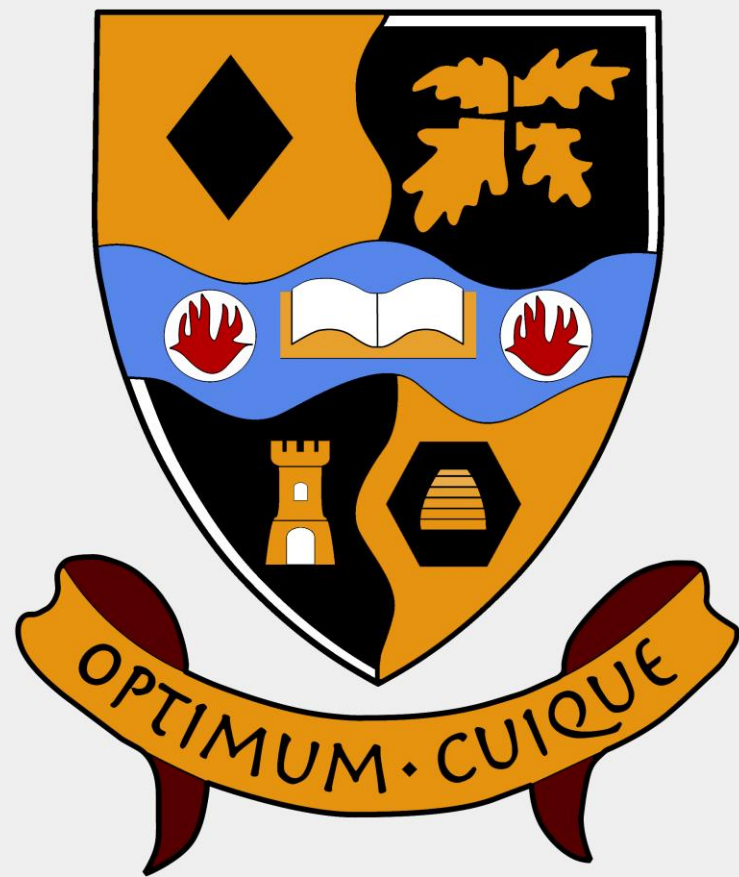




Lochgelly High School



School Handbook
2023-24





A Warm Welcome from the Rector

Dear Parents/Carers



As Acting Headteacher, I would like to welcome you on behalf of all of the staff and learners to our Lochgelly High School 2023-24 Prospectus. I hope that it will give you a flavour of our school community.

Lochgelly High School was first opened in 1987 and since then has proudly served the communities of Lochgelly, Lochore and Cardenden. We have five cluster primary schools: Benarty, Cardenden, Denend, Lochgelly South and Lochgelly West, with whom we work closely.

Our whole school community works hard to get the very best of experiences for all of the young people and parents and carers that we serve.

As a school, we are exceptionally proud of the effort we all put in to secure our learners' standards of attainment and achievement. We work hard to provide a range of experiences for our young people, maximise their qualifications and secure positive destinations for them post school.

Our school vision is "We are Lochgelly High School, a proud and ambitious learning community where everyone strives to achieve the best for all". Over the last few years, we have worked hard together on developing our whole school values of the 3Rs: Respect, Responsibility and Resilience, where "Every Minute Counts". Through a strong, united focus on this, we are confident that it will lead to the raising of our standards even further and to us successfully achieving "Optimum Cuique": "The Very Best for All", our school motto.

As you will see from the information contained in this prospectus, Lochgelly High School has a rich curriculum with many extended opportunities to grow and develop our learners. It enables them to be confident when entering the world of further learning and work, and it is our aim to provide our young people with the skills necessary for the next stage in their lifelong education - towards appropriate future pathways such as university, apprenticeship, further education or employment.

The aims of our Curriculum are to develop the best: "Attainment and Achievement", "Positive Destinations" and "Young People who feel Supported and Included". Over the last few sessions, we have been delighted to be recognised for our hard work: being awarded the Digital Schools Award, 'Rights Respecting Schools Awards' Bronze Award and LGBT Silver Charter Status. Additionally, we were one out of three finalists in 2020, for Kingdom FM's "Best School Award".



We strive to communicate as effectively as possible with home through Twitter @LochgellyHS, electronic newsletters, our LHS App (information on Website) and Groupcall, as well as through reports and individual communications.

We very much look forward to welcoming your child to Lochgelly High School in the near future, and to working closely in partnership with you over the coming years. If at any point you would like to visit, you are more than welcome to contact the school to arrange an appointment. Should you have any further questions or comments then please do not hesitate to contact me or a member of our team.

Kindest regards,

Lynn Porter



The Senior Leadership Team

Lynn Porter – Acting Rector
1.3 Leadership of Change



Sarah McIntyre – Depute Rector
Year Head for S1 and S4
2.3 Learning, Teaching & Assessment



Wendy Petty – Depute Rector
Year Head for S2 and S5
3.2 Raising Attainment and Achievement



Alan Reddington - Depute Rector
Year Head for S3 and S6
3.1 Wellbeing, Equality and Inclusion



Pauline Duguid
Business Manager





The Pastoral Team

Lauren Paterson
Head of Dewar House



Clare Watt
Head of Fleming House



Jamie Scobie
Head of Kelvin House



Bernadette Bartholomew
Head of Telford House



Lauren Barr
Principal Teacher of Pupil Support



Wellbeing and Support





Integrated Pupil Support

Our vision in Lochgelly High School is to work in partnership to create an inclusive school community which has high expectations for all, and which places the learner at the centre of everything we do. Our policy and practice centres around our school motto – *Optimum Cuique* – the very best for all! We firmly believe in the potential of all our young people and we are committed to helping each of our learners to achieve success.



As a school, we are dedicated to meeting the needs of all learners. This includes identifying the needs of, and providing support and challenge to, both individuals and groups. We recognise that some learners may have specific barriers to their learning or additional support needs. Whether this stems from the learning environment, family circumstances, disability or health needs, or social and emotional factors, we firmly believe that working in partnership will help us to ensure our learners are safe, happy and that they fulfil their potential.

Within Lochgelly High School, our Integrated Pupil Support Faculty has a number of key staff who provide specialised support for not only learners, but also their families. We have four Principal Teachers of Guidance, two Support Teachers and nine Pupil Support Assistants. As soon as a learner starts their journey with us, they will be assigned to a House Group and linked with a specific team of Support staff.

