



Information for Parents and Students



Deans Community High School Handbook

9/6/16



West Lothian Council delivers

www.deanscommunityhighschool.com

westlothian.gov.uk



West Lothian
Council

Welcome to Deans Community High School



We look forward to working with you in partnership whether your child is about to be a student at the school or whether you are already part of the community using the many learning opportunities the school has to offer.

Deans Community High School aims to provide an educational experience of the highest quality for all our learners. We want students of all ages to attain and to achieve to the highest level that they can, so that they can be successful learners, confident individuals, responsible citizens and effective contributors to society. We want DCHS to thrive as an ambitious, vibrant and caring community, working in partnership with others to improve and to meet the needs of every learner, where resources, knowledge and skills are shared and used wisely, and achievements are shared and celebrated.

Our school aims to reflect the National Priorities of Education:-

- to raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better results in national measures of achievement, including examination results,
- to support and develop the skills of teachers and the self discipline of students and to enhance the school environment so they are conducive to learning and teaching,
- to promote equality and help every student benefit from education, with particular regard paid to students with additional learning needs,
- to work with parents/carers to teach students respect for self and one another and their interdependence with other members of their neighbourhood and society and to teach them the duties and responsibilities of citizenship in a democratic society,

- to equip students with the foundation skills, attitudes and expectations necessary to prosper in a changing society and to encourage creativity and ambition.

We are helped in pursuing these aims by a range of talented and committed teachers, support assistants, community education workers, administration staff and technical support staff.

We acknowledge that parents, carers and the home environment are the most influential aspect of a child's life and that is why we place so much importance on partnership. This means that we actively seek as many ways as possible to involve you in the education of your child or in your own education.

We understand how important it is that everyone in the school is safe and happy, mainly because it is everyone's right to work in a safe environment and because these are the best conditions for learning and fulfilling potential.

We offer as wide and varied a curriculum as possible, following national guidelines and emphasising the need for learners to be as successful as possible in their attainment. We recognise and value a range of achievements in music, art, sport, technology, dance, drama, enterprise and interpersonal skills. Learning and teaching are our core business and we have in place sound quality management systems that focus us on continuous improvement. We support all learners through our Integrated Support Team whose aim is to meet the needs of all individuals in an atmosphere of respect for self and for others.

We need everyone who is part of the school community to challenge and support us. We encourage our young people to share their ideas and thoughts with us about how we can improve the school. We do this through the Student Council and through group and individual interviews. We want parents and carers to feel that their views, too, are welcome. Please share with us your ideas for improvement, any concerns you may have, any comment that would be useful. Most of all, please believe that we genuinely care about your place in this great educational environment we call a community school and we ask you to work with us in achieving all that we can for the students and the community.

Pauline Allison, Headteacher

School Information

Address: Deans Community High School
Eastwood Park, LIVINGSTON EH54 8PS

Telephone Number: 01506 282155

Fax Number: 01506 282156

E-mail: wdeans-chs@westlothian.org.uk

Website: www.deanscommunityhighschool.com

Current Roll: 964 (May 2016)

S1 – 192

S2 – 173

S3 – 177

S4 – 176

S5 – 148

S6 – 98

Denominational Status: Non-Denomination / Co-Educational.

The school welcomes students of both sexes, from any social, ethnic or religious backgrounds. Religious and Moral Education is taught to students in S1 to S4. Parents have the right to withdraw students from religious observance and/or religious and moral education.

For more information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/relobs>

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/relandmoreduc>

Associated Primaries:

Carmondean Primary; Deans Primary; Knightsridge Primary; Meldrum Primary; Seafield Primary - placement requests are welcome from other primaries.

School Day:

Monday – Thursday:					Friday:				
Registration	8:35	-	8:45	a.m	Registration	8:35	-	8:45	a.m
Period 1	8:45	-	9:35	a.m	Period 1	8:45	-	9:35	a.m
Period 2	9:35	-	10:25	a.m	Period 2	9:35	-	10:25	a.m
Period 3	10:25	-	11:15	a.m	Break	10:25	-	10:40	a.m
Break	11:15	-	11:30	a.m	Period 3	10:40	-	11:30	a.m
Period 4	11:30	-	12:20	p.m	Period 4	11:30	-	12:20	p.m
Period 5	12:20	-	13:10	p.m	School Closed				
Lunch	13:10	-	13:50	p.m					
Period 6	13:50	-	14:40	p.m					
Period 7	14:40	-	15:30	pm					

Opening Hours: Monday to Friday 8:00 am to *10:00 pm
Saturday and Sunday *8:30 am to *5:00 pm

**for various schools and community purposes.*

The building is normally open for 355 days of the year, closing only on major public holidays.

