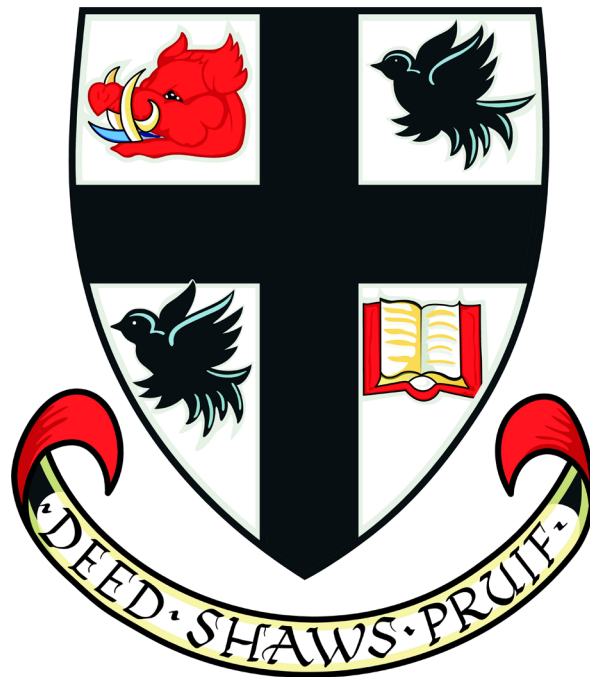


# CARNOUSTIE HIGH



SCHOOL HANDBOOK 2024 - 2025

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## CONTACT DETAILS

Carnoustie High School  
7 Shanwell Road  
Carnoustie  
DD7 7SS

Telephone 01241 465300

Website <https://www.carnoustiehighschool.co.uk/>

Email [carnoustiehigh@angusschools.org.uk](mailto: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 – [chspc2022@yahoo.co.uk](mailto:chspc2022@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 – 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

### S1 – 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.

However, 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

## **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!

In essence, our uniform is either a school shirt and tie, or a school hoodie, with plain black skirt or trousers. If you need any help with the cost of purchasing school uniform, please get in touch so that we can help out.

We realise that young people will still want to personalise what they wear and we are happy to accept the following:

- ✓ Plain black trousers
- ✓ Plain black skirt
- ✓ Plain black thick leggings
- ✓ Plain black tailored shorts
- ✓ White shirt or blouse, with a school tie
- ✓ Red school PE T-shirt, with logo (in hot weather)
- ✓ Plain black v-neck sweater or cardigan, with school tie showing
- ✓ Black or red school hoodie, with a plain white or black top beneath
- ✓ School blazer, with white shirt/blouse and school tie
- ✓ Plain black footwear

Please note that the following items are not appropriate items for school uniform and will result in contact being made with parents/carers:

- Sportswear
- Very short skirts
- Sports shorts
- Jeans
- Grey or coloured leggings
- Leggings with mesh panels
- Coloured hoodies
- Shoes that have obvious branding, stripes or logos
- Patterned T-shirts or T-shirts with logos
- Sweatshirts, black tops or hoodies with branding or logos

We provide all S1 pupils with a free red T-shirt for PE. Hoodies, blazers, jumpers and cardigans with the school badge are all available from BE Schoolwear:

[Carnoustie High School \(border-embroideries.co.uk\)](http://border-embroideries.co.uk)

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**

S3 & S6 – Depute Head – Mrs Lorraine Sleeman

S1 & S4 – Depute Head – Mrs Jennifer Seed

S2 & S5 – Depute Head – Mr Ken Bygroves

### **PCS**

Balmossie – Mr Russell Brown

Dahousie – Mrs Lisa Forbes

Panmure – Mrs Kathryn Kennedy/Mr Kevin Madill

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**

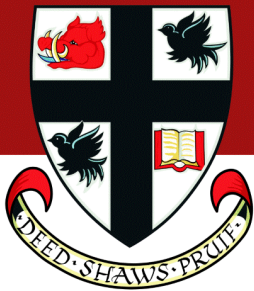
We value the important part that parents play in their children's education and see partnership with parents as an effective way of enhancing children's achievements and promoting better school ethos and communication.