House Identity

Students entering S1 will be allocated to one of the House Groups and will remain in that group, under the care of the same Pastoral Support Teacher, until they leave school. The Pastoral Support Teacher is the first point of contact for parents/carers. We encourage parents/carers to maintain very close links with us through open and constructive home-school contact, and we encourage you to get in touch with these staff members by contacting the Main Office, as and when appropriate. This ensures individualised support for, and understanding of, all of the young people within our care. It also allows us to nurture positive family and community engagement, an area on which we pride ourselves.

Uniform

Pride is very strongly developed through the wearing of uniform within our school. We place a great deal of emphasis on our uniform, as it promotes high standards as well as a sense of community and belonging. We believe that the uniform also helps to remove inequalities and therefore the potential for bullying and victimisation. We want all of our learners to feel that they belong to the school, and we recognise that a 'ready for learning' attitude is such an important skill for the world of work. We expect all learners to follow the uniform policy and we look to parents/carers for your support with this.

We advise parents/carers to purchase blazers from the recommended local supplier. Any parent/carer who wishes to apply for assistance with the costs of uniform and footwear should, in the first instance, contact their child's Guidance Teacher.

In line with reducing the 'Cost of the School Day' and to promote equity amongst all of our learners, please be aware that School Clothing Grants are available through Fife Council. With this in mind, we encourage learners leaving school - or those moving between sizes - to



donate pre-used blazers to the Main Office. Please contact our Guidance Team should you require any further information.

In addition, to support on a day-to-day basis, we also have a School Uniform Hub which can be accessed by learners from Monday to Friday, should any issues with uniform arise.

Our uniform consists of the following:

- Black blazer with Lochgelly High School badge
- Black trousers or skirt
- White shirt (with stiff collar, if possible)
- School tie - Junior School (red) and Senior School (black)
- Plain black jumper (optional)
- Black shoes/boots (including all-black trainers with no white/colour logos)

Recommended Supplier:

BE Schoolwear
36 High Street
Kirkcaldy
KY1 1LU
Telephone: 01592 269282



Work and Wellbeing Academy (WAWA)

Our Work and Wellbeing Academy allows our learners to check in with their Guidance Teacher for one period per week. The programme combines topics which allow learners to focus on their personal and social education, as well as to build their readiness for next steps and employability. Much of the work undertaken in the Broad General Education is designed to build resilience, and also to further develop skills for learning, life and work in all of our young people.

From S1 to S6, we wish to afford learners the opportunity to engage with topics and issues that are relevant to them, whilst discussing them in a safe and supportive environment. By nurturing positive relationships and engaging in group work, we create a learning environment that promotes tolerance, resilience, fairness and equal opportunities for all, with due regard for protected characteristics. We cover a wide range of topics that allow our learners to become responsible citizens and effective contributors within their local communities. Our delivery model, coupled with our strong relationships with partner agencies, allows us to include various inputs from specialist services throughout the course.

Topics include: Online Safety; Anti-bullying; Equalities; Emotional Wellbeing, Mental Health and Mindfulness; Substance Misuse; Sexual Health and Relationships; Employability; and Personal Safety & Citizenship.

A variety of options are available to our young people post-school, such as Higher Education, Further Education, Employment, Volunteering, Training and/or Apprenticeships. Therefore, we recognise the importance of giving our learners access to as much information as possible, to ensure that they can make informed choices. We have made a significant impact with our



Work and Wellbeing programme and have increased the percentage of our young people moving into positive destinations from 80% to over 96%, in recent years – one of the best in Fife! Over the last few sessions, we have been further developing our CR Smith Hand Picked Academy model which engages over 30 partners to support our full commitment to the Developing Young Workforce Agenda set by the Scottish Government.

Health & Wellbeing



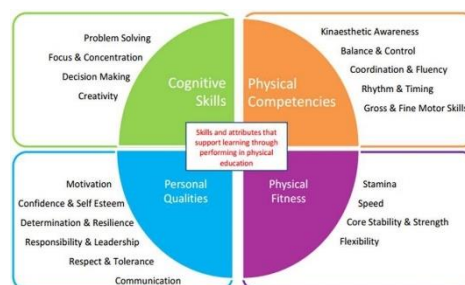
Health and Wellbeing is not only a priority in our Work and Wellbeing Academy, but also across the wider school. Within our Home Economics and Physical Education Departments, learners are provided with the skills and confidence to grow and prosper in the “real world”, with specific attention being paid to their mental, emotional, social and physical health and wellbeing.

Learning is delivered through classroom and practical-based sessions. Our well-equipped kitchens in Home Economics and our generous range of facilities in Physical Education - two 3G Multi-Use Games Areas, Playing Fields, Rugby Pitch, Dance Studio, Fitness Suite, Swimming Pool and Games Hall – afford our learners access to key facilities to develop their skills in Health and Wellbeing. Learners also engage with Health and Wellbeing lessons via a range of technologies within our classrooms, such as SMARTboards, iPads, Netbooks and mobile devices, and outwith our classrooms via Twitter and Microsoft Teams.

Broad General Education in Health and Wellbeing (S1 – S3)

Our Broad, General Education in Physical Education is designed to develop each attribute within the following four quadrants:

Learners follow a broad programme of activities throughout the year encompassing Team Games, Aquatics, Fitness, Athletics, Aesthetics and Central Net Games.



Our Broad General Education in Home Economics is designed to develop a learner’s skills, knowledge and understanding in Food, Health and Textile Technologies.

Within the Health and Wellbeing Faculty, the Wellbeing Indicators are instrumental in our planning and practice, and all learning is centred on ensuring pupils are:

SAFE	Healthy	ACHIEVING	Nurtured	Active	RESPECTED	Responsible	INCLUDED
Following Rules	Fitness	Milestones	Praise	Explore	Listened to	Right and Wrong	Targeted Support
Hygiene	Food Choices	Planning and Next Steps	Encourage	Games	Supported	Rules	Individual Plans and Targets
First Aid	Nutrition	Perseverance	Reward	Equipment	Choices	Behaviour	Rotation of Activities
Clean and Tidy	Menu Planning	Positive Role Models	Recognising Achievements	Sensory	Opportunity	Taking Turns	Team Ethos
Hazard Checks	Food Hygiene	Happy	Comfort	Hobbies and Interests	PE Kit	Sharing	Planning
Registers	Fresh Air	Life Skills	Talk	Gross and Fine Motor Skills	Restorative Conversations	Supporting	Working in Partnership
Operating Kitchen Appliances	Recipes	Celebrating Success	Happy	Planning	Informed	Joining In	Differences
Swimming	Body and Mind	Positive Behaviour	Choice	Fitness	Equal Opportunities	Self-Control	Participation
	Balanced Diet	Challenged	Rotations	Indoors	Changing Facilities	Prepared	Diversity
	Mindfulness		Regular Exercise	Outdoors		Consequences	
						Positive	
						Safe	



Celebrating Success and Achievement plays a huge part in sustaining our positive ethos. We praise our learners for consistent behaviour and application, and showcase those who have gone on to further, wider achievements, outwith the school curriculum. Within a sporting field, learners who become successful members of our sporting community are issued with their own unique school tie, which promotes group identity.



