skills Development Scotland (SDS)** is the national skills agency, and they deliver Scotland's career service.

SDS careers advisers deliver career information, advice and guidance in schools to pupils from S1-S6. They are there to help pupils understand the world of work and to develop the career management skills they need as they move through school and beyond.



The **school careers adviser** is Zoe Knox and you can get in touch with her by popping into the library in school where she is based, or, via email – [zoe.knox@sds.co.uk](mailto:zoe.knox@sds.co.uk)

Pupils might meet the careers adviser in class at a group activity, at a careers event, or at a one-to-one appointment.



Zoe can speak to pupils about:

- understanding and developing yourself, your strengths, and your skills
- making your option choices
- career choices
- courses, training, and volunteering
- CVs, applications, and interviews
- apprenticeships
- local and national job opportunities.



# My World of Work

As your child's leaving date approaches, SDS work closely with Pupil Support staff and our joint partners to encourage every young person to have a plan in place and our support continues after your child has left school. Emma Fairley is the SDS Work Coach for the School, She will start to work with individuals as they prepare their transition from school. After they have made this transition we continue to support young people. We deliver services from our Careers Centres in either Hawick or Galashiels.

We attend many of the parent's events at school if you want to speak to us then.

Skills Development Scotland has produced a range of websites to support parents/ carers with careers conversations. You can find information at [www.mykidscareer.com](http://www.mykidscareer.com) and the parents section of [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

## Our Teaching Staff

<p><b><u>ENGLISH &amp; LITERACY</u></b></p> <p>Mrs S Haywood (PTC) Mrs C Fraser (PTC) Mr C Mitchell Mrs L Dorricott Mrs H Dalrymple Mr L Dalrymple Ms S Ritchie Mrs N Robertson Mrs F Sutherland Ms L McDougal (DHT) Mrs J Weston (DHT)</p>	<p><b><u>MATHS * NUMERACY</u></b></p> <p>Mr K Shaw (PTC) Dr N Zhu Dr L Richard Mrs M Schoales Mr T Cove Mr M Forbes Ms D Kwasek</p>	<p><b><u>HEALTH &amp; WELLBEING</u></b></p> <p><b>PE</b></p> <p>Mr R Paterson (PTC) Miss C Rout Miss L Miller Mr M Naysmith Mr A Stobie Miss K Veitch</p> <p><b>HOME ECONOMICS</b></p> <p>Mrs L Johnson Mrs J Mill Mrs G Taylor</p>	<p><b><u>EXPRESSIVE ARTS</u></b></p> <p><b>MUSIC</b></p> <p>Ms E Flanagan (PTC) Mrs A Brown Mr M Haywood</p> <p><b>DRAMA</b></p> <p>Miss A Dickson (PTC) Miss L McGill</p> <p><b>ART &amp; DESIGN</b></p> <p>Mr J Adam Mrs J Aitchison Mrs A Devlin Mrs Caitlin Wallace-Hay (PRT)</p>
<p><b><u>SCIENCE</u></b></p> <p><b>CHEMISTRY</b></p> <p>Mr N Westgarth (PTC) Mrs K Denholm Mrs J James Mrs E Jaffray</p> <p><b>PHYSICS</b></p> <p>Dr J Morton (PT L&amp;T) Mr R Simson Mr A MacDonald (DHT)</p> <p><b>BIOLOGY</b></p> <p>Mrs D Cadden Ms I Donoghue Mr J Towill Miss K Williamson</p>	<p><b><u>HUMANITIES</u></b></p> <p><b>HISTORY</b></p> <p>Mrs H Grant (PTC/DHT) Mr M Buchanan Miss J Hamilton Miss T. Lundie</p> <p><b>MODERN STUDIES</b></p> <p>Miss M Ratter Mr A Kinnell</p> <p><b>GEOGRAPHY</b></p> <p>Mr M Gruba (PTC) Mrs K Renwick</p> <p><b>RELIGIOUS EDUCATION</b></p> <p>Mr A Simpson Ms J Thomson (PT L) Ms K McLeod (DHT)</p>	<p><b><u>TECHNOLOGIES</u></b></p> <p><b>CDT</b></p> <p>Mr N Woodcock (PTC) Mr C Anderson Mr J Callaghan Mr G Scott Mrs C Wilson</p> <p><b>BUSINESS STUDIES</b></p> <p>Miss A Lyons Mrs S Thomson Mrs Z Wright</p> <p><b>COMPUTING SCIENCE</b></p> <p>Mrs R Copleand</p>	<p><b><u>PUPIL SUPPORT</u></b></p> <p>Mrs S Lawrence (PT PS) Mrs K Wilson (PT PS) Mr W Wilson Mr J Keiller Mrs C McLean</p> <p><b>GUIDANCE</b></p> <p>Miss M Allison (PT PS) Turfford Mr A McKenzie (PT PS) Leader Mrs E Rome (PT PS) Teviot Mrs M Maxwell (PT PS) Tweed Mrs G McGinlay (PT PS) Eden</p>
<p><b><u>LANGUAGES</u></b></p> <p>Ms H Feeney (PTC) Mrs K Falconer Miss I Farnsworth Mrs Á García</p>			