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 to 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 there is no obligation to take on an official role. The meetings are very relaxed.



# Our Vision & Values

To create a safe environment where everyone is respected and included, with opportunities for all to achieve their personal best.



Respect



Resilience



Responsibility





## **Rights-Respecting Schools Award**

Carnoustie High School is a proud participant of UNICEF 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. We currently hold Silver "Rights Aware" status and are working towards Gold "Rights Respecting" status. The group meet regularly 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 local charities, 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 logical consequences, which can be applied depending on the circumstances. We like to involve parents as early as possible when issues arise, with a view to preventing more serious issues arising. We always adopt a restorative approach and firmly believe in the value of learning from our mistakes.

We believe that for our pupils to be successful learners, nurture and strong positive relationships need to be at the heart of everything we do. Our staff are trauma informed and understand the effects of trauma on learning.

We start from the basis that "All behaviour is communication." so when things happen in school, we seek to understand the behaviour by being "Curious, not furious". Our approach helps us to enact our school vision "To create a safe environment where everyone is respected and included, with opportunities for all to achieve their personal best" and is underpinned by our school values of Respect, Resilience and Responsibility.

We are working with staff and pupils to create a "high support, high challenge" environment.

## **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, achievement notice boards 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, including football, basketball, rugby, volleyball, netball, swimming and athletics. These are co-ordinated by our PE staff, Sports Coordinators and Sports Leaders and are supported by a wide range of staff and senior pupils. Other clubs and activities include: Chess, Games, History Films, Sewing, Circus Skills, Reading, School of Rock, LGBTQ+, Art and Musical Theatre.

We are very fortunate to have exceptionally strong STEM groups in both our junior and senior school who meet regularly and enter competitions where they 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 a wide range of extra-curricular activities.

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.

## LEARNING OPPORTUNITIES

Our school vision is: **To create a safe environment where everyone is respected and included, with opportunities for all to achieve their personal best.**

Our school values are: **Respect, Resilience and Responsibility.**

Our definition of curriculum is: *All the learning which is planned and guided by the school, whether it is carried out in groups or individually, inside or outside the school.*

Our curriculum is driven by our vision and values, and has personalisation, choice and challenge at its heart. It is planned and delivered with partners, to equip all of our young people with the knowledge and skills that will lead to a positive destination, enhancing their lives, our community and our world.

At Carnoustie High School we recognise that while the curriculum must meet both national requirements and have the school's vision and values at its centre, it must also be flexible enough to respond to the needs of our own young people and Carnoustie's own unique situation. With this in mind, the following is an outline of Carnoustie High school's current curriculum.

## THE CURRICULUM

In Carnoustie High School the curriculum is divided into the Broad General Education (S1-S3) and the Senior Phase (S4-S6). Formal exams should only be attempted in the Senior Phase.

### **The Broad General Education (BGE) Curriculum:**

There are eight curricular areas that must be covered in the BGE:

- Expressive Arts
- Languages and literacy
- Health Improvement
- Mathematics and Numeracy
- Religious & Moral Education
- Sciences
- Social Studies
- Technologies

Every pupil in the school also has a period of Personal Support allowing for personal contact with a member of staff each week, with a focus on learning.

Our S3 curriculum has been designed to provide a broad experience across all the curricular areas while also helping prepare pupils for National Qualifications in the Senior Phase. Learning is focused on providing opportunities for pupils to attain and achieve Fourth Level Experiences and Outcomes.

Pupils can personalise their curriculum in S3 by choosing seven subjects, in addition to English and Mathematics. All seven subjects are given the same amount of time in S3 (3 periods per week) and English and Mathematics both have 4 periods per week. In S3 pupils also have two periods of core PE, one of PSE and one of Personal Support.