PE Kit

To enable our learners to develop their organisational skills, we ask them to bring a change of PE kit for Physical Education. Should any young person forget their PE kit, we have a bank of clothing and footwear. This enables learners to borrow any essential items and ensures that they can continue to access their learning, as well as develop their skills, in Health and Wellbeing.





The Department of Additional Support

The Department of Additional Support in Lochgelly High School is a small community within the High School, but also very much part of the wider community of the school. We currently have six classes, arranged according to year groups. Teaching staff are supported by a team of fourteen Pupil Support Assistants, who assist with learning needs and personal care.



There is a strong emphasis on Literacy, Numeracy and Health and Wellbeing across Lochgelly High School and within the Department of Additional Support. In the senior classes, there is also a focus on Vocational Learning and Life skills. Teachers in our senior classes deliver a wide range of SQA units across the curriculum at National 1, National 2 and National 3. Additionally, we have close links with Disability Sport Fife, Scottish Disability Sport and Active Fife. We enter many sporting events: football, cross

country, unihoc, swimming and badminton.

Our learners have a wide range of additional support needs, with a significant number having multiple, complex needs. The challenges that this presents are to ensure that all learners achieve their potential, that all needs are met and that our young people leave - at the end of their school career - with a sense of self-worth, together with a positive post-school destination. To ensure that our learners achieve their potential, as outlined in CfE, as confident individuals, successful learners, responsible citizens and effective contributors, a range of strategies are deployed to access, track and celebrate learning and success whenever it occurs.

All learners experience a broad, well-balanced curriculum, accessing subject specialist teachers for some practical subject areas - either as a DAS group or within a mainstream class. Learners within our Department of Additional Support can therefore be matched with specific mainstream classes, as appropriate, to meet their needs. There is a high level of adult support in all classes.





Positive Behaviour

What is, and has always been, one of the greatest strengths of Lochgelly High School is the strong relationships that exist within our community: between staff, learners, parents/carers, our partner agencies and our wider school community. It is these relationships that are at the very heart of everything that we do, and that will continue to underpin our Positive Behaviour and Relationships Policy.

Over the last few years, we reviewed and revised our existing policy, based largely upon the work of Paul Dix and Pivotal Education. Pivotal is an education training consultancy, specialising in the area of Behaviour Management, and they have worked with over a 1000 schools and colleges in the UK. Their approach is one based upon the 'Five Pillars of Pivotal Practice':

- 1) Consistent, calm adult behaviour – consistency, adult behaviour, emotional control, teacher expectations
- 2) First attention to best conduct – rewards, recognition, praise, motivation, engagement
- 3) Relentless Routines – rules, routines, follow-up, teacher habits, non-verbal clues
- 4) Scripting Difficult Interventions – de-escalation, disruption, delivering sanctions, consequences
- 5) Restorative Conversations – restorative practice, structuring sanctions, working with the most troubled, developing relationships

We worked in close collaboration with our staff, learners, parents/carers and all of our stakeholders, to ascertain their views on what the new rules for the school should be. As a school, we have witnessed first-hand the positive change that has taken place since the introduction of our three core values of Respect, Responsibility and Resilience, and we are adopting a similar approach to the creation of our school rules. The rules encompass the key behaviours that we want to see in every area of the school community, being displayed by every member of our community. During session 2022-23, we have continued to develop our processes in school to ensure high standards of behaviour are encouraged.

The Pivotal approach is very much in keeping with the approach that has always been adopted at Lochgelly High School: learner-centred and built upon the foundations of strong relationships and mutual respect. We have developed strategies that we currently employ in order to celebrate learners' success by the use of praise postcards, phone calls home, recognition boards, issuing merits, utilising social media more to acknowledge achievements, and developing systems to recognise "above and beyond" behaviours exhibited by our young people.



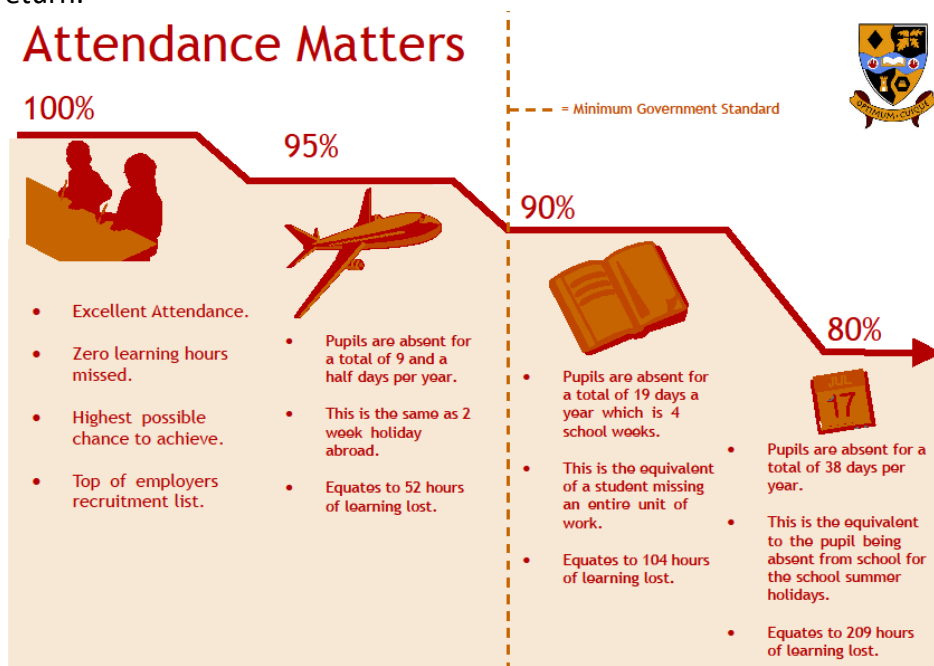


Pivotal encourages a restorative approach when dealing with poor choices which have been made. As well as establishing a clear set of sanctions which will be consistently implemented by all staff across the school, we will work hard to encourage our learners to reflect upon their behaviour - as well as the impact that this has had upon others - and will support them to restore and repair these relationships. Perhaps most importantly, we will encourage our young people to make positive choices about their learning and help them to develop the tools that they need in order to successfully do so.

