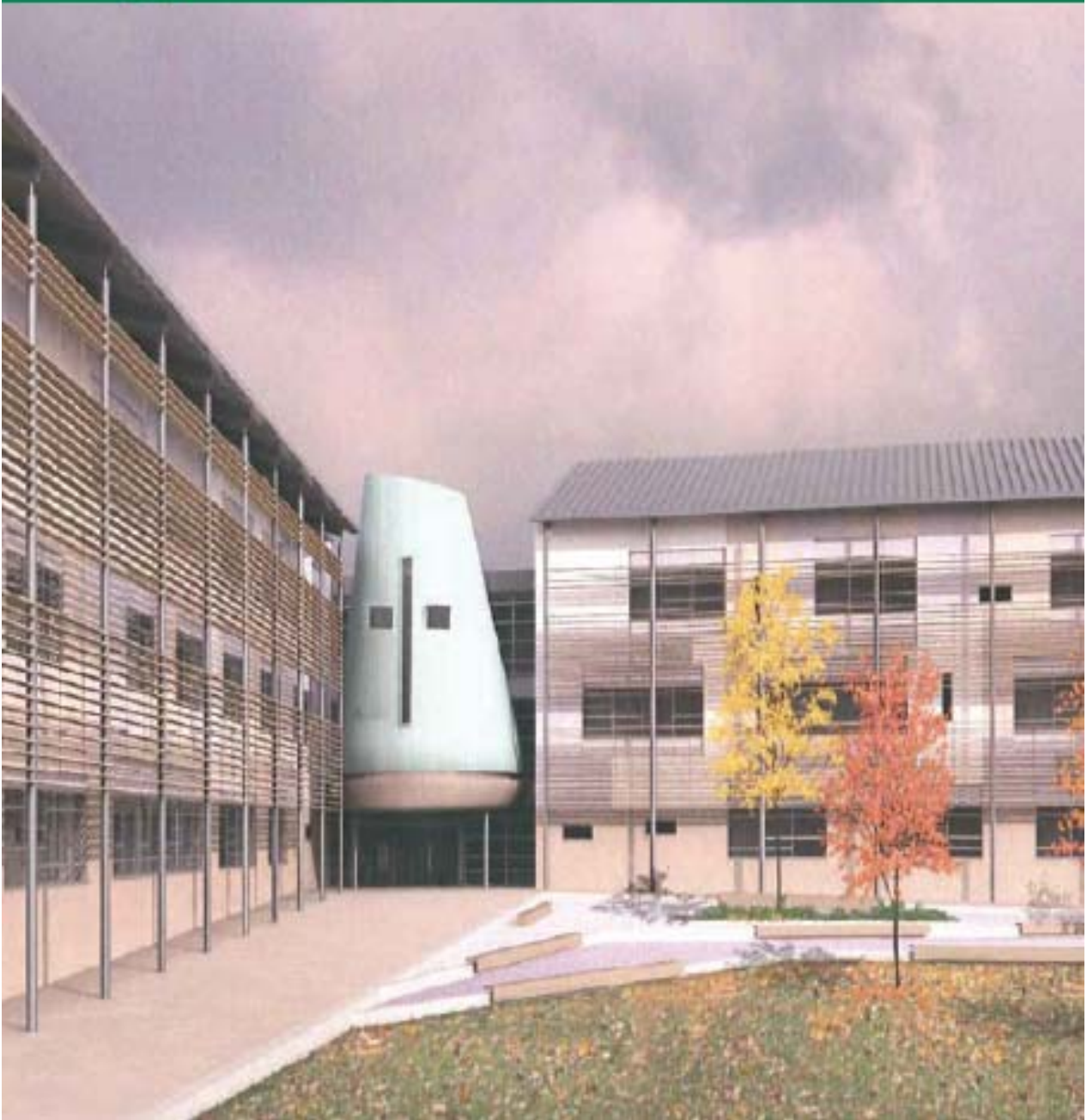




St Mungo's High School



**New S1 pupils / parents
Welcome Pack
August 2018**

Dear Parents/Carers,

Welcome to St Mungo's High School! We welcome you into our family and we are delighted to be working in partnership with you through this important time in you and your child's life. We know this is a time of excitement and nerves for many of our new pupils so the information in this welcome pack is designed to try to reassure, and inform, you. You can print a copy of this pack to keep, request a paper copy from the office or look on our app or website in the new term.

