

Eyemouth High School

Welcome Booklet 2020



WELCOME TO EYEMOUTH HIGH SCHOOL

Shortly you will join us as a student at Eyemouth High School. This booklet gives you some useful information that will help you during your first few weeks at the High School. We know that you have not had the same opportunities to visit the school and get to know us as in previous years but let me reassure you that we are working hard to do everything in our power to get it right for you.

I am sure that you will enjoy your time at the High School and that you will always try to do your best – in your school work, in school activities and in the way you get on with other people. Aim high – be all you can be. If you aim to do your best, you will achieve a lot in your time here.

You will have a lot of new teachers. Each of your teachers will work hard to help you to do your best. In fact there are many staff that are available to help support your learning including Additional Support Teachers and Additional Support Assistants. Remember – if you get stuck with your work or if you are not sure of something, ask for help!

You will also have a Pastoral teacher. Your Pastoral teacher is a person that you will get to know very well in your time here. Remember – if you have any worries or problems of any kind, talk to your Pastoral teacher who will help you.

Coming to a new school can be worrying but can also be quite exciting. It will seem strange to start with but I am sure you will soon settle in.

I look forward to working with you.



R Chapman
Headteacher

Our Vision

Warm

Rich

Challenging

Our Values

Respect
and
Kindness

Learning

Commitment

Our Aims

Develop as a person to succeed

High quality teaching and learning

Achieve the very best you can

Eyemouth High School





curriculum for excellence



EXPECTATIONS OF STUDENTS

Behaviour during the school day

- Follow instructions of all members of staff.
- Be polite and courteous to all members of staff and to each other.
- Respect the school building and resources we have in it.

Some specific expectations

- Be on time for all classes.
- Walk quietly around the building at all times - don't run.
- Don't leave litter anywhere in the building or grounds.
- Before school and at intervals, S1-3 students should go outside or use the canteen/social areas - being in other areas of the school is an S4-6 student privilege.
- During class times and at transitions between classes, mobile phones should be switched off and put away - only if a teacher has given permission to you are they allowed to be used at these times.

ALL ABOUT A PASTORAL TEACHER

What does a Pastoral teacher do?

A Pastoral teacher is a teacher in the school who acts as a link between you, your teachers and your parents. Your Pastoral teacher will come to know you well and will usually remain as your Pastoral teacher throughout your time in this school. You will get to know them well, too!

Your Pastoral teacher is responsible for trying to help you with any problems which might have an effect on your schooling.

Your Pastoral teacher is also responsible for providing advice on careers as you progress through school, e.g. advice about Choice of Subjects when appropriate.

Your Pastoral teacher is responsible for generally keeping an eye on you, supporting you in getting the most out of your time in school here.

Who is my Pastoral teacher?

At Eyemouth High School we have two universal Pastoral staff called Mrs McSwan and Mrs Milne. We also have a third Pastoral teacher, Mrs Black, who will work with targeted students. If you are a targeted pupil this will be discussed with you and your parents.

How often does the Pastoral teacher see you?

The school's Personal and Social Education programme is taught by your Pastoral teacher (unless you are a Support Plus student, where you will be taught with the rest of your class with a Universal Pastoral Teacher). This means that you will see them in class for one period every week (in PSE).

In addition, there is a programme of one to one interviews which means that you will meet with them individually.

However, you are strongly advised to approach your Pastoral teacher at any other time if you feel that she can be of help.

How can I find my Pastoral Teacher when I want to see them?

You can find your Pastoral teacher by:

- Going to see her in her office in the Pupil Support Corridor (on the ground floor along from the school office).
- If she is not available, fill in a yellow form (available in the Pupil Support seating area) and put it under her door.
- If it is urgent, you can speak to the Home School Link Worker, Mrs McNeil, who is in the office next to the Pastoral Teachers.

THERE WILL BE A MEMBER OF THE PUPIL SUPPORT TEAM AVAILABLE IN THE PASTORAL AREA EACH MORNING INTERVAL AND LUNCHTIME.

How come I get this particular Pastoral teacher?

Wherever possible, the school tries to keep families together. This means that, normally, brothers and sisters will have the same Pastoral teacher. It is important to point out that this is not always possible.

