Head Teacher’s Introduction

Dear Parents and Carers

This handbook has been produced to tell you about Newbattle High School. We hope that it will be useful to parents and carers who have children currently enrolled at Newbattle, or parents and carers who are considering enrolling their children here.

The purpose of this handbook is to:

- welcome you to the school.
- help parents and carers choose which school their children should attend.
- act as a reference tool whilst your child is at Newbattle.
- explain the learning journey that your child will undertake.
- answer commonly asked questions and communicate the ethos of Newbattle.

We hope that the information in this handbook will answer many of your questions, tell you something of what we can offer your child and help explain how our school operates. It may not, however, answer all of your questions. We will be delighted to supply further information and hope that the details given in these pages will make contacting the school a very simple and straightforward matter.

I am honoured and privileged to be the Head Teacher of Newbattle High School. I am proud to be leading such a great school where our aims, values and vision are centred on supporting all young people to exceed beyond their potential.

Newbattle ensures all students enjoy their learning in a caring, nurturing ethos and will succeed beyond their potential. All young people will have the opportunities to progress through pathways towards University, College, employment or apprenticeships.

Our future looks bright and I look forward to continuing to work with our community.

Gib McMillan
Head Teacher
Our New School Building: Opened 2018

The Newbattle Community Campus includes Newbattle High School as well as community facilities: library, gym, swimming pool, sports facilities (including all weather pitch) and a range of community facilities on campus.

Our state-of-the-art new school building opened as part of the new Newbattle Community Campus in spring 2018. The development was part-funded by the Scottish Government, which contributed £17million towards this £35million project. Midlothian Council financed the rest. This project was delivered in partnership with Hub South East, the council’s development partner and its appointed contractor, Morrison Construction. This new building benefits our pupils, staff and community members for decades to come.

Digital Centre of Excellence

2 out of 3 children starting primary school will have jobs that don’t exist today –

Skills Development Scotland

What are we aiming for?

Our school will strive to become sector leading in the use of digital technologies to educate pupils; developing an understanding of how digital technology can enhance learners’ experiences and in creating innovative learner journeys that will equip students with the skills and expertise to thrive in a future work place. Our learning will be shared across the country allowing educators and learners from the local, wider and national communities to access our learning and curriculum.

How will we do this?

We will work towards reducing the inequities in gender and poverty that currently exists in the digital world. We will achieve our vision through an unprecedented investment in staff development, infrastructure and partnership working. Our partners are from a range of sectors in education and industry; these partnerships will support us on our journey by contributing digital expertise, providing staff development, investing in resources and shaping learner journeys. For more information about the Digital Centre of Excellence, contact Mr M Davidson, Depute Head Teacher (M.Davidson@mgfl.net).
Section A – Vision, Values and Aims

Vision: Our school, at the heart of our community.

Newbattle High School ensures that all students enjoy their learning in a caring, nurturing ethos and will exceed their potential. All young people will be digitally literate and have the opportunities to progress through pathways towards employment, apprenticeships, College or University.

Our school is the first Digital Centre of Excellence in Scotland. This will advantage our pupils and community within, and beyond, the school curriculum digitally.

Career ready, College ready, University ready!

Our Values for Life

**Trust**  
To feel confident and secure by building relationships based on honesty and fairness.

**Respect**  
To be considerate of the needs, wishes and feelings of others as well as your own worth.

**Perseverance**  
To be determined to succeed and never to give up in spite of difficulties.

**Responsibility**  
To make informed decisions and be accountable for your own actions.

**Humour**  
To maintain a positive outlook on life even in the face of adversity.

**Focus**  
To concentrate fully on the task in hand and avoid distractions.
Positive Learning

We expect our pupils to demonstrate these Values for Life at all times. High standards of personal behaviour, courtesy and respect are expected of all pupils. We aim to develop self-discipline in our pupils, and to this end our Positive Learning policy ensures all learners are able to reach their potential in a safe, secure and nurturing environment.

School Codes of Conduct

Our codes of conduct, designed in consultation with pupils, staff and parents are:

<table>
<thead>
<tr>
<th>Classroom Code of Conduct</th>
<th>School Rules</th>
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<tr>
<td>• Bring everything you need for each lesson.</td>
<td>• Consider the safety of yourself and others:</td>
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<tr>
<td>• Be on time and ready to work.</td>
<td>Put Safety First.</td>
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<tr>
<td>• Stop, look and listen when the teacher is talking to you.</td>
<td>• Follow instructions immediately.</td>
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<tr>
<td>• Raise a hand when you want to ask a question or you need help.</td>
<td>• Take care of all property.</td>
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<tr>
<td>• Always work hard, and allow others to work.</td>
<td>• Be in the right place at the right time.</td>
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<tr>
<td>• Take care of classroom materials.</td>
<td>• Move quietly in the school, and keep left on corridors and stairs.</td>
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Celebrating Pupils’ Success

At Newbattle High School, we have built a culture of celebrating the successes and achievements of our pupils, staff, past pupils and the wider community. We do this by:

• Maintaining bright, colourful and up-to-date corridor and classroom displays that celebrate the successes and achievements of current and former pupils.

• Displaying details of recent pupil achievements on our website and on the digital signage throughout our school.

• Awarding pupils Positive Achievement Challenge Certificates (PACCs), as well as Bronze, Silver and Gold merit awards to recognise their achievements in school.

• Publishing our professionally printed newsletter Newbattle News twice a year.

• Holding annual Awards Ceremonies in June and September, which recognises the achievements of our pupils from throughout the year.

Tell us about your child’s achievements! Email: newbattle.hs@midlothian.gov.uk

For more information on the school’s achievements in the last session, see our Standards and Quality Report, available on our website.
Section B – Communications and Staff

How you can contact the school

We firmly believe that attainment and achievement depends upon the close partnership between home and school. We encourage parents and carers to work closely with the school and an essential part of this is effective communication between home and school. This page explains how you can get in touch with us and the next page explains how we will keep in touch with you.

Our contact details

You can contact the school by:

- **Note:** Sending a note into school with your child (ask your child to hand it in to the pupil reception).
- **Post:** address mail to us at Newbattle High School at the following address:
  
  Newbattle Community Campus, Newbattle Way, Easthouses, Dalkeith, EH22 4SX
- **Telephone:** (0131) 561 6700
- **Email:** newbattle.hs@midlothian.gov.uk

Who to contact

- For enquiries relating to your child, you should contact the school office using the contact details above and ask for your child’s **House Team**. A list of staff in each house team is given on page 11.

- For general enquiries, you should contact the **school office** using the contact details above. Our skilled administration team will either answer your query themselves or will forward your query to the most appropriate member of staff.

- To contact the **Parent Council**, you should contact the Chair, **Margaret Horsburgh**. She can be contacted through the school office using the details above.

How does the school contact you?

If you have a child enrolled at Newbattle High School, we will contact you by:

- **Telephone:** we would use telephone to contact you in an emergency situation (such as if your child was taken ill at school). For that reason, it is crucial that you ensure we have your most recent home and mobile telephone numbers.

  If you wish to update your details contact the **school office** on (0131) 561 6700 to request an update form.

- **Text message:** We use text messages to alert parents or carers if your child does not turn up to school, and if we have not already had an explanatory note or phone call from you. We also use text message to alert you to late arrival, potential truancy and general information.
- **Parent App** – the Newbattle parent App for smartphones gives daily updates for pupils and parents as well as information on up and coming events. This can be downloaded on app stores SSA Secondary School App.

