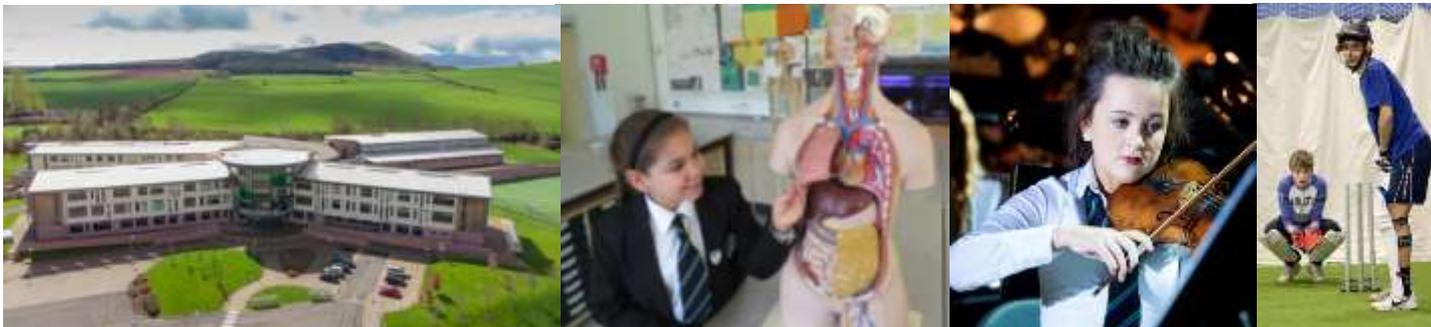


# Earlston High School

Respect, Responsibility, Honesty, Commitment, Excellence  
& Positivity



## Prospectus 2021-2022



Address: East End, Earlston, TD4 6JP

Telephone No: 01896 849282

Email: [earlstonhs@scotborders.gov.uk](mailto:earlstonhs@scotborders.gov.uk)

Website: [www.earlstonhighschool.org.uk](http://www.earlstonhighschool.org.uk)

Facebook [@EarlstonHighSchool](https://www.facebook.com/EarlstonHighSchool) / Twitter [@EarlstonHighSch](https://twitter.com/EarlstonHighSch) / Instagram [@EarlstonHigh](https://www.instagram.com/EarlstonHigh)

Headteacher: Mr Justin Sinclair

School Roll May 2021:

S1: 202

S2: 197

S3: 191

S4: 167

S5: 196

S6: 126

Total: 1079

Earlston High School is a non-denominational, co-educational, comprehensive secondary school. The school is linked with 8 partner primary schools – Earlston, Gordon, Westruther, Channelkirk, Newton, St Boswells, Melrose and Lauder.

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School show photographs courtesy of Sheila Scott Photography.  
Thank you to staff and pupils for allowing their photographs to be included.  
Thank you to parents, pupils and partners for their contributions to the prospectus.

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.

## WELCOME FROM THE 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 Learner Journey 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.

Kirsty, Maddie, Ethan and Robyn  
Head Team for Session 2020-21



Robyn   Kirsty   Maddie   Ethan

## THE AIMS AND VALUES OF EARLSTON HIGH SCHOOL

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

We achieve this by:

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

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

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

Our core values are:

**Respect, Commitment, Responsibility, Honesty & Excellence**

**Positivity** was added by S1 pupils for session 2019-20. This sixth value is reviewed each session and determined by the Pupil Parliament.

We have yet to decide on the 6th value for session 2021 – 2022.



## MOVING FROM PRIMARY TO SECONDARY

### CATCHMENT AREA

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

Earlston Newtown	Lauder St Boswells	Melrose Gordon	Channelkirk Westruther
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A number of pupils also choose to attend our school from outwith the catchment area. This is done by applying to Scottish Borders Council for a placing request. Parents are invited to contact the school to arrange a visit prior to submitting the placing request form.



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

### 1. YOUNG PEOPLE

The move from primary to secondary school is an important event for our pupils. We at Earlston High School wish to make this move as untroubled and smooth as we can. **The Primary 7 pupils spend 2 days visiting the school in June and following their S1 timetable.**

### 2. PARENTS AND CARERS

**Information evenings for parents/carers of Primary 7 pupils are held in September and June. These evenings provide a general introduction to the school and a chance to meet your child's Pastoral teacher.** We fully encourage parents to become partners with Earlston High School in the education of our young people. We also encourage parents to join our active and successful Parent Council.

### 3. TEACHERS

The Headteacher and the Depute Headteachers meet regularly with our cluster primary colleagues to discuss projects involving Primary and Secondary. Teachers exchange details of the courses taught and the materials used in order to smooth the 'change over' from primary to secondary. The Pupil Support team (Pastoral and Support for Learning teachers) visit the primaries and information about individual strengths, weaknesses, attainments and skills is also transferred. We thus have a clear picture of pupils' strengths, any difficulties, aptitudes, special talents and so on. In this way we are more likely to help each young person to settle and to provide continuity with the work done in primary school.