What about confidentiality

Your Pastoral teacher will often have to deal with sensitive issues. Anything that is told (e.g. to do with your health or background) will be treated in the strictest confidence. Pastoral staff work closely with the school nurse who can help with advice on health/medical issues. All staff have a duty of care and may have to discuss these concerns with the Child Protection Coordinator should they have real worries about your safety.

Role of the Home School Link Worker

Eyemouth High School has two Home School Link Workers. Mrs McNeil, who has responsibility for attendance and linking with home where necessary. She is also a point of contact if you are worried or concerned about anything. Ms Simm, Home School Link Worker for the Cluster Primaries and Eyemouth High School, who has responsibility for Links with Primary Schools, early intervention and transitions.

WHAT DO I DO IF...?

This section of the booklet helps you to decide what to do if certain things happen to you.

What do I do if the bus does not turn up in the morning?

Wait at the bus stop for 15 minutes. If the bus still does not turn up then return home.

What do I do if I miss the bus home in the evening?

Do not attempt to walk or hitch home. Go to the school office and one of the office staff will contact your parents and make arrangements to get you home.

What do I do if I lose my bus pass?

Obviously, look for it first. Go to the school office and you will be given a temporary bus pass. If after a few days you still have not found the pass, then you must let the office know, they will add a request for payment of £5 on your ParentPay account for a Replacement Bus Pass, once this has been paid they will send for a permanent replacement. Remember you must return the temporary pass to the office. Do not travel on a bus without a pass.

What do I do if I forget my dinner money?

If you cannot go home for lunch and no-one can bring your dinner money into school you must go to the office and they will arrange for a credit to be applied to your card which **MUST** be repaid the following day.

What do I do if I am not feeling well?

Do not go home without permission. We will not know what has happened to you if you do. If you feel unwell in a class then tell your teacher. Your teacher will decide what to do to help you. If you feel unwell during the morning interval or at lunchtime then **report to the office.** The office staff will get help for you. If you are unable to continue at school then **we will inform your parents** and arrange to get you home.

What do I do if I do not know which class to go to next?

Do not worry about it. Everyone knows how it feels and will help you. Ask a friend in the same class, or any older student, or any member of staff for help. Show them your timetable. If you cannot find anyone to ask then go to the office.

What do I do if I lose my timetable?

Get a copy from a friend, or go to the office and the office staff will give you a copy.

What do I do if I am being bullied?

The school takes this very seriously. If someone bullies you then you must tell a teacher right away. The best person to tell is your Pastoral Teacher. What you must not do is keep the fact that you are being bullied to yourself. What you say will be treated very seriously and in confidence. Do not be afraid to tell.

What do I do if something is lost or stolen?

Ask permission to check the classrooms you have been in during the day. If you still have not found it then ask at the office to see if it has been handed in. You should not leave your possessions lying around unattended. You must also make sure that your locker is always locked.

What do I do if I am going to be absent?

If you are going to be absent you must ask your parent/carer to telephone the Absence Line (018907 50464) by 9am at the latest and leave a message on the answering machine giving the reason for your absence. Your parent/carer must telephone to explain your absence **each day you are not in school** unless they have already given the length of time you are likely to be absent. The Absence Line is available 24 hours, 7 days a week to leave a message.

What do I do if I have a dental, hospital or doctor's appointment during school hours?

First of all you should try to arrange such appointments out with school hours. If this is not possible then you should bring a letter from your parent or an appointment card. Take your letter or card to the office where you will be given a permission slip. Show this slip to your class teacher when you need to leave. Go to the office as you leave the school and show your slip to the office staff, **then sign out. When you return to school sign in at the office.**

What do I do if I am late?

You must sign the late sheet at the school office on arrival, then go straight to the appropriate class. If you are later than 9:30am your parent/carer must phone the Absence Line or you must bring a note from them to explain why you are late. If you are consistently late this will be brought to the attention of the Senior Management Team who may take further action.

What should I do if I am unable to take PE?

If you think you are unable to take PE then you must bring a letter from home to explain the problem and show this to your PE teacher.

Where can I go during morning interval and at lunchtime?