<b>PTC</b>	= Principal Teacher (Curriculum)
<b>PT PS</b>	= Principal Teacher (Pupil Support)
<b>PT L&amp;T</b>	= Principal Teacher of Learning & Teaching
<b>PT L</b>	= Principal Teacher of Leadership
<b>DHT</b>	= Depute Headteacher

# Our Support Staff

## **OFFICE**

Mrs E Beattie	Business Support Manager
Mrs K Ross	Business Support Assistant
Mrs D McGlasson	Business Support Assistant
Mrs J Cockburn	Business Support Assistant
Ms R Graham	Business Support Assistant
Ms S Pearson	Business Support Assistant

## **SCHOOL ASSISTANTS**

Mrs J Cockburn	SLT
Mrs S Jackson	Home Economics

## **TECHNICIANS**

Mr G Chisholm	IT
Mr B Hislop	Science
Mr G Wilson	Technical/Whole School

## **CANTEEN**

Mrs L Bouache	Catering Supervisor
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## **JANITORS**

Mr R Lynch	Head Janitor
Mr K Shafto	Janitor
Mr N Walker	Janitor

## **PUPIL SUPPORT WORKERS**

Mrs P Hutchinson
Mr J Davenport
Mr G Tait
Mrs K Aldridge
Mrs L McManus

## **PUPIL SUPPORT ASSISTANTS**

TBC

## **LIBRARY SUPERVISOR**

Mrs L Scott
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## Absence and Lateness

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



### Groupcall/EduSpot

Our Groupcall system will automatically send a text message to a parent or carer's mobile if no explanation has been received for a pupil's absence by 9am on any given day. This message will ask for the absence to be explained. Please make sure that the school always has an up-to-date mobile telephone number.

### Lateness

Pupils who arrive late for school must report to the school office. The school office requires advance notification (phone call/email/EduSpot message) of the late arrival. If no explanation is received, the pupil is requested to explain the reason for their late arrival to Senior Management at break time.

### Absences

Absences must be explained by a phone call (answerphone message facility available), email or EduSpot message from a parent or carer. Pupils who need to sign out of school early can only do so if prior notification has been received from a parent to the school office and they must go to the school office to sign out (and in again should they return).

### Leave of absence

If a parent/carer wishes to ask for leave of absence for a pupil this must be done in advance and in writing, by email or EduSpot message. The Scottish Government is trying to discourage parents from taking pupils on holiday during term time. Schools can no longer authorise absence for this reason and so it is recorded as 'unauthorised'. Parents are asked to help minimise any interruptions to teaching.

### S6 Pupils

S6 have the privilege of studying at home if they do not have classes at the start/end of the day. They must sign in/out at the school office. All absences, other than when they do not have a class and are home studying, must be explained by a parent/carer via the school office (phone call or email).

### Leaving school grounds

No pupil may leave school grounds during class hours or at the morning interval without permission.

### Office Opening Hours

- Monday to Thursday 08:30-16:15
- Friday 08:30-13:15

### Lost property

Anything found in classrooms is expected to be handed down to the office at the end of the school day.

### Sick Bay

If a student is unwell in class, teachers will notify the office before the student leaves the classroom to attend Sick Bay. Where possible, the student will be accompanied by another student.

# Pupil Wellbeing

## Respectful Relationships – Anti-bullying

As a school, we promote respectful relationships and encourage the use of restorative practice to ensure every young person feels safe and secure within our school environment. When a young person's time at school is being made difficult by others, it is very serious and when brought to the attention of a member of staff is given the highest priority. Usually, in the first instance, Guidance staff will see the pupils involved and do their best to help resolve the problems. If the offence is repeated, the problem is referred to Senior Leadership and parents are informed. We encourage everyone to report instances of bullying behaviour.