School Contacts:

Head Teacher Mrs P Allison
Depute Head S1, 2, 3 Miss C Mordaunt
Depute Head S4, 5, 6 Mrs V Porteous
Pupil Support Manager Ms L Goodman
Police Link Officer P.C. P Corner

Head of House:

Cairnpapple
Mrs D Fleming
Dechmont
Mr K Dyson
Houston
Mr R Gray

Pupil Support:

Katrina Nelson
Paula Sinclair
Nicola Wood

Enrolment

Transfer from primary school to secondary

An application form must be completed for all primary to secondary transfers in West Lothian. The Pupil Placement Section deals with all primary to secondary transfers. Application forms should be returned to Pupil Placement unless your primary school is collecting the forms for return to Pupil Placement.

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

Preparatory work is done in the months preceding transfer by the support staff in conjunction with the staff of the primary schools so that levels of attainment, learning, health and emotional difficulties are fully taken into account when allocating these young students to their tutor group in Deans.

Primary school students spend a morning in selected subjects in the high school in November the preceding year. In June, prior to transferring, the primary students make a 2 day visit following their S1 timetable.

Primary seven parents / carers are invited into the school on an evening to receive information and see around the school.

Applications during the school session

Secondary schools deal with all applications for S1 – S6 during the current session. Application for admission to secondary schools forms may be obtained from the schools or West Lothian Authority. Completed forms should be returned directly to your preferred secondary school.

The information will be passed to the Senior Management Team member responsible for enrolment and a date for the student to commence school. Records will be requested from the previous school.

Applications outwith the school session (July and August)

The Pupil Placement Section at West Lothian Civic Centre deals with all applications outwith the school session.

Application forms should be returned directly to Pupil Placement Section:

West Lothian Civic Centre,
Howden South Road,
Livingston EH54 6FF
Telephone: 01506 281858



Contact with Parents/Carers and Enquire

The main purpose of this booklet is to provide parents with information about the school. Parental contact and consultation is crucial whether it be through the formal Parents' Evenings which are held for each year group in the school or through the informal contacts made by tutors or members of the Integrated Support Team.

We do hope, therefore, that the message has come over that parents / carers ARE welcome in Deans at any time whether it is to discuss their child's work or progress, or to see the school at work or – of course bearing in mind that Deans is a Community School – to take part in lessons and activities themselves!

We take all your concerns and queries very seriously, so please do contact us at any time either through a telephone call (01506 282155), or through the school email address (wldeans-chs@westlothian.org.uk).

Please refer to the council's Parental Involvement Strategy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

Should we not be able to resolve any issue, then we do have a school complaints procedure.

For further advice on how to make a complaint, please refer to:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/howtomakeacomplaint>



Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline-0845 123 2303
- an email enquiry service - info@enquire.org.uk
- An online enquiry service-two websites-www.enquire.org.uk (for parents/carers/practitioners) and www.enquire.org.uk/yp (for children and young people)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school.'

The Parents' Guide to Additional Support for Learning is now available to download at: <http://enquire.org.uk/publications/parents-guide> (new window).

School Meals, Policies and Transport

SCHOOL MEALS

A wide range of healthy options, hot meals, hot and cold snacks are available daily in the school restaurant. Food is available in the morning between 8am and 8:25am, at morning interval and lunchtime. The restaurant operates a pin number system for the purchase of goods. Each student is issued with a pin number on enrolment at Deans.

Packed lunches may be eaten in the restaurant, whilst senior students (S5/S6) may purchase and consume hot and cold stacks in the Community Café. All students are discouraged from visiting the local supermarket at lunchtime.

Special dietary requirements will be catered for. Please contact the school on 01506 282155. Please also advise the school immediately should your child have any allergies.

