



EASTBANK ACADEMY

SCHOOL HANDBOOK

Our School, Our Work, Our Future

Eastbank Academy is dedicated to ensuring a welcoming, inclusive and supportive school for all. We encourage commitment and resilience in a safe and caring environment wherein all successes are celebrated. We endeavour to equip all learners with the tools and skills for their journey ahead, no matter their path. Let your light shine! Splendeat Lux

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Welcome to Eastbank Academy

Dear Parents and Carers,

Welcome to Eastbank Academy, a school where we take great pride in the education we offer. Our work is rooted in our school values, which we devised and adopted collectively as a school community. These values - Ambition, Respect, Responsibility, and Kindness - are at the heart of everything we do and guide our daily work. We believe that living by these values, and developing these in young people, is a recipe for success in learning, life, and work.

We have high expectations of our young people, and encourage them to be aspirational. We provide a vast range of opportunities for all our young people to develop intellectually and in character. We encourage and support our students by offering a vibrant, challenging, and stimulating learning environment. Last session our SQA results were amongst the best on record, and we project that results will continue to rise. This is down to the hard work and resilience of our young people, the dedicated support of our staff, and the partnership work between the school and parents. I am delighted to see our young people excel and am excited about their future achievements.

Our school mission statement sums up our aims – what we want to achieve for and with young people during their time at Eastbank Academy. Like our values, we take this seriously, and work hard to make it a reality. Our mission statement ends with the Latin phrase *Splendeat Lux*, which means *Let your light shine*. We want to ensure every young person at Eastbank is supported to let their light shine as brightly as possible.

I trust that you will find this handbook helpful and informative. I look forward to us working together in the year ahead to ensure the best standards of care, experiences, and outcomes for Eastbank Academy's young people.



Jonathan Graham
Head Teacher

Last updated 13 June 2024

Vision and Values

Eastbank Academy's Vision

The Vision, Values and Aims working group has engaged with all members of the school community and has developed the following:

Our school values

Value	How this should be evident in practice
Ambition	We try to be the best we can be, work hard and aim for the stars!
Respect	We treat others the way we want to be treated.
Responsibility	We are in control of what we say and do and make good choices.
Kindness	We support others and show them that we care.

Our school mission statement, encapsulating our aims and vision

Eastbank Academy is dedicated to ensuring a welcoming, inclusive and supportive school for all. We encourage commitment and resilience in a safe and caring environment wherein all successes are celebrated. We endeavour to equip all learners with the tools and skills for their journey ahead, no matter their path.

Let your light shine!

Splendeat Lux.

Moving from Primary to Secondary

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our 6 associated primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

We welcome families from out-with our catchment area. Families living out-with the school catchment area are welcome to make a placing request to attend Eastbank Academy. Prospective parents are welcome to visit the school and should contact the school office on 0141 582 0080 in the first instance. Further information regarding placing requests can be found at:

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Background Information

- Co-educational school
- Non-denominational
- Stages taught: S1-S6
- Current Roll: 1080

School staff

A full list is available on the school website/school app and parents will be updated on any changes as required.

The Leadership Team and Year Group Responsibilities

Head Teacher

Mr Jonathan Graham

Depute Heads/Year Heads

Dr Scott (S1)

MS McGrattan (S2)

Mrs Gray (S3)

Mr Dunsmore (S4)

Mr Millar (S5/S6)

The School Day

Period 1 08.50 – 09.40

Period 2 09.40 – 10.25

Period 3 10.25 – 11.10

Interval 11.10 – 11.25

Period 3 11.25 – 12.15

Period 4 12.15 – 13.05

Lunch 13.05 – 13.45

Period 6 13.45 – 14.30

Period 7 14.30 – 15.15

School Term Dates

Details of holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

These dates can also be found on the school website and in the Academy Newsletter.

Attendance and Contact Information

Pupil Absence

To ensure pupil success at Eastbank Academy, good attendance is encouraged at all times. Parents/carers are asked to advise the **Absence Line** (0141 287 0039) if their son or daughter is going to be absent. This should be done on the first day of absence or as soon as possible thereafter. If the young person is going to be absent for some time, it would also be helpful to advise the pupil's Pastoral Care Teacher at the earliest opportunity by calling 0141 582 0080. In order to safeguard your child, if parents do not contact the Absence Line to alert the school to a pupil's absence, the school will send daily text messages in order to inform parents and carers of a young person's absence. Any unexplained absence is investigated by the school and appropriate action taken.

The Pupil Absence Line is open between 08.00 am - 15.30pm, Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Appointments during School Hours

If your child has an unavoidable appointment, please give them a letter for their Pastoral Care teacher to ensure that they have prior permission to be absent from class. Where possible, and in order to prevent disruption to learning, appointments should be arranged out-with school hours.

Emergency Contact Information

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Data Protection – use of information about children and young people and parents/carers

We collect information about children and young people attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see:

<https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Education specific privacy statements can be accessed at

<https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

Communication

Communication with Parents

At Eastbank Academy, we strongly encourage all parents to become involved in the education of their children. We are always ready to listen to suggestions for new ways of stimulating parental interest. We contact and involve parents in many ways.