## PUPIL RESPONSIBILITIES

We ask our students to demonstrate our core values in their day to day life at school and in the community.

The main responsibilities carried by each pupil are:

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



Respect  
Commitment  
Responsibility  
Excellence  
Honesty

# RIGHTS RESPECTING CHARTER

After a consultation involving staff, pupils and parents a Rights Respecting Charter was drawn up to outline the agreed rights and responsibilities of pupils across the school. Alongside staff, prefects have been given the responsibility to help uphold and monitor the use of the charter.

## COMMITMENT

I have the right to belong to the school community **AND** the responsibility to come to school on time, wearing appropriate uniform and with the correct equipment.

I have the right to attend extra-curricular clubs that interest me **AND** the responsibility to participate fully and attend regularly.



## RESPONSIBILITY

I have the right to benefit from the opportunities given in the school **AND** the responsibility to uphold the good reputation of the school.

I have the right to raise issues that I may have with my homework **AND** the responsibility to do my homework to the best of my ability and to hand it in on time.



## EXCELLENCE

I have the right to have my achievements recognised **AND** the responsibility to do my best at all times.

I have the right to a good education **AND** the responsibility to make the most of this.



## RESPECT

I have the right to a clean environment **AND** the responsibility to keep it clean.

I have the right to have my opinions heard and to be treated fairly **AND** the responsibility to listen to and respect the opinions of others.

I have the right to use school property **AND** the responsibility to use it with respect.

## HONESTY

I have the right to fully explain my actions **AND** the responsibility to be honest at all times and to accept the consequences of my actions.

I have the right to report actions that are disrespectful **AND** the responsibility to do so.



## THE SCHOOL DAY

The school starts at 8.50 am and the day is divided as follows:

	<b>Mon to Thurs</b>	<b>Friday</b>	
Period 1	08.50 – 09.40	Period 1	08.50 – 09.40
Period 2	09.40 – 10.30	Period 2	09.40 – 10.30
Break	10.30 – 10.45	Break	10.30 – 10.50
Period 3	10.45 – 11.35	Period 3	10:50 – 11.40
Period 4	11.35 – 12.25	Period 4	11.40 – 12.30
Period 5	12.25 – 13.15	Period 5	12.30 – 13.20
Lunch	13.15 – 14.05		
Period 6	14.05 – 14.55		
Period 7	14.55 – 15.45		



## THE SCHOOL YEAR

### HOLIDAY ARRANGEMENTS

Start for students	Wednesday 18 <sup>th</sup> August 2021
October Holiday	School closes Friday 8 <sup>th</sup> October 2021 Opens Tuesday 19 <sup>th</sup> October 2021
St Andrew's Day	Monday 29 <sup>th</sup> November 2021
Christmas Holiday	School closes Thursday 23 <sup>rd</sup> December 2021 Opens Monday 10 <sup>th</sup> January 2022
Mid Term Holiday	School closes Friday 14 <sup>th</sup> February 2022 Opens Tuesday 22 <sup>nd</sup> February 2022
Easter Holiday	School closes Friday April 1 <sup>st</sup> 2022 Opens Monday 18 <sup>th</sup> April 2022
May Holiday	Monday 2 <sup>nd</sup> May 2022
Close	Thursday 30 <sup>th</sup> June 2022

### IN-SERVICE

Monday 16<sup>th</sup> August 2021  
Tuesday 17<sup>th</sup> August 2021  
Monday 18<sup>th</sup> October 2021  
Friday 14<sup>th</sup> February 2022  
Tuesday 3<sup>rd</sup> May 2022

### CASUAL HOLIDAYS

Tuesday 30<sup>th</sup> November 2021  
Monday 21<sup>st</sup> February 2022



## SCHOOL SURVIVAL KIT

### What should you bring with you?

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

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



## KIT FOR P.E.

The emphasis at Earlston High School is on participation and so there is no specific kit required for PE. However, pupils should have clothing which is appropriate to the activity and no clothing which promotes cigarettes, alcohol or gambling can be worn. We also ask that pupils wear a top with a high neckline and either short/long sleeves. The list below is the required kit for pupils when they represent the school at rugby or hockey.

### Hockey

Emerald green hockey top  
Navy blue skirt/shorts  
Navy/emerald green knee length socks  
Astro Trainers, trainers or studded boots

Hockey kit can be ordered from the PE department – these orders are sent away each year. In June each year, order forms are sent to our cluster primaries. Please contact Miss Pate for more information.



### Rugby

Black Adidas shorts  
Adidas royal blue/black rugby shirt  
Black rugby socks  
Training shoes or rugby boots

Rugby kit can be ordered from the PE Department.