Hopefully this pack will answer some of the questions you may have about starting at St Mungo's. However, if you have any further questions please do not hesitate to get in touch by:



Phone: 01324 614614

Twitter: @StMungosFalkirk


Email: stmungohighschool@falkirk.gov.uk

School website: <http://www.stmungohighschool.co.uk/>

We also have information on our free St Mungo's school app.



LET CHRIST SHINE THROUGH YOU




JESUS OUR TEACHER

Vision Statement:
St. Mungo's is a community of Faith and Learning
committed to Gospel values

Aims:

- Nurture the faith of all
- Provide the highest quality of education
- Treat everyone with respect and love

Values:



Arrangements for the first day, Tuesday 21st August 2018

Prior to warning bell

S1 pupils should arrive and wait in the social space or playground.

08.50 – 10.00

When the warning bell rings pupils should make their way down to the assembly hall and sit in their houses, which will be marked. Following a brief welcome assembly, buddies will come and collect the pupils and take them to the form class for extended registration. In form class they will get to know others in their class, be issued their timetable, pupil planner and lunch card.

10.00 – 10.40

Pupils will attend their Tuesday period 2 class accompanied by buddies

10.40 – 11.05

Pupils will have an early interval to avoid the queues. Pupils must remain in the school grounds.

11.05 – 12.30

Pupils will attend Tuesday period 3 and period 4 classes accompanied by buddies.

12.30 – 13.25

Pupils will have an early lunch to avoid the queues. Pupils must remain in the school grounds.

13.25- 14.55

Pupils will attend Tuesday period 5 and period 6 classes accompanied by buddies.

14.55

Pupils will be released earlier to allow them more time to get to their buses. Senior Leadership team will be there to help. Pupils should have their bus pass or money with them.

Arrangements for the first week Wednesday 22nd – Friday 24th August

S1 pupils will make their way to their form class for 8.50 and then they will be accompanied to classes by their buddies. Pupils will be released for an early interval, early lunch and early bus release.

Frequently Asked Questions

Q. Who is my main contact at school?

A. Your main contact at school will be your child's pastoral teacher. Please help us to support your child by keeping your pastoral teacher up to date with any changes or information which may affect your child's wellbeing and/or their learning.



Lisa Doran
Pastoral Teacher
Andrew



Alison Rollo
Pastoral Teacher
Andrew



Alison Mackay
Pastoral Teacher
Kentigern



Jane Cleghorn
Pastoral Teacher
Margaret



Ford Beveridge
Pastoral Teacher
Ninian



Catherine McKelvie
Pastoral Teacher
Columba



Sarah McLeary
Pastoral Teacher
Ogilvie

Q. What are the timings of the school day?

A. We have one longer seven period day on a Monday when we finish at 3.55 and the other four six period days we finish at 3.05. Bus departure times are adjusted.

Form Period	8.50-9.10
Period 1	9.10-10.00
Period 2	10.00-10.50
Interval	10.50-11.05
Period 3	11.05-11.55
Period 4	11.55-12.45
Lunch	12.45-1.25
Period 5	1.25-2.15
Period 6	2.15-3.05
Period 7 (Mon only)	3.05-3.55

Q. What does my child need to bring to school?

A. Pupils should have a bag big enough to fit A4 sized jotters and any pens, pencils etc. They should also have a PE kit/swimming kit on the days they have PE on their timetable. Please contact your child's pastoral teacher if you need support with school supplies.

Pupils will be given any jotters or books they may need and there is no need to purchase any other jotters.

Pupils should have their lunch or lunchcard and bus pass where needed.

Pupils should pack their bag the night before using their timetable, making sure that they have everything they need for the next day, including any homework.

Information regarding lockers will be issued shortly into the new term.