- **Website**: our school website www.newbattle.org.uk contains launch pads for pupils, parent/carers and the digital centre.

- **Email**: we have a parents’ email list which sends out a daily summary of all the most important messages from the school. Parents can join this list by filling out a simple easy online form on our website.

- **Social Networking**: if you use social networking sites, you can ‘Like’ our Facebook page (www.facebook.com/newbattlehigh) or follow us on Twitter (@newbattlehigh) to get all of our most recent updates sent directly to you.

- **Post**: we will send important confidential information out by post, such as your child’s annual report and letters relating to your individual child – for instance alerting you of any issues relating to homework or behaviour. It is crucial that you ensure we have your most recent postal address. We will also send you our school newsletter Newbattle News, which is published twice a year (Christmas and Summer).

- **Pupil post**: non-confidential information (e.g. notification of dress down days, leaflets of summer holiday activities) will be handed out in homeroom and sent home with each student.

- **Parents’ Evenings**: parents’ consultation evenings are held for each year group at least once per year. The dates are published in advance on our website and Secondary School App. For more details, see page 24.

- **School Events**: throughout the year we hold a number of events aimed at ensuring parents and carers are kept informed and involved in their child’s education, such as our Parent Power Plus sessions (see page Error! Bookmark not defined.).
The Community We Serve

Newbattle High School is a non-denominational secondary school that meets the learning needs of pupils from ages 11 to 18.

Senior Leadership Team

The Senior Leadership Team consists of the Head Teacher and the four Depute Head Teachers.

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<thead>
<tr>
<th>Mr Gib McMillan</th>
<th>Head Teacher</th>
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<tr>
<td>The Head Teacher has overall responsibility concerning the management, organisation, health &amp; safety and administration of the school</td>
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<tr>
<th>Mr Jim Fair</th>
<th>Depute Head Teacher</th>
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<tr>
<td><strong>Learning, Teaching, Assessment</strong></td>
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<td>• Promotion of high quality Learning and Teaching</td>
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<td>• Staff development</td>
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<td>• Positive Learning</td>
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<td>• School Regent</td>
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<td>• Parent/Carer information evenings</td>
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<tr>
<th>Miss Caroline Philp</th>
<th>Depute Head Teacher</th>
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<td><strong>Curriculum</strong></td>
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<td>• SQA and internal exams/assessments</td>
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<td>• Reporting</td>
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<td>• Curriculum structure and Timetabling</td>
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<td>• Developing the Young Workforce</td>
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<tr>
<th>Ms Mhairi Hume</th>
<th>Depute Head Teacher</th>
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<td><strong>Pupil Support</strong></td>
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<td>• Pupil Support Co-ordinator</td>
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<td>• Support for Learning and Enhanced Nurture</td>
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<tr>
<td>• Primary-secondary liaison</td>
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<td>• Enrolments</td>
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<tr>
<th>Mr Mark Davidson</th>
<th>Depute Head Teacher</th>
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<td><strong>Digital Centre for Excellence</strong></td>
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<td>• Digital Centre of Excellence</td>
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<td>• Digital Communications</td>
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<td>• Family learning</td>
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<td>• Digital Pedagogy</td>
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<td>• Educational Visits</td>
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<td>• Health and Safety</td>
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<td>• Reporting</td>
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Attendance and Punctuality

Regular attendance is one of the key contributors to success at school:
- Pupils with a high absence rate (over 10%) lose confidence in themselves and their ability
- For S4, S5 or S6 pupils, a 10% absence rate can affect National Qualification results by a grade
- Patchy attendance i.e. one day per week can be more disruptive than a block absence
- Prospective employers and colleges ask, as a matter of priority, for figures on punctuality and attendance

The support and co-operation of parents in ensuring regular attendance is of crucial importance in every child’s education. The school also insists upon punctuality and good time keeping by all pupils. This is because good attendance and timekeeping:
- reflect a positive attitude to learning and attainment
- reflect good self-discipline
- shows courtesy towards the other members of the school community
- are essential requirements in life beyond school

However on occasions absence is unavoidable, and it is essential that we are promptly notified of this.

The school records pupils’ attendance electronically on a period by period basis. This allows us to keep parents informed if their child is not in school.

Absence due to illness or exceptional domestic circumstances

Where a pupil is absent due to illness or exceptional domestic circumstances parents are asked to contact the school by telephoning (0131) 561 6700 on the first day of any absence.

Medical appointments

If a pupil has a medical appointment (e.g. doctor, dentist, orthodontist, physiotherapist), parents should:
- either supply a note to be handed to the homeroom teacher
- or telephone the office in advance to advise the time of the appointment.
Without a note or phone call in advance, your son or daughter will not be allowed to leave school.

It would normally be expected that pupils would remain in school until shortly before the appointment, and would return to school after the appointment was over.

Holidays during term time

Family holidays during term time should be avoided if at all possible. Where this is unavoidable, parents should follow the procedure detailed below.
- Permission for leave of absence of up to two weeks duration should be sought, as far in advance as possible, by writing to the Head Teacher.
- Where a longer period of leave is sought, a written application must be made well in advance to the Education, Communities and Economy Division, Midlothian Council (see contact details on page 31).
Section C – Pupil Support

Transition from Primary to Secondary

We have a programme of events and visits for pupils transferring from our associated (and other) Primary schools to Newbattle.

Every October/November we hold a prospective parents’ information evening at which parents can get to know the Head Teacher and staff, and can also see the school's facilities.

There are two half day hands-on workshops in October and March, where pupils come to the High School for half a day and sample a selection of workshops.

In May, all pupils from our seven associated Primary schools have the opportunity to attend the cluster camp.

In June, all pupils will visit the High School for two school days, where they will follow a timetable and sample a range of subject classes, as well as providing an introduction to the school.

Primary 7 Fast Track to Success

Newbattle runs a 'Fast Track to Success' programme for the most academically able Primary 7 pupils in our associated primary schools. The programme of learning and teaching starts in October and lasts eighteen weeks, during which these pupils attend classes at Newbattle for one hour a week after school on Wednesdays. They follow a specially designed course in Maths, English and Science; which covers work which they build upon when they come to the High School in S1. The successful completion of the programme is celebrated with a graduation ceremony in March, where it is always pleasing to see pupils supported by their family members and teachers.

Every year the lessons are completed with pace and rigour, and pupils say they find them fun and exciting. The pupils have the opportunity to build on these successes in the years to come at secondary school.

Pathfinders

Some pupils find the transition from Primary School to Secondary School more challenging than others. A special programme of events called the Pathfinders Programme is organised for these pupils to help them settle into life in High School.

Pupils who may benefit from this programme are identified at a P7 Transition Concerns meeting in January. Three sessions are then arranged in the Summer term, where the pupils visit the High School and engage in
a variety of activities provided by the school and external partners such as our Youth Community Officer. These activities help the pupils to become accustomed to the High School setting and the adults that they will meet in June.

New Enrolments

Parents seeking to enrol pupils at any other time, or seeking more information prior to making a decision on their choice of schools should contact the School Office for further information. Once you have decided you would like to enrol, contact the School Office for an enrolment pack.

Pastoral Support

Once your child joins Newbattle, they are assigned a homeroom (or registration) group in one of our three houses: Lammermuir, Moorfoot and Pentland. Each homeroom usually stays together from S1 to S4. There are four members of staff offering pastoral support to each homeroom:

1. On a daily basis, the pupils meet their Homeroom Teacher who is responsible for registering the pupils each morning, dealing with notes and announcements, and ensuring the pupils have the correct school dress and equipment.