## KIT FOR CRAFT DESIGN AND TECHNOLOGY

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



## SCHOOL DRESS CODE

Scottish Borders Council and Earlston High School believe there are many advantages in having a clear dress code. We are very encouraged by the smart appearance of our pupils and feel that a dress code encourages a sense of belonging. As you will see from the photographs, the pupils look very smart and are proud to show they attend Earlston High School. The dress code for 2021 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  
Plain black cardigan  
Black trousers or skirt  
Black shoes (not trainers)

### **S6 Pupils**

Plain white shirt or blouse (with collar)  
Senior school tie (worn at the collar)  
S6 jacket with blue braiding and EHS badge  
Black trousers or skirt  
Black shoes (not trainers)



Any parent who has difficulty in supporting the school guidelines on dress should write to the school. If a pupil has difficulty meeting the guidelines on any day he/she must hand in a note or explain the difficulty.

School ties can be ordered via Parentpay and collected from the school office.  
Jackets are available to order direct from Border Embroideries through their website.

## BROAD GENERAL EDUCATION (S1 - S3)

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. We focus on skills for Senior Phase and our Golden Skills :

### **Communication, Problem Solving, Organisation, Independent Working, Critical Thinking.**

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  
Learner Journey  
Mathematics  
Modern Languages  
Modern Studies  
Music  
Physical Education  
Religious & Moral Education  
Science



## **CHOICES AND SPECIALISMS AT THE END OF S2**

S3 is the final year of the Broad General Education. It should continue to lay solid foundations before moving on to the Senior Phase and national qualifications.

At Earlston High School we recognise that choice is motivating for young people. At the end of S2 students will select specialisms to study in S3. Specialisms are our way of keeping a broad curriculum whilst allowing young people the opportunity to explore discrete subjects in more depth. As well as 10 specialisms, pupils will study English, Maths, Core PE, Core RME, Health & Wellbeing and Learner Journey.



## **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 his/her child to be excused from these classes.

## **WORK EXPERIENCE**

It is hoped that every pupil in S3 will have the opportunity of Work Experience lasting one week. Pupils are able to experience a continuous spell in a working atmosphere and can gain first-hand knowledge of what any particular job entails. Work Experience can therefore assist in personal development, as well as being an aid in the choice of a suitable career.

Extended placements are available for senior students to allow them to use their timetabled study time for work experience. All placements must be Health and Safety checked by Scottish Borders Council. Mr D Ferguson co-coordinates the work experience programme.



## **INSTRUMENTAL INSTRUCTION**

We offer instruction in a variety of musical instruments: strings, woodwind, guitar, percussion and brass. Lessons take place weekly as part of the school day. These lessons maybe face to face or "virtually" on Teams. Pupils attending instrumental lessons will miss their normal class. However, timetables are planned to make sure pupils don't always miss the same lesson every week. In the future there may also be the opportunity to join bands and other instrumental groups within our school. Charges for this service are currently under review. There are no charges for pupils receiving free schools meals or a school clothing / footwear allowance or if they are in S4 to S6 studying SQA Music, including free standing units.

## THE SENIOR PHASE (S4 – S6)

S4-S6 students will choose subjects from a Senior Phase Choice sheet. Students in S4 will study 6 subjects: English, Maths and four others. The choice process starts in February and students are supported by the Guidance teachers when choosing their courses.

### STUDENTS CONSIDER

- Their own interests – what they enjoy or do best.
- Their future intentions – what is necessary for their career aspirations.
- Their abilities – what is realistic in terms of subject recommendations.
- Their educational needs – what is considered broad/balanced 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, Psychology, etc. Foundation Apprenticeships in Business, Civil Engineering, Food and Drink Technologies and Children and Young People are also on offer. The link between school and college is an excellent experience for many students, allowing them to build confidence and prepare for life beyond school.

### NOTES 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 and S6)

Almost all students returning to S5/S6 are choosing to return to school to continue their education. This may result in more mature and relaxed relationships with staff, greater responsibility for their curriculum and more negotiations over the use of their time. The experience of the senior school can be a very rewarding one and we hope students will look back on this time as worthwhile and successful in terms of academic achievement and in personal development as young adults.

### S5/6 CURRICULUM

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

#### S5

- Students will study a five subjects.
- Of the five subjects some will study all Level 4/5 courses, some will study all Level 6 courses and some will study a mixture of levels.
- Students will have one period of core PE, RME and Learner Journey each week.