Q. What does the uniform look like?

A. Pupils should wear a dark green St Mungo's blazer, white shirt, house tie, black skirt/trousers and black shoes. Please write your child's name on clothing.

School clothing grants are available online for those eligible:

<http://www.falkirk.gov.uk/services/schools-education/education-benefits-support/school-clothing-grants.aspx> We also have excellent quality school uniform items available from our PTA uniform swap shop which you can swap or buy at a much reduced cost. We want every child to feel that they belong to our family so please speak to your child's pastoral teacher if you need support with uniform/kit.

Please note that leggings, jeans and trainers are not part of our uniform. Outdoor jackets may be worn and should be removed once pupils enter the school building.



Q. What does my child need for PE?

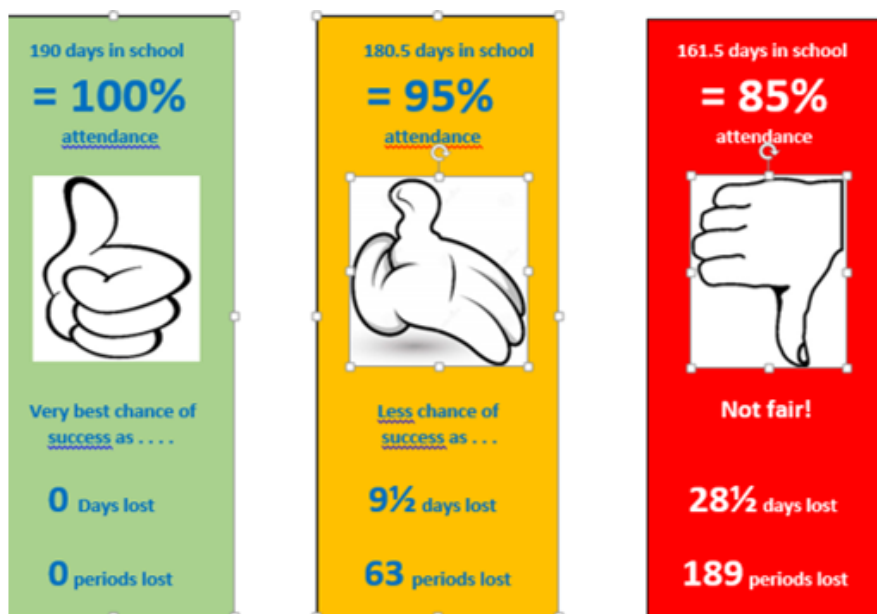
A. Pupils should wear trainers, a plain white t-shirt and dark shorts or tracksuit bottoms. Dark leggings are permitted for PE only. On swimming blocks, pupils should bring swim shorts/costume and a towel. Pupils must get changed in a cubicle with the door shut and any valuables must be locked in a locker or given to their PE teacher to lock away. Long hair should be tied back for PE (as well as for Home Economics, Design Technology and Science) and jewellery removed.

We aim for 100% participation so pupils should bring kit every single period of PE. If your child forgets their kit then there is clean, spare kit which will be borrowed and should be left in the PE washing tubs at the end of the period.

Q. What if my child is going to be absent?

A. We want your child to be here every day and on time. Please contact the school office to let us know if your child is going to be absent. Your child should bring a written note to explain their absence to their form teacher once they return to school. If your child is absent from school you will receive a groupcall text message on the main contact number we have for you. If your child has an appointment then they should bring a note for their form teacher who will issue them a slip. Pupils should show the slip to the relevant class teacher and then sign out at the main office. Please note that you need to come into the school building to collect them. We do monitor attendance as we are keen for pupils to do as well as possible at school and this is helped by having a high attendance. Your child's pastoral teacher may be in touch to discuss any absence concerns.

Pupils should be in form class by the second bell at 8.50. If your child is later than 8.50 then they should go to the school office to register. Please note we have two schools near each other starting around the same time so the traffic does build up significantly and extra journey time may be needed to allow for that. Please note there is a one-way system in the carpark and cars should not double park or park on yellow lines or monoblock.