Attendance

Positive attendance is key to the success of all learners and this is outlined in 'Better Behaviour Better Learning' and 'Attend to Achieve'. There is much evidence to suggest that there is a strong correlation between good attendance and achievement, so we strongly promote that learners strive for the best possible level of attendance.

If, for any reason, your child is absent from school, please call us on **01592 583406**. Similarly, if a learner is absent from school for a day, or for any part of a day, a note explaining the reason will be required. Notes should be signed and dated by the parent/carer and should include the learner's name, register class, and period of absence. It really is appreciated when parents/carers contact the school by telephone to explain any absence, but this must still be followed by a written note to the Guidance Teacher upon the learner's return.



Important: Attendance is recorded during Registration and, following that, at the start of each period by class teachers.

Requests for time off school for any reason must be sent to the Headteacher, in writing. Under the terms of Standards in Scotland's Schools Act 2000, absence cannot be granted for holidays taken during term time. Owing to the adverse impact on learner progress, parents/carers are requested not to plan holidays for their children during term time. Groupcall text messages are sent by the office if a learner does not arrive at school or misses a class.



Educational Maintenance Allowance (EMA)

Education Maintenance Allowance (EMA) is a weekly payment of £30 for young people who continue in post-compulsory education from August each year, and is determined by taxable household income. All payments are paid directly into the learner's bank account on a fortnightly basis and, in order to continue to be eligible, the learner must fulfil the expectations in terms of attendance, coursework and progress.

Full details of the eligibility and the application process are available on the Fife Council website www.fifedirect.org.uk, or by contacting the EMA Support Officer, Fife Council, Rothesay Place, Glenrothes, KY7 5PQ. Telephone: 03451 551155.

School Meals

The school's Dining Hall is used by the majority of our learners, on a daily basis. The normal provision is available from either of two main service counters and consists of a variety of options, such as hot meals, hot/cold snacks, fresh fruit, hot/cold beverages and many more.



Lochgelly High School is a Health Promoting School and all meals/snacks sold in our Dining Hall, and at our Outdoor Café/Snack Bar, comply with recommendations made by the Scottish Executive in their "Hungry for Success" initiative. The Dining Hall operates on a self-service cafeteria principle. Packed lunches may, of course, also be consumed in the Dining Hall.

In addition, we operate a Breakfast Club, which offers a nutritious start to the day from 8.15 am. Juice and either cereal or toast are available to all students, free of charge.

Free Meal Entitlement

Schools are allocated funding directly on the basis of the number of learners who have claimed their entitlement to free school meals. We understand that not all young people may want to take up these meals on a daily basis. However, it is still crucial that parents/carers apply on the school's behalf. Last year, **£173,146** was allocated to the school in **Pupil Equity Funding** as a result of parents/carers taking up their entitlement. We are grateful to those who have supported us with this. Should you require any additional support or information around this, please contact our School Office or our Guidance Team. You can apply online at www.fifedirect.org.uk.

Discrimination

There is a 'zero tolerance' attitude to discrimination of any sort at Lochgelly High School. Should there be any instances of discrimination, this is taken very seriously and parents/carers will be contacted, consequences implemented and support offered to the young person responsible, so that they can better understand the harm inflicted by their actions.





The school is very proud of its LGBT Silver Charter Status and Bronze 'Rights Respecting Schools' status. This, we believe, reflects a school which prides itself on being inclusive and on placing our learners at the heart of all that we do.

Anti-bullying

Lochgelly High School operates a 'zero tolerance' approach to the bullying or intimidation of any of our learners. We will take efficient and effective action if we discover that any of our learners have been subjected to any type of bullying or harassment. We work hard to prevent bullying in two main ways – by promoting positive relationships and by adhering to effective procedures to deal with bullying, should it take place.

The school takes the following direct actions to deal with instances of bullying:

- Learners are expected to speak out if they feel that they or their friends are being bullied. Students should let staff know or ask their parents to contact the school
- Staff alerted to alleged bullying always pass on concerns to the appropriate member of staff using the school referral system, where appropriate
- Staff operate within Fife Council's Child Protection Guidelines
- Every reported allegation of bullying is taken seriously and is investigated thoroughly. Learners will always be listened to carefully
- Parents/carers of alleged victims, and of alleged bullies, are involved in this process, and their assistance will be sought in addressing the issues raised
- Each case is dealt with on an individual basis. Sanctions are applied, as appropriate. Advice and support are given to both victim and perpetrator, and further counselling can be sought, if desired
- Feedback is given to the victim about what action has been taken
- In instances where bullying takes place outwith school, parents/carers are advised to contact the appropriate agencies.



Work and Wellbeing (WAWA) classes, taught by Guidance Teachers, address the issues of bullying and discrimination. Learners are provided with information on the possible effects and the impact on victims, as well as of the school's stance that bullying and discrimination in any form is not acceptable.

Transition

The move from primary to secondary brings great excitement, but it can also often bring anxiety, both for learners and for their parents/carers. Instead of one teacher and one classroom, there is now the challenge of moving between a number of classrooms (and teachers) each and every day. Learners need to take greater responsibility for managing themselves in a new and much larger environment.

Our well-established and structured transition programme supports all learners through this process. We work closely with our primary colleagues to ensure that we have a detailed picture of all the learners who will be joining us – their skills and strengths as well as any



individual support needs. Our aim is to 'get it right' for all our new learners from their very first day, and to achieve this requires many months of planning and transition visits. In September, there will be an Open Evening for all Primary Seven parents/carers. This provides an opportunity to tour the different departments of the school, meet staff, and get a flavour of what learning looks like at Lochgelly High School.

Curricular Visits also take place throughout the year. These visits are highly supported and structured, with a specific focus on learning. Primary Seven teachers will accompany their classes on the visits. Additionally, teachers of specific curricular areas within the high school may also visit our associated primary schools to enhance this project and to continue to build relationships. In May, there is a further Primary Seven Parents'/Carers' Meeting, which is held at Lochgelly High School. This facilitates a forum where parents and carers can ask questions or discuss any concerns. As ever, we very much have an "open door" policy and Primary Seven parents/carers are welcome to contact us on matters relating to their child's future education and welfare at any point in the transition year.