#### S6

- In S6 students will study either three Level 7 courses (Advanced Highers) or four courses at 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 / REFERENCES

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

### LEAVERS' EVENING

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



## **HOMEWORK - Why have homework?**

**When done well and consistently – homework is proved to boost grades and give extra learning power!**

### **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:**

- use Satchel: One to plan homework
- complete and hand in homework on time
- supplement work in school with research and self-study at home

### **Parents might help by:**

- looking at Satchel: One on a regular basis
- providing a suitable place for their child to study
- encouraging their child to find interest in school work and to try hard

### **Teachers will:**

- Use the Satchel: One app to issue homework instructions
- give adequate notice of homework and make sure pupils always know when the homework is due
- on the rare occasion that homework is due the next day, it should not take more than 15 minutes to complete
- avoid issuing routine homework tasks within 2 weeks of exams
- give feedback on homework



## TIMETABLE OF PARENTS' EVENINGS AND REPORTS

### S1

- October settling-in report issued
- February parents' evening
- May report issued

### S2

- November report issued
- January parents' evening

### S3

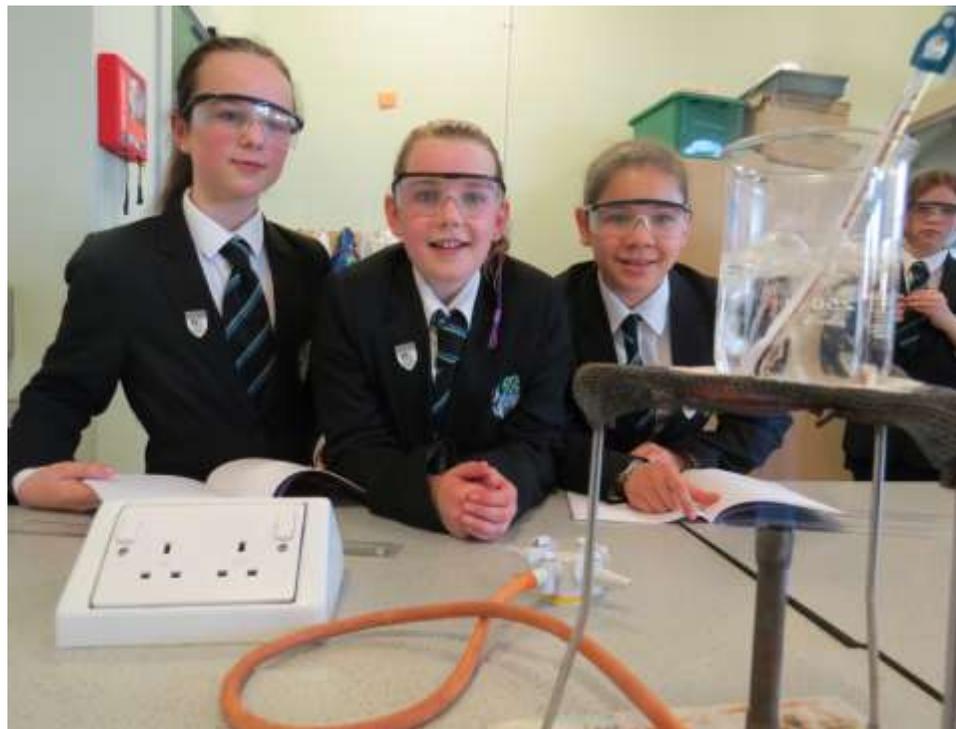
- November parents' evening
- January report issued

### S4

- October report issued
- December parents' evening
- February report issued

### S5 and S6

- October reports issued
- December parents' evening
- February report issued



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

## OUR SENIOR LEADERSHIP TEAM



Mrs J McDonald  
Depute Headteacher  
Year Head S5 & S6



Mr J Sinclair  
Headteacher



Mrs J Weston  
Depute Headteacher  
Year Head S1 & S3



Mr D Hayes  
Depute Headteacher  
Year Head S2 & S4



Mrs M Colvine  
Business Manager

## OUR PUPIL SUPPORT STAFF

### PRINCIPAL TEACHERS (PASTORAL/GUIDANCE)



Miss M Allison  
Principal Teacher  
Turfford House



Mr A Christensen  
Principal Teacher  
Teviot House



Miss C Fleming  
Principal Teacher  
Tweed House



Mr A McKenzie  
Principal Teacher  
Leader House



Mr S Watson  
Principal Teacher  
Eden House



Mr D Ferguson  
PT DYW  
(Developing Young Workforce)

Pastoral care is very high priority and each pupil is supported by a Principal Teacher (PT) Pastoral 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 Pastoral 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.

Mr McKenzie: Leader House

Mr Christensen: Teviot House

Miss Fleming: Tweed House

Miss Allison: Turfford House

Mr Watson: Eden House

### CAREERS SUPPORT

Pastoral Principal Teachers support pupils with their choice of course and career decisions. The school is fortunate to have excellent links with Skills Development Scotland and the support of a career adviser (see page 19). Once a week, at key stages in the year, there are lunchtime 'drop-in' sessions for any pupil wanting careers information. At other times, pupils can make a careers appointment by speaking to Mr Ferguson. The Careers Adviser attends Parents' Evenings for S2, S4, S5 and S6 and is available for consultation. Mr Ferguson, Principal Teacher Developing Young Workforce, liaises with the school's partners to provide opportunities for pupils to develop their work-related and career planning skills.