2. Every homeroom is associated to a house. Each house has a Pupil Care and Welfare Officer who will be the main point of contact between parents, pupils and the school.

3. Each house is staffed by a Principal Teacher (Tracking and Monitoring) who is responsible for encouraging progress in learning and for giving personal, curricular and careers advice to pupils in their charge.

4. In overall charge of each house is the Principal Teacher (Head of House).

Who are our Pastoral Support Team?

Our House structure is organised as follows:

<table>
<thead>
<tr>
<th>Lammermuir</th>
<th>Moorfoot</th>
<th>Pentland</th>
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</thead>
<tbody>
<tr>
<td>Head of House</td>
<td>Mr John Glen,</td>
<td>Ms Fiona Williams-MacDonald</td>
</tr>
<tr>
<td>Principal Teacher (Tracking and Monitoring)</td>
<td>Mrs E Bruce</td>
<td>Mr L Porteous</td>
</tr>
<tr>
<td>Pupil Care and Welfare Officer</td>
<td>Lousie Beveridge</td>
<td>Lynne Lamb</td>
</tr>
</tbody>
</table>
Pupil Support staff are available on an appointment basis to meet parents who may wish to discuss any matters affecting the progress or well being of their children. Pupil Support staff may also ask parents to come to the school to discuss any problems which may arise.

**Additional Support Needs**

Many students no matter what their ability level, may have Additional Support Needs (ASN) at some point during their time at school. This difficulty may be either long or short-term and our integrated Pupil Support Department works closely with subject departments to support the needs of individual students as appropriate.

**The Pupil Support Department**

Newbattle is a inclusive and nurturing school. The Pupil Support department comprises teaching staff, Learning Assistants, Youth Workers, Support Assistants, our Positive Behaviour and Learning Officer and our Careers Adviser. It operates its own support bases known as the Learning Hub and the Nurture Room. The department works closely with the pupil themselves as well as subject teachers, other Pupil Support staff, parents and specialists (e.g. Physiotherapy, Educational Psychology, English as an Additional Language, Midlothian Support for Autistic Spectrum Disorders).

The active involvement of parents together with young people and their teachers is vital when deciding on the programme of support that will be offered to a young person. Examples of support provided are:

- use of the Learning Hub for students to be given individual courses of study.
- in-class support from Learning Assistants in normal timetabled classes.
- withdrawal from some classes for individual or small group work or paired reading schemes.
- use of the Learning Hub during lunchtime and morning interval.
- the Newbattle Nurture Room (see page 13)
- distribution and upkeep of electronic aids and other ICT materials.
- providing support in SQA exams (such as readers, scribes, ICT support).
- participation in SEAL (Stages of early Arithmetic Learning)
- Participation in fresh start reading program

Another example of support provided is that the English and Mathematics departments operate classes for pupils who need extra support with basic skills. The English department runs classes following the ‘Fresh Start’ programme for pupils who need extra support with reading; and the maths department runs classes following the ‘SEAL’ programme for pupils who need extra support with basic numeracy.

Midlothian Council has a policy to promote the provision for Additional Support Needs for all children in mainstream schools and further information is set out in ‘Education for All: A Guide for Parents, Carers and Young People’ available from Midlothian Council.

The authority keeps the additional support needs of each such child and young person under consideration through a staged process. Pupils can be referred for support from services external to the school, including through a multi-agency forum. Parents and children over the age of 12 are always consulted before any referral is processed. Rarely, differences may arise regarding additional support needs. In such cases, Midlothian Council provide a free and independent mediation service, Common Ground (www.commongroundmediation.co.uk), to help move things forward in a positive way.

If your child has any kind of additional support need or would like to request additional assessment for your child, contact your child’s pastoral support teacher.
Parents are also entitled to request additional assessment by making a request in writing to Midlothian Council’s Additional Support Needs Officer (asnofficer@midlothian.gov.uk), using the contact details on page Error! Bookmark not defined..

Organisations which provide advice, further information and support to parents of children and young people with Additional Support Needs include:

- **Enquire**: the Scottish advice and information service for additional support for learning – [enquire.org.uk](http://enquire.org.uk)
- **Scottish Independent Advocacy Alliance** – [www.siaa.org.uk](http://www.siaa.org.uk)
- **Scottish Child Law Centre**: Free legal advice for and about kids – [www.sclc.org.uk](http://www.sclc.org.uk)

**Nurture**

The Newbattle Nurture Area is designed to allow our young people to come into a warm and accepting environment which supports and teaches skills to help develop positive relationships with pupils and staff. The room is used for nurture groups, breakfast club, group work sessions and for pupils who simply need a quiet place to come to during periods of emotional stress.

To find out more about Nurture please visit [https://nurturegroups.org/about-nurture](https://nurturegroups.org/about-nurture).

For further information, contact Mrs E Keeble, Principal Teacher (Enhanced Nurture Provision)

**Supporting pupils with medical needs**

At the start of a pupil’s secondary school career, a letter is sent to parents requesting information on any medical or health needs. We appreciate a prompt reply to this letter. During the pupil’s time at Newbattle, parents are asked to inform their child’s Pupil Care and Welfare Officer if any medical or health problems develop. Where pupils are required to take medication during the school day (including Paracetamol), they should be given a note outlining when and how much medication should be taken and handed to the School Office. The medication will be kept in a locked cupboard, and given under supervision to the pupil as required. Pupils who may require the use of an asthma inhaler during school hours should keep it in their bag but a spare must be left with the School Auxiliary.

**School Health Service**

Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of a planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school.

The **School Nurse** is the lead health professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a **Health Assistant** and have close working links with **Community Paediatricians**. The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The School Nurse will assess these measurements and results. In addition she may review children who are referred either by parents, teachers or other health professionals at any stage in their school life.

- If you have concerns about your child’s **hearing** the school can refer him or her to the appropriate specialist directly.
• Speech and Language Therapist - can provide assessment and, if necessary, support if you, a teacher, your GP or the school doctor feels that your child may need help with communication.
• Any enquiries concerning the provision of dental services should be made to the Director of the Community Dental Service, 16 Duncan Street, Edinburgh EH9 1SR (Telephone: 0131 667 7114).

Moving on: Work, College, University

We support pupils in the senior years to make a successful transition to a positive destination for the next phase of their life, whether this be to S5, S6, training, employment, Further Education or Higher Education. We are dedicated to ensuring that all our pupils have a positive destination when they leave us.

Careers advice is available to pupils throughout their time in the High School. This service is jointly provided by a qualified Careers Advisor from Skills Development Scotland and our own Pupil Support Staff. The school has a well-stocked Careers Library, and we have held community careers events featuring employers and representatives of Further and Higher Education.

For further information, contact Mrs A McGeechan, Careers Adviser.

Newbattle is dedicated to supporting students who make the transition to Further and Higher Education, and we work with students as they complete their UCAS and college applications and we also organise visits to College and University Open Days and the Higher Education Convention during the year.

We are active members of the Lothians Equal Access Programme for Schools (LEAPS), an organisation that works closely with local universities to consider individual applications, and gives candidates support in negotiating entry requirements. LEAPS also prepares applicants for Higher Education through a special summer school for students who need that extra support in obtaining a place at university. Every student who applies to University is encouraged to attend this programme. Find out more at www.leapsonline.org.

Education Maintenance Allowance (EMA)

Education Maintenance Allowance (EMA) is available to pupils who will have reached their sixteenth birthday after 1st March and have decided to stay on at school from August in the next academic session. The EMA is a means tested weekly allowance, paid fortnightly into the student’s bank account; payment is dependent on the student attaining 100% attendance, and no lates, in each week of the payment period.