In June, Primary Seven learners will be invited to spend 2 days at Lochgelly High School. This will be a chance to put into practice the skills that they have developed over their time at primary. They will start to build relationships with their new classmates and teachers, and also to build an awareness of the greater independence and demands which secondary school will bring.

We are determined to develop excellence in learning across all areas of our school. As a staff, we recognise that we can only achieve this by working together. By doing so, we continue to improve the high-quality learning experiences that take place in every classroom, during every period of every day. This is reflected in our Lochgelly Standard for Learning.





Enrolments and Placing Requests

Enrolments

Standard enrolments for transfer from primary to secondary are organised annually between Lochgelly High School and our associated primary schools. For any enrolment requests made during the academic year, however, parents/carers should contact us directly, as individual schools have the ability to offer available places during the academic year through direct contact with parents/carers. Should you require any further information, please contact us at Lochgellyhs.Enquiries@fife.gov.uk.

Placing Requests

What is a placing request?

It is customary for children to attend their local school (catchment school). However, if you don't want your child to attend the local school, you have a right to make a written request for your child to attend any other school. This request is referred to as a 'placing request'.

For entry to the first year of secondary school, the deadline for making a placing request is **15 March** each year, and parents/carers will be notified in writing (letter or email) **on or before 30 April**. For placing request applications outwith this cycle, the deadline for receiving notification on a placing request is within 8 weeks from receipt of application by the school.

How do I make a placing request?

For secondary schools, for academic session 2021/22, placing requests can still be submitted in writing (including via email) to the school of choice.

Throughout the year, you can ask for your child to be admitted to another school through a placing request and parents/carers would need to give details of:

- your child's name and date of birth;
- the school they currently attend or should attend; and
- the date you would like your child to start school.

Through the online enrolment process, and for other written placing requests, parents/carers should also give any special reasons for making the request. It will also be helpful to indicate if your child has additional support needs and what these needs are. Your application will be considered in terms of the legislation established in the Education (Scotland) Act 1980, and the Education (Additional Support for Learning) (Scotland) Act 2004.

If you are considering moving your child at the P7 stage, please let your current primary school know of your request.

As soon as a decision has been made, you will be notified of the result in writing. For those applications received by 15 March, parent/carers will be notified on or by 30 April. If your placing request is successful, you will be asked to confirm this in writing to the school and, at that point, the school will provide information regarding transition planning. For further information, scan the QR code.



Learning & Teaching and Assessment



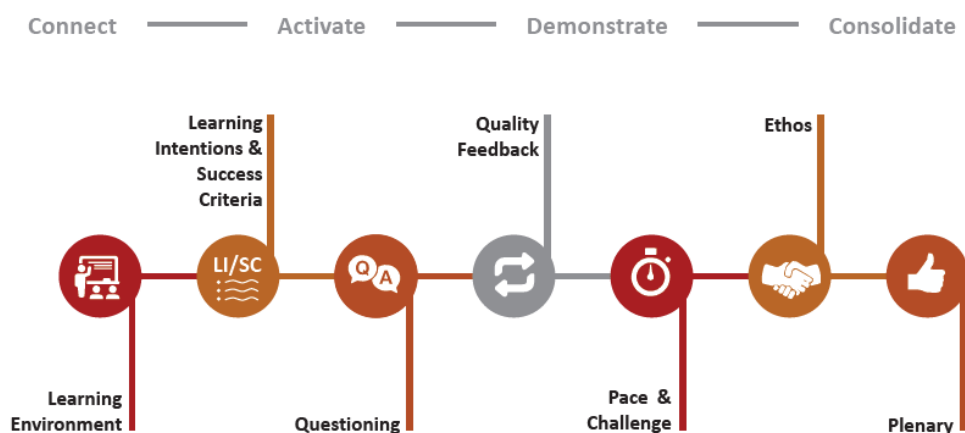


The Lochgelly Standard

The Lochgelly Standard represents what we consider to be the key elements of a lesson. The different elements provide the focus for our continuing professional development as we push ourselves to innovate, and to continually raise the quality and consistency of learning and teaching across the school.

It is with real pride that we can say we were the first school in Scotland to engage with the Outstanding Teacher Intervention programme, in Session 2017-18. This supported three cohorts of staff, across three consecutive years, to reflect on their practice through the use of video analysis. In Session 2023/24, we are delighted to announce that we will be working again with OSIRIS Education to continue to ensure high quality teaching and learning. Additionally, the success of our involvement in this programme is further underlined by the fact we have been asked to present on our work at the prestigious Scottish Learning Festival, on two occasions!

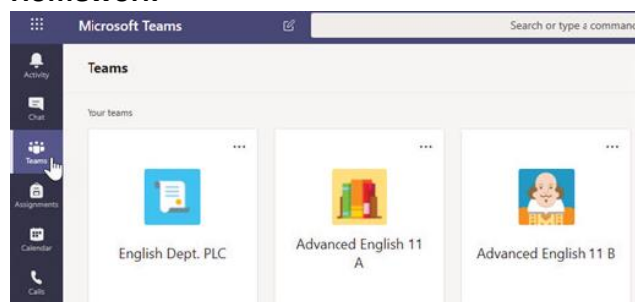
The Lochgelly Standard



Reporting and Parents' Evenings

At Lochgelly High School, we value regular communication between the school, learners and parents/carers. For young people in the **Broad General Education (S1-S3)**, progress reports are issued on **two** occasions throughout the academic session, to ensure regular tracking and monitoring of our learners' progress. Our **Senior Phase (S4-6)** learners engage in a target setting conversation with Class Teachers at the start of the academic session. Following this, they also receive **three** progress reports, which focus on progress made in line with the agreed attainment targets. All progress reports provide feedback on next steps in learning, to support and challenge learners to achieve their best, and they are also based on learner conversations which have taken place between the student and their teacher. Further to this, each year group is afforded an allocated, annual **Parents' Evening**, where learners, staff and parents/carers can engage in meaningful dialogue about progress, next steps and the support available.