## PUPIL SUPPORT



Mrs S Lawrence  
Principal Teacher



Mrs L Fairbairn  
Teacher



Mrs H Monks  
Teacher



Mrs Jill Robertson  
Teacher



Mrs A Tiemessen  
Teacher

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

The school aims to provide appropriate education for all its pupils. Pupils with additional needs attend usual classes as far as possible. Occasionally, a modified or reduced curriculum is arranged. Support staff liaise with the primary school staff in order to provide a smooth transition to Earlston High School for pupils whose additional needs have already been identified.

For further information 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)

**ACCOMMODATION:** 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.***

## CAREERS ADVISER SERVICES IN EARLSTON HIGH SCHOOL

Dear parent/carer/pupil,

My name is Martin Webster and I am the Careers Adviser at Earlston High School. My role throughout your child's school journey is to build on aspirations and attainment.

In S1-3 I deliver group sessions to all pupils, which cover options, knowing yourself and strengths, and networks of support. The school also supports this work by making sure that your child is registered on My World of Work.

In S3 your child (and you if you wish) will be offered a one to one conversation with me to discuss choosing senior school subjects.

In S4-6 I see pupils in their classes for careers focussed group work and workshops. Senior pupils will also receive one to one coaching support from me if they need help coming up with a career plan, face barriers in getting to where they want to be or are simply struggling to make decisions.

As your child's school leaving date approaches, I 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, if required, delivered from our Careers Centres in either Hawick or Galashiels.

I attend many of the parent's events at school if you want to speak to me 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)



**My  
World  
of  
Work**



**Skills  
Development  
Scotland**

[MARTIN.WEBSTER@SDS.CO.UK](mailto:MARTIN.WEBSTER@SDS.CO.UK)  
07920 418820



@SDSScottishBorders

# OUR TEACHING STAFF

## EXPRESSIVE ARTS

### **MUSIC AND DRAMA**

Mr J Thomson (PT)  
Mrs A Brown  
Miss A Dickson  
Ms E Flanagan  
Mr M Haywood

## SCIENCE & ENVIRONMENT

### **CHEMISTRY**

Mr N Westgarth (PT)  
Mrs K Denholm  
Mr A Foggin (PT Leadership S1-3)  
Miss J Walker

### **PHYSICS**

Dr J Morton  
Mr R Simson

## HUMANITIES

### **HISTORY**

Miss H Thores (PT)  
Mrs S Cunningham  
Mr D Hayes (DHT)  
Miss M McClintock

### **MODERN STUDIES**

Miss J Cook  
Miss L Johnston

## TECHNOLOGIES & ENTERPRISE

### **CRAFT, DESIGN & TECHNOLOGY**

Mr N Woodcock (PT)  
Mr C Anderson  
Mr J Callaghan  
Mr G Scott  
Mrs C Wilson

## **ART & DESIGN**

Ms L Lees (PT)  
Mr J Adam  
Ms K Macbeth  
Miss S Murray

## **BIOLOGY**

Mrs D Cadden  
Mrs I Rutherford  
Mr J Towill  
Miss K Williamson

## **GEOGRAPHY**

Mrs G McGinlay (PT Leadership S4-6)  
Mrs K Renwick  
Miss L Wilkie

## **RELIGIOUS EDUCATION**

Mr A Simpson  
Ms J Thomson

## **BUSINESS STUDIES**

Mrs S Thomson  
Mrs Z Wright

PT = Principal Teacher  
Mat = Maternity Leave

## HEALTH & WELLBEING

### **HOME ECONOMICS**

Mrs L Ballantyne  
Ms C Barron  
Miss T Reilly  
Mrs J Schoeman

## MODERN LANGUAGES & CITIZENSHIP

### **MODERN LANGUAGES**

Ms H Feeney (PT)  
Mrs K Falconer  
Mr J-F Marchand  
Ms M O'Keefe  
Mr C Paus

## NUMERACY & ICT

Mr G Meikle (PT)  
Ms J Arrol  
Mrs K Higgin  
Miss K Hogg  
Mr J Pritchard (PT Digital Literacy)  
Mrs M Schoales  
Mrs C Smart

## PUPIL SUPPORT

Mrs S Lawrence (PT)  
Mrs L Fairbairn  
Mrs H Monks  
Mrs J Robertson  
Mrs A Tiemessen

## **PHYSICAL EDUCATION**

Miss E Pate (PT)  
Mr A Kidd  
Miss L Miller  
Mr M Naysmith  
Mr R Paterson

## ENGLISH & LITERACY

Miss L McDougal (PT - Mat)  
Mr C Mitchell (PT - Temp)  
Miss C Blyth  
Ms M Coates  
Mrs L Dorricott (Mat)  
Mrs H Dalrymple  
Miss C Fraser  
Mrs N Robertson  
Mrs F Sutherland  
Mrs J Weston (DHT)