All pupils in receipt of EMA who are absent from school must complete a sickness/absence form on return to school or before an appointment. If this form is not handed to the Admin Manager, their EMA will be affected.

Application packs can be obtained from the school or from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG. Telephone: (0131) 271 3730.

Revision Opportunities for Pupils

As part of our continued drive to raise attainment and to help our pupils achieve the best exam results they can, we provide an extensive programme of revision opportunities. Most departments will offer immersion days and after school study clubs to support pupils with classwork and homework.

We provide a particularly extensive revision programme in the Easter holidays. A timetable of Easter Revision classes is published annually. There is no cost to these classes and pupils are encouraged to take advantage of this excellent opportunity. The classes focus on revising work carried out throughout the course, preparing for the up and coming exams and provide a chance to iron out any problem areas. A timetable of all revision classes will be given to pupils before the Easter holiday, and they will be expected to sign up for the classes they wish to attend.
Section D – Parental Involvement

Parents and schools separately can do a great deal to assist a child’s educational development. Together, they can achieve even more.

Newbattle High School relies upon a strong partnership between home and school. We encourage parents to play an active role in the life of the school and to share their opinions and views by, for instance, joining the Parent Council. As a school, we will:

- keep parents and carers fully informed on their child’s progress
- provide opportunities for parents to meet with their child’s teachers every year
- hold an Open Evening to support parents and pupils making choices about the next steps in their learning (see information on course choice for S4, S5 and S6 on page 22)
- consult parents and carers on school policies and value their opinions
- offer parents and carers opportunities to become involved in their child’s education

Homework

Homework is an essential part of all courses of study. We firmly believe that developing a robust study habit from S1 onwards is crucial to preparing the way for achievement in later years. In the senior school, more time will need to be spent on homework to give pupils the best possible results in SQA examinations.

Parents can support the school by:

- **talking** with their child about the importance of homework and developing good study habits.
- **encouraging** pupils to do their best and to complete homework thoroughly and regularly.
- monitor the homework that has been set
- **asking questions** taken from child’s textbooks, workbooks, worksheets or the school website to help them revise and consolidate the work they have done in class.

The Parent Council

We have an active Parent Council and a subgroup, Friends of Newbattle who organise fund-raising events on behalf of the council and the school. The views of the parent council are influential in the decision-making related to the management of the school. In the last session, the council were actively involved in the discussion of curriculum architecture, exam preparation/study opportunities and our new school building.

The objectives of the Parent Council are to:

- work in partnership with the school to create a welcoming school which is inclusive and promotes equality for all
- promote partnership between the school, its pupils and all its parents
- develop and engage in activities which support the education and welfare of the pupils
- identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils

Our Parent Council plays an important role within the school, by representing parent opinion, fund raising, and taking part in the appointment of senior staff of the school.

Dates of future meetings and minutes of past meetings of the Parent Council are available on the school website. The elected Parent Council Representatives are:
There is also a subgroup, called the Friends of Newbattle. Members of this group include parents, teachers and friends who wish to help the work of the school. The group have successfully hosted a range of events to support learning, host social activities and raise funds.

For further information about the Parent Forum, Parent Council or Friends of Newbattle, contact the school office.

Section E – Opportunities for Our Pupils

Cost of the School Day - Free

Newbattle are proud to make all subjects in school free which encompasses our inclusive vision. This includes Home Economics, CDT and Music tuition among others.

Pupil Leadership Team

The Pupil Leadership team set priorities and lead school improvement from the perspective of our pupils. They contribute to the wider life of the school by delivering assemblies, acting as ambassadors and helping at whole school events. All S5 and S6 pupils have the opportunity to apply for the position of prefect in S5 and senior prefect in S6. The applicants for senior prefect are put through a rigorous selection procedure. All prefects will be expected to act as positive role models for our younger pupils and to contribute to the life of the school in carrying out various duties.

Extra Curricular Opportunities

The staff of Newbattle are dedicated to providing the best possible opportunities for our pupils. School staff members regularly give up their own time to offer a number of activities for pupils outwith the teaching day.

Available to the children are school trips, expeditions, visits, work experience programmes, playing for a school team, lessons for musical instruments, and many more. These activities are all highly valuable, but it should be remembered that parents, in partnership with the school, must exercise judgement in ensuring that the correct balance is struck, and that for each individual, class or group is monitored, so that the level of out-of-class activities does not unduly affect progress.

Activities vary from session to session, and have recently included:

<table>
<thead>
<tr>
<th>Football</th>
<th>Jazz Band</th>
<th>Dance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duke of Edinburgh’s Award</td>
<td>Volleyball</td>
<td>Swimming</td>
</tr>
<tr>
<td>Basketball</td>
<td>Rhythm &amp; Blues Orchestra</td>
<td>Scripture Union</td>
</tr>
<tr>
<td>Guitar Group</td>
<td>Golf</td>
<td>Rock Band</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Choir</td>
<td>Warhammer Club</td>
</tr>
<tr>
<td>Book Group</td>
<td>Dungeons and Dragons</td>
<td>Badminton</td>
</tr>
<tr>
<td>Netball</td>
<td>Gardening Group</td>
<td>Cookery Club</td>
</tr>
<tr>
<td>Percussion Group</td>
<td>Chess Club</td>
<td>LGBT+ Group</td>
</tr>
<tr>
<td>Hockey</td>
<td>Young Enterprise</td>
<td>Rugby</td>
</tr>
<tr>
<td>Code Club</td>
<td>Cheerleading</td>
<td>Cheerleading</td>
</tr>
</tbody>
</table>

We encourage pupils, staff and parents to view these activities as an important part of the curriculum.
Opportunities in Music and Drama

The Newbattle High School Music department is a very active department with a rich and diverse curriculum as well as numerous extra-curricular activities.

Our first year pupils will play a range of instruments including keyboard, acoustic guitar, electric guitar, bass guitar, voice, drum kit and tuned percussion. Throughout S1, pupils will choose at least two of these instruments on which they will develop their performing skills.

We have a highly trained team of specialist instructors who offer instruction in the following instruments:

- brass
- woodwind
- guitar
- piano
- percussion
- strings
- voice

Instrumental Lessons are free of charge for pupils. Those who receive Instrumental Lessons, and pupils who learn instruments outside of school, have opportunities to work with department ensembles such as the Rhythm and Blues Orchestra, Choir, Percussion Ensemble, Jazz Band and Guitar Ensemble.

Pupils also get many opportunities to perform in music:

- **School Concerts** – every Christmas and Summer.
- **School Trips** – Recent trips include The Commitments musical, concerts by the Scottish Chamber Orchestra, and Drama trips to performances at The Traverse Theatre.
- **Musical Performances** – including Trapped! (written by our pupils), Back to the 80s, Hairspray: the Musical and Grease.
- **Dalkeith Rotary Young Musician Competition** – open to all pupils and held every year.
- **Community Events** – Gala Days, Community Fayres and visits to residential care homes. Fund raising performances in shops and supermarkets both local and further afield.
- **Midlothian Festival of Music** – many pupils perform in many different groups at this annual festival of Midlothian’s best musicians. This is held in the Usher Hall every year.

School of Football

The Scottish FA Schools of Football are about more than just playing ability, they aim to mould better citizens and develop social and academic abilities through the vehicle of football. As part of the programme, pupils follow an enhanced timetable which includes a period of football activity every day.

