

Contents

WELCOME	4
IMPACT OF COVID.....	5
VISITS OF PROSPECTIVE PARENTS	5
SCHOOL UNIFORM.....	6
PARENTAL CONCERNS.....	7
THE COMPLAINTS PROCEDURE	7
PARENTAL INVOLVEMENT.....	7
SCHOOL ETHOS	8
SCHOOL AND COMMUNITY LINKS.....	9
POSITIVE BEHAVIOUR MANAGEMENT	9
CELEBRATING ACHIEVEMENT	10
PUPIL COUNCIL.....	11
THE PUPILS' AND PARENTS' VOICE	11
THE CURRICULUM AND LEARNING OPPORTUNITIES	11
SCHOOL IMPROVEMENT.....	12
FIRST MINISTER'S READING CHALLENGE.....	14
PARENTZONE SCOTLAND	15
HEALTH CARE.....	15
USEFUL LINKS AND CONTACT DETAILS.....	16

CONTACT DETAILS

Carnoustie High School
7 Shanwell Road
Carnoustie
DD7 7SS

Telephone 01241 465300
Email carnoustiehigh@angusschools.org.uk

Head Teacher – Mrs Susan Moffatt

Class Stages – Secondary S1 to S6

Present Roll - 821

Non-Denominational

Does the school teach by means of the Gaelic Language - No

Parent Council Email Address – chspc1972@yahoo.co.uk

Our school day begins with the first bell at 8.50am and all pupils should be in their first class ready to work by the second bell at 8.55am.

The school day is currently laid out as follows:

S1/S2 Monday - Thursday

Period	Starts	Ends
Period 1	0855	0945
Period 2	0945	1035
Morning Interval	1035	1050
Period 3	1050	1140
Period 4	1140	1230
Lunch Break	1230	1320
Period 5	1320	1410
Period 6	1410	1500
Period 7	1500	1550

S1/2 Friday

Period	Starts	Ends
Period 1	0855	0945
Period 2	0945	1035
Morning Interval	1035	1050
Period 3	1050	1140
Period 4	1140	1230
Period 5	1230	1320

S3 – S6 Monday - Thursday

Period	Starts	Ends
Period 1	0855	0945
Period 2	0945	1035
Period 3	1035	1125
Morning Interval	1125	1140
Period 4	1140	1230
Period 5	1230	1320
Lunch Break	1320	1410
Period 6	1410	1500
Period 7	1500	1550

S3 – S6 Friday

Period	Starts	Ends
Period 1	0855	0945
Period 2	0945	1035
Period 3	1035	1125
Morning Interval	1125	1140
Period 4	1140	1230
Period 5	1230	1320

WELCOME

As Head Teacher of Carnoustie High School I am delighted to welcome you to our school. As a parent, I wanted my child to be safe in school, to be happy and to be learning. As Head Teacher I want those same things for every pupil in Carnoustie High School and I work with all members of our school community to ensure the best outcomes for our young people.

This handbook provides information about our school for parents whose children will soon be making the transfer from primary school, or from other secondary schools. We hope you will find here the answers to many of your questions about the practical aspects of primary - secondary transfer, the secondary curriculum, and the organisation and administration of the school. But a Handbook cannot take the place of personal contact between the home and school. That is still the most important form of communication. For this reason we encourage parents to visit the school and find out more about us. Please do not hesitate to telephone or write for an appointment.

I appreciate that parents are key partners in the success of our school, and I look forward to working together to support our young people.

Mrs Susan Moffatt
Head Teacher

IMPACT OF COVID

Covid continues to affect school life and may have an impact on some of the information contained within this handbook. [Up to date information and advice from the Scottish Government about Covid and schools can be found online.](#)

We will follow all Scottish Government advice, regularly reviewing and updating our school safety measures accordingly. Our current School Improvement Plan has recovery from the impact of COVID as our key focus.

VISITS OF PROSPECTIVE PARENTS

[Choosing a school: a guide for parents \(Scottish Government\)](#)

If you would like a tour of the school buildings during the school day simply contact the school office (01241 465300) for an appointment.

Any pupil living within the delineated catchment area for Carnoustie High School is entitled to a place at the school. Pupils normally transfer to Secondary School in August following completion of their P7 year. During their child's final year at Primary School, parents/carers will be contacted by letter and offered a place at secondary school they may either accept or decline.