Q. What if my child feels unwell?

A. If your child feels unwell during the school day then they should ask their teacher for a slip to go to the medical room. Our medical attendants will assess and treat and let you know if your child needs to be picked up etc so it is vital that we have accurate emergency contact numbers. If your child requires any medication, including paracetamol, then this needs to be handed into the school office, clearly labelled and a form should be filled out.

Q. What if my child is unhappy about something?

A. Pupils should speak to their pastoral teacher if they are upset, unhappy or worried. Pastoral teachers pop into form classes most mornings and pupils can also go along to the pastoral base (at the end of the pupil support corridor on the first floor) If your child speaks to you about being unhappy or any worries then please get in touch with their pastoral teacher.

Q. What if my child's bus is late?

A. Pupils should report to the main office as with any other latecoming but will be issued a different slip which will not be recorded as a late.

Q. What if my child misses the bus at the end of the school day?

A. Pupils should make their way to the buses as quickly as possible. Senior leaders are there to support and supervise. Pupils should let any senior leader know of any problem. Senior leaders will then send your child to the main office who will call you to arrange how best to get your child home.

Q. What if my child doesn't have any money or forgets their lunch card?

A. We do not want any child to be hungry. You can pay for meals using the new online system which is coming soon. We have machine but it is best to bring in coins as they do not take notes and the office cannot provide change. If your child forgets their lunch money then they should go to the school office where they will be given a slip for £2.00 which lets them get one of our many meal deals and the £2.00 should be paid back to the school office asap. If your child has money on their account but has forgotten their lunch card then they can borrow a spare lunch card from the office and the money will be deducted from their account as usual. Please note that pupils should NOT give their lunch card to another pupil to use as we have the above system with the office. Some of you may be eligible to apply for free school meals so please check online: <http://www.falkirk.gov.uk/services/schools-education/education-benefits-support/free-school-meals.aspx> Free school meal money is automatically credited onto your child's lunch card account prior to lunchtime.

Q. What if my child wants to bring in their own food?

A. Pupils are also able to bring in snacks and packed lunches to schools. Please do not bring fizzy juice as we are a healthy eating school. Also please do not bring in any type of nuts due to severe pupil allergies.

Q. What if my child loses something?

A. Pupils should not bring any valuables to school. If they have lost something then they should retrace their steps, checking classrooms etc as well as the lost property box near the pupil entrance. Pupils can then let the school office know of the missing item.

Q. What about homework?

A. Homework is a little different at high school than primary school. We recommend that pupils do their homework as soon as it has been issued while it is fresh in their mind and while there is still time to ask if they need help. We offer a homework club at lunchtime in pupil support. Some subjects post their homework online and pupils can also contact their teacher for help online too as well as in person. Pupils have access to PCs and netbooks at school at lunchtimes to complete any electronic homework. Pupils have specific homework tasks as well as ongoing homework tasks such as: looking over what they are learning in classes, carrying out personal reading and learning vocabulary etc.

Q. What about extra-curricular clubs/ activities?

A. We normally run over 60 extra-curricular clubs at lunchtimes and after school. We offer lots of different options from basketball to art, sewing club to football, coding club to book club etc. There are clubs available every day and pupils can work towards my WOW awards for their participation and commitment. Pupils will be issued a club timetable in September and they can sign up at our Fresher's Fayre too. We'll post a copy of the timetable on our app and website.

Q. What about Home Economics and Design Technology payments?

A. We do ask for a financial contribution to cover the cost of ingredients, containers and materials. Information regarding this will be sent shortly. We want everyone to get the most out of all the varied experiences we have on offer, so please contact your child's pastoral teacher if you need support with these payments. Aprons are provided and long hair should be tied back. New online payments system is coming soon.

We hope this has answered some of your questions but please do not hesitate to get in touch. We are looking forward to welcoming your child on Tuesday 21st August and we'll be in touch regarding our S1 parent workshop early in the session.

Enjoy the rest of your summer.

Yours sincerely,

Mrs Farley



Audrey Farley
Deputy Head Teacher