Football is used as a tool to motivate the pupils, and to enhance their social skills such as communication, listening and behaviour. The programme’s success is evaluated through factors such as school attendance and academic improvement. Scottish FA coaches lead the selection and football aspects, but the programme is very much a partnership with local authority education departments, school teachers, active schools co-ordinators and football development officers.

For further information about the SFA School of Football, contact: Mr Michael Burgess.
Visits and Exchanges

There are a number of opportunities for pupils to travel and enjoy new experiences, both within the UK and Internationally. In the past few years, we have run (or intend to run) the following trips:

- a one-week visit to Paris each summer, organised by the Modern Languages department.
- a Battlefields Trip to Belgium run by the History department.
- cultural visits to London and Barcelona for S3/4/5 pupils, and
- a cultural excursion to Rome for S5/S6 pupils in June. In previous years, we have also visited Barcelona and Venice.
- an expedition to the Swaziland for senior pupils as part of World Challenge.
- a winter snow sports trip to Andorra.
- a recent trip to New York for the Jazz Band.
- an annual football tour to Denmark to play in the DANA Cup, a prestigious international football tournament.

We try to provide a variety of experiences every year, though we cannot guarantee that exactly the same trips will run every year, as the activities depend on the changing expertise and interests of staff and pupils.

Section F – Curriculum, Assessment and Reporting

Curriculum for Excellence

Bringing learning to life and life to learning

Curriculum for Excellence has been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast-changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland’s unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child’s ‘learning journey’ from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

National Qualifications are available to study at National 3, 4 and 5, Higher and Advanced Higher. There are also opportunities to learn with our partners in college, higher education and business.
Ultimately, Curriculum for Excellence aims to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.

For further information about how Newbattle is developing CfE contact Miss C Philp, Depute Head Teacher

Subject Areas Taught at Newbattle

This section aims to give an overview of what we offer. Much more information on all departments and subject areas can be found on the Subjects and Departments section of the school website.

English, Literacy and Media

Literacy is the key that opens all other doors in education as possessing a command of language forms a basis for intellectual, imaginative, moral and emotional growth. With this in mind, the English department is dedicated to ensuring that all Newbattle learners have the opportunity to learn, to build on prior success and to achieve their potential through language.

The English department offer learning through a variety of mediums - reading, writing, talking, listening and media. Course work is active, challenging and enjoyable, encouraging high levels of personal success and the development of skills which will enhance life-long learning. Course work will offer opportunities to develop individual interests and encourage decision making skills building an individual's confidence to enable valued contributions to society. National Qualifications in S4 - S6 will build on progress established during the earlier journey followed during the Curriculum for Excellence in S1 - S3.

For further information, contact Mr C Greig, Principal Teacher (English and Literacy)

Mathematics and Numeracy

The Newbattle mathematics course is unique and focuses on understanding and helping our pupils to become secure and confident with their knowledge of maths. Pupils experience high-quality active learning and teaching techniques, such as the use of mini-whiteboards to collect and discuss answers from every pupil in the class; and the use of technology in lessons combined with skilled questioning by teachers and feedback to pupils about their work, which combine to lead to deeper learning.

The S1, S2 and S3 courses cover all the key areas of Curriculum for Excellence, with a particular emphasis on developing a deep understanding of whole number, fractions, percentages and decimals as part of our Understanding Number Project which raises standards in numeracy from S1 to S6 by covering topics such as mental calculations, fractions, decimals and percentages at progressively more difficult levels. Following on from the success of this work, we have also introduced an Understanding Algebra Project, which builds pupils’ understanding of algebra at an appropriate rate.

For further information, contact Mr D Watkins, Principal Teacher (Maths)

Health and Wellbeing

Being active and feeling well physically, mentally and emotionally allows every child in our school to have a happy, active and fulfilling life in school: burning energy, learning new skills, and meeting new people from different groups. The Physical Education department plays a vital role working closely together with the Home Economics department to ensure a strong ethos of Health & Well Being for every pupil and our community.
Our PE department has excellent facilities with a swimming pool, Games Hall, Dance studio, full size Astro Turf pitch, and grass Football and Rugby pitches. The Home Economics department boasts three fully equipped kitchens, a hospitality suite and a fabric studio. Both departments are staffed by experienced and highly motivated staff, who improve standards in Health and Wellbeing by working closely together with a wealth of knowledge of sport, healthy eating and nutrition to assist pupils in developing the skills they need to stay healthy and active for life. Both departments contribute to the real development in life and work skills vital for Scotland’s young workforce.

| For further information about Physical Education or Home Economics, contact Mr B Foley, Principal Teacher (Health and Wellbeing) |

### Social Subjects

Social Subjects help to develop pupils’ understanding of the way human behaviour has shaped our world. Through their coursework pupils learn about change and the pace of change. They consider the causes of certain developments and the effects these have had. We encourage pupils to make informed decisions. Pupils learn to handle and use evidence to deepen their knowledge and understanding. They also develop their ability to make judgements about the value of the evidence that they use.

A variety of approaches to teaching and learning will be used within the classroom. Whole class activities, large and small group activities and individual work all feature. Discussion and class debate are central to what we do. Pupils are encouraged to think imaginatively, and critically, in order to deepen their understanding of the impact that people have had on the past, the environment and on society.

**Religious & Moral Education** (RME) is included in the curriculum for all pupils from S1 to S4. Pupils have the opportunity to make sense of the world that we live in by exploring our beliefs and those of the people around us.

Pupils will learn to give reasons for their opinions in clear, relevant and factual ways through topics such as an overview of major world religions, Making Moral Decisions, Capital Punishment, and The Holocaust.

| For further information contact Mr R Ward, Principal Teacher (Social Studies) |

### Sciences

In S1 and S2, pupils follow a course which covers the level 3 experiences and outcomes relating to all three Sciences: Biology, Chemistry and Physics. The key areas pupils will study are:

- Planet Earth
- Biological Systems
- Forces, Electricity and Waves
- Materials
- Topical Science

In S3, Pupils will have the opportunity for personalisation and choice whilst progressing onto the level 4 experiences and outcomes. From S4 onwards, pupils have the opportunity to specialise in one or more of Biology, Physics and Chemistry.

| For further information about Sciences, contact Miss J L Cunningham, Principal Teacher (Sciences) |
Modern Languages

At Newbattle, pupils get the opportunity to learn French, German and Spanish. In S1, pupils get the opportunity to consolidate the French they have learned in primary school. All pupils will also experience Spanish and German on a rota basis. They then choose one of these languages that they wish to specialise in for S2 and S3. The opportunity also remains for pupils to pick up a second language at a later stage if they wish.

In class, we focus upon Reading, Listening, Writing and Talking; aiming to increase confidence and help pupils become much more successful language learners. To produce effective contributors, we also develop co-operative working skills as well as digital skills in the areas of presentation and research. We also look at culture to enable pupils to further develop as citizens of the world.

For further information, contact Madame M Leslie, Principal Teacher (Modern Languages)

Arts and Technologies

The Arts and Technologies faculty offers pupils the opportunity to develop their knowledge and skills in a wide range of areas including design, manufacture, manual and computer graphics, engineering/ electronics, and drawing/ painting.

CDT (Craft, Design and Technology) offers pupils a very broad range of experiences both in the classroom and in the workshop. In the classroom, S1 to S3 pupils are challenged through units of work covering sketching/rendering, the design process, CAD/CAM etc. There is a strong focus on sustainability through the design and manufacture of products using wood, metal and plastic. Pupils are exposed to modern technologies throughout and they will look at how they impact on modern day society. The open-plan workshop comprises metal, woodwork and plastic areas along with the associated machinery and tools. This facility allows the department to deliver a broad range of challenging course work giving pupils the opportunity to be creative with their design and practical skills in projects such as the thermometer, spatula, Charles Rennie Mackintosh trinket box, headphone stand, electronic speaker and the Midlothian IKEA design challenge.