Parents/carers in receipt of Income Support or Income Based Job Seeker's Allowance or any income related Employment and Support Allowance may qualify for their children to receive free school meals/clothing grant. Secondary students entitled to free school meals are also entitled to free breakfasts. You may also qualify if you are in receipt of the Child Tax Credit only (with no Working Tax Credit), and your household income is less than £15,860. You may also qualify if you are in receipt of Working Tax Credit and Child Tax Credit and your household income is less than £6,420. If you are in receipt of Pension Credit you may also be eligible. Students who qualify for free school meals will have their pin number credited automatically on a daily basis.

Further information and application forms may be obtained from the School Office or from Education Services, West Lothian Civic Centre, Howden Road South, Livingston EH54 6FF. Tel No: (01506) 281952

Email: freeschoolmeals@westlothian.gov.uk schoolclothgrant@westlothian.gov.uk

POLICIES AND PRACTICAL INFORMATION

Education Services policies can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580>

Hard copies of council policies are available from the school, West Lothian Libraries and from the Civic Centre upon request.

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 do not permit employment of children under 13 years of age, and for those over that age there are limits on the hours and type of employment which are allowed. Parents / carers and employers must both complete an application form for an employment permit before the employment begins. These forms can be obtained from the School Office or from Education Services, West Lothian Civic Centre, Howden Road South, Livingston EH54 6FF.

PROVISION OF TRANSPORT TO SCHOOL

The Council's policy is to pay the travelling expenses of those students attending the district school within its catchment area who live more than two miles from the school. Application forms are available from the school office.

Attendance, Punctuality & Medical Care

Parents/carers are responsible for their children's attendance at school. The school has a policy on Attendance, Punctuality and Registration in line with West Lothian's policies. **Important: we rely on parents/carers to keep us up to date with current telephone and / or mobile phone numbers, including emergency contacts.**

Students are allocated a tutor when they enter S1. If your child is absent, please phone Pupil Support at the earliest opportunity, to explain the absence. When a student is absent without notification of the reason, a group call message is sent. If absence continues a letter is sent requesting information. When a student returns to school after an absence he / she must bring a dated and signed note from the parent/carer. We have introduced period by period registration to improve our record keeping and flow of information to parents / carers. Should there be concern over a student's attendance, children/young people's team would be asked to liaise with the home. CYPT will help, support and encourage parents/carers to ensure that their children receive the maximum benefit from the education provider and advise parents/carers of the Education Department resources that may be available.

The Scottish Executive has published guidelines (Circular 05/03) about families taking holidays within term time. The circular states that holiday taken during term time will be categorised as unauthorised absence for the student. **Please note that this is different from previous guidelines issued by West Lothian Council.** From now on, only exceptional circumstances will result in authorised absence being granted. The exceptional circumstances may include a family holiday judged to be important to the well being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events.

PUNCTUALITY

Students are expected to be punctual for school and for classes. If students arrive late to school they must sign in at the school office. Lateness to classes is very disruptive to the progress of lessons. Should lateness persist the Pupil Support Manager will ask the CYPT to liaise with the home in order to improve the situation.

MEDICAL CARE

The school has staff trained in First Aid who deal with medical emergencies and with students who become ill during the school day. We contact parents/carers in such circumstances but may have to seek expert treatment by arranging for the child to go to the Health Centre or Hospital. It is important that we have current emergency contact details so that we can get in touch quickly. Trained support staff within the school can only dispense medicine to students if parents/carers have sent the medication into school with a letter clearly stating dosage etc.

We work closely with the School Health Service. The school doctor and nurse are in regularly to meet with students and carry out health checks as appropriate. Parents and carers are always notified when these meetings will take place and are invited to be present. With your consent the School Health team also carry out immunisations when required. The school doctor will be pleased to see you and your child at any time if you are concerned about general health and progress at school.

CHILD PROTECTION

All members of staff have been trained and have responsibility to follow Edinburgh and Lothians Inter-Agency Child Protection Procedures.

Copies of the procedures are held in the Head teacher's office, the Pupil Support office and the Library.

Transition

Transitions have a big impact on children's learning and wellbeing and we ensure all students are supported in these. The tutor, Head of House and the Integrated Support Team all have a role to play in these. Parents and carers too are crucial in this process and will be informed and involved at all stages.