Canteen

Outside

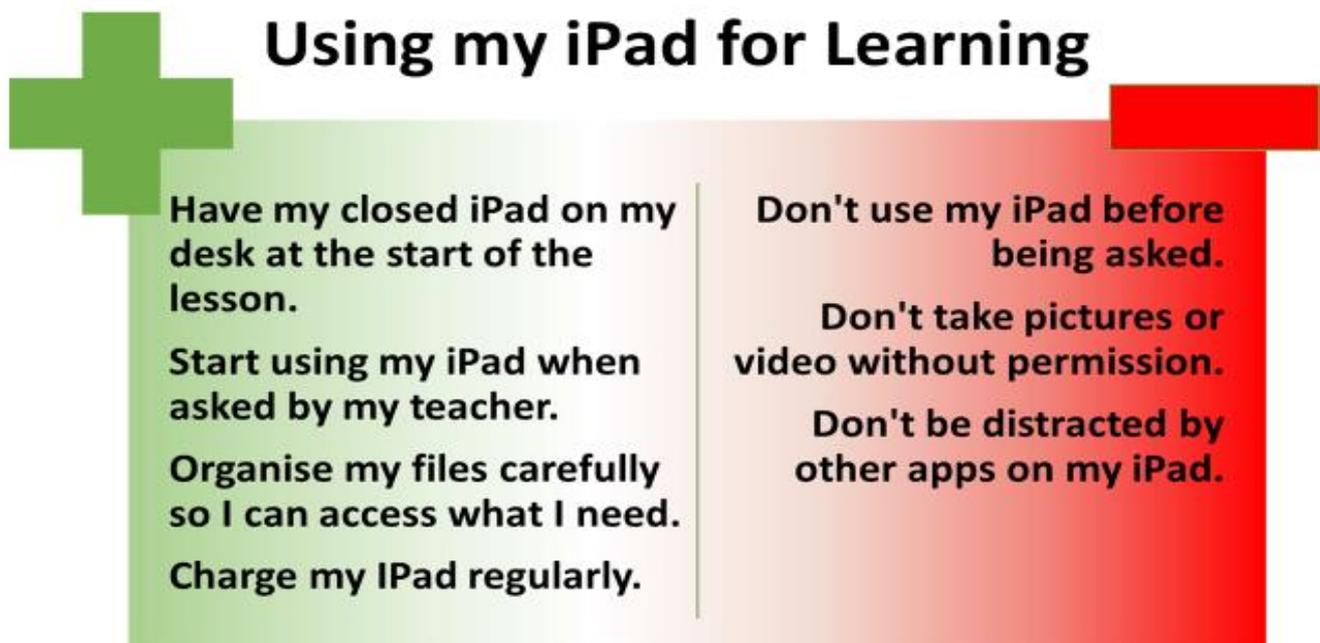
At morning interval you must stay on school grounds. In S1, you must stay on school grounds at lunchtimes too until Christmas.

iPads

By the time you begin at Eyemouth High School you will have been provided with an iPad to enhance your learning experience. This is part of the exciting and ground breaking “Inspire Learning” project which has been rolled out across the Scottish Borders. The aims of the project are:

- To improve access to digital technology for learners
- To ensure digital technology is an important consideration in all areas of the curriculum and is used to enhance learning and teaching experiences
- To develop the skills and confidence of learners in the appropriate use of digital technology
- To empower staff and pupils

We look forward to embarking on this exciting project with you.



Using my iPad for Learning

<ul style="list-style-type: none">Have my closed iPad on my desk at the start of the lesson.Start using my iPad when asked by my teacher.Organise my files carefully so I can access what I need.Charge my iPad regularly.	<ul style="list-style-type: none">Don't use my iPad before being asked.Don't take pictures or video without permission.Don't be distracted by other apps on my iPad.
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What do I do if I have difficulty with my homework?

Ask your teacher before it is due to be handed in. There are also lunchtime homework clubs.

What if I have something that I do not want to tell a teacher?

If at times you feel you would like to speak to someone who is not a teacher – not even your Pastoral teacher – you can make an appointment with the school nurse. It is important that you share your difficulty/problem with someone you trust and feel comfortable with.

What do I do if I wish to speak to the school nurse?

She can be contacted directly at the medical room, next to the Pastoral Department on the ground floor or through your pastoral teacher or the school office. The school nurse, Mrs Fairbairn, also has a 'Drop-in' on Thursday lunchtimes where you can go for a chat or ask for advice. THIS IS A CONFIDENTIAL SERVICE. The school nurse may also see you at other times to check routine growth or height/weight or help with a health topic during PSE.