Art and Design covers a wide range of design and practical work allowing pupils to explore a wide range of creative techniques and skills thus providing them with the building blocks to become independent and thoughtful learners. Pupils will develop their skills in expressive and design areas through various tasks and projects.

IT also plays an important role through the use of P.Cs, iPads, visualisers and smart board technology which can be found in all teaching areas. Animation has also recently been introduced to broaden the curriculum.

For further information, contact Mr R Thomson, Principal Teacher

Music and Drama

The Music department is described in more detail on page 17. From S1 our students also learn to develop their team skills in Drama, which engages them in a variety of ways. Cooperation and communication are very important aspects of the drama course throughout the year groups. Confidence building is a key element and pupils work in a safe environment knowing the Drama Department policy enforces support and respect for everyone’s efforts.

Drama also offers a wide range of opportunities to pupils who wish to take it as a subject choice in later years. As well as stage work, it appeals to those who would like to develop their technical skills through learning about Theatre Production, including lighting, sound, set design, costume and make up.

For more information contact Mrs K McLeod, Principal Teacher Music and Drama
Business, IT and Vocational

The Business, IT and Vocational faculty strives to offer a range of learning opportunities to meet the needs of all learners. Throughout the junior school a strong emphasis is placed on developing skills for learning, life and work, with courses focusing on the development of business skills, ICT skills and enterprising attitudes.

The courses we deliver are designed to offer an enriching experience relating to the world of work and the use of ICT in modern society. In doing so, they provide valuable transferable skills and develop attitudes which benefit pupils in all other curricular areas.

Other opportunities are also given for pupils to take part in business experiences, such as ‘Young Enterprise’. There are also vocational opportunities to develop skills required for work (see page 23).

For more information, contact Mrs J Knox, Principal Teacher (Business/IT/Vocational)

The S1, S2 and S3 Curriculum

Throughout S1-S3, pupils continue with the curriculum designed to provide a broad general education which they started at Nursery and Primary school. Most pupils will work on Learning Experiences and Outcomes set at levels 2, 3 and 4 of Curriculum for Excellence.

The curricular areas covered in S1 – S3 are:
- **Languages:** English, French, German, Spanish.
- **Mathematics.**
- **Sciences:** Biology, Chemistry, Physics.
- **Religious and Moral Education.**
- **Technologies:** Craft Design Technology (CDT), Business Technology, Computing and Digital Literacy.
- **Social Studies:** Business, Geography, History, Modern Studies.
- **Expressive Arts:** Music, Drama, Art and Design and Dance.
- **Health and Wellbeing:** Physical Education (PE), Home Economics (HE) and Social Education (SE).
- **S2 and S3 Employability Electives and Masterclasses** to enhance breadth in the curriculum.

More information about each subject department can be found from pages 19 to 22.

All pupils experience all of these subject areas, with gradual specialisation and choice leading towards the choice of certificated subjects for S4. Emphasis is placed on cross-curricular literacy, numeracy, health and well being and many departments co-operate in inter-disciplinary work. Skills for learning, life and work are developed. The curriculum is designed for breadth, balance, progression and depth with the flexibility to meet the wide range of pupil needs. The emphasis is on improvement to attainment and wider achievement and also the enjoyment of learning experiences for all pupils.

For further information about the Broad General Education in S1, S2 and S3 contact: Mrs C Philp, Depute Head Teacher.

The Senior Phase: S4, S5 and S6

The Senior Phase should be viewed as a 3-year pathway where all students are encouraged to stay on until the end of S6. This allows for pupils to progress in subjects and create a wide portfolio of qualifications, skills and relevant careers pathways. Pupils will start their National Qualifications in S4. The curriculum is flexible in that learners will work through courses at a pace that is suitable to their prior learning and attainment. Some young people may take one year to complete a course and achieve a qualification, whereas others may take two years to achieve the same qualification. All faculties at Newbattle provide progression through courses from National 3 to Higher and in some cases Advanced Higher. Learners may also work on SQA courses run by Edinburgh College or Queen Margaret University as part of the senior phase curriculum.
In addition to this we also have a work based learning course in which learners will have the chance to work alongside businesses. If pupils successfully complete this course, they will be offered a Modern Apprenticeship on leaving school. The following table shows the names of the new National Qualifications and their equivalences with older qualifications.

<table>
<thead>
<tr>
<th>New Qualification</th>
<th>SCQF Level*</th>
<th>Previous Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>National 3</td>
<td>3</td>
<td>Standard Grade Foundation</td>
</tr>
<tr>
<td>National 4</td>
<td>4</td>
<td>Standard Grade General</td>
</tr>
<tr>
<td>National 5</td>
<td>5</td>
<td>Standard Grade Credit</td>
</tr>
<tr>
<td>Higher</td>
<td>6</td>
<td>Higher</td>
</tr>
<tr>
<td>Advanced Higher</td>
<td>7</td>
<td>Advanced Higher</td>
</tr>
</tbody>
</table>

* The SCQF level is a nationally defined number representing the level of difficulty of the qualification:

For further information about the Senior curriculum and examinations in S4, S5 and S6 contact: Miss C Philp, Depute Head Teacher

Course Choice

Newbattle do not ask students to select subjects from columns. Students select their best and most appropriate 6 subjects suited to their career choice and follow as many as they can from their previous year. This allows for the best opportunity of success in subject achievement.

The options available to pupils are published in our coursing guides Which Course? (which gives details of courses undertaken in S3) and Which Qualification? (the equivalent guide for S4, S5 and S6). These guides are published around January of each year on our website and hard copies are distributed to all pupils. Parents have the opportunity to be involved in the decision making process at our after school Course Choice Evenings where school staff and careers advisors are on hand to explain more about the choices on offer. Qualifications vary from year to year and depend on levels of interest, but as a guide, in 2018, we offered pupils in S4, S5 and S6 the chance to work towards qualifications in:

<table>
<thead>
<tr>
<th>English</th>
<th>Mathematics</th>
<th>Applications of Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geography</td>
<td>History</td>
<td>Biology (and Human Biology)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Physics</td>
<td>Art and Design</td>
</tr>
<tr>
<td>Dance</td>
<td>Drama</td>
<td>Psychology</td>
</tr>
<tr>
<td>Music</td>
<td>Music Technology</td>
<td>Administration and IT</td>
</tr>
<tr>
<td>Computing Science</td>
<td>Fashion and Textiles</td>
<td>Design and Manufacture</td>
</tr>
<tr>
<td>Early Years Education and Childcare</td>
<td>Graphic Communication</td>
<td>Health and Food Technology</td>
</tr>
<tr>
<td>French</td>
<td>German</td>
<td>Spanish</td>
</tr>
<tr>
<td>PE</td>
<td>Sport and Recreation</td>
<td>Hospitality – Practical Cookery</td>
</tr>
<tr>
<td>Modern Studies</td>
<td>Construction Craft Skills</td>
<td>Hairdressing Skills</td>
</tr>
<tr>
<td>Travel and Tourism</td>
<td>Business Management</td>
<td>Media</td>
</tr>
<tr>
<td>Practical Metalworking</td>
<td>Practical Woodworking</td>
<td>Young Enterprise</td>
</tr>
<tr>
<td>Religious Moral &amp; Philosophical Studies</td>
<td>Creative Cake Production</td>
<td>Cycle Mechanics</td>
</tr>
</tbody>
</table>

Vocational Education

We are committed to the development of quality vocational education. We offer S4 pupils year-long courses in Hairdressing and in various Construction trades which are delivered in partnership with external providers, ACT and Midlothian Council’s Lifelong Learning and Employability team. All S4 pupils also have the opportunity to undertake a Work Experience programme.
The **Hairdressing** Skills for Work course is designed to develop employability skills in the context of the Hairdressing Industry. The focus of this course is on experiencing working in a salon environment, learning about the different roles and responsibilities in hairdressing, developing industry knowledge and important and essential employability skills. If pupils are interested in a career in Hairdressing this course will give them a taste of what is involved and develop valuable employability skills to help them follow their chosen career.