Integrated Support Team

We have an integrated approach to supporting students to ensure that we can meet the needs of all students within the school. The main aim of the Integrated Support Team is to remove barriers to learning and help students to access the curriculum at an appropriate level. The team consists of Tutors, Heads of House, Support for Learning staff, Pupil Support staff and Support Assistants. The school has a designated Support Area on the first floor and all staff are based there.

The Tutor's role is to:

- register students each morning and monitor attendance
- monitor students progress and behaviour
- deliver the Personal and Social Education programme
- support students to identify and meet their targets

Students are organised into three vertical Houses; Dechmont, Cairnpapple and Houston. Each group has a Head of House/Named Person who works with tutors to ensure the welfare and progress of all. Heads of House also:

- keep all students records up to date
- maintain a Personal Learning Plan for all students
- track and monitor student progress
- inform parent s/carers of progress

Support for Learning staff work with students individually, in small groups or in the classroom. We work collaboratively with subject specialists to ensure that the curriculum is as widely accessible as possible for all students from S1 – S6. When students have additional learning needs they may be supported by an Individual Education Plan, drawn up by students/staff and parents, giving them specific targets relevant to their needs and ability. Support for Learning staff also organise Additional Assessment Arrangements negotiated with SQA for those students in S4, S5 and S6 whose learning needs necessitate this. Delivering appropriate provision for *all* our students is a key aim, and we are all totally committed to this at deans community High School. If you feel that your child may require additional support then please contact the school for information and advice. West Lothian's policy on inclusion can be accessed online at <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion> The Parents' Guide to Additional Support for Learning is now available to download at: <http://enquire.org.uk/publications/parents-guide>

The Pupil Support Base aims to provide a safe environment where students are encouraged to maximise potential. This base is managed by the Pupil Support Manager and a team of Support Assistants who work with students from all year groups and liaise closely with parents/carers. They also offer support with attendance issues, medical issues, homework and dress code and aim to maintain a positive ethos within the school by supporting the discipline system.

The Learning Base provides a structured and effective individual support for students whose academic and social needs cannot always be met within a classroom situation. The Workbase allows students to continue to access as much of the full range of educational opportunities afforded by the school as appropriate at any given time.

CAREERS ADVICE AND WORK EXPERIENCE

All S4 students take part in our Work Experience programme during which they spend one week working and observing at a local place of employment. Placements are allocated in accordance with students' interests and possible future careers. Every student will have an opportunity to meet with the Careers Adviser through an appointment system. The school has a Careers Library and regularly takes part in Careers Conventions. These are of interest to those intending to leave school or those wishing to continue with Further/Higher Education.

Study Support and Celebrating Success

Study Support is designed to motivate, support and challenge students. It consists of:

S1 After School Clubs

Twilight Classes

Easter School

Study Skills and Motivation Workshops

Study Skills and Techniques

Revision Materials

Mentoring



In addition to this, students have access to the school Library on specified lunchtimes and after school. There are also opportunities in individual departments during the year which are open to a variety of students.

POSITIVE STRATEGIES AND CELEBRATING SUCCESS

Our Positive Strategies Policy helps to create and sustain a positive atmosphere throughout the school and encourages achievement in all areas of school life and raise standards.

Our Policy has the following aims:

- to promote positive attitudes, academic achievement and effort;
- to acknowledge positive behaviour by students in all areas of school life;
- to communicate positive achievements to students and parents;
- to promote the positive use of language by both staff and students.

Merit is awarded for such things as:

- consistently good or sustained improvement in a particular area, this might be behaviour, effort, attitude, homework or attendance;
- a specific contribution to the school, such as special help for a school event

Other Awards

Certificates and trophies may be awarded by departments to students who represent the school at specific events such as sporting activities, music concerts and achievements in clubs or at local, regional or national events. Deans students are also nominated for West Lothian Council Stellar Awards.