Support for Helping your Child with Homework:

As your child moves into a new school there will be new challenges ahead for them and perhaps for you in terms of supporting them with their homework.

Not only is there support available from each department within the school for you and your child, there is also support specifically for adults available at Eyemouth Community Centre.

If you would like to improve your skills to enable you to better support your child you can contact Sandra Millar. Sandra offers free, confidential help to adults who wish to brush up their reading, writing or number skills. This support is on an informal basis. You can contact Sandra on 018907 50458 or 077 877 66 893.

YOUR CHILDREN'S SCHOOL NEEDS YOU!

What does your son/daughter achieve in or out of school?

We would like to know and tell other people about the good things which Eyemouth High School students achieve in our community throughout the whole time they attend the school.

It could be that they complete a course, gain a swimming certificate, help in the community, win a race, perform in a concert, etc. Many students achieve many things that the school simply doesn't hear about. We want to change that! We feel our students deserve to be recognised for their achievements, be these small or large.

Please let us know of any achievements you feel should be shared with others by going to our school website at www.eyemouthhigh.org.uk and following the following path:

– Parents – Letting us know about achievements

Remember, unless we know about it we cannot recognise it.

We look forward to hearing from you in the not too distant future about all the positive things our students have achieved.

MORE INFORMATION

Registration

Registration takes place **every morning at 8:50am** and it is very important that you attend on time every day. In order to help you do this there is a warning bell at 8:45am. This is a signal for you to make sure you go to your locker to put away or pick up anything you need. Coats should be left in your locker as you will not be allowed to wear them during the course of the day (except if you are going outside during morning interval/lunchtimes). We encourage you to arrive at school in plenty of time to be ready on time for registration.

Daily Sheet

Each morning during registration the announcements will be read to you from the Daily Sheet. This may tell you about meetings of teams and clubs, about an Assembly, remind you about holidays etc. In case you miss the announcement, a copy of the Daily Sheet can be found on the pillar in the canteen outside the main office. You should also keep your eye on the various notice boards around the school where a lot of information of interest to students is posted.

Canteen

The school has a canteen which serves a variety of breakfast items, snacks, drinks and lunches. You should queue at morning interval and lunch in an orderly fashion. Please remember that you must take dirty dishes etc. and place on the trays in the trolleys. Your table should be clean before you leave. If you spill anything on the table you must ask one of the Canteen Staff for a cloth and clean it. Please remember to place any rubbish in the bins provided in the Canteen area. The school operates a cashless catering system this can be added to using ParentPay - the online payment system. If you have already used this system in the Primary you will be issued with a NEW activation code to be used in the High School.

You should make sure that no food is taken around school at any time, and is finished in the Canteen.

Student Lockers

We have enough lockers for everybody to have one. There is no charge for this but students will be responsible for any damage to their locker. Students must supply their own padlock - the hook of this should be no more than 5mm in diameter. Please remember to keep your locker locked.

Library

We have an excellent library in the school and you will be told how to join it. You will be able to use the library during some class lessons. You will also be able to use the library on various intervals and lunchtimes depending on year group. The library is open until 4pm Monday to Thursday and 1:30pm on a Friday. The library will be closed for lunch Monday to Thursday from 12:30pm – 1:15pm. Please make use of it. If there is a book you would like but the library does not have it then inform Mrs Renstead, the Librarian, and she will try to order it for you.

Young Scot Card

You will be issued with a Young Scot Card as soon as it is possible, you will need this card to buy your lunch or a snack from our canteen and also in the library to check out books etc.

If you lose or damage your card please see Mrs McNeil, (Home School Link Worker) to order a new one.

Clubs

The school has quite a lot of clubs. Details about these will be announced in the Daily Sheet and posted on the student noticeboards. The school also runs various trips during the year. You will get more enjoyment from school if you join some of these clubs.

Houses

The school will be organised into 4 Houses – you will be put into one of these Houses.

Website

Other important information can be obtained via the school web site www.eyemouthhigh.org.uk. There are sections on the website relating to all subjects in school with extra information about courses.

You can also log into Facebook using the following link: <https://www.facebook.com/Eyemouth-High-School-133588173509515/>

Dress Code

What is our dress code?

