KELSO HIGH SCHOOL

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE



Parent Information

Welcome

On behalf of the staff and pupils of Kelso High, I extend a very warm welcome to all newcomers to our school.

There is a long tradition of education in Kelso dating back to the twelfth century and the monks of Kelso Abbey. Throughout this long history, Kelso has enjoyed a reputation for high standards in education. It is our aim to maintain this reputation. At Kelso High School our pupils have the opportunity to excel, both in academic subjects and in extra-curricular activities.

We hope that all our pupils will thoroughly enjoy their time here. We place great stress on helping new pupils to settle into the school quickly. The purpose of this leaflet is to explain the way in which the school works. We hope that it answers most questions; however, if you have any other queries please feel free to contact us.

It is important that parents too should have the opportunity to get to know our school and the staff. We like to think of Kelso High as a community of pupils, staff and parents. Support from parents is an integral and essential part of the educational process. If you wish to see round the school or would like any further information, please do not hesitate to get in touch.

May I wish you a happy and successful time as part of the Kelso High School community.

Jill Lothian
Head Teacher

Useful Names

Head Teacher:	Mrs Lothian	
Depute Head Teachers:	Mrs Changleng	
	Mrs Wilson	
	Mr Brown	
Pastoral Principal Teachers:	Miss Roden	Teviot
	Mr Angus	Kale
	Mr Connell	Bowmont
Pastoral Support Assistants:	Ms Paterek	Teviot
	Mrs Shewan	Kale
	Ms Kerr	Bowmont
Principal Teacher Support for Learning:	Mrs Melanie Carson	
First Aiders:	Mrs Douglas (Office)	
Janitors:	Mr O'Mara	
	Mr Watmore	
School Office:	Miss Cowe	
	Mrs Douglas	
	Mrs Neil	

School Times

MONDAY – THURSDAY			FRIDAY	
Period	**Time**		**Period**	**Time**
8.45 a.m.	**Warning Bell**		**8.45 a.m.**	**Warning Bell**
Registration	8.50 – 8.55		**Registration**	8.50 – 8.55
1	8.55 – 9.45		1	8.55 – 9.45
2	9.45 – 10.30		2	9.45 – 10.30
Interval	**10.30 – 10.45**		**Interval**	**10.30 – 10.50**
3	10.45 – 11.35		3	10.50 – 11.40
4	11.35 – 12.25		4	11.40 – 12.30
5	12.25 – 1.15		5	12.30 – 1.20
Lunch	**1.15 – 2.05**		**END OF SCHOOL DAY**	
Warning Bell	**2.00**			
6	2.05 – 2.55			
7	2.55 – 3.45			

School Uniform

Uniforms don't help pass exams. However, Kelso High School is so much more than just passing exams. We strive to ensure all our pupils do the best they possibly can as they prepare to go out into the world of work. A uniform supersedes fashion, its smart and it helps put everyone in the right frame of mind and gives our young people a sense of pride within the community and beyond.

We are, therefore, asking all students from S1-5 to wear a black v-necked jumper or cardigan, black tie, white shirt, black trousers (no denim) or a black skirt and black shoes. Our S6 students will wear a black tie and their chosen coloured jumper so that they are easily recognised.

No hooded tops will be worn as part of the uniform although it will be possible to wear these as part of their PE kit.

Uniform can be purchased from https://www.fpuniformz.co.uk/product-category/schools/high-school/kelso-high-school/ and we also keep a small amount of stock (jumpers, cardigans and ties) available to purchase from our school office.





Attendance and Lateness

The attendance rate at Kelso has always been very high and is better than the national average. Unauthorised absences, which include family holidays, are lower than the national average. Attendance is checked every period. It is also very important that our young people arrive to school on time and this is also closely monitored.

The school operates a system called Groupcall whereby a message is sent to a parent to alert them if their child has not arrived at school in the morning and we are not aware of the reason for this. It is, therefore, important that you contact the school, before 9.15am, to inform us if a child is going to be absent. There are various ways to contact us; telephone call, email and via the Eduspot app.

We expect pupils who have been absent from school to make every effort to catch up on the missed work on their return. If this might prove to be difficult, parents should contact the Pastoral Teacher, who may be able to arrange for some additional support.

While we do not encourage parents to take children on family holidays during term time, we recognise that there are occasions when this is unavoidable. Regrettably, we are unable to authorise such absences other than in truly exceptional circumstances. Parents should advise the school of planned absences in writing.

Communication

Good communication between home and school is an essential component of a good educational experience. A Bulletin of information is published daily and is discussed with pupils during registration time. A weekly update is emailed to all parents and is available on the website every Friday during term time. In addition, letters are sent out via email to appropriate parental groups concerning exam arrangements, parents' evenings and other events in the school. The school also publishes a School Improvement Report each September. This reviews the work of the school over the past year.

Groupcall is also used to inform parents of emergency school closures, confirm dates of parents' evenings and any relevant school information which needs to be relayed to parents quickly. All parents are encouraged to supply the school with an up to date e-mail address as we use e-mail to communicate letters home, send tracking reports etc.

There is a School website (www.kelsohighschool.org.uk) which contains information about the school, events and much more. It is updated regularly.

Parents are always welcome to contact the school with queries or items for discussion. Normally, the first point of contact should be the child's Pastoral Teacher.

Email: kelsohs@scotborders.gov.uk

Telephone: 01573 227440

Address Kelso High School
Angraflat Road
Kelso
TD5 7NL

School Canteen

Our school canteen is available to all our young people during morning break and lunchtime on a Monday - Thursday. On a Friday our morning break is extended to 20 minutes to allow our young people to have more time to eat something as we do not finish on a Friday until 1.20pm.