Parents who wish to transfer their children to a secondary school other than that proposed by the Education Authority must submit a written placement request by mid-January. Placing Request forms are available on the Angus Council website : [Making a placing request | Angus Council.](#)

Transferring school during the School Year

1. If you are considering a transfer into Carnoustie High School please contact the school office (Tel. 01241 465300) to arrange an appointment. Ideally, we would like to meet you and your child/children in the school some time before the transfer can take place as this will enable us to provide the best education to meet your child's needs.
2. At the enrolment meeting, we will discuss your needs and what the school has to offer. We will endeavour to provide you with any information you may need. Please bring your child's birth certificate, proof of address or any information from the previous school e.g. course choices, report cards, which might be of use in deciding on a suitable course. Your child must also attend this meeting.
3. On the day your son or daughter begins school, he/she should arrive in time to be registered at 8.55am, when a timetable will be provided. A meeting will be arranged with his/her Pupil Care & Support Teacher, who will be responsible for looking after your son or daughter while in school.

SCHOOL UNIFORM

Pupils show their pride in the school by wearing school uniform. School uniform is simple and practical. It is no more expensive than other kinds of clothing. All pupils are required to wear school uniform in school and on educational visits.

All clothes and equipment should be clearly marked with the pupil's name. Every year, clothing, school bags and PE kit which have been lost in the school cannot be returned because there is no way of identifying the owner!

The uniform for Carnoustie High School is:

- Plain black skirt or trousers
- White shirt/blouse which buttons up to the neck
- Plain black v-neck sweater/cardigan
- Plain black flat school shoes
- School tie (available from the school office for £3.00)
- Black embroidered school blazer

Embroidered Blazers are supplied by myclothing.com (who replaced the Tesco uniform service) or from BE Schoolwear, online or at their shop at the top of Reform Street in Dundee.

These sites also stock V-neck sweaters and cardigans, T-shirts for PE and other items, including both light and heavyweight outer coats with an embroidered school badge. Badged items are only available online for home delivery or from the Schoolwear shop in Dundee. We provide all S1 pupils with a free red T-shirt for PE.

Other items of school clothing are included on the site and are also available through many other retailers.

Alternatively you can buy your own black blazer and embroidered school badges are available for purchase from the school office for £3.00

Blazers for S5/6 are no longer supplied directly through the school – these can be purchased from BE Schoolwear.

Appropriate school uniform is described above; please note that skinny jeans, leggings, jeggings and very short lycra type skirts are not appropriate items of uniform. Shoes should be entirely black, without obvious branding, stripes, logos etc. Clothing brought to school should be named or marked so that it can be identified as belonging to your child.

Uniform can be an area of dispute at home. By making clear our expectations and by offering you unequivocal backing when insisting on a consistently high standard for our young people, we make a visible, positive statement of our ambition for our school community.

PARENTAL CONCERNS

Parents should contact the school immediately they have a cause for concern. It is our wish to deal with all matters as early as possible preventing them from growing into significant concerns. Please contact your child's Pupil Care & Support Teacher in the first instance or if you would prefer to discuss the issue with a member of the management team please contact the Depute Head responsible for your child's year group.

Year Heads

S1 & S4 – Depute Head – Mrs Moira Cathro

S2 – S5 – Depute Head – Mr Ken Bygroves

S3 – S6 – Depute Head – Mrs Lorraine Sleeman

PCS

Balmossie – Mr Russell Brwn

Dahousie – Mrs Lisa Forbes

Panmure - Ms Leanne Jackson

Ravensby – Mrs Sally Buist

Hub – Mr Sean Diamond

THE COMPLAINTS PROCEDURE

Please click on the link below for information about the Angus Council complaints procedure.

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

Carnoustie High School welcomes parents who would like to be involved with the school. We value the important part that parents play in their children's education and see partnership with parents as an effective way of enhancing children's achievements and promoting better school ethos and communication.

All parents are invited to attend Parents' Evenings throughout the year. At these meetings parents will have the opportunity to meet their child's class teachers for and hear about their child's progress. Regular tracking reports for each pupil will also be issued.

We also hold additional Parents Evenings where we give advice on how parents can support their child's learning and well-being. The content of these events reflects what parents have asked for when we have sought their views. We will continue to seek and respond to parental views in this area.

Parent Council

We have an active Parent Council who support and advise the school in a number of areas such as the school improvement plan and policy review. Everyone is very welcome and under no obligation to take on an official role. The meetings are very relaxed.

SCHOOL ETHOS

School Vision

Carnoustie High School's Vision represents the work of pupils, parents and staff, who together want a school where our pupils will:

- Achieve the highest possible levels of attainment;
- Be ready for the world; confident, resilient, adaptable;
- Secure a sustained positive future.

Learning is at the heart of all that we do and we provide a challenging school experience. The contributions of all members of our school community are valued and everyone is treated with dignity, kindness and respect.