For all students, school dress code is:

- **Smart black trousers or skirt** (not tracksuit material, not faded or ripped, not shorts or leggings unless worn with a skirt)
- **Plain white or black collared shirt**
- **School tie**
- **School Blazer or Black school jumper or cardigan with school badge**
- **No Hoodies or outside coats** to be worn in the school
- **Black or Brown footwear**

Jumpers and cardigans with the school badge are available to order directly from Border Embroideries, My Clothing or Fantasy Prints (please see next page for further details).

Scottish Borders Council has made it clear that the following categories of clothing are unacceptable in any of their schools in any circumstances:

1. Clothes which could cause health or safety difficulties for the wearer or others (e.g. clothes with a flammability warning).
2. Clothes which cause damage to the school (e.g. certain types of shoes).
3. Clothes which could lead to indiscipline or poor behaviour (e.g. clothing associated with particular sporting factions or teams).
4. Clothing which could cause offence to others in the school as a result of wording or pictures (e.g. certain t-shirts with explicit pictures or slogans and clothes which are too revealing, tight or short).
5. Clothing which encourages the use of alcohol, tobacco or drugs.

No student will be allowed to wear such clothes in school and you are asked to ensure that your son/daughter complies with this requirement.

SCHOOL UNIFORM MUST BE ORDERED ONLINE BY PARENTS/CARERS FROM EITHER BORDER EMBROIDERIES / FANTASY PRINTS OR MY CLOTHING.

Border Embroideries Ltd:

1. Go to www.border-embroideries.co.uk
2. Click on Schools Online Ordering
3. Select Eyemouth High School 1st - 3rd year or Eyemouth High School 4th - 6th year
4. Choose either jumper or cardigan, size and quantity (you can also purchase a school tie here)

Fantasy Prints:

1. School wear shop now open at Unit 3, Ramparts Industrial Estate, Berwick-upon-Tweed – garments can be tried on for size before you purchase. A supply of all school wear will be held in stock.
OR
2. Go to www.fpuniformz.com
3. Select Eyemouth High School from the list – a list of items available to purchase will be shown.
4. Choose the quantity and sizes you'd like and follow on screen instructions.
OR
5. Alternatively, you can call 01289 303242 to order or reserve garments.

My Clothing:

1. Go to <https://myclothing.com>
2. Select your school from the list and you'll see all the customised items you can buy
3. Choose the quantity and sizes you'd like, then add them to your basket
4. Pay easily with a debit or credit card at the checkout

Technologies Department

The Home Economics Department provide all the materials necessary for the course they teach. They ask for a contribution towards the materials for this course – you will receive information detailing the cost in August/September.

The Technical Department also provide all the materials required for the course they teach.

Head Team

Each year, a new Head Team is selected by students and staff. The Head Team take a leading role in many aspects of school life and meet regularly with school staff.

Student Participation – Pupil Voice

At Eyemouth High School, we believe that it is very important to hear the student voice. We encourage participation and decision-making by students through individuals who are nominated by their peers in every class. They meet once a month within their Houses. They feedback the thoughts, issues and concerns of their classes. The House Captains then take this feedback and action to the appropriate people and communication lines are kept open between staff and pupils.

Peer Mentoring Programme

As part of your transition to Eyemouth High School you will be given the opportunity to be allocated a senior pupil from S5 or S6 to help support you over the coming year. They will be a friendly face that you can use to help you settle in, give you advice, help and support when you might need it.

Additional Support

There are Additional Support Teachers and Assistants who help in the classrooms. Most of the time these adults work in classes with subject teachers. The benefits of having Additional Support Staff are:

- you can ask either the class teacher or the Additional Needs teacher if you don't understand the question or instructions;
- you don't have to wait long to have your work corrected or checked;
- if you are finding the work difficult you can ask for help there and then.

Additional Support staff understand that learning can be difficult for everyone at times and they have lots of suggestions and ideas to make learning easier. From time to time some students may join a small group working in the Additional Support Department for extra help with Numeracy and Literacy.

If you are having problems with class work or homework, if you are worried about a test in school, you should talk to a member of the Additional Support Department. The Additional Support Department can be found in the Pupil Support corridor on the ground floor, along from the main office, next to the Pastoral Department.

