

North Berwick High School

Aim Higher

Curiosity

Diligence



Kindness

Belonging

Transition Information Guide Parents/Carers and Pupils



2020 - 2021

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1. New Term

The new session is due to start on **Wednesday 19 August 2020**. All key dates for the new session, including staff in-service days and local holidays, can be found on the calendar on the school website, or alternatively by visiting East Lothian Council's website and clicking on 'schools' and then 'school term dates'.

Usually on the first day, new S1 pupils will go into the main hall where they will be welcomed by the head of year, Mr McCallum. They will meet their Tutor and their Guidance Teacher and be issued with their timetable.

2. Tutor Time and House System

- All the new S1 pupils will be allocated a Tutor Group and Tutor, which will align with one of the four school houses, Craig, Fidra, Glen or Law. Pupils will go to their Tutor's room every morning to be marked present. Tutor Time starts at 0830.
- Tutor Time lasts 10 minutes. This time is used for building relationships with your Tutor. Your Tutor will also pass on information and display the Pupil Bulletin which includes notices about school clubs etc.
- Tutor Time will also have short, themed learning lessons throughout the week. A pupil's Tutor will get to know the young people in the tutor group very well (they will see them every day!). Pupils can also speak to their Tutor if they are concerned about something, have worries about homework or anything else they wish to discuss.
- Pupils will have the same Tutor for 6 years (if they stay at school until S6).



3. Absence from School

- **Absence from school due to illness**

Please call the school on the dedicated absence line 01620 894716 before 9.30 am to let us know if your child will be absent due to illness. Once you have informed the school it will not be necessary to call every morning thereafter, unless your child is still unable to attend the following Monday, in which case please call again.

- **Unexpectedly running late**

Please call 01620 894716 to let us know that your child will be late into school, as this will prevent a truancy call being sent out to you. In this event, it is very important to remind your child to sign in at reception before going on to class.

- **Medical appointments, instrumental/dance exams or for family and personal circumstances**

Please let the school know about any planned absence in advance. There are 3 ways you can do this:

- by writing a letter for your child to hand to either their Tutor or the school office
- by emailing the school at communications@northberwickhigh.elcschool.org.uk
- by phoning the school on 01620 894661.

Your child will need to sign out when they leave school. The school office will not allow any pupil to leave the building unless notification from a parent/carer has been received.

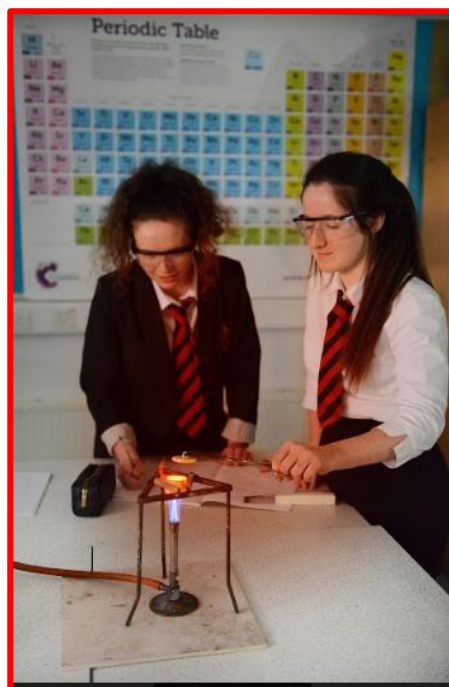
- **Forgetting to alert the school to my child's absence**

If your child is not present at registration and the school has not been contacted, you will receive a truancy call via text message, at which point contact should be made with the school office. The school will then update the system to show the reason for the absence.