We are an inclusive school and we reflect the diverse society of 21st Century Scotland demonstrating values that promote moral and ethical conduct across our school community. We foster the active participation that makes our young people self-confident, well-informed and independent-minded; prepared to be fully involved members of a democratic society.

Individuals are supported to develop the personal attributes and the interpersonal skills required to accept increasing responsibility for their actions and respect the rights of others. Our pupils are globally-aware and know that they have a responsibility to make choices and take actions that work towards a sustainable future at local, national and global level.

Our curriculum is designed to meet the needs of all learners and, working with partners, we offer pathways that build on pupils' enthusiasm and interest throughout the Broad General Education and Senior Phase of their school experience.

We work hard to inspire a lifelong passion for learning, encouraging ambition and excellence and we recognise and celebrate achievement in academic, sporting, cultural and community activities.

Resources are used to provide a school environment that is a safe and stimulating setting for a happy, well-motivated community that works effectively and successfully together.

Rights-Respecting Schools Award

Carnoustie High School is a proud participant of UNICEF's Rights-Respecting Schools Initiative. This scheme encourages our school to promote the UNCRC's principles of equality, dignity, respect, non-discrimination and participation. It allows our school community to place children's rights at the heart of the school curriculum, culture and ethos so that we can create a caring and mutually respectful environment which is conducive to high quality learning and teaching.

We have a proactive team of pupils and staff striving to push this initiative forward at Carnoustie High School. The group meet twice a term to plan integration of the UNCRC into all aspects of school life. All staff, pupils and parents are welcome to

attend these meeting. Please do not hesitate to contact the school if you would like more information. Alternatively, please visit the following website:

<https://www.unicef.org.uk/rights-respecting-schools/>

[The Rights Respecting Schools Award | UNICEF UK](#)

Article 29 – The Goals of Education

‘Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.’

SCHOOL AND COMMUNITY LINKS

We encourage our young people to take pride and responsibility for and within their own community. We work closely with our feeder primaries and post school partners to ensure a smooth and effective transition for all our young people. Strong partnerships have been developed between Carnoustie High school and our local community including Community Council, Rotary, Volunteer Angus, local care homes and local community groups. Local businesses work closely with our high school to support and develop skills and interests for our young people through work experience and volunteering opportunities. We welcome visitors from our community to visit and work alongside our staff and pupils, building and developing relationship and skills and encouraging a sharing of experiences and expertise.

Our school committees work closely with local partners to fundraise and support those most in need within and across our community. Our sporting, expressive arts and STEM students engage and compete regularly both locally and nationally, representing the school and their community.

We are continually looking for opportunities to build partnerships within our local community that will allow our young people to develop their knowledge and skills and explore opportunities and experiences available to them.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Good behaviour is essential to good learning. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and staff all have an important part to play in producing and sustaining this positive ethos.

When things go wrong, there is a range of consequences, which can be applied depending on the circumstances. We like to involve parents as early as possible when a issues arise, with a view to preventing more serious offences taking place. We always prefer a restorative approach and firmly believe in the value of learning from our mistakes.

CELEBRATING ACHIEVEMENT

Recognising and celebrating achievement is the key to developing confidence, motivation, self-esteem and creating a positive classroom culture. We all work best when we know that our efforts are encouraged, appreciated and praised.

In subject classes, pupils are given positive feedback on their current strengths and are encouraged to reflect on their own progress and set themselves targets to help them improve and reach their goals. Regular communication between home and school promotes collaborative partnership working and opportunities to share and celebrate successes.

Through Personal Support and PSE young people are encouraged to share and document their successes within and outwith school. This process allows a portfolio to be built recognising skills, strengths and achievements that can contribute to work, college, University and post school opportunities.

Individual Curriculum Groups are encouraged to recognise the successes of the young people within their department regularly throughout the year through positive postcards, Walls of achievement and our Merit System.

Our Annual awards Ceremonies celebrate the academic, sporting, cultural and personal achievements of many of our pupils.

EXTRA-CURRICULAR ACTIVITIES

Our school has a long tradition of developing pupils' talents over a wide spectrum: pupils compete regularly at national and international levels.

Our sports facilities support numerous lunch-time and after-school activities, ranging from football, basketball, rugby, swimming and athletics. These are coordinated by our PE staff, Sports Coordinators and Sports Leaders and are organised by a wide range of staff and senior pupils. Other clubs and activities offered are: Drama, Dance, Art, Chess, Guitar and Wellbeing group.

We are very fortunate to have exceptionally strong STEM groups in both our junior and senior school who meet regularly and compete and have had huge successes at local and national levels.