The school's Anti-bullying policy was produced in consultation with pupils via the Pupil Parliament. Scotland's Anti-Bullying service - Respect Me - gives general advice as well as information on cyberbullying on their website: [www.respectme.org.uk](http://www.respectme.org.uk) The SBC Respectful Relationships Policy can be downloaded from the website: [www.scotborders.gov.uk/antibullying](http://www.scotborders.gov.uk/antibullying)

## Young Carers

A Young Carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. This caring role means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after school activities, therefore missing out on the social aspects of school.

Within Earlston High School we want our young carers to enjoy school, make progress and feel they are included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person who has a caring role at home.

# Keeping our Children and Young People Safe

## Child Protection

- At EHS we work hard to keep our students safe - all children and young people have a right to feel safe within the setting, home and community.
- We strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering or is at risk of abuse.
- Our Scottish Borders Child Protection procedures set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff at EHS attend a child protection update.
- Many of our staff undertake additional multi-agency child protection training.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.

**The Child Protection Co-ordinator for EHS is Ms Katy McLeod**



## What to do if you have a child protection concern?

If you have any concerns that a child is being harmed or is at risk of harm, please call without delay.

You can call:

- 01896 662787 (Duty Children and Families Social Work Team)
- 01896 752111 (Out of office hours that covers all areas)

## Emergency contact

If you consider a child or young person is in immediate danger, call the Police on 999 immediately

## Need more information about keeping our children and young people safe?

The Scottish Borders Child Protection Committee online website offers some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website:

<http://onlineborders.org.uk/community/cpc>



## Getting it Right for Every Child (GIRFEC)

Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.



The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them – such as early years services, schools and the NHS – to work together to get it right. Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014. If you would like any further information please ask your child's Headteacher.

## Diversity and Inclusion at Earlston High School

For many years Earlston High School has been on a journey to ensure that our school is an inclusive space for all its community members and since 2017, we have worked closely with LGBT Youth Scotland to ensure the way we do things meets all our pupils' needs. We have introduced the following:



See ME. Include ME. Respect ME.

1. An annual Diversity Week celebrating protected characteristics mentioned in the Equality Act (2010): age, race, disability, religion and belief, gender reassignment, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. In addition, our school provides support for pupils who experience poverty, young carers, non-binary pupils, care-experienced pupils and those who have English as an additional language.
2. A Diversity Club, which meets every Tuesday lunchtime in Art 1, and regularly discusses and promotes awareness around age, race, disability, religion and belief, gender reassignment, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
3. An S6 Diversity Committee who help to drive change in the school and oversee the Diversity Week, Diversity Club and support our Cluster Primary Schools with their journey to being an inclusive space for all their community;
4. Created and or amended school policy documents to ensure that all are supported and feel safe to thrive in our school community (Equalities Policy, Inclusion Policy, LGBT+ Policy, Wellbeing Policy, Anti-Bullying Policy and PE Inclusion Policy);
5. Training in relation to LGBT identities and awareness, Mental Health, Child Protection, Humanutopia, MVP and Differentiation and Inclusion;
6. Adapted teaching resources to ensure that they feature a range of voices from across the Protected Characteristics outlined in the Equality Act 2010;
7. Regularly asked our students, teachers and parents about continually improving diversity and inclusion.

As a result of this ongoing work, we have achieved the LGBT Youth Scotland Gold Charter Mark. Through this intersectional work, we strive to take a holistic approach to inclusion at Earlston High School. Special thanks to our committed students and teachers in helping to drive this forward. If you have any questions regarding our equalities or practice, please contact Ms McLeod.



## Medical Care

The school has qualified first aiders who can support pupils during the school day. Pupils who feel unwell should report to the school office. If a pupil is unable to continue with lessons, parents or carers will be contacted to arrange for them to be collected. Pupils must not leave school without reporting to the school office first.

The school is unable to administer medication, including paracetamol or aspirin, unless a written request has been provided by a parent or carer. Parents and carers should inform the school if their child requires medication during the school day. The school follows Scottish Borders Council guidance on the administration of medication in schools.

The School Nursing West Team offers support to young people through referrals from GPs, parents/carers or education staff, as well as through a regular confidential drop-in service within school. The service is friendly, supportive and person-centred, helping pupils with a range of health and wellbeing needs, including emotional and sexual health.

Pupils can also access support through ChatHealth, a confidential text messaging service for young people, which allows them to contact school nurses for advice and support.

### **Educational Psychology Service (EPS)**

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. They provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with a child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact the school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Guidance Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how the EPS may be able to work with you to support your child in school.

Please see [www.scotborders.gov.uk/EPS](http://www.scotborders.gov.uk/EPS)

## **Scottish Borders Council British Sign Language Plan**

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users\*.

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting then the School is required to provide a face to face interpreter.