Annual Awards Ceremony

We hold Annual Awards Ceremonies to celebrate students' achievements in all areas of the curriculum and wider achievement.



stellar



School Uniform

- Deans jumper/tank-top or plain black jumper/cardigan.
- Plain black school trousers or skirt.
- Tights should be black or neutral.
- Black shoes. (must be all black)
- S1/4 students wear a white shirt with 'junior' tie.
- S5/6 students wear a white shirt with 'senior' tie.
- Blazer for S4 - 6 recommended

You must not wear

- leggings, dresses, jeans or shorts.
- sportswear in classrooms.
- tracksuit or other trousers made from nylon type fabric. (for fire safety)
- football colours. This is West Lothian



Coats, scarves and hats and other non-uniform items of clothing must not be worn in class.

We also recommend that you wear protective clothing for work in:

- Art
- Crafts
- Sciences

Remember to label all your possessions to make sure of a speedy return if you lose them. The school keeps lost property for some time before passing it on to charity.

Our Shared Values

Our aims reflect the values of our school and form the foundation of our educational philosophy:

Inclusion

Respect

Integrity

Compassion

Aspiration



Everyone in Deans Community High School is encouraged to incorporate these shared values into their daily lives and interaction with others.



Curriculum, Assessment & Progress Reports

CURRICULUM

From S1 to S3, students study a broad range of subjects which include: English, mathematics, social subjects, science, modern languages, personal and social education, music, art and design, physical education, home economics, craft and design technology and information technology. In addition all S1/2 students have a number of periods where they choose topics to study across a range of subjects. This focuses on developing students' skills and enables them to achieve Excellence Awards.

In S3 students narrow down their subjects and make 8 choices across all curriculum areas. In S4 choices are narrowed down further and students choose 6 subjects leading to National Qualifications.

In S5 and S6, students reduce the number of subjects again and study these in more depth and detail. National qualifications for senior students are available at a number of levels, along with opportunities for vocational experiences.

WIDER ACHIEVEMENT

We like to celebrate students' wider achievements in Deans. This is something that a student does which is beyond the normal school curriculum. This could be taking part in an extra-curricular activity such as a sport, speaking at school assemblies or achievements in clubs or teams outside of school. Other activities could include volunteering in the community. Please make sure the school knows about any wider achievements.

ASSESSMENT & PROGRESS REPORTS

Assessment is an integral part of effective teaching and learning. It aims to improve student performance.

- It gives students information about their attainment, progress and potential.
- It provides motivation and encouragement to students.
- It helps identify learning difficulties.
- It is linked to awards and certificates.
- It provides parents / carers, further and higher education and prospective employers with information.

A range of methods of assessment are used in Deans, for example, written and oral tests given in class, assignments to be completed at home, as well as the specific assessments related to National Qualification courses.

Departments assess students regularly throughout the year – at the end of units and before moving on to a new topic. 'Practice' exams are held at the end of third year and Prelims for S4-6.

This gives students experience of examination conditions. Assessment is also carried out continuously throughout courses. Students' achievements are recorded as they successfully complete each stage of the course.

A typical reporting calendar is shown below.

October	S3 Reports	February	S2 parents' evening
November	S1 Parents Evening S4 Parents Evening	March	S4,5,6 Reports
December	S2 Reports S5/6 Parents Evening	April	S1 Reports
January	S3 Parents Evening		

Homework

To help students with their work and to keep parents/carers informed, we use student planners and the school website. All students should use these on a daily basis to record/check homework, revision, assessment dates, special items to be brought to school, etc. This is a means of keeping in touch with parents/carers so they can support their child in organising their study time and completing assignments. Student homework instructions are uploaded under their teacher's name in the Department section of the website. Homework and study materials are also available in this section of the website.

Use of Homework Diaries / Study Planners:

Whenever homework is issued, the class teacher will ensure that students enter the task to be completed in their diary.

Parents/carers are asked to sign the diary weekly.

The tutor will check regularly that each student is following the correct procedure.

The Importance of Homework:

Research has shown that the single most important factor in a student's success at school is the interest taken by parents / carers in their school work.

The school believes that this is an essential part of the learning process and that students who do this regularly gain immeasurably from the experience.

Students will be given homework on a regular basis for all main subjects.

The various reasons for doing homework that we have identified are given below:-

- reinforcement of work learned in school;
- completion of work not finished in class;
- extra practice to consolidate work covered;
- catching up after absence;
- giving extra time to problem areas identified in class;
- reflective study to put a particular lesson in the context of a topic;
- giving the idea that learning is not restricted to school;
- going into a subject in-depth using articles, newspapers, Library, etc.
- involving the family in a student's progress.