Learning Zone

The Learning Zone is situated in the Pupil Support corridor. There may be times when you need extra support with your learning or health & wellbeing outside of the classroom – this is where you would receive the support you need.

STAFF AT EYEMOUTH HIGH SCHOOL

The SENIOR MANAGEMENT TEAM in the school are:

Headteacher	Mr R Chapman
Depute Headteacher	Mrs K Fairbairn
Depute Headteacher	Mrs D Patterson
Business Support Manager	Mrs L Harvey

The PASTORAL TEACHERS are:

Mrs Black	Mrs McSwan	Mrs Milne
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The ADDITIONAL NEEDS TEACHERS are:

Mr J Finn (Principal Teacher)	Mrs Sumerling	Mrs Mercer
Mrs Davidson		

The ADDITIONAL NEEDS AUXILIARY STAFF are:

Mr C Anderson	Ms P D'Agrosa	Mrs N Ewing
Mrs M Ireland	Ms L Keay	Mrs J McLean
Mrs E Murray	Mrs K Wilson	Mrs W Carter

The OFFICE STAFF are:

Mrs H Dishington	Mrs H Blackie	Mrs E Nichol
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The LIBRARIAN is:

Mrs A Renstead

The SCHOOL NURSE is:

Mrs K Fairbairn

The HOME SCHOOL LINK WORKERS are:

Mrs S McNeil & Ms L Simm

The TECHNICIANS are:

Mr P Watson (Technical)	Miss B Dishington (Science)
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STAFF AT EYEMOUTH HIGH SCHOOL

The TEACHING STAFF are:

English & Literacy	English	Mrs L Feeney (PT)
		Miss R Alder-Bateman
		Mrs E Bewsey
		TBC
European Languages	Languages	Dr C Martin (PT)
		Mr B Watson
Expressive Arts	Art	Mrs G Cochrane
		Mrs V Lowe
	Drama	Mrs A Thacker (PT)
	Music	Mr A Sanderson
Health & Well Being	Physical Education	Mr C Richardson (PT)
		Mrs J Wright (PT)
		Mr M Alexander
Maths & Numeracy	Maths	Mrs P Dawson (PT)
		Mr C Krievis
		Mr R McWilliam
		Mrs A Atkinson
Science	Biology	Dr D Robertson
		Mrs C Lathe
		Miss S Bowie
	Chemistry	Ms R Blair (PT Sciences)
		Miss L Stevenson
Physics	Miss H Le-Mar	
Social Studies	Accounting/Business Education	Mrs S Martin (PT Social Studies)
	Business Education	Mrs K Hill
	History	Ms M Riddell
	Geography	Mr C Borthwick
	Modern Studies	Mr M Corfield
	RME	Mrs M Hodgkins
Technologies	Technical	Ms S MacGregor (PT)
		Mrs A Brown
	Home Economics	Mrs I Dougal

Essential Equipment

Each student should bring the following essential equipment:-

1. iPad (charged to at least 50%)
2. A school bag
3. A pencil, black and blue pen, ruler, sharpener and eraser
4. It is essential to carry a 2B pencil for both Art and History, an HB pencil is too hard for Art
5. Young Scot Card
6. Scientific Calculator (may be purchased from school office - £4)
7. Bus Pass if you need one
8. For PE the following is essential:-

When students are involved in **indoor work**, they should bring a T-shirt, shorts, sports socks and trainers. Indoor footwear should be clean and must have non marking soles. Black and coloured soled trainers are permitted provided they are non-marking and they have 'Non Marking' printed on the sole or label.

For **outdoor work**, students should have a rugby shirt or sweatshirt or tracksuit (with shorts underneath), shorts or games skirt, sports socks, football or rugby boots for work on the grass pitches – trainers are appropriate but boots are more practical. On the all-weather pitch, clean trainers are required.

Students are strongly encouraged to bring a complete change of clothes and footwear for PE for obvious hygiene reasons. It is also recommended that students bring a towel so that they can have a shower immediately after their activity. For safety reasons all jewellery is removed for every lesson.

Reminder – as described in Scottish Borders Council policy on dress, sports clothing should have no offensive slogans or advertising of alcohol, tobacco or drugs.

Preferable Equipment

1. Geometry/Maths set.
2. A small German dictionary.