The **Construction Craft** Skills for Work course is designed to develop employability skills in the context of the Construction Industry. It is especially suited to pupils who have an aptitude for and an interest in practical crafts work. Pupils who choose this course learn a variety of skills in trades-specific units: Carpentry & Joinery, Plumbing, Painting & Decorating and Brick Laying. In addition, they will develop skills and attitudes that will help them gain employment, not just in the construction industry, but in any career they choose.

For further information, contact **Mrs J Knox**, Principal Teacher (Business, IT & Vocational) (J.Knox@mgfl.net)

**Tracking and Assessing Progress**

The school has robust procedures in place to track and assess pupils’ progress and plan future learning.

**Formative assessment** is a crucial part of the learning process itself and involves a variety of methods which allow very regular feedback of progress to learner and teacher. It might involve peer and self assessment. This type of assessment is an integral feature of all learning from S1 right up to S6.

We operate systems to track pupil progress through our electronic reporting procedures. All pupils in the Senior Phase are required to set targets and discuss their progress with their class teachers at regular stages throughout each year. The results are carefully monitored by Heads of Department, support staff and the Senior Leadership Team. Where appropriate extra support is put in place. Regular reporting of pupil progress also enables valuable support to be provided from home. In addition each pupil has a personal support card which is used to record pupils’ wider achievements.

We identify pupils in the senior phase who would benefit from being mentored by an adult working in the school in order the help them achieve the best possible qualifications. Three meetings take place with the mentor where discussions will revolve around coursework, study skills and time management.

The Senior Leadership Team oversees the tracking records, using the information to assure quality and check that targets on attainment are being met. The Pupil Support Team also accesses the information to help them guide individual pupils through transitions and generally monitor their work.

**Reporting to Parents**

Our tracking and monitoring system TAMAR is used to generate reports approximately every 6 weeks on a pupils targets, progress and next steps in each subject that they study.

**Parents’ consultation evening** takes once each year for each stage in school. The meetings are held between 4.30 and 7.00pm on specific weekday nights through the year. An online bookable appointment system operates for the convenience of parents. Parents are also welcome to make appointments with Pupil Support Staff to discuss pupil progress at other times: this can be arranged using the contact details on page 11.

Dates are advertised through the Parent App, the school social media platforms and the school website.
Section G – School Policies and Practical Information

School Improvement

We are currently in the second year of our three-year School Improvement Plan, which was formulated following wide-ranging and close consultation with staff, the Parent Forum/Council and the Pupil Voice.

After careful prioritisation, the following priorities were agreed:

- To grow our Associated Schools Group into the Newbattle Learning Community.
- Planning for the move to our new school and community building.
- Achieve equity by closing the attainment gap between the least and most disadvantaged pupils.
- Improve attainment across the school by improving the learning and teaching of key skills across the Broad General Education (S1-S3).

For a full list of priorities and actions, can be download from our school website

School and Council Policies

A full list of school policies and copies of the policies are available from the school office on request. More details of the most frequently requested policies, such as school dress, school meals, the times of the school day, holidays and transport to and from school are given in the rest of this section.

Times of the School Day

We operate a 33 period week, with each period being 48 minutes long

<table>
<thead>
<tr>
<th>Monday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:28 Initial Bell</td>
<td>08:28 Warning Bell</td>
</tr>
<tr>
<td>08:30 Homeroom*</td>
<td>08:30 Homeroom*</td>
</tr>
<tr>
<td>08:44 Period 1</td>
<td>08:40 Period 1</td>
</tr>
<tr>
<td>09:32 Period 2</td>
<td>09:28 Period 2</td>
</tr>
<tr>
<td>10:20 Period 3</td>
<td>10:16 Period 3</td>
</tr>
<tr>
<td>11:08 Interval</td>
<td>11:04 Interval</td>
</tr>
<tr>
<td>11:23 Period 4</td>
<td>11:19 Period 4</td>
</tr>
<tr>
<td>12:11 Period 5</td>
<td>12:07 Period 5</td>
</tr>
<tr>
<td>12:59 Lunch</td>
<td>12:55 End of Day</td>
</tr>
<tr>
<td>13:47 Warning Bell</td>
<td>13:49 Period 6</td>
</tr>
<tr>
<td>13:49 Period 6</td>
<td>13:47 Warning Bell</td>
</tr>
<tr>
<td>14:37 Period 7</td>
<td>13:49 Period 6</td>
</tr>
<tr>
<td>15:25 End of Day</td>
<td>13:47 Warning Bell</td>
</tr>
</tbody>
</table>

*Assemblies are held during homeroom time as follows:

- Monday: S1
- Tuesday: S2
- Wednesday: S3
- Thursday: S4
- Friday: S5 and S6
School Term Dates and Holidays 2019

<table>
<thead>
<tr>
<th>Season</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term</td>
<td>Pupils return</td>
<td>Tuesday 8</td>
<td>January 2019</td>
</tr>
<tr>
<td></td>
<td>All finish</td>
<td>Friday 8</td>
<td>February 2019</td>
</tr>
<tr>
<td></td>
<td><strong>Mid-term break</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All return</td>
<td>Monday 18</td>
<td>February 2019</td>
</tr>
<tr>
<td></td>
<td>All finish</td>
<td>Friday 5</td>
<td>April 2019</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>(revision programme in school for S4/5/6 exam pupils)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Term</td>
<td>All return</td>
<td>Tuesday 23</td>
<td>April 2019</td>
</tr>
<tr>
<td></td>
<td><strong>May Day Monday 6th May 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All return</td>
<td>Tuesday 7</td>
<td>May 2019</td>
</tr>
<tr>
<td></td>
<td><strong>Victoria Day Monday 20th May 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pupils return</td>
<td>Tuesday 21</td>
<td>May 2019</td>
</tr>
<tr>
<td></td>
<td>All finish</td>
<td>Friday 28</td>
<td>June 2019</td>
</tr>
<tr>
<td>Summer Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autumn Term</td>
<td>Pupils return</td>
<td>Monday 19</td>
<td>August 2019</td>
</tr>
<tr>
<td></td>
<td><strong>Autumn holiday Monday 16th September 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pupils return</td>
<td>Tuesday 17</td>
<td>September 2019</td>
</tr>
<tr>
<td>Mid Term</td>
<td>All finish</td>
<td>Friday 11</td>
<td>October 2019</td>
</tr>
<tr>
<td></td>
<td><strong>Mid-term break</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pupils return</td>
<td>Tuesday 22</td>
<td>October 2019</td>
</tr>
<tr>
<td></td>
<td>All finish</td>
<td>Friday 20</td>
<td>December 2019</td>
</tr>
</tbody>
</table>

Occasional and Emergency Arrangements

Parents will be given notice in writing on an occasion when a variation from normal school hours is planned.

