

Larbert High School

Information for Parents & Pupils

Session 2017 – 2018

WWW

www.larberthigh.com



larberthighschool@falkirk.gov.uk



Search for **Larbert High** on the
Apple or Google Play stores –
or scan this QR code...



[@LarbertHigh](https://twitter.com/LarbertHigh)

Updated October 2017

We hope that you find the following information and clarification on a number of issues helpful.

If we can provide further clarification, then please do not hesitate to get in touch.

Information	Detail...	Why?
<p>Bring Your Own Device (BYOD)</p> <p>Mobile Phones iPads iPods Notebooks, etc</p>	<p>To support learning and teaching, the following procedures will be followed:</p> <p>The teacher will direct pupils about the use of any electronic device in each lesson.</p> <p>The use of all electronic devices is subject to the same policies and procedures for behaviour management across the school. Pupils who do not follow this policy will be disciplined in line with the school's positive behaviour/discipline policy.</p> <p>If a pupil uses their own electronic device in an inappropriate way or does not follow the instruction of the teacher, the following procedures will apply:</p> <ul style="list-style-type: none"> • The member of staff will give 1 reminder to the pupil asking them to follow the school procedure. • If this does not happen, then the electronic device will be confiscated and passed to the school office for safekeeping. The pupil can collect it at the end of the day and a letter will be sent home. • If the electronic device is confiscated for a second time, the device will not be returned at the end of the day. A letter will be sent home asking the parent/carer to come to the school to collect it from the Depute Head Teacher. 	<p>To support learning anytime and anywhere across the school, all pupils and staff have access to the school Wi-Fi network (which is bound by the Council's Acceptable Use Policy and which has appropriate filters and restrictions applied). This enables pupils and staff to access the internet on any Wi-Fi enabled device.</p> <p>In order to give pupils as many opportunities as possible to use technology, the school allows pupils to use their own personal electronic device (smartphone, netbook, iPad, etc) within the classroom in order to enhance the learning experience.</p> <p>However, <u>inappropriate</u> use of devices can cause significant disruption to the learning and teaching within classes.</p> <p>Please note that the school does not have any insurance cover for devices and accepts no responsibility for devices that are lost, stolen or damaged.</p> <p>Parents/carers who wish to contact their child in an emergency can do so via the school office.</p> <p>Pupils who wish to contact their parent/carer in an emergency can do so via the school office.</p>