In years one and two we try to develop the discipline required to do homework. This is seen as an important preparation for future years where students will be following external examination courses.

Homework tasks are varied and might include: reading newspapers, doing research, analysing TV programmes, organising projects, preparing for a new project, problem solving etc., as well as the usual written exercises. Students are expected to spend some time each evening reviewing the work completed during classes that day. Although we stress the importance of homework we are also aware that homework must never impose too heavy a load on the student. At all times teachers should keep a careful record of the homework given to each student / class and make sure that this is responded to as quickly as possible.

Parents/carers are encouraged to contact the Principal Teacher of a subject if they have any concerns about the homework tasks or frequency.



Parent Council and Student Voice

PARENT COUNCIL

Deans Community High School has a very active and supportive parent council. New members are always welcome. Meetings dates and contact details are posted on the school website. If you require more information please contact the school.

STUDENT VOICE

We are very interested in the views and opinions of our students; indeed they give us crucial information about their experiences of school and ideas about improving the quality of educational provision.

The Student Council is a very important method of giving students a voice in all issues concerning the school community. A number of students are elected to represent class groups across all year groups. They undergo training and then meet regularly to discuss issues raised by students or by other members of the community.

The Student Council also gives students a place on the School Board, on Livingston's Youth Forum and indirectly to the Scottish Youth Parliament.



On some issues, the whole school population is consulted directly via questionnaires, personal and social education classes, assemblies and tutor time. This gives all students the opportunity to contribute their thoughts and opinions. Occasionally we focus on particular issues and hold meetings with groups of students to tease out their ideas. This information is then collated, distributed and used to improve the area of concern.

We value highly the contribution young people make to our quality management systems and seek ways to improve our partnership with them.

Web-community at Deans

We've created a live, interactive space for the benefit of students, parents/carers and our wider community. Keeping you right up to date with news, homework and other information!

www.deanscommunityhighschool.com

Learning Resource Centre

The Library is open to the public as well as school users, though it can be busy at times with classes, so telephone in advance to check if you want to make use of it.

For further information, please contact the Library on 01506 282155.



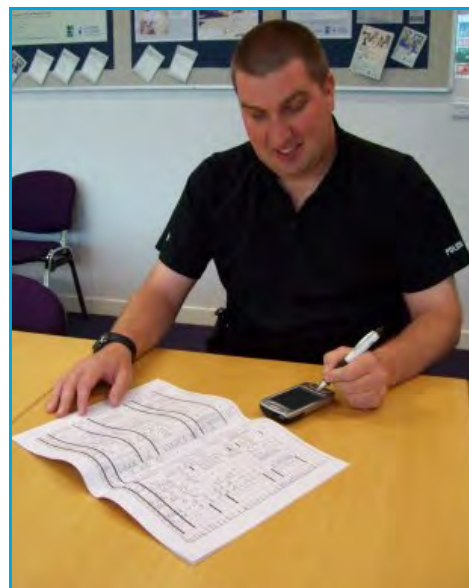
Our School Chaplain

We have a school chaplain, Rob Bell, who supports students, staff and the wider community. Rob takes regular assemblies and offers a 'drop-in' session at lunchtime in the Library.

Pupil Support staff can make individual student appointments if required.



School Police Link Officer



Our School Police Link Officer is PC Paul Corner. Paul supports staff, students and members of the community to ensure we have a safe and trouble free environment in school. He also delivers information, guidance and strategies to the students in relation to Personal Safety, Internet Safety, Knife Crime, Drugs and Anti-Social Behaviour.

Community Information

Since it opened, Deans has always been a community school and, as such, has offered much more than a standard secondary school. It is a school, community centre, adult learning centre and sports centre, all rolled into one.

Adult Learning

Adults can come to classes daytime, evening and at weekends and in conjunction with this we offer additional support to adult learners' e.g. adult guidance, crèche support and an After School and Holiday Care Club – The Deano Club.

Fun Fever and Friday Youth Clubs

There are opportunities for young people to take part in structured activities on a Tuesday evening at Fun Fever and a Friday evening at The Friday Night Project.