Homework



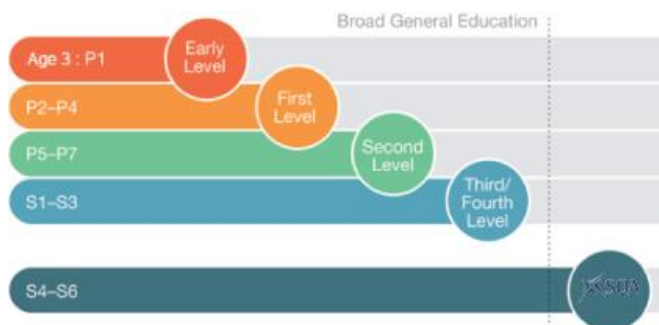
As a guide, most learners would be expected to complete a piece of homework for each subject every two to three weeks, in S1 and S2. However, these expectations increase as they move into S3 and, again, when they progress into the Senior Phase. As well as being given formal homework, learners are expected to

engage in regular revision and consolidation of class work. This is particularly important with learners in SQA exam classes, from S4-S6.

All learners are given advice on Study Skills in their Work and Wellbeing Academy classes. Our young people are expected to apply these skills to regular revision throughout the term, rather than just at key examination times. There are also regular opportunities to engage with supported study at lunchtimes and after school.

Assessment

Within the Broad General Education (S1-S3), we assess progress made against the Experiences and Outcomes of 'Curriculum for Excellence'. The evidence used to reach judgements about learners' attainment across the levels occurs holistically, using a range of evidence gathered as learners progress through these courses.



From S4, the focus moves to supporting learners to achieve National Qualifications. Within the Senior Phase, learners select courses because we have firm evidence demonstrating their ability to achieve at these levels, based on their work in S1 to S3. Every effort is made to ensure that learners sit their examinations at the levels originally agreed.



Attainment and Achievement



Raising Attainment and Achievement

Raising attainment is a national priority and remains central to all that we do at Lochgelly High School. We are committed to ensuring that every learner in our school community reaches their full potential, and develops into an active and effective member of society.

We strive to sustain continuous improvements in achieving the best outcomes for all of our learners, based on a clear understanding of an individual's prior levels of attainment. Furthermore, regular consultation with learners takes place at subject-level and whole-school level. Furthermore, Pupil Voice allows us to tailor our approaches, which ensures the best learning and teaching and raising attainment strategies are subsequently implemented.



Numeracy & Literacy



We aim to establish a climate where attainment in all its different forms, and across all levels of ability, is seen as the norm.

Outcomes are measured specifically in terms of attainment across all curricular areas, but also in terms of progression and outcomes in Literacy and Numeracy.

In order for our learners to achieve this success, we encourage them to plan strategies for their own personal growth and to take responsibility for their own learning. Each learner is set an aspirational, realistic target in discussion with their subject teachers, for every subject, at the start of the new academic year. These targets are then discussed with their teachers through learner conversations, and reviewed regularly at key points throughout the year. The steps they will take to get there are just as important as the learners ultimately achieving their targets.

Teachers provide specific feedback on learners' strengths and areas for development. Parents/carers are also encouraged to discuss the setting and evaluation of the targets with their children. This promotes a meaningful partnership between home and school.





As a school, we have a range of Senior Phase raising attainment initiatives that have been implemented to improve outcomes for learners:

- Study Support programme (during lunch and after school planned sessions)
- Three-day Easter School programme during the Easter holidays
- Masterclass revision classes prior to SQA exams
- Targeted intervention to support learners after Prelims
- Support for targeted groups of learners
- Rigorous presentation policy ensuring all S4 pupils are entered for at least 5 qualifications
- 'No withdrawals policy' without securing a qualification at the level below
- "Qualifications Group" tracker to ensure learners achieve a minimum of 5 qualifications @ Level 3 in S4
- Highest achieving 20% learners identified in S4, S5 and S6
- Opportunities for learners in S4 and S5 to gain an additional 'SCQF Level 6 First Aid at Work' Qualification through a one-day extraction

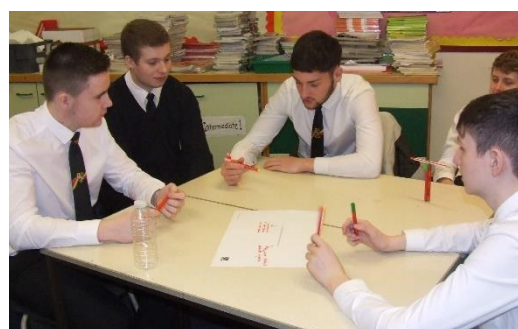


This raising attainment strategy will continue to evolve. It will develop and change over time as schools and other educational settings embrace their increased responsibility for school improvement, including closing educational gaps for vulnerable young people, and stretching the highest achieving learners to their full potential.

Pupil Voice

Our Lochgelly High School Pupil Improvement Committee consists of a group of young people across all year groups. This is an opportunity for our learners to develop their leadership skills on a whole-school basis. Moving forward to session 2023-24 we aim to have a convenor who will lead the committee and vice convenors who will lead our sub-committees. The purpose of the group is to:

- Identify, develop and lead sections of school improvement, important to learners in Lochgelly High School
- Engage the pupil voice
- Ensure that pupil voice is conveyed to Senior Leadership Team (SLT)
- The group will meet with a member of SLT regularly each term, and also has sub-group meetings out with these times.



Areas of School Improvement that were a particular focus previously included:

- Safety in and around school
- School Meals
- Mental Health
- Engaging with S1-3 learners
- Rights Respecting Schools (RRS)
- Class learning



Learners on the committee have presented at assemblies and led sections of the pupil 'Suspension Periods', where learners have an opportunity to contribute towards, and give their views on, whole school improvements.

The committee has had visits from Education and Children's Services Director, Carrie Lindsay, the School Travel Plan representative, the School Canteen Manager, and learners have also engaged with Education Scotland, as part of our whole-school Curriculum Review.



Curriculum

Our Curriculum Rationale has been designed by:

- **REFLECTING** with all stakeholders on what makes us unique as a school and determining key drivers/priorities for our curriculum;
- **CONNECTING** with our cluster primaries, local employers, colleges, universities and partner agencies, as well as dovetailing with Fife Council and National priorities, to ensure we are 'getting it right' for all of our young people on their journey;
- and **COORDINATING** what we want our learners to have achieved by the time they begin their post-school pathway.

Our curriculum aims to develop young people who:

- demonstrate resilience, responsibility and respect for themselves, others, learning and for our wider community;
- believe in themselves, work well together and communicate confidently;
- can secure the best qualifications and achievements;
- who engage with learning pathways that lead to 'Positive Destinations for All'.

In order to facilitate this - and to enable learners to experience success in these areas - not only do we provide opportunities in traditional subject areas, but we also utilise interdisciplinary learning. We encourage learners' involvement in the ethos and life of the school, and provide opportunities for personal achievement in school and within the wider community.