Information	Detail...	Why?																																																				
<p>Uniform</p>	<p>Currently:</p> <ul style="list-style-type: none"> All pupils must wear a school blazer, white shirt (with buttons and collar to the neck) and school tie. Black trousers or black skirt (black jeans or tracksuit bottoms are not acceptable). Dark coloured shoes. Pupils may wear a plain black jumper or cardigan over the shirt, but the tie must be clearly visible. <p>General points:</p> <ul style="list-style-type: none"> All items of outdoor clothing (including scarves and jackets) must be removed in class. Inappropriate accessories should also be removed. Pupils who are not dressed appropriately will be provided with items from school stock (including for PE lessons). 	<p>In a large school, for safety reasons, it is essential that all pupils are instantly recognisable as LHS pupils.</p> <p>Wearing school uniform instils pride, a sense of belonging, a sense of purpose in class and projects an appropriate image to the local community and visitors to the school.</p> <p>Items of school uniform are significantly cheaper than branded items of clothing.</p> <p>School uniform removes the stigma attached to not wearing more expensive branded items and also reduces peer-pressure.</p> <p>Wearing a standard school uniform encourages a 'ready to work' attitude.</p>																																																				
<p>Timings of School Day</p>	<table border="0"> <thead> <tr> <th colspan="2" data-bbox="389 874 741 906">Monday/Wednesday/Friday</th> <th colspan="2" data-bbox="869 874 1099 906">Tuesday/Thursday</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 927 546 959">Warning Bell</td> <td data-bbox="577 927 645 959">0835</td> <td data-bbox="869 927 1025 959">Warning Bell</td> <td data-bbox="1057 927 1124 959">0835</td> </tr> <tr> <td data-bbox="389 963 495 995">Period 1</td> <td data-bbox="577 963 714 995">0840-0930</td> <td data-bbox="869 963 974 995">Period 1</td> <td data-bbox="1057 963 1193 995">0840-0930</td> </tr> <tr> <td data-bbox="389 1000 495 1032">Period 2</td> <td data-bbox="577 1000 714 1032">0930-1020</td> <td data-bbox="869 1000 974 1032">Period 2</td> <td data-bbox="1057 1000 1193 1032">0930-1020</td> </tr> <tr> <td data-bbox="389 1048 488 1080">Interval</td> <td data-bbox="577 1048 714 1080">1020-1035</td> <td data-bbox="869 1048 967 1080">Interval</td> <td data-bbox="1057 1048 1193 1080">1020-1035</td> </tr> <tr> <td data-bbox="389 1102 524 1134">Form Class</td> <td data-bbox="577 1102 714 1134">1035-1045</td> <td data-bbox="869 1102 974 1134">Period 3</td> <td data-bbox="1057 1102 1193 1134">1035-1125</td> </tr> <tr> <td data-bbox="389 1139 495 1171">Period 3</td> <td data-bbox="577 1139 714 1171">1045-1135</td> <td data-bbox="869 1139 974 1171">Period 4</td> <td data-bbox="1057 1139 1193 1171">1125-1215</td> </tr> <tr> <td data-bbox="389 1176 495 1208">Period 4</td> <td data-bbox="577 1176 714 1208">1135-1225</td> <td data-bbox="869 1176 974 1208">Period 5</td> <td data-bbox="1057 1176 1193 1208">1215-1305</td> </tr> <tr> <td data-bbox="389 1224 465 1256">Lunch</td> <td data-bbox="577 1224 714 1256">1225-1310</td> <td data-bbox="869 1224 945 1256">Lunch</td> <td data-bbox="1057 1224 1193 1256">1305-1350</td> </tr> <tr> <td data-bbox="389 1278 546 1310">Warning Bell</td> <td data-bbox="577 1278 645 1310">1305</td> <td data-bbox="869 1278 1025 1310">Warning Bell</td> <td data-bbox="1057 1278 1124 1310">1345</td> </tr> <tr> <td data-bbox="389 1315 495 1347">Period 5</td> <td data-bbox="577 1315 714 1347">1310-1400</td> <td data-bbox="869 1315 1003 1347">Form Class</td> <td data-bbox="1057 1315 1193 1347">1350-1400</td> </tr> <tr> <td data-bbox="389 1351 495 1383">Period 6</td> <td data-bbox="577 1351 714 1383">1400-1450</td> <td data-bbox="869 1351 974 1383">Period 6</td> <td data-bbox="1057 1351 1193 1383">1400-1450</td> </tr> <tr> <td></td> <td></td> <td data-bbox="869 1388 974 1420">Period 7</td> <td data-bbox="1057 1388 1193 1420">1450-1540</td> </tr> </tbody> </table>	Monday/Wednesday/Friday		Tuesday/Thursday		Warning Bell	0835	Warning Bell	0835	Period 1	0840-0930	Period 1	0840-0930	Period 2	0930-1020	Period 2	0930-1020	Interval	1020-1035	Interval	1020-1035	Form Class	1035-1045	Period 3	1035-1125	Period 3	1045-1135	Period 4	1125-1215	Period 4	1135-1225	Period 5	1215-1305	Lunch	1225-1310	Lunch	1305-1350	Warning Bell	1305	Warning Bell	1345	Period 5	1310-1400	Form Class	1350-1400	Period 6	1400-1450	Period 6	1400-1450			Period 7	1450-1540	<p>We operate what is known as a '33-period week'. There are 32 periods of teaching time each of 50 minutes, and the remaining 33rd period or 50 minutes is split into 10 minutes of Form Class each day.</p> <p>The majority of our teaching periods (particularly in S2-S6) are in 'double periods' (100 minutes) which cuts down travel time from class to class in the school and allows the teacher to deepen and extend the learning that is taking place. There are no 'breaks' within a double period.</p> <p>In order to accommodate 33-periods, we refer to Tuesday and Thursday as 'normal days' and Monday, Wednesday and Friday as 'shorter days'.</p> <p>All Secondary pupils in Scotland experience 1,650 minutes of contact time with a teacher, hence 33 periods x 50 minutes = 1,650 minutes.</p>
Monday/Wednesday/Friday		Tuesday/Thursday																																																				
Warning Bell	0835	Warning Bell	0835																																																			
Period 1	0840-0930	Period 1	0840-0930																																																			
Period 2	0930-1020	Period 2	0930-1020																																																			
Interval	1020-1035	Interval	1020-1035																																																			
Form Class	1035-1045	Period 3	1035-1125																																																			
Period 3	1045-1135	Period 4	1125-1215																																																			
Period 4	1135-1225	Period 5	1215-1305																																																			
Lunch	1225-1310	Lunch	1305-1350																																																			
Warning Bell	1305	Warning Bell	1345																																																			
Period 5	1310-1400	Form Class	1350-1400																																																			
Period 6	1400-1450	Period 6	1400-1450																																																			
		Period 7	1450-1540																																																			

Information	Detail...	Why?
<p>Medical</p>	<ul style="list-style-type: none"> • Approved appointments are recorded by the Medical Suite, on receipt of a note from the parent/carer, each morning from 8.40am. Pupils should attend medical during interval or lunch to obtain an appointment slip. Pupils should 'sign-out' at the office when leaving for their appointment. • Pupils will not be allowed out of class unless they urgently need to go to medical (non-urgent cases can be dealt with at interval or lunchtime). • If a pupil is feeling unwell, and the school medical attendant deems it appropriate for the pupil to be sent home, the school will make contact with the parent/carer to arrange this. Pupils should not contact their parent/carer without seeing the medical attendant first. 	<ul style="list-style-type: none"> • The care and welfare of our pupils is of paramount importance. • We provide full medical cover during the school day. Non-urgent cases can be dealt with at interval and lunchtime, therefore ensuring that classes are not interrupted. • These procedures will help ensure that we know the whereabouts of our pupils at all times, <i>e.g.</i>, during a fire drill.
<p>Toilet (out of class)</p>	<ul style="list-style-type: none"> • Generally, pupils will not be allowed out of class to go to the toilet (unless they have a toilet card which is requested via a parental or a doctor's letter). • Toilet cards are time limited and regularly reviewed. 	<ul style="list-style-type: none"> • This ensures minimal disruption to learning and teaching within classes. • There is ample time in the morning, at interval and lunchtime to go to the toilet.
<p>Corridor Access</p>	<ul style="list-style-type: none"> • Pupils are not permitted in the upper corridors at interval or lunchtime, unless they are attending a club, common room, library or going to see a teacher. • There should be no food or drink consumed in the upper corridors. 	<ul style="list-style-type: none"> • Pupils should make use of outdoor spaces, The Hub or The Max where there is always adult supervision. • We're proud of our school and we want to keep it clean and tidy – there are designated spaces for eating and drinking.