- **School app**

This is our quickest and most effective way to communicate with parents. We ask that parents download the app and allow it to send notifications. A support guide to access the app can be found on our website at the following link:

https://manage.appscentral.co.uk/uploads/client/documents/4306/3643_App%20User%20Guide%20For%20Parents.pdf

- **Newsletter**

This will be sent out on a termly basis to keep parents and carers informed about the work of the school.

- **Letters**

Further information which requires a response may be sent out in letter form.

- **School website/Twitter (X)**

This will contain a great deal of information about the school. It is a good idea to check this regularly.

- **Text-messaging**

You may also receive text reminders about events/school closures etc.

Contacting School

Parents can contact the school by phoning the school office or emailing a member of staff. Alternatively, parents can mail the generic school email address, and the mail will be passed to the appropriate staff member: eastbankacademyoffice@glow.ea.glasgow.sch.uk.

We will endeavour to address and respond to your query as timeously as possible. Please understand that this may not be as quickly as you would hope. Due to the very busy nature of a large secondary school, the response time may require a short waiting period. We would value your patience at these times.

All staff at Eastbank Academy will be approachable, supportive, and respectful at all times during their interactions with you. Accordingly, we ask that our staff are treated with respect on the phone, on email, and during in-person meetings. It may be necessary to restrict access if interactions are not conducted in a respectful manner.

Meetings

At Eastbank Academy, we believe that robust communication links between home and school ensure parents and carers are confident to address any concerns they may have about their child's education with either Pastoral Care staff or the Senior Leadership Team.

Parents and carers are welcome at Eastbank Academy to discuss any aspect of their child's development and progress. Meetings of this type should be arranged in advance and would take place with the appropriate Pastoral Care Teacher or Depute Head Teacher.

Parents who wish to arrange a meeting should call the school office in advance to make the necessary arrangements. It is very unlikely that a member of staff will be available to meet without arranging in advance. There are many other opportunities throughout the year when parents can discuss their child's progress with school staff such as parents' evenings and telephone consultations.

Parents and carers are very welcome and encouraged to attend events throughout the school year such as celebrations, workshops, information evenings, award ceremonies and family learning events. The school app and website will keep you informed of these opportunities.

Parent Council

We have a Parent Council that represents the views of all parents. Parents are welcome to attend Parent Council meetings and are encouraged and supported to become members at the AGM.

Uniform

School Dress Code

Eastbank Academy's school uniform promotes a real sense of school identity, shared values, self-confidence and a sense of belonging to a caring community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people and comprises: school blazer, white shirt, school tie (this varies for each year group) and black dress trousers/skirt.

The school tie is available from the school office and the blazer can be purchased from B E Schoolware, Glasgow: www.beschoolwear.co.uk Tel:0141 582 0080

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must bring either a note from home or a medical certificate from the doctor. Pupils who are unable to participate in practical PE should still bring their PE kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part to some extent in the work of the class and that they do not miss out on the knowledge and understanding of the course.

There are some forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose-fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Clothing & Footwear Grants

Parents/carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds) Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence aims to raise standards of learning by developing skills needed to be successful for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast-changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Curricular Areas

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S2.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement

Pupils make options for their S3 curriculum at the end of S2.

The Senior Phase S4-S6

The Senior Phase offers opportunity for specialisation leading to qualifications. Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase. Throughout S2, there is a programme of support to assist pupils and their parents and carers with course choices for National 4 and National 5 awards. The personalisation and support programme seeks to advise pupils about:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and weaknesses
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success.

SQA and School Assessment

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1-4 qualifications. Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail.

Courses at National 5, Higher, and Advanced Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment or both) which will be marked externally by SQA. The SQA website contains useful information to help you understand national qualifications.

www.sqa.org.uk/cfeforparents

Courses and Choices available in S5 & S6

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges, universities and employers. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. S6 in particular offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events. Further to this, S6 pupils have the option to take a few Highers not previously offered to them in S5. Encouraging excellence is central to our aspirations and expectations for all young people.

Useful websites:

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Assessment & Reporting

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' evenings throughout the year. Dates of all parents' evenings and the schedule for issuing tracking reports is included in the school calendar which is issued at the start of term 1 and is available on school website.

If you have any concerns about your child's progress do not hesitate to contact their Pastoral Care teacher at any time.

Support

Support for Pupils

Eastbank Academy has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their child's needs.

Any parent or carer seeking further advice should contact the Head Teacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on Glasgow City Council's Parental Involvement Strategy can also be found at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Pupil Support Staff

All staff in Eastbank Academy have a clear responsibility for the welfare of young people. In addition, all young people are assigned to a Pastoral Care Teacher on entering the school. This provides a vital link between home and school as the Pastoral Care Teacher has a holistic view of a pupil's progress, general health and well-being. In the first instance and in most cases, a parent's first and on-going point of contact with the school will be the Pastoral Care Teacher.