## PUPIL SUPPORT - Pastoral

Miss M Allison (PT) Turfford  
Mr A Christensen (PT) Teviot  
Miss C Fleming (PT) Tweed  
Mr A McKenzie (PT) Leader  
Mr S Watson (PT) Eden

Mr D Ferguson (PT) DSYW

# OUR SUPPORT STAFF

## OFFICE

### **FULL TIME**

Mrs M Colvine	Business Support Manager
Mrs K Brydon	Administrative Assistant
Miss N Laing	Administrative Assistant
Mrs K Whyte	School Assistant

### **PART-TIME**

Mrs A Eaton-Turner	School Assistant
Mrs J Cowan	School Assistant (Temp)
Mrs J Thompson	School Assistant
Miss S Jackson	School Assistant (Home Economics)

## TECHNICIANS

Mr G Chisholm	IT (Term Time)
Mr B Hislop	Science
Mr G Wilson	Technical/Whole School (Term Time)

## JANITORS

Mr R Lynch	Head Janitor
Mr G Foster	Janitor
Mr K Shafto	Janitor

## CANTEEN

Mrs L Bouache	Catering Supervisor
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## LIBRARIAN

Miss J Slack (Temp)
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## PUPIL SUPPORT ASSISTANTS

Mrs P Clark
Mrs S Craig
Miss J Davidson
Mr A Dunlop
Mrs J Flynn
Mrs N Jarvie
Mrs E Johnston
Miss D Kwasek
Mr C Love
Mrs R Lumsden
Ms A McPherson
Mr D Riddell
Mrs L Sinclair
Miss K Thomson

## ABSENCE AND LATENESS

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



**GROUPCALL** : Our Groupcall system will automatically send a text message to a parent or 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.

**ABSENCES** : Absences must be explained by a phone call (answerphone message facility available), email or Xpressions 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 wishes to ask for leave of absence for a pupil this must be done in advance and in writing, by email or Xpressions 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.

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

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

**LATENESS**: Pupils who arrive late for school must report to the school office. The school office requires advance notification (phone call/email/Xpressions 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.

## 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, Pastoral teachers 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.

### QUARRIERS WELLBEING SERVICE

Quarriers Resilience for Wellbeing Service is an early intervention and prevention service that works with young people to improve their emotional wellbeing. At EHS, our Quarriers Resilience Practitioner works with students Monday to Thursday in school. The practitioner encourages and supports students to develop the coping strategies that give them the confidence and resilience needed to achieve their goals. The aim is for the young person to be able to manage life's ups and downs more effectively when feeling anxious, stressed, worried, overwhelmed, or low and prevent their getting drawn into damaging risk-taking behaviours. Interventions are time limited, enabling the young people to put their learned coping strategies into practice, promoting resilience and not building reliance.

**Access to the service:** Quarriers accepts referrals from school Pastoral Staff as well as operating a self-referral and a supported self-referral system via attending the drop in sessions held in school.



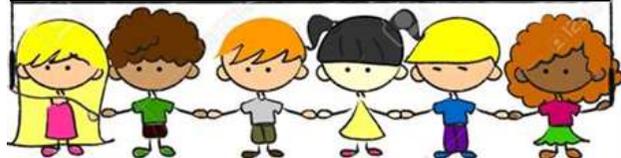
## KEEPING OUR CHILDREN AND YOUNG PEOPLE SAFE

### 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 Mrs Jill McDonald (DHT)**



### Protecting Children & Young People is Everybody's Responsibility



#### 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.

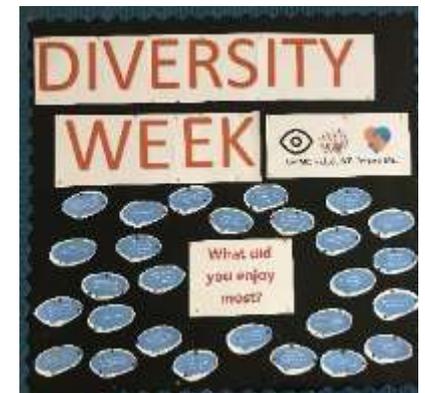
## DIVERSITY AND INCLUSION AT EARLSTON HIGH SCHOOL



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:

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 Mr Sinclair or Mrs McDonald



# HEALTHY CHOICES

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

## Healthy Beginnings

*Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing*

### Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs - Bath, Brush Book & Bed

### What?

### Why?

- Helps concentration
- Healthy Teeth
- Helps digestion
- Helps body grow and develop
- Healthy skin
- Energy

**Contacts**

Joint Health Improvement Team: [health.improvement@borders.scot.nhs.uk](mailto:health.improvement@borders.scot.nhs.uk)

Food & Nutrition Coordinator: [Hazel.Scott@scotborders.gov.uk](mailto:Hazel.Scott@scotborders.gov.uk)

NHS Borders Oral Health Promotion: [Helen.brand@borders.scot.nhs.uk](mailto:Helen.brand@borders.scot.nhs.uk)

Healthy eating and physical activity are essential for positive growth and development .  
 Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only.  
 Good hydration makes a difference to how children think, feel & function!