4. Timetable

Monday to Thursday	
Tutor Time	8.30 am - 8.40 am
Period 1	8.40 am to 9.30 am
Period 2	9.30 am to 10.20 am
Period 3	10.20 am to 11.10 am
INTERVAL	11.10 am to 11.25 am
Period 4	11.25 am to 12.15 pm
Period 5	12.15 pm to 1.05 pm
LUNCH	1.05 pm to 1.45 pm
Period 6	1.45 pm to 2.35 pm
Period 7	2.35 pm to 3.25 pm

Friday	
Tutor Time	8.30 am to 8.40 am
Period 1	8.40 am to 9.30 am
Period 2	9.30 am to 10.20 am
Break	10.20 am to 10.35 am
Period 3	10.35 am to 11.25 am
Period 4	11.25 am to 12.15 pm



5. S1 Subjects

S1 pupils will study the following subjects:

Subject	Number of periods
English	5
Maths	5
Social Subjects	4
Science	4
Modern Languages	3
Craft & Design	2
Physical Education (PE)	2
Health, Food Technology (HFT)	1
Art	1
Music	1
Drama	1
Personal and Social Education (PSE)	1
Religious and Moral Education (RME)	1
Business/Computing	1

The following subjects are taught in pupils' tutor groups:

- English
- Modern Languages
- RME
- Social Subjects
- PE

(Maths broadly band pupils on their prior learning and progress in maths in primary.)

S1 Pupils will be in smaller 'practical' classes for their other subjects. This will be a combination of different register classes with no more than 20 pupils in a class.

Personal and Social Education is taught by pupils' Guidance Teachers. This course covers lots of different subjects from friendships to healthy lifestyle.

6. North Berwick High School Values

Our expectations are always high for all our pupils. Our motto is 'Aim Higher', and our school values are curiosity, diligence, kindness and belonging.



North Berwick High School takes great pride in its values. We expect all pupils to show these values in their work and in their behaviour. There is a great video which shows North Berwick High School demonstrating our values:

<https://drive.google.com/file/d/1747M3ydtgjxVabfHHVra2xQDCydZuYPV/view>

Expectations of pupils:

- To be on time to tutor group
- To be on time to class
- To come prepared with all equipment/PE kit
- To try your best in all classes
- To be kind
- To include everyone and treat everyone fairly
- To ask questions if you are unsure and to show your curiosity
- To be polite and well-mannered
- To complete your homework on time and to ask for help if you need it
- To get involved, if you want, with extra-curricular activities



7. What should pupils bring to school on the first day?

- A rucksack or bag suitable for carrying textbooks
- A pencil case with pencils and pens, colouring pencils, a rubber, a sharpener and a ruler
- A water bottle
- A complete change of clothing and footwear for PE, i.e. t-shirt, sweatshirt, shorts, leggings or tracksuit bottoms, socks and trainers
- Young Scot Card

Your school timetable will help you prepare for your day ahead. A good tip is to check the timetable the night before.

8. Renting a Locker

There will be a number of lockers available to rent to S1 pupils. These will be allocated on a first come, first served basis. You will receive a locker application letter by email. If you wish to rent a locker please return the signed slip and payment as soon as possible. You will still be able to apply for a locker in August.

9. Are mobile phones allowed in school?

Pupils can bring their phone into school. However, unless the teacher has allowed pupils to use their phones to support their learning, the phone must remain switched off during lessons, or pupils risk having it confiscated until the end of the school day. Please note that the school does not provide insurance for accidental or unknown damage or loss to any valuable items, so please do check with your home contents insurer to ensure that cover is in place for items away from home.



10. Finding your way about

A video has been created to show key areas of the school and to allow the new S1 to become familiar with the layout of the school building. This video can be found on the school website in the 'Transition 2020' menu.

New pupils will get to know their way around very quickly! Pupils usually move between classes every period. Some pupils get worried that they will get lost and not know where to go. Our staff and senior pupils are always on hand to ask if anyone is confused! Pupils should ask for directions and if they are late to class because they forgot how to get to there, the class teacher will understand. Pupils will move around the school in either their register class or practical set.

Pupils should remember that if they need to go to the toilet they should do so during interval and lunch.

11. Interval Time and Lunch Time

Interval lasts 15 minutes – enough time to eat a snack, get a drink (non-fizzy!) and go to the toilet. The canteen is open at interval but the queues can be quite long. A good tip would be to bring a snack and a water bottle – pupils can fill their water bottle up in school.