\*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language

### **Employment of Children**

Children under the statutory school leaving age can only be employed within the terms of the bye-laws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children under 13 years of age can be employed, and for those over the age of 13 there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

[https://www.scotborders.gov.uk/info/20025/licensing/670/employment\\_byelaws\\_for\\_children\\_and\\_young\\_people/1](https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1)

## School Clothing Grant/Allowance

Some families may qualify for financial assistance for school clothing. Application forms are available from Scottish Borders Council Headquarters in Newtown St Boswells and from their website: [www.scotborders.gov.uk](http://www.scotborders.gov.uk)

## Free School Meals

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



## Educational Maintenance Allowance (EMA)

An EMA has been available to eligible young people remaining in full time education beyond the statutory leaving age of 16. It is a weekly payment made directly to the young person from a family whose annual household income is £22,403 or less. Payments will only be made if the pupil has satisfied attendance requirements. Pupils must complete a learning agreement. Information is available and applications should be made via the Scottish Borders Council website.

## School Transport

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

Pupils can ONLY travel on the service number they are allocated to, due to capacity and insurance implications.

They should carry their bus pass at all times. If it is lost or damaged, a new one should be purchased via Parentpay and a temporary pass applied for at the office during break or lunchtime to cover their journeys until their new pass arrives.

## **Pupil Leadership**

At Earlston High School, Leadership is not just about the few leading the many, it is about leadership for all. By developing leadership we create opportunities that allow our young people to take charge in their lives and helping shape school life and their education to the benefit of all.

Currently we have 500 formal leadership roles for our young people who complement the excellent work of the S6 Leadership Team. Every pupil at Earlston High School has the opportunity to develop their leadership skills through departments, extra-curricular clubs and lessons.



### **Pupil Parliament**

Young people can be a catalyst for change at Earlston High School by bringing issues and ideas to the Pupil Parliament through their Pupil Voice representatives of which there are ten in every year. We look at 'How Good is our School' documents to find areas we can work on together to make positive change.

### **School Ambassadors**

In addition to the Student Council each year group has 10-12 School Ambassadors who help shape and run day to day activities and larger events in the school. These roles carry a lot of responsibility and the pupils selected went through a formal application process.

### **S1 Leadership Course**

All S1 pupils take part in the S1 Leadership course that teaches them basic leadership skills, styles how core values shape us as leaders.

### **Literacy Ambassadors**

These Ambassadors work hard throughout the year to assist pupils from Earlston High School and the local primary in literacy work across the school and monitor the Literacy Café at break and lunch.

### **Roles and Responsibilities**

Our pupil leaders are expected to uphold Earlston High School's core values in their everyday approach to learning and school life. They are role models for all pupils and are requested to assist and attend school events where possible, such as 'World of work evening' and parents' evenings.

There is an ever increasing list of opportunities and leadership roles available, including faculty, sports and extra curricular roles. Keep an eye at EHS on the Leadership notice boards and daily bulletin for new exciting opportunities!



## House System

The school has five houses: Eden, Leader, Teviot, Turfford and Tweed and every student is a member of one. We have two Senior House captains in S6 who motivate and lead the whole House. We also have two Sports Captains for each House in S6. They are supported by the Junior House and Sports Captains in S3 who provide Leadership to the junior students in the school.

### House Captains

- Two sixth years are chosen to lead each House with the support of two Sports Captains
- They are elected by members of their House – staff and pupils.
- They represent their House at assemblies, campaigning and encouraging their House to participate in events and win House points.

### House Points

- Earning House points is a whole school event - participation is not compulsory but highly encouraged
- Pupils can receive points for their given House for a variety of reasons: out of school achievements, academic improvement, extra-curricular achievements and upholding the ethos of the school.
- These points all add up to determine the winning House at the end of the year.



**Leader**



**Turfford**



**Tweed**



**Teviot**



**Eden**

## The Parent Council

Earlston High School Parent Council is here to represent the views of parents and carers of pupils at Earlston High School. Our aim is to enhance the positive working partnership between the school, parents, carers and pupils.

We work closely with the school, Scottish Borders Council, the local community and third party organisations to help maximise the experience of every pupil at Earlston High School.

We are all volunteers and manage our involvement around work and family commitments. Above all, we are passionate about helping the school to help our young people be the very best they can be!

Our meetings take place a couple of times per term as a group, either in person or else online.

For more information, please contact the school on **01896 849282** or by emailing [ppearlstonhighschool@scottishborders.npfs.org.uk](mailto:ppearlstonhighschool@scottishborders.npfs.org.uk)

You can also find us on Facebook.