Lochgelly High School Curriculum Plan 2023/24															
33 period week (including 5 x 10 minutes Registration)															
	English	Maths	Modern Language	Science	Expressive Arts			Social Subjects	Technologies			Health and Wellbeing			RME
S1	English (4)	Maths (4)	Spanish/ French (3)	Science (3)	Art (2)	Drama (2)	Music (2)	Social Subjects (3)	DET (2)	Business Enterprise (1)	Computing Science (1)	Home Economics (1)	Physical Education (2)	Work and Wellbeing Acad. (1)	Religious & Moral Ed. (1)
S2	English (4)	Maths (4)	Spanish/ French (3)	Science (3)	Art (2)	Drama (2)	Music (2)	Social Subjects (3)	DET (2)	Business Enterprise (1)	Computing Science (1)	Home Economics (1)	Physical Education (2)	Work and Wellbeing Acad. (1)	Religious & Moral Ed. (1)
S3	English (4)	Maths (4)	Curriculum Area - Choice C (4)		Curriculum Area - Choice D (4)		Curriculum Area - Choice E (4)		Curriculum Area - Choice F (4)		Curriculum Area - Choice G (4)		Physical Education (2)	Work and Wellbeing Acad. (1)	S3 Rota: RME; Modern Languages; Home Economics
S4	English (5)	Maths (5)	Curriculum Area - Choice C (4)		Curriculum Area - Choice D (4)		Curriculum Area - Choice E (4)		Curriculum Area - Choice F (4)		Curriculum Area - Choice G (4)		Physical Education (1)	Work and Wellbeing Acad. (1)	
S5/6	Option A (6)	Option B (6)	Option C (6)	Option D (6)	Option E (6)	Work and Wellbeing Acad. (1)	Physical Education (1)								
Notes to support our S3/4 Course Choice structure (Seven-subject Model): All S3 learners will study English and Maths, as well as being afforded five opportunities for enhanced personalisation and choice. In order to ensure breadth and appropriate future progression, learners should choose subjects from at least four curricular areas (Choices C-F), then 'Curriculum Area Choice G' can be 'free choice' where there is the opportunity to choose a second subject from a previously chosen curricular area. NB There are 8 CIE Curriculum Areas which include: Expressive Arts; Health and Wellbeing; Languages; Mathematics; Religious and Moral Education; Sciences; Social Subjects; and Technologies. All S3 learners will continue with the seven subjects that they chose and will take these subjects forward into S4. There will be very few exceptions to this, but learners will have the opportunity to apply for School College Partnership courses. You can find more information in our Course Choice Guide.															

Our Extended Curriculum

In order to ensure that all of our young people achieve their very best, we have shaped our curriculum not only to meet our learners' needs, but also in line with our local labour market information. In the Broad General Education, we offer some flexible and outdoor learning approaches, in collaboration with partner agencies, such as Community Learning and Development, Active Schools, Scottish Sports Futures, Purvis Group and Police Scotland. In the Senior Phase, the focus moves towards employability and certification, utilising partners, such as Fife College, Prince's Trust, CR Smith and other local employers.



The following table of opportunities for wider achievements was developed based on the interests of the learners:

Monday	Who	When/Where	Contact
Football	S1	Lunch break, Hall	
Football	S1-6	Break & Lunch, Astros	
Football	S1-6	After school, Astros	Mr Wood/Mr Murphy (boys) Miss O'Donnell (girls)
Science Club	S1-2	Lunch, A28	Mr Stevenson Mr McDonald
Chess Club	S1-6	Lunch, D5	Mr Murphy

Tuesday	Who	When/Where	Contact
Fitness Suite	S1-6	Lunch, Fitness Suite	PE Department
Football	S1-6	Break & Lunch, Astros	
Health Zone	S1-6	Lunch, C2	School Nurse
Netball	S1-6	After school, Hall	Miss Abbie

Wednesday	Who	When/Where	Contact
Football	S1-6	Break & Lunch, Astros	
Young Carer Drop In	S1-6	Lunch, E8	Miss Martin

Thursday	Who	When/Where	Contact
Film Club	S1-6	Lunch, D8	Miss Porteous
Football	S1-6	Break & Lunch, Astros	
Fitness Suite	S1-6	Lunch, Fitness Suite	PE Department
LGBT Club	S1-6	Lunch, C20	Jim McGuinness

Friday	Who	When/Where	Contact
Drama Club	S1-3	Lunch, E8	
Dungeons & Dragons	S1-6	After school, C20	Mr Christie
Football	S1-6	Break & Lunch, Astros	
Girls Club	S1-2	Lunch, Hall	
Pokémon Club	S1-6	Lunch, D27	Miss O'Donnell



Careers – Information for Learners

Throughout your time at Lochgelly High School, you will have to make some big decisions about your future. We are very fortunate to have a range of excellent supports in place to ensure that you receive the right help, at the right time, to make the right choice for you.

Lochgelly High School works very closely with our Skills Development Scotland Career's Adviser, Sharon Lennie. Sharon is based in the school and delivers career guidance to enable our young people – from S1-6 – to develop their Career Management Skills.



Through a combination of engaging group sessions, one-to-one interviews and drop-in clinics, Sharon will help you understand how your personality, interests, and values are key to unlocking the right career path for you. All of the teaching staff can help you to explore where your talents and skills could take you, and to identify who can help you make the right choices in your career journey.

Our Careers Adviser is available at school to talk to you about your options. Conversely, you can drop into one of the SDS Careers Centres to get support and information on your next steps. Your local Careers Centres are in Dunfermline and Cowdenbeath. If you wish to make an appointment, please phone 01383 745610 for more information.

Parents and Carers

When it comes to making decisions about your child's future, you are one of the first people they will turn to. Skills Development Scotland (SDS) is the National Skills Body that delivers Scotland's career service in schools, centres and online. If you have any questions, you can also get in touch with the Careers Adviser, Sharon Lennie, through the school.



Parents/carers have access to the SDS web service, My Kid's Career (www.mykidscareer.com) that has been specifically designed for parents and carers to help their children make decisions about their career. This is complemented by the award-winning online career information and advice service, My World of Work (www.myworldofwork.co.uk). All learners will use MyWoW with their SDS Careers Adviser and in their Work and Wellbeing Academy classes, in order to build their Career Management Skills, including:

- My Career Options – A great place to get started on the website by learning more about yourself, exploring your options and finding the career that is right for you!
- Learn and Train – Your guide to training and studying – from college, university and apprenticeships to volunteering, picking the right course and funding.
- Getting a Job – This helps you find and apply for jobs and includes a tool to help you create the perfect *Curriculum Vitae* (CV), whilst also providing advice on how to give your best interview!