Every day at lunch time, all S1 will be on first sitting in the canteen. There is a large selection of hot and cold food, as well as drinks. Menus can be found on the East Lothian Council website: School Meals Menus and Price Lists. Pupils can also bring a packed lunch.

There is seating in the canteen area – pupils must remember to keep the canteen clean and tidy and to use the bins for any rubbish. The school also has lots of outdoor space that the pupils can enjoy – providing it's not raining of course! The school also has a social area where pupils can catch up with their friends at lunchtime.

Remember that one of our values is belonging – if pupils see someone on their own we would please ask that they go and chat with them, helping them to feel welcome and part of the school. All new pupils to the school will feel anxious and we must all work together to make everyone feel included.

The canteen is cashless, which means that the pupils pay for their lunch using their Young Scot card. Pupils can either top up the card using the machines at school or parents/carers can put money on their card using East Lothian's online pay system. The queues to top up cards at the machines in the canteen might be long, so it makes sense to use the online system where possible.

Smartcard lost or broken?

Forms for replacement Young Scot cards are available from the school office. It takes 2-3 weeks for a replacement to be sent out to a pupil's home address. Pupils can still use the canteen while they are waiting for a new card – the canteen staff will be able to assist them in this instance.

Who to contact to enquire about for free school meals

Under the Education Committee policy, children in attendance at schools which are under the management of East Lothian Council are entitled to free school meals if their parents are in receipt of: Income Support or Income-based Jobseekers Allowance; Income Related Employment and Support Allowance; Child Tax Credit but NOT Working Tax Credit with an annual income of less than £16,105; Child Tax Credit and Working Tax Credit with an annual income of less than £6,515; or Universal Credit with a monthly take home pay below £610. No other children are eligible for free school meals. Further information can be obtained from Resources and People Services, Business Unit, John Muir House, Haddington, EH41 3HA.

12. Extra-curricular activities

The school offers a wide range of extra-curricular activities which run both at lunch break and after school. The activities programme for 2020-21 will be available soon; in the meantime you can view this year's programme on the school website, under the "Pupil Space" menu, for an idea of the range of opportunities we offer. Please be aware that while many of the activities currently listed will continue into next year, days and times are subject to change and will not be confirmed until August 2020.

13. Instrumental Tuition

Instrumental tuition is offered at NBHS in the following instruments, subject to availability:

- piano
- guitar/bass guitar (covering all styles)
- bagpipes/chanter
- percussion
- woodwind
- brass
- strings

There is a charge for instrumental tuition. Details of this and the concessions available can be found on the East Lothian Council website under 'Instrumental Music - Information for Parents/Carers'.

14. Dress Code and PE Kit

The school uniform for S1 to S3 is:

- White or black collared shirt / blouse
- School tie
- Smart black full length trousers/smart black jeans (no leggings or cargo trousers) or smart black skirt (of a reasonable length for school)
- Plain black V-neck sweater (no logo)
- Plain black footwear (no trainers)

PE kit is:

- Trainers
- Shorts/Tracksuit bottoms/leggings
- T-shirt/Hoodie (when they are outside)

Where can I buy a school tie?

School ties cost £3.50 and are available to buy from the school office at any time during school hours.

Is there any assistance available for the provision of school clothing?

East Lothian Council operates a scheme of provision to ensure that a pupil is sufficiently and suitably resourced to take full advantage of the education that is provided. Families in receipt of Income-Based Job Seekers Allowance, Income Support, Income Related Employment and Support Allowance or Universal Credit with £0 Take Home Pay from employment, will qualify for such a scheme. Other cases may be considered in the case of exceptional personal circumstances. Parents who wish to apply for the scheme should complete an application form which is available from Resources and People Services, Business Unit, John Muir House, Haddington, EH41 3HA.