## **MEDICAL CARE**

We do not have a full time nurse, but we do have qualified first aiders. Pupils who are feeling unwell during the day must report to the school office. In cases where the pupil feels unable to continue with lessons, the office staff will contact a parent with a view to having the pupil taken home. No pupil is allowed to go home without first reporting to the school office. The school is unable to administer treatments or medicine (including aspirin and paracetamol) without a written request by a parent. Parents must let the office staff know if their child is taking medication at school. School follows the guidelines for the administration of medication set up by the Health & Safety Section of Scottish Borders Council in conjunction with the Education department.

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

## **EDUCATIONAL PSYCHOLOGY SERVICE**

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 Pastoral 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)

## **COUNCIL'S IMPLEMENTATION OF 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)

## **FINANCIAL SUPPORT**

### **SCHOOL CLOTHING 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 of which 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.

The House System was introduced in 2012. The names of the Houses were chosen by first year pupils after the rivers in the Borders.

Leader



Tweed



Eden



Turfford



Teviot



## THE PARENT COUNCIL

All parents are members of the Council which aims to create a valuable, welcoming, inclusive working partnership between the school, young people and the parents.

The Council aims to represent the views of all parents on the education provided and the welfare of the young people, as well as supporting and developing activities for young people. All parents are invited to bring issues to the attention of the Parent Council and to attend meetings. Parents can also expect to receive information about the school and be asked for their views on issues relating to the school and the education it provides.

The Council also support the school by organising events and fundraising which supports school activities, leadership programmes and equipment.

Melanie Brookes is the chairperson of the Parent Council. Our Vice-Chairs are Gordon Craig and Emma Craig and the Treasurer is Jacqui Miller. Further information on the Parent Council is available on the school website.

The Parent Council can be contacted via email: [parentcouncil@earlstonhigh.scotborders.sch.uk](mailto:parentcouncil@earlstonhigh.scotborders.sch.uk)

The Council would love you to get involved in whatever way you feel you can - either being on the council which meets monthly during term time, or supporting fundraising activities or by supporting individual projects. It is a great way to meet other parents and get an insight into what happens at school.



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 (2020/21 CALENDAR)

TIMES	ACTIVITY	YEAR GROUPS	TEACHER	LOCATION
<b>MONDAY</b>				
1.15-2.05	Maths Team Challenge	S1-S4	Mr Pritchard	Maths 4
1.20-2.00	Table Tennis	S4-S6	PE Staff	Gym 1
1.20-2.00	Comic Club	S1-S6	Mr Adam	Art1
1.20-2.00	S3-6 fitness Club	S3-S6	Mr Kidd	Fitness Suite
1.20-2.00	Table Tennis	S1-S6	PE Saff	Gym 1
1.20-2.00	MAD Legacy Group	S1-6	Craig Jackson	Games Hall/Fitness Suite
1.30-2.00	Jazz Band	All Instrumentalists	Mr Haywood	MU3
1.35-2.00	Choral Group	S2-S6	Mrs Brown	MU1
1.35-2.00	Junior Choir	S1	Mr Thomson	Assembly Hall
1.35-2.00	String Group	S1-S6	Mr Johnson	Band Room
1.35-2.00	Woodwind Ensemble	S1-S6	Miss Ewan	MU2
1.15-2.05	Young Enterprise Scotland	S5-S6	Mrs Wright	BS2
4.00-5.00	S1 Netball	S	Ellen White (Parent Helper)	Games hall
4.00-5.00	S3-6 Fitness Club	S3-6	Mr Kidd	Fitness Suite/Gym 1
4.00-5.00	S1 - S6 Tennis - Summer Club Only	S1-S6	Senior Pupils	Tennis Courts
4.00-5.30	S4-S6 Hockey	S4-S6	Miss Pate	Astro
5.00-6.00	S2 Netball	S2	Sarah Clark (Parent)	Games Hall
<b>TUESDAY</b>				
1.15-2.00	Chess Club	S1-S6	Mr Westgarth & Thomas Billet	Lab 3
1.15-2.00	Diversity Club	S1-S6	Mr Adam	Art 1
1.20-2.00	Table Tennis	S1-S6	PE Saff	Gym 1
1.20-2.00	S3-S6 Fitness Club	S3-6	Mr Kidd	Fitness suite
1.15-2.00	Lego Club	S1-S2	Mrs Monks	Cozy Café
1.35-2.00	Ukulele Group	S4-6	Mrs Brown	MU1
3.45-5.00	Badminton	S1-S6	Senior Helper	Gym 1, Gym 2 & Games Hall
3.45-5.00	S3-6 Girls Fitness Club	S3-S6 Girls only	Mr Kidd	Fitness Suite
3.45-5.00	Athletics Club - Summer Term Only	S1-S6	PE Staff	Grass Pitches
4.00-5.15	S1 Hockey	S1	Mr Kidd	Grass/Astro Pitch
4.00-5.00	S1-S6 Tennis - Summer Term Only	S1-S6	Senior Pupils	Tennis Courts
4.00-9.00	Senior Choir	S2-S6	Mr Thomson	MU3 (also some Sundays 11am-4pm)
3.45-5.15	Girls Rugby - Summer Term Only	S1-S6	Miss Pate	Grass Pitches