Traditionally, our school has shown great strength in musical activities again at local, national and international level. Our Expressive Arts department offers fantastic opportunities for young people to engage in extra-curricular activities that will develop interest, skill and demonstrate talent and success in music, art, dance and drama.

A large number of our senior pupils are involved in the Duke of Edinburgh Scheme offering further opportunities for young people to demonstrate and develop their skills.

PUPIL COUNCIL

There is an active Pupil Council at Carnoustie High School including representatives from all year groups. The Pupil Council members are elected by their class peers at the beginning of session and they hold office for the duration of one year. Throughout the year they will meet regularly with a member of the management team, Pupil Care & Support and classroom teachers.

The Pupil Council are involved in taking forward school improvement priorities by sharing information with pupils through assemblies, canvassing opinion through surveys and addressing issues with learning and teaching.

Through their attendance and contributions to the Schools Rights-Respecting Schools working group, they have an integral role in supporting the school's commitment to ensuring that rights within United Nations Convention on the Rights of the child are upheld.

THE PUPILS' AND PARENTS' VOICE

Personalisation and Choice

Through tracking and monitoring, quality learning conversations and building on positive experiences in the Broad General Education pupils will be offered pathways that lead them to positive outcomes after school.

The foundations of personalisation and choice are laid in S3 where pupils are given the opportunity to select one subject from each curricular area plus an additional selection of two subjects from any of the curricular areas. Within the senior phase learners can then opt to continue with six of these subjects or opt into others for the first time. This will allow progression for many, breadth for others and depth for all.

This is a flexible structure that allows pupils to work to achieve their full potential by selecting a curriculum at levels appropriate to their progression pathway and career choice.

THE CURRICULUM AND LEARNING OPPORTUNITIES

We look to the Curriculum for Excellence to model our curriculum's values and ensure that our pupils encompass the values of the four capacities:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

Central to our ethos is ensuring pupils are experiencing a wide choice of subjects. This starts from S1 when we ensure pupils experience subjects from all our faculties.

Literacy and Numeracy being a National Priority, means pupils are able to experience English and Mathematics. In S3 pupils add to their experience by choosing 5 subjects from each of our faculties: Languages, Social Subjects, Technical, Expressive Arts and Sciences.

In addition, they have a free choice to select 2 subjects from any faculty. This ensures we do not unnecessarily restrict the options for our pupils, whilst ensuring they receive a Broad General Education.

As pupils progress into the Senior Phase they select 4 subjects, as well as English and Mathematics. Pupils are presented for 6 National Qualifications at the end of S4.

In S5/6 pupils can study a wide range of subjects up to Advanced Higher level.

It is not just about academic exams though. Pupils experience wider achievement gaining qualifications including Automotive Engineering, Employability and Mentoring awards as well as the opportunity to gain volunteering experience achieving the Saltire Award.

Our aim is to provide a cohesive, all round education with the pupil at the centre.

A range of teaching methods are employed across all faculties.

- Whole Class Direct Teaching
- Cooperative Learning
- Digital/Blended Learning
- Enquiry based learning

Assessment:

Assessment is a vital part of the tracking and monitoring process. It allows us to plan the next steps in our pupils learning. Assessment enables pupils to gauge their progress and make adjustments in order to improve. This may come from day to day learning in either formative or summative assessment. The use of summative or formal assessments helps prepare our pupils for National Qualifications they will sit from S4 onwards.

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

Carnoustie High School continues to provide high quality education for all our pupils, which places them well for sustaining positive future destinations.

We faced a number of challenges over the past two years and are proud of the way our school community pulled together to support our young people.

IMPROVING STANDARDS

COVID-19 had a significant impact on all school activities during the past year, particularly in the lockdown period from January 2021. The whole school community demonstrated a commendable commitment to our young people in further developing our online learning environment and in contacting families promptly where there were engagement concerns. Our PCS team provided support to a number of families and young people, helping them as they faced a variety of challenges related to the impact of lockdown.

Our whole school improvement priorities were continued from the previous session and some progress was made on each of them. However, it is important to acknowledge the

impact that COVID-19 has had on the school community and educational continuity and recognise that improvement priorities planned for 2020-2021 were either reduced in scope or put on hold in order to address the challenges that we had to face during the COVID-19 pandemic. Evaluation of improvement work undertaken during the year therefore had a focus on key elements that supported educational recovery and identified the gaps that need to be addressed. Key lessons learned from undertaking this self-evaluation process informed our planning and next steps required in order to take forward the key improvement priority for next session, as detailed below.