All our young people are expected to stay within the school grounds during morning break and the new S1s will also be asked to stay with the school grounds over lunchtime. This will be in place until the beginning of the SQA exams which normally begin in May. If a young person would like to return home or to a family member during lunchtime then a letter/email of confirmation would be required at the start of the session.

Pupils are able to pre-order and pay for items from the canteen using the Fusion app on their mobile device. This will help to reduce queues at lunchtime. The app works alongside the existing cashless catering system used by school catering teams and is linked to ParentPay. The funds are added on to the pupil's account in exactly the same way as before – i.e. using ParentPay (online) or the reval units (cash) in schools.

Hand Held Devices

As part of SBCs Inspire Learning, all our young people have already been provided with an iPad. This programme is aimed at raising attainment and supporting equity and inclusion for all our young people. Digital technology will not replace teachers or books however it will provide the opportunity for our young people to develop a level of general and specialist digital skills that are vital for learning, life and work in an increasingly digital world.
Mobile phones within school are increasingly becoming a distraction to teaching and learning. With the introduction of the iPads we have decided as a school to ask our young people to have all mobile phones switched off and in their bags throughout the school day.

For all urgent messages that are required to be passed on during the school day we ask that these are made through our school office. Every classroom has a telephone and so we are able to contact every young person every lesson.

Mobile Phone Policy

As part of our commitment to fostering an environment focused on learning and achievement, we have updated our **Mobile Phone Policy**. This policy is designed to ensure that mobile devices do not negatively impact the teaching and learning experience within our school.



Key Points of the Policy:

- **Learners**: Mobile phones are to be handed in at the beginning of each lesson and stored in a designated box within the classroom. Phones will be returned in an orderly manner at the end of the lesson. Learners will have access to their phones during intervals and lunchtime in social areas.
- **Staff**: Staff will model responsible behaviour by not using mobile phones during lessons.
- **Parents/Carers**: We kindly ask that you contact your child through the school office during lesson times and only use their mobile phones during intervals or lunchtime.

Consequences for Non-Compliance:
We have established a staged approach to address instances where learners fail to follow the policy. These stages include:

1. **Reminders**: Learners will be given the opportunity to comply by placing their phones in the box.
2. **Escalation**: Refusal to comply will involve communication with school leadership and notification to parents.
3. **Further Measures**: Continued issues may result in phones being collected by parents or restrictions on bringing phones to school.

Special Circumstances: We understand that some learners may require their phones for medical purposes and they will not be asked to hand in their phone.

Our aim is to promote the **responsible use of mobile phones**, helping our young people stay focused on their learning and improving their overall achievement and well-being. Research shows that reducing interruptions caused by mobile phones positively impacts attention, memory, and mental health.

We appreciate your support in helping us maintain a productive and focused learning environment. If you have any questions or would like further clarification, please do not hesitate to contact the school office.

Thank you for your understanding and cooperation.

Developing the Young Workforce (DYW)

We are committed to ensuring we provide our learners with opportunities to explore the following within their S1 curriculum at Kelso High School:

Career Education
Delivered in PSE (1 period per week) and across the school, helping our young people develop the knowledge, confidence and skills they need to make well informed, relevant choices and plans for their future, so they can progress smoothly into further learning and work.

Career Management Skills
• Develop personal awareness around likes, dislikes, strengths and weaknesses including registering with the My World of Work school resource (www.myworldofwork.co.uk)
• Learn about the careers available to them in the future, as well as trends for the Scottish Borders & National job market
• Take action to build a career pathway & receive support from our Careers Advisor

Any questions regarding the DYW initiative in KHS, please email emma.roden@scotborders.gov.uk

The following website is also useful to explain some of the terms above www.mykidscareer.com

Family Learning at Kelso High School

Family learning is more than simply engaging parents with school. It is about building their understanding of education, of what their children are learning and why, and indeed allowing them to learn themselves and with their children. It has been shown to be a key part of helping us close the attainment gap and ensure all young people can do their very best in school.

Research has shown that when parents take an interest in their child's learning, they are much more likely to perform well and meet their potential.

For some parents, this comes naturally to them; for others this is trickier – and we seek to remove the barriers, some of which are highlighted below.

- **Poor experience of their own schooling**
- **Too much use of jargon by professionals meaning parents find it difficult to provide support or get fully involved in learning as they don't understand what their children are being taught**
- **Lack of self-belief that what they do makes a difference**
- **Parents' own literacy and numeracy may not be as good or robust as they would like**
- **Health conditions, be these physical, mental or emotional**

Our overall vision at KHS in terms of Family Learning reflects the expectation of effective and impactful practise as suggested by The Scottish Government in their document *How Good Is Our School 4.*

"Parents are fully engaged in the life of the school and as a result are much more meaningfully engaged in their childrens' learning. Anything that might stop them doing this are addressed by school."

Parent Council

The Parent Council was formed on 10th September 2007 in line with the Scottish Schools (Parental Involvement) 2006. It has replaced the former School Board and PTA.

As a school we prefer to be called the Parent Council as it is all about

- ***representing your views***
- ***encouraging links between the school, parents, pupils and the wider community***
- ***supporting the school in its work with pupils and***
- ***keeping you informed***
- ***fund raising***

The Parent Council is made up of parents, staff, pupils and representatives from the community.

The Parent Council meets regularly in a hybrid method (sometimes in person and other times on Zoom) and they also hold an annual AGM. All parents are welcome to attend any of the meetings.

Please contact any of the following people either in person or via the school if you have any questions:

Chairperson	*Harriett Campbell*
Vice Chair	*Leri Williams*
Treasurer/Clerk	*Suzanne Cowe*

School Representatives
Jill Lothian (HT), pupil representatives and staff representatives.

Community Representatives
Scottish Borders Councillors for Kelso, Provost, Kelso Churches Together Rep