WEDNESDAY				
1.20-2.00	Table Tennis	S1-S6	PE Staff	Gym 1
1.15-2.00	Amnesty International Club	S1-S6	Mrs Thomson	SS10
1.20-2.00	Art Club	S1-S6	Miss MacBeth	Art 3
1.20-2.00	S3-S6 Lunchtime Fitness Club	S3-S6	Mr Kidd	Fitness Suite
1.15-2.00	Craft Club	S1-S2	Mrs Fairbairn	Art 5
1.35-2.00	Brass Band	S1-S6	Mr Kennedy	Band Room
1.35-2.00	Scottish Music Group	S1-S6	Ms Flanagan	MU2
4.00-5.00	S4-S6 Indoor Hockey	S4-S6	Miss Pate	Games Hall
3.45-5.00	S3-S6 After School Fitness Club	S3-S6	Mr Kidd	Fitness Suite
3.45-5.00	Brass Band	S1-S6	Mr Kennedy	Band Room
3.45-5.00	U16 Rugby	U16s	Jeremy Brett	Grass Pitches
3.45-5.15	S1 Rugby	S1	Mr Alston	Grass Pitches
3.45-5.15	S2 Rugby	S2	Mr Findlay	Grass Pitches
3.45-5.15	U15 Rugby	U15's	Mr Anderson	Grass Pitches
4.00-5.00	S1-S6 Tennis : Summer Term Only	S1-S6	Senior Pupils	Tennis Courts
4.00-5.15	S2 Hockey	S2	Mr Patterson	Astro Pitch
THURSDAY				
1.15-2.00	Code Club	S1-S6	Ms Arrol	M3
1.15-2.00	Christian Union	S1-S6	Jane McLean	SS9
1.15-2.00	Model United Nations (MUN)	S1-S6	Miss Johnston	SS7
1.15-2.00	Creative Writing	S1-S6	Miss McDougal & S6 Literacy Ambassadors	E8
1.20-2.00	Table Tennis	S1-S6	PE Staff	Gym 1
1.20-2.00	The Green Group (Eco Group)	S1-6	Mr Lawrenson & Greener Melrose	Cozy Café
1.20-2.00	S3-S6 Fitness Club	S3-S6	Mr Kidd	Fitness Suite
1.30-2.00	Art Competition Club	S1-S6	Miss MacBeth	Art 3
1.30-2.00	Drama Group	S1-S6	Miss Dickson	Stage
1.35-2.00	Guitar Group	S1-S6	Mrs Hume	MU2
4.00-5.15	S3 Hockey	S3	Miss Miller	Astro Pitch
4.00-5.00	S1-S6 Tennis : Summer Term Only	S1-S6	Senior Pupils	Tennis Courts
4.45-5.15	S1 & S2 Football	S1-S2	Mr Patterson	Grass Pitches
4.00-5.00	S1-S6 Basketball	S1-S6	Mr Kidd/Senior Pupils	Games Hall
FRIDAY				
1.30-3.00	S4-S6 Basketball	S4-S6	Mr Kidd	Gym 2 & Games Hall
1.30-3.00	S3-6 Fitness Suite	S3-S6	PE Staff	Fitness Suite
1.30-5.00	S2 Rugby Fixtures	S2	Mr Findlay	Grass Pitches
1.30-5.00	U15's Rugby Fixtures	U15	Mr Alston	Grass Pitches
1.30-5.00	S1 Rugby Fixtures	S1	Mr Alston	Grass Pitches
1.30-5.00	Hockey Fixtures	S1-S6	PE Staff	Astro/Grass Pitches

## CLUBS OUTSIDE OF SCHOOL

### For young people in the Scottish Borders

#### Involved 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

Live chat support service available  
on our website

LGBT  
YOUTH  
SCOTLAND  
Find out more at  
lgbtyouth.org.uk



Beyond Earlston run various evening and holiday activities outside of school. Please check school noticeboards/TV screens and Beyond Earlston's Facebook for updates