15. Taking medication at school

If a pupil has an existing medical care plan with their primary school, this will be forwarded to NBHS. Where pupils require regular medication to be administered or self-administered during the school day, parents/carers must fill in the relevant request form which can be obtained from the school. Further information, including permission forms, will be sent out to you. If a parent/carer has any queries regarding medical care for their child, they should please contact either Mrs Cunningham/Mrs Pettet on 01620 894661 or email the school at communications@northberwickhigh.elcschool.org.uk.

16. Homework/Assessments

Pupils can expect more home-learning tasks when they are at secondary school. Pupils should make sure that they record the due dates for these tasks. Some homework will be posted to Google Classrooms. Pupils should ensure they are checking their Google Classrooms regularly.

Pupils will be getting regular assessments throughout the school year. Plenty of prior notice is always given for these assessments. The Support for Learning Department will support those young people who require additional assessment arrangements.

17. Consultation Evening/Reports

A reporting and parent consultation evening calendar can be viewed on the school website in August.

18. Assemblies

Assemblies generally take place every week – either in year groups or in houses. Notifications of assemblies are always posted on the plasma screens at the entrance to the school and when entering the school via the Science doors.

19. Trips/Excursions

There will be many opportunities for outdoor learning and excursions to enhance the learning of all pupils and parents/carers will be asked to complete a general PC1 Form to cover trips within East Lothian. Parents/carers will be required to complete further PC1 forms for additional trips if necessary.

20. Guidance Team

All S1 pupils will be allocated to a school House. Each House has a Guidance Teacher attached to it. The Guidance Teachers are responsible for the welfare of the pupils in their house and they work hard to establish strong personal relationships with their pupils. As pupils progress through school, Guidance staff will provide different forms of support and advice. Pupils are encouraged to speak to their Guidance Teacher as soon as possible if they are experiencing any difficulty. Equally, Guidance staff welcome contact from parents and carers if they are concerned about any issues or challenges facing their child. Parents/carers should contact the school if they wish to arrange an appointment with their child's Guidance Teacher.

- Craig House- Mr Burgess
- Fidra House - Mr Orr
- Glen House - Mrs Casson
- Law House - Mr Stebbing

21. Support for Pupils department

NBHS provides an environment where all pupils can realise their full potential. To ensure a smooth transition to S1, staff in the Support for Pupils department have already been in regular contact with particular P7 pupils in our associated primary schools. If a pupil has an Additional Support Need, an ASN sheet will be compiled by their P7 teacher and will be forwarded to NBHS. This information is then shared with relevant staff in the High School. The Support for Pupils department works closely with the guidance and teaching staff to ensure that all pupils are properly supported throughout their time at High School.

- Pupil Support Learning – Mrs McLeod
- Pupil Support ASN/Inclusion – Miss Shepherd

22. Senior Leadership Team

Headteacher – Mrs Rodger
Depute Headteacher(Glen House) – Mr Jones
Depute Headteacher (Craig House) – Mr McCallum
Depute Headteacher (Fidra and Law Houses) – Mrs Neri

23. Useful Contacts

Main school office open from 8.15 am – 4.15 pm

Telephone: 01620 894661

Email: communications@northberwickhigh.elcschool.org.uk

Senior Leadership Team:

Headteacher – Mrs Rodger	lrodger@northberwickhigh.elcschool.org.uk
Depute Head – Mr Jones	rjones@northberwickhigh.elcschool.org.uk
Depute Head – Mr McCallum	fmccallum@northberwickhigh.elcschool.org.uk
Depute Head – Mrs Neri	neri@northberwickhigh.elcschool.org.uk

Guidance Team

Craig House- Mr Burgess

cburgess@northberwickhigh.elcschool.org.uk

Fidra House - Mr Orr

eorr@northberwickhigh.elcschool.org.uk

Glen House - Mrs Casson

gcasson@northberwickhigh.elcschool.org.uk

Law House - Mr Stebbing

cstebbing@northberwickhigh.elcschool.org.uk

Pupil Support Team

Pupil Support Learning – Mrs McLeod kmacleod@northberwickhigh.elcschool.org.uk

Pupil Support ASN/Inclusion –Miss Shepherd pshepherd@northberwickhigh.elcschool.org.uk



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