## **The Senior Phase Curriculum**

Senior Phase is the stage at which young people sit exams and has been designed to allow young people to access the appropriate courses at the best time for them.

Young people in S4 are presented for 7 national courses, usually at National 4 or National 5 level. However, it may be more appropriate for the young person to sit National 2 or National 3 in S4 (or a combination of different awards) depending on what is the best fit for them.

Young people in S5 will be encouraged to attempt 5 Highers, but this will not be the only pathway available as we will do all we can to adapt the curriculum to meet the needs of each pupil.

In S6 pupils usually attempt a combination of Highers and Advanced Highers. For some pupils National Progression Awards, at a range of levels, may be offered as an alternative to Highers.

There is also the opportunity for young people to access Skills for Work courses or Foundation Apprenticeships with Dundee and Angus College.

## **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 currently hold Silver: Rights Aware status as part of the Rights Respecting Schools programme. This level of accreditation means that we are explicitly embedding the UN Convention on the Rights of the Child in our policy, practice and culture. We are promoting knowledge and understanding of the Convention throughout our school community and we are now aiming for the Gold level of accreditation.

We regularly participate in local and national competitions and are always happy to celebrate the successes of our young people.

We have established a Learning Standard for all lessons in Carnoustie High School and this is supported by professional learning for staff, as well as appropriate quality assurance measures.

We are implementing an updated Positive Relationships for Learning policy which has nurture at its core.

We have improved our processes for tracking pupils' progress so that staff, young people and parents and carers are better informed about the progress being made, and the next steps that are needed to ensure the best possible outcomes for all our young people.

### **SCHOOL IMPROVEMENT PLAN**

Following consultation with pupils, parents, carers and staff a number of areas for improvement were identified for the 2024/25 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 our 23/24 improvement plan are as follows:

### **Carnoustie Cares**

- Implement updated Relationships policy
- UNCRC: Aim for Gold Award
- Improve Attendance

### **Carnoustie Learns**

- Embed the Learning Standard
- Improve Learning and Teaching
- Recognise Achievements

### **Carnoustie Improves**

- Improve our use of data
- Improve the quality and quantity of SQA passes in S4 and S5
- Improve moderation in the Broad General Education (S1 to S3)

We will continue to consult with parents, carers, young people and staff to inform our future school improvement priorities.

## **SCHOOL PERFORMANCE**

We continue to have a relentless focus on raising attainment, to ensure that our young people leave school with the qualifications they need to take them on the next step in their learner journey. There are always a number of factors that impact on any school's SQA results, but staff and pupils in Carnoustie work tirelessly to ensure each member of our school community is able to achieve their personal best.

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. Our young people are supported into positive destinations and our data shows a positive trend over the past few years.

## **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

## **DOGS IN SCHOOL GROUNDS**

We understand walking your child(ren) to and from school/nursery is an ideal opportunity to walk dogs. However, the safety and wellbeing of our pupils, families, staff and community is paramount. Also, some children feel intimidated or unsure of dogs.

So, please ensure dogs (except for assistance dogs) are not brought into school grounds.

And if you are walking your dog to and from school, please remain at a reasonable distance from the school gate.

This will enable children and adults to enter and exit safely.

We'd ask you to pass this information on to other adults who bring and/or collect your child(ren) from school.

## **USEFUL LINKS AND CONTACT DETAILS**

**Angus Council**  
**Angus House**  
**Orchardbank Business Park**  
**FORFAR**  
**DD8 1AN**  
**Tel: 03452 777 778**  
**Email: [ACCESSSchoolsLearnBSU@angus.gov.uk](mailto:ACCESSSchoolsLearnBSU@angus.gov.uk)**

### **ANGUS COUNCIL WEBSITE**

Visit [angus.gov.uk/schools](http://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)**