Regular activities are cookery, sports, games, arts and crafts, karaoke, dancing, music, etc.

Community Development

We try to respond to local needs and interests and encourage ideas from the local community. We are also a base for a number of sports clubs, uniformed organisations and special interest groups.

Sports Facilities

As the local sports centre, we offer public swimming sessions and access to fitness room, dance studio and sauna.

We also hire out our games hall, gym and outdoor pitches to local groups.

The Theatre, Gallery and Conference Room are large spaces also available for booking.

For further details on any of the above please see our website:

www.deanscommunityhighschool.com

email: dchsleisure@westlothian.gov.uk

or telephone reception on 01506 282155

Neil Sharp
Community and Leisure coordinator



Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

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 Skills Development 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:

- o plan and deliver better policies for the benefit of all pupils
- o plan and deliver better policies for the benefit of specific groups of pupils
- o better understand some of the factors which influence pupil attainment and achievement
- o share good practice
- o target resources better
- o enhance the quality of research to improve the lives of young people in Scotland

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Your data protection rights

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

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

School Improvement

The main achievements of the school can be found in the **Standards and Quality Report** uploaded in the 'Information' section at the top of the school website: www.deanscommunityhighschool.com

The **School Improvement Plan**, detailing the future improvement of the school's performance **over the next 3 years**, including the school's plan to involve parents in future improvement, is also uploaded in the 'Information' section of the school website.

Information regarding Deans Community High School's performance at local level:
<http://www.westlothian.gov.uk/education/schoolrelateditems/schoolperformancedata1>

Information regarding Deans Community High School's performance at national level:
<http://www.educationscotland.gov.uk/scottishschoolsonline/>
<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

ATTAINMENT BY THE END OF S6

Level	2013	2014	2015
1+ level 7 (Adv Higher)	13	14	13
5+ level 6 (Higher)	23	23	25
3+ level 6 (Higher)	40	33	41
5+ level 5 (N5, SG Credit)	59	52	58
5+ level 4 (N4, SG General)	87	86	92
5+ level 3 (N3, SG Foundation)	100	100	96

POSITIVE DESTINATIONS

2012 - 2013
93.5%

2013-2014
93.3%

2015-2016
94.3

Deans Community High School is in the top 3 in West Lothian for Positive Destinations. Ensuring students move on to positive destinations is a high priority for the school and our local communities.



WLC Instrumental Music Service

West Lothian Council's Instrumental Music Service provides free instrumental music lessons to primary and secondary school pupils and opportunities for these pupils to play in one of the many bands and ensembles that perform regularly at a range of venues and events locally, nationally and internationally.

The Service is delivered in schools by professional instrumental music teachers who provide a structured and progressive music curriculum which is encapsulated in the four capacities of Curriculum for Excellence - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The Instrumental Music Service is managed by a Principal Officer who is based within Education Services.

How will learning to play a musical instrument help my child?

As well as musical development, the many general benefits gained from learning to play a musical instrument include: enhanced listening and concentration, discipline, co-ordination, language development, memory and social skills. It helps your child to become part of a team and to respect other team members whilst increasing your child's confidence and participation in the wider school and community.

How much will it cost?

Lessons are free, but you will be asked to buy music and some pieces of equipment, reeds, strings etc. For a more accurate estimate, please contact your child's instrumental teacher.

How can my child become part of this?

We aim, within the available resources, to provide opportunities for pupils to learn to play a musical instrument in all primary and secondary schools. Instrumental music teachers provide instruction in a range of instruments including strings, brass, woodwind, guitar, bagpipes and percussion. Availability of specific instruments varies in different cluster areas. Demand usually exceeds availability so children are selected using established musical selection procedures. Your child's instrumental music teacher will recommend the most appropriate instrument. Depending on resources, an instrument may be provided on loan without charge for an initial period of tuition, but it is also possible to purchase an instrument through your child's school using (AIPS) - the Assisted Instrument Purchase Scheme. AIPS Enables you to buy a musical instrument without paying VAT.

When are the lessons and how do I check on progress?

Lessons are once a week during the school day but are, wherever possible, provided on a rotational basis so that no particular curriculum subject is affected. The length of the lesson can vary. Individual learning plans/targets are agreed with pupils, their progress is checked weekly and a written report is issued each year. Children are also encouraged to take part in nationally recognised music exams such as Music Medals to boost their sense of achievement.