EHS Burns Supper

## Mobile Technology in School

As part of Scottish Borders Council's *Inspire Learning* program all secondary pupils are issued with iPad to assist their learning. Teachers will make use of the technology when they feel it will enhance the learning experience our pupils receive. Homework may also be issued digitally and parents and pupils will be notified of this through the Satchel One app (previously known as Show My Homework).

### Responsibilities

- Pupils are expected to have their iPad in every lesson, and the device should have reasonable charge.
- They must carry the iPad responsibly, taking sensible precautions to protect the device from damage.
- Pupils are trusted not to misuse the iPad in any way, including taking video/photographs without express permission or using an Apple ID other than the one issued by the council.



### Restrictions of Use

- The iPad should only be used in class when given permission by the teacher.
- Misuse of iPads may result in the device being confiscated for a period of time.
- Any other mobile devices should be switched off and out of sight during lessons unless instructed otherwise. Their use may result in the member of staff confiscating the device. The school office will hold personal devices until the end of the school day.

## Transferring educational data about Pupils

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

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

Accurate and up-to-date data allows us to:

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

### General Data Protection Regulation

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact the Information Management Team by post at this address, or by email at: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk), or by telephone – 0300 100 1800.

### **Why we need your information**

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland’s Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

### **Who we will share information with**

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child’s data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share (and also receive) this information with other public bodies fraud checking purposes.

## **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

## **Photographs/videos**

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. EHS may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher as soon as possible.

## **Your Rights**

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

## **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You can visit their website for more information <https://ico.org.uk/make-a-complaint/>.

If your complaint is not about a data protection matter you can find details on how to make a complaint on the SBC website:

[https://www.scotborders.gov.uk/info/20016/have\\_your\\_say/155/make\\_a\\_complaint/1](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)

## Extra Curricular Activities

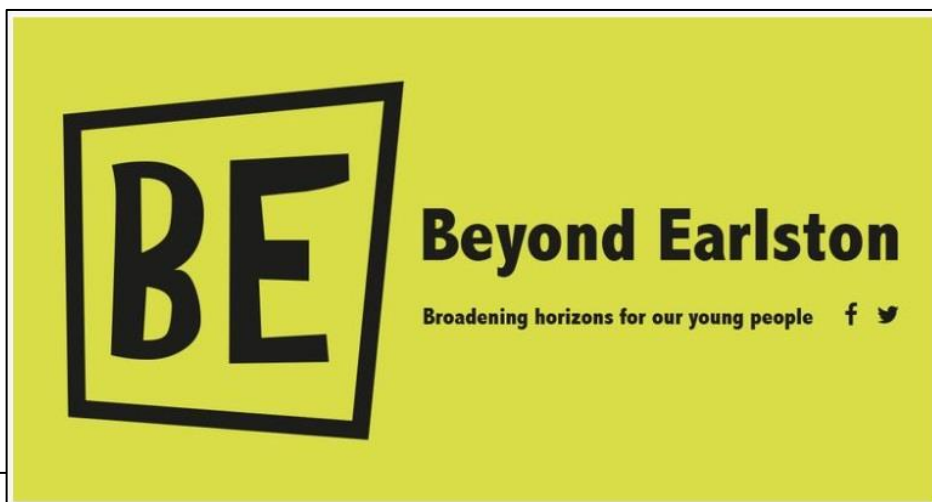
At EHS we endeavour to give our pupils as many extra-curricular experiences as possible. Our teachers and senior pupils really do a great job on providing a wide range of experiences from Crochet to Rugby, Chess to Comic Club.

As always if a young person has an interest we will do our very best to encourage and develop that passion.

### Clubs outside of school

Beyond Earlston run various evening and holiday activities outside of school.

Please check school noticeboards/TV screens and Beyond Earlston's Facebook for updates

The image is a poster for the 'Involvement Borders Youth Group'. It has a white background with a colorful, geometric pattern of triangles in shades of purple, blue, yellow, and green at the bottom. The text is as follows:

**For young people  
in the Scottish Borders**

**Involvement Borders  
Youth Group**

13-25 years  
LGBTQIA+ young people  
Wednesdays  
4.30pm to 7.15pm  
@ Rowlands, West Port,  
Selkirk, TD7 4DG

One to one support  
-  
Email support  
[info@lgbtyouth.org.uk](mailto:info@lgbtyouth.org.uk)  
-  
Live chat support service available  
on our website

**LGBT  
YOUTH  
SCOTLAND**  
Find out more at  
[lgbtyouth.org.uk](http://lgbtyouth.org.uk)