CR Smith: Hand Picked Academy



Lochgelly High School's partnership with CR Smith's Hand Picked Academy – a youth recruitment support programme - means we also have an Employability Coach, Pauline McGeevor, who works in our Employability Hub every Wednesday. Hand Picked's long-standing relationship with Lochgelly High School has supported a number of young people to successfully compete for jobs. Find out more at www.handpickedscotland.co.uk.

Megan from Hand-picked Academy has been working incredibly hard with our pupils this term. She has supported over 20 learners, with 5 going on to secure part time jobs. Our School Captains Mason and Molly attended a Fife Headteachers' event to talk about the benefits of our Hand Picked Academy and Employability Hub.



Beyond the Classroom in 2022/2023

In Session 2022/23, we found ourselves beginning to emerge from the pandemic and all of the restrictions this had placed upon us. As society opened up we were able to provide a wide range of activities and opportunities for our young people.

Prom June 2022

Our young people were able to celebrate moving on to the next stage of their lives and reflect on their time with us.



Wellbeing Wednesday

Our young people enjoyed the return of our Wellbeing Day. All young people were given an opportunity to participate in a range of activities aimed at supporting Health and Wellbeing free of charge.

Return of In Person Award Ceremonies

In June 2022 we were delighted to be able to celebrate the many achievements of our young people. Our school community filled the Lochgelly Centre to hear of our young people's successes and celebrate their talents.



Pathways / Careers Fair

In January, we held our annual careers fair. This was well attended by over 30 businesses, including the ambulance service, Purvis and Baynes. Also in attendance were numerous Universities, along with Fife College. This was a great opportunity for pupils to network and find out more information about their chosen career pathway.





Developing the Young Workforce (DYW)

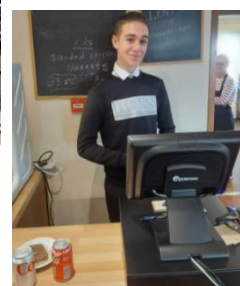
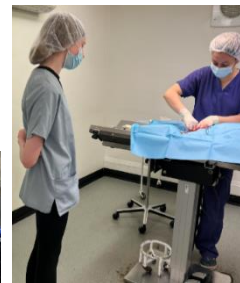
Our DYW Team have worked hard all session to provide opportunities for our young people to consider their future pathways.

Career Ready

A record 8 S5 pupils have embarked on their Career Ready journey. A fantastic programme with a 4-week paid internship. Each young person is mentored throughout the programme by one of our employee partners.

Work Placement Programme

This year we have had over 30 pupils out on a work experience between 12th-16th December. We had a range of businesses collaborating with us. A few pupils have even been the offered employment due to their hard work.



S1 STEM Trip

Our S1 pupils had an amazing day at the national museum of Scotland taking part in the Careers Hive event focussing on careers in Stem.

Armed Forces Elite Skills

The Armed forces carried out their Elite Skills Workshop with some of our senior pupils. The focus was on communication, problem solving and leadership skills.



Cowdenbeath Centenary Logo Competition

Congratulations to all of our young people who took part in this competition alongside the young people of Beath High School. Owen Harrower in S2 was the overall winner and his logo will be used by the Rotary throughout their centenary year. Aaron Smith in S6 was the winner in the S4-S6 category.





Supporting Our Primary Schools

Our aspiring young leaders have taken on a key role in teaching in the local primaries. Some of the S2 Netball Team travelled to Lochgelly South Primary where they taught the pupils about footwork and netball positions. This allowed the pupils to participate in the cluster netball festival.



Our History Ambassadors put on an event for local primary pupils which centred around the history of castles. They showed great dedication giving up their weekend to do this.



A number of our Senior pupils represented Lochgelly High School at our cluster Primary schools engaging in a tutoring programme with the pupils.

Sports Leaders



The S3/4 Young Leaders attended a two-night residential at the Sport Scotland National Sports Centre in Largs. Pupils stayed in the same accommodation as many professional sportsmen and women and participated in such activities as archery, cycling, cold water therapy and Goal Setting workshops. The Young Leaders programme is delivered at Lochgelly HS through a partnership between Active Schools

and Scottish Sports Futures.

Congratulations to Young Ambassador Ryan Rafferty, who was nominated in both SSF and Dunfermline and West Sports Council Young Ambassador of the Year categories.



Fife Enterprising Maths Competition

Our school team had a great time and demonstrated respect, responsibility and resilience throughout all of the challenges.





Information and Communication Technology





Digital Schools Award

In March 2019, we became only the second high school in Fife to gain the 'Digital Schools Award'. This follows ongoing investment in new technologies in recent years. The school makes use of class suites of laptops, netbooks and tablets as well as of numerous classrooms equipped with class sets of desktop PCs. All classrooms are equipped with interactive whiteboards and staff use innovative approaches to allow learners to access the curriculum – as well as to complete homework - using smart phones, laptops and tablets.



Last session, the school initiated a 'Bring Your Own Device (BYOD)' policy, allowing learners to connect to the school WiFi in every classroom within the building. Learners have benefitted from the comfort of using their own devices to engage in research and interactive, collaborative tasks with their peers.

Staff and learners are supported in their work by our dedicated team of Digital Ambassadors who offer lunchtime drop-in sessions for all learners in need of a bit of extra support; with S3 learners working with cluster primaries and senior pupils delivering assemblies during 'Safer Internet Week'. The Digital Ambassadors have also now taken responsibility for updating departmental pages on the Lochgelly High School website.

Microsoft Teams

More and more learners now have access to a smart device, be it a phone or a tablet. They can keep tabs on their learning by downloading the free Microsoft Teams app and logging in using their Glow username and password. All curricular areas now share work and set assignments for learners via Teams. This helps our young people to take more responsibility for their own learning. Microsoft Teams is also the school's key form of technology to allow our online/blended learning model to take place. Our Digital Ambassadors have produced a short video to support learners, parents and carers in accessing Microsoft Teams, from home. You can also access our 'How To...' Guide which provides a written, step-by-step process for you to follow, from accessing Glow to engaging with assignments.





School ICT Policy

Lochgelly High School has a clear policy in relation to mobile/digital devices:

- Lochgelly High School encourages and will advise parents/carers to encourage learners to bring mobile/digital devices to school, if used to aide and benefit learning and teaching.
- Parents/carers will be advised that