Other support for pupils is provided by the Support for Learning Team as required.

We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support. Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

Nurturing City

The Glasgow City Council vision 'Towards the Nurturing City' puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, that they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. We have a number of dedicated staff at Eastbank Academy who are trained in attachment and nurture which deepens understanding of child development and enhances effective practice. As a result, we are better able to respond to the needs of all children and young people in a consistent and caring way.

Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Eastbank Academy is proud to contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Eastbank Academy is to build a positive ethos that demonstrates care, kindness and respect for all.

The smooth running of Eastbank Academy requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school.

Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy. In most cases, a quiet reprimand is sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.

Homework

Regular, effective homework is an important part of the school day. Parents and carers are encouraged to check their child's homework on a regular basis. Homework has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It develops areas of interest that can be followed up later in life and become a leisure pursuit
- It allows parents to see, help and become involved in their child's work

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school. In many cases, work will be issued to pupils on Microsoft Teams and this can be accessed by pupils on their iPads.

Supported Study

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods. Large numbers of our staff give generously of their time for this purpose. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements.

Pupil Opportunities

Pupil Council

Pupil Councils, of which there are five, meet once a fortnight. The aim of the councils is to give young people attending Eastbank Academy a voice in their education, in running their school and in improving the school and local community through organising and supporting charity events.

It is the task of all pupil council members to gather the opinions of their peers, raise them at council meetings, negotiate their request with the Senior Leadership Team and report back to their peers at Assemblies.

Council members are taken from volunteers of interested pupils for each year group.

Extra-Curricular Activities

At Eastbank Academy, there is a wide range of activities running from Monday to Thursday, lunchtime and after school every week. These activities offer an extended learning experience to young people and are available to all. The activities constantly change and are updated on our website. Robust links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Employability

Eastbank Academy offers a variety of opportunities and supports to assist our young people into positive destinations such as:

- College application workshops
- Apprenticeship workshops
- College 'Taster' courses
- Employability courses
- Work-experience
- Intensive career support
- Opportunities with business partners and external agencies

Careers Guidance/Supporting Positive Destinations

At Eastbank Academy we are proud of our destination statistics. Skills Development Scotland liaises with parents, pupils and staff to provide opportunities for all our young people. Please contact Skills Development Scotland staff by contacting them at the school on 0141 582 00.

Other Information

Medical & Healthcare

The school nurse service visits the Academy at various times during the year. This is primarily for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter and group call.

If a young person becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of **all** contact details or any changes to existing contact details.

Parents and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form. This is available from the school office.

Emergencies

We make every effort to maintain a full educational service, but occasionally, unforeseen circumstances arise which lead to disruption of service. The Academy can be affected by exceptional circumstances such as severe weather, temporary interruption to transport, power failures or difficulties with fuel supply. In such cases, we shall make every effort to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. A breakfast and mid-morning service are also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the pupil's Pastoral Care Teacher of any dietary requirements. Young people who prefer to bring packed lunches are accommodated in the dining area of the concourse.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transport

The education authority has a policy of providing free transport to all young people who live out-with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at:

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Religious Observance

Our school is fortunate to have a close link with the local churches. Our school chaplain, the Rev. L Reddick, minister of Shettleston New Parish Church assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing if they wish to do so. Letters of withdrawal should be addressed to the Year Head (see page 2 for school address and page 3 for year group DHT responsibilities).

In addition, parents and carers from religions other than Christianity may request for their child to be given permission to be absent from school in order to celebrate recognised religious events. **Only written requests detailing the proposed arrangements will be considered.** Appropriate requests will be granted up to 3 times in any 1 school session.

School Improvement

On an annual basis, a copy of our Standards and Quality Report (SQR) will be posted on the school website. The Standards and Quality report will be used to share the overall attainment performance of the school and highlight progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan (SIP) which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or be found on our website.

Comments & Complaints

At Eastbank Academy we aim to have positive relationships across our entire school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available at:

<https://www.glasgow.gov.uk/complaints>

Or in writing to:

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU
Tel: 0141 287 0900
E-mail: customercare@glasgow.gov.uk
Or
education.customerservices@glasgow.gov.uk

The above website also includes information on data protection and freedom of information.

Useful Links

Parent-zone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parent-zone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

Useful websites and contacts

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Connect

Connect is a national organisation that provides advice and resources for parents and carers.
www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs.
www.enquire.org.uk

Education Services

City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Further Links and Contacts

Relevant links and contacts can be found on the school website.

School Information

You can cut out the following information and keep it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details:

Eastbank Academy
26 Academy Street,
Shettleston,
Glasgow.
G32 9AA
Phone: 0141 582 0080

headteacher@eastbankacademy.glasgow.sch.uk

<http://eastbankacademy.schoolwebsite.scot/>

Twitter Feed – [Twitter@Eastbank Academy](https://twitter.com/EastbankAcademy)