SCHOOL IMPROVEMENT PLAN

The school improvement plan for 2021-22 has one target:

By June 2022, 100% of learners will have recovered from any learning deficit as a result of the impact of Covid-19 i.e. all learners will have achieved or exceeded predicted attainment.

This target was set by Angus Council for all schools this session. It is the sole focus of our School Improvement Plan, but there are various strands of activities which will form the basis of our raising attainment agenda over the next few school sessions.

Following consultation with pupils, parents and staff a number of areas for improvement were identified in the 20/21 session. Some of these are being taken forward as elements of the school improvement plan, others are the focus of working groups during the year.

The main strands of this improvement plan are as follows:

Learning Teaching & Assessment

- Create Carnoustie Learning Standard
- Close the Gap by meeting learners' needs
- Further development of the Learning Hub
- Continued focus on Digital Literacy Skills across the school, for staff and pupils

Self-evaluation for Self- improvement

- Review and update school self-evaluation activities

Ensuring Wellbeing, Equality & Inclusion

- Improve wellbeing for pupils and staff
- Further development of the Mental Health First Aider team
- Introduction of the Mental Health Awareness Award in S5/6

Raising Attainment & Achievement

- Develop numeracy across the curriculum
- Improve parental engagement

Percentages of Leavers securing a Positive Destinations

2017	2018	2019	2020	2021
97%	95%	98%	91%	93%

Attainment Targets for 2022

The following percentages refer to SQA National assessment levels; Level 3 is National 3, Level 4 is National 4, Level 5 is National 5, Level 6 is Higher and Level 7 is Advanced Higher. While SQA exam results are important, they are not our only measure of success and we review our progress by considering a range of measures including attendance and wellbeing, as well as positive destinations.

Stage	Measure	2019	2020	2021
S4	5+@L3	71%	88%	86%
	5+@L4	68%	85%	79%
	5+@L5	37%	61%	43%
S5	1+@L6	70%	72%	76%
	3+@L6	43%	49%	55%
	5+@L6	19%	17%	24%
S6	1+@L6	89%	93%	93%
	3+@L6	69%	73%	80%
	5+@L6	51%	51%	49%
	1+@L7	33%	43%	35%

FIRST MINISTER'S READING CHALLENGE

The First Minister's Reading Challenge is an inclusive, exciting programme for all children – fostering a love of reading for pleasure. Research shows that reading for pleasure is crucially important for children's development.

The Challenge is open to all local authority and independent primary and secondary schools across Scotland, as well as, libraries and community groups. You can find out more information on the Challenge and also how schools can register to take part [here](#).

A reading app called Bookzilla, aimed at S1-S3 pupils, helps them find and recommend books and to set themselves reading challenges.

PARENTZONE SCOTLAND

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed [here](#). Why not check out the website for ideas on how you can support your child's learning.

HEALTH CARE

You can contact your school health staff at: -

Carnoustie Medical Group
Parkview Health Centre
Barry Road
Carnoustie DD7 7RB
Telephone 01241 859888
School Nurse: Mrs Carron Forbes

USEFUL LINKS AND CONTACT DETAILS

Angus Council
Angus House
Orchardbank Business Park
FORFAR
DD8 1AN
Tel: 03452 777 778
Email: ACCESSSchoolsLearnBSU@angus.gov.uk

ANGUS COUNCIL WEBSITE

Visit angus.gov.uk/schools for information that applies to schools across Angus on topics including:

[School Clothing Grants](#)

[Education Maintenance Allowance](#) (secondary schools only)

Pupil Absence Procedures ([Attendance and Absence](#))

[The Complaints Procedure](#)

[Parental Involvement / Parent Councils](#)

[Curriculum for Excellence](#)

[Sex Education](#)

Drugs Education ([Drugs and alcohol misuse](#))

[Religious and Moral Education](#)

[Assessment and Reporting](#)

Transitions:

[Starting Nursery](#)

[Enrolling in Primary School](#)

[Transfer to Secondary School](#)

[Leaving School](#)

[Post School](#)

[Support for Pupils](#)

[GIRFEC](#) (getting it right for every child)

[Gaelic Education](#)

[School Meals](#)

[Applying for Free School Meals](#)

[Administration of Medicines](#)

[Transport](#)

[Insurance](#)

[Music Services](#)

[Parental Access to Records](#)

[Child Protection](#)

[Holding and Storing Pupil and Staff Data](#)

[Emergency Closures and Transport Updates](#)

[School Holiday Dates](#)

Find useful links to other websites at [**angus.gov.uk/linksforparents**](https://angus.gov.uk/linksforparents)