Is there anything I can do to help?

Your role in supporting your child is an important one.

- Encourage regular practice in a quiet place and listen to them playing from time to time.
- Be positive, especially in the early stages.
- Encourage your child to attend lessons regularly.
- Be prepared to buy music and accessories.
- Don't hesitate to contact your child's instrumental teacher if you need advice
- Encourage your child to take up opportunities to perform solo and in groups

What happens as my child progresses?

All the way through instrumental music teaching, your child will be encouraged to assess themselves, first with Music Medals, then by sitting SQA and external examinations. Music exams passed at grades 6, 7 or 8 also score valuable points on University and College application forms (UCAS). There are bands and ensembles in most schools that usually play weekly after school hours. There are also Area Ensembles playing all kinds of music from popular to jazz to classical. These bring young musicians from different schools together to perform, often with professional musicians at prestigious venues around the world.

Where can I get more information?

The Instrumental Music Service team from Education Services are happy to talk to you about any questions you may have

Juliet Hosie

Principal Officer of Instrumental Music

01506 281995

juliet.hosie@westlothian.gov.uk

Steven Gray

Co-ordinator of Instrumental Music

01506 281996

steven.gray@westlothian.gov.uk

Hugh Foster

Instrumental Music Service Support Officer

01506 281145

hugh.foster@westlothian.gov.uk

Alternatively you can contact the instrumental music teacher at your child's school.

West Lothian Council Session Dates 2016-17

				STAFF WORKING DAYS	TEACHING DAYS
TERM 1					
Staff resume		* Monday, 22 August 2016			
All resume		Tuesday, 23 August 2016			
				20	19
September Holiday	All break	Friday, 16 September 2016			
	Teaching staff resume	* Tuesday, 20 September 2016			
	Pupils resume	Wednesday, 21 September 2016			
				19	18
October Holiday	All break	Friday, 14 October 2016			
	Teaching staff resume	* Monday, 24 October 2016			
	Pupils resume	Tuesday, 25 October 2016			
				43	42
Last day of term		Wednesday, 21 December 2016			
				<u>82</u>	<u>79</u>
TERM 2					
All resume		Wednesday, 4 January 2017			
				27	27
February Holiday	All break	Thursday, 9 February 2017			
	Teaching staff resume	* Tuesday, 14 February 2017			
	Pupils resume	Wednesday, 15 February 2017			
				34	33
Last day of term		Friday, 31 March 2017			
				<u>61</u>	<u>60</u>
Good Friday	14 April 2017				
Easter Monday	17 April 2017				
TERM 3					
All resume		Tuesday, 18 April 2017			
				9	9
May Holiday		Monday, 1 May 2017			
	All resume	Tuesday, 2 May 2017			
May In-Service		* Thursday, 4 May 2017			
	Pupils resume	Friday, 5 May 2017			
				43	42
1 day local holiday as detailed below #					
Last day of term		Friday, 30 June 2017			
				<u>52</u>	<u>51</u>
				<i><u>totals</u></i>	<i><u>195</u></i>
					<i><u>190</u></i>
# a)	All schools except those at b) and c) below:	Victoria Day	Monday, 22 May 2017		
b)	Bathgate Academy and feeder primary schools plus St Mary's, Bathgate & St Columba's (excluding Blackburn, Murrayfield and Seafield Primary schools)	Newlands Day	Monday, 5 June 2017 (subject to confirmation)		
c)	Linlithgow Academy and feeder primary schools plus St Joseph's Primary School, Linlithgow:	Linlithgow Marches	Tuesday, 13 June 2017 (subject to confirmation)		
SESSION 2017/2018					
Staff resume		Monday, 21 August 2017 (to be confirmed)			
Pupils resume		Tuesday, 22 August 2017 (to be confirmed)			

Andrew Sneddon
Customer and Performance Manager
April 2015

Remember all our dates, information and publications can be found on the website:

www.deanscommunityhighschool.com

Please help us by making sure we have an up to date mobile number and email address.



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E-mail: wdeans-chs@westlothian.org.uk
Website: www.deanscommunityhighschool.com