Very occasionally, unplanned early closures will be necessary for reasons such as extreme weather, or heating failure. On such infrequent occasions, it may not be possible to give parent’s prior warning of early closure.

In cases of emergency school closure parents and pupils are asked to access the school website on www.newbattle.org.uk to obtain practical information about the closure. Radio Fourth will also be used to communicate information in cases of severe weather. Pupils should check the Glow platform for resources in particular Google classrooms and department sharepoints. The Midlothian Council website, www.midlothian.gov.uk, should also be accessed to ascertain the overall Council position where appropriate.

School Dress

The school operates a compulsory Dress Code. The Dress Code was recently revised following strong support from parents and staff. We depend upon the support of parents to ensure that their child attends school appropriately dressed carrying all the books and equipment necessary for the day ahead.
S1 – S3 Dress Code

- White self coloured collared shirt and Newbattle High striped tie.
- Black trousers or skirt (black, un-faded jeans will be accepted but cottons are not acceptable. Designer ripped jeans should not be worn. Black leggings can only be worn with a skirt or trousers on top).
- Black footwear.
- Black self coloured jumper or cardigan may be worn.

Please note...

- Articles of clothing with logos other than the Newbattle crest are not acceptable.
- Decisions on compliance with the dress code will be taken by Homeroom Teachers and duty support and management staff daily and will involve parents/carers as appropriate.
- All pupils are expected to bring a schoolbag, the required books and basic stationery to school each day.

PE Kit

In Physical Education (PE), pupils will require a PE kit:
- suitable sports footwear.
- shorts or tracksuit trousers and a top.
- for swimming: swim suit and towel.
- for outdoor work: a sweat shirt, tracksuit trousers and warmer PE clothing is advisable.

If a pupil is able to attend school, but is not able to take an active or full part in PE lessons, they should bring a note explaining why they are not taking part and for how long. The class teacher can then involve the pupil in useful activities such as time keeping, scoring or officiating. The objective should be to return to PE class as soon as possible for Health and Well Being.

For further information about PE kit requirements, contact: Mr B Foley, PTC Health & Wellbeing

S4 – S6 Dress Code

- White self coloured collared shirt and Newbattle High crested tie.
- Black trousers or skirt (black, un-faded jeans will be accepted but cottons are not acceptable. Designed ripped jeans should not be worn. Black leggings can only be worn with a skirt or trousers on top).
- Black footwear.
- Black self coloured jumper or cardigan may be worn.

Assistance with Provision of Clothing and Footwear

Midlothian Council operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided.

Families will automatically qualify for such a scheme if they are:
- in receipt of Income-based Job Seekers allowance.
- on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income).
• on both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income).

• on support under Part VI of the Immigration and Asylum Act 1999.

Other cases will be determined according to the personal circumstances of the family.

Parents who wish to apply for a clothing grant should complete an application form which is available from this school or the Education, Communities and Economy Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

School Meals
School Meals are available in the school cafeteria, known as the Bite Site. The school meals team at Newbattle High School are committed to providing healthy, good value food and look forward to welcoming pupils every day. The school meals service operates:

• a breakfast bar at the start of the school day (8.00–8.25am).
• a morning interval service.
• a cafeteria during the lunch interval.

Pupils today can choose from a wide range of items and main meals, including fresh fruit, yoghurt, baguettes, panini, sandwiches, salads, pasta, traditional meals and home baking - all prepared in the school kitchen. The school’s Bitesite represents excellent value, with prices starting from just 50p for homemade soup, and a two-course meal and a drink costing just £2.10 for a pupil.

Pupils can also enjoy a pre-order service that lets them pick up their food as soon as the lunch bell rings, allowing them more time to relax and socialise during the lunch break. There is even a breakfast service, where pupils can ensure a good start to the day with fruit, cereals, toast and hot drinks.

Free School Meals
Under the Council’s policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of:

• either Income Support or Income-based Jobseekers Allowance and Child Tax Credit but not Working Tax Credit (subject to a maximum annual income).
• or both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income).
• or support under Part VI of the Immigration and Asylum Act 1999.

Transport to and from School
The Authority currently pays the travelling expenses of those pupils attending their district school who live more than two miles walking distance from that school. Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Our six contract bus routes are:

<table>
<thead>
<tr>
<th>Number</th>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Greenhall Road (chip shop), Gore Avenue (at the bottom)</td>
</tr>
<tr>
<td>109</td>
<td>Gore Avenue (at the bottom), Bowling Club</td>
</tr>
<tr>
<td>110</td>
<td>Gore Avenue (at the top)</td>
</tr>
</tbody>
</table>
Consideration may also be given to requests for assistance with travel in exceptional circumstances, e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available. Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school.

If a pupil loses their bus pass, a replacement pass costs £10. Forms can be collected from the school office.

To arrange a place on a school bus, contact the Home to School Transport section Midlothian Council using the contact details on page Error! Bookmark not defined..

Employment of Children

The school understands and appreciates the value and benefits of part-time employment for young people. However, this too is an area where a proper balance must be struck. Leisure activities, employment and school work all compete for the limited time available, and it is important that school work and supporting study do not suffer.

Children under the statutory school leaving age can only be employed within the terms of the Council’s bye-laws on the part-time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins.

Further details can be obtained from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG. Telephone: (0131) 271 3719

In the case of senior students, the school relies upon the good sense of parents in ensuring that excessive hours are not worked.

Child Protection

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the Edinburgh and Lothians Child Protection Committee’s ‘Child Protection Guidelines’ which are used by all Midlothian schools and our partner agencies.

In circumstances where a school has a concern that a child or young person has been (or is at risk of being) harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.
Health and Safety

The Education, Communities and Economy Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. Schools staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

For further information, contact: Mr M Davidson, Depute Head Teacher (M.Davidson@mgfl.net)

Appendices

Appendix 1 – Midlothian Council Complaints Procedure

The Council has approved the following statement of principles and procedures:

If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her/his behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event, the Head Teacher will notify you, normally within five working days, of the school’s response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

If you are dissatisfied with the school’s response please notify the Head Teacher that you wish to pursue the matter further.

Stage 1: He/she will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact (see ‘Useful Addresses’).

Contact the named manager by telephone or by letter to the Education, Communities and Economy Division headquarters.

Stage 2: The Parental Liaison Officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.
Nearly all matters of concerns are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.

In all cases, final appeal can be sought through the Chief Executive’s office.

Appendix 2 – Statistics about the school

The following statistics are the official statistics from the Scottish Exchange of Educational Data (ScotXEd). Further data about Newbattle High School can be found on the Scottish Schools Online website whose address is http://www.educationscotland.gov.uk/scottishschoolsonline/nearest.asp.

National Benchmarking Measure: Literacy and Numeracy
National Benchmarking Measure: Leaver Initial Destinations

Increasing post-school participation
Percentage of School Leavers in a Positive Destination

National Benchmarking Measure: Improving Attainment for All

Improving attainment for all
Average Total Tariff Points
National Benchmarking Measure: Attainment versus Deprivation

Tackling disadvantage by improving the attainment of lower attainers relative to higher attainers.

Newbattle High School Contact Details

We value your feedback and suggestions.

Newbattle Community Campus, Newbattle Way, Easthouses, Dalkeith, EH22 4SX

Telephone: (0131) 561 6700

Email: newbattle.hs@midlothian.gov.uk

Website: www.newbattle.org.uk

Facebook: www.facebook.com/newbattlehigh

Twitter: twitter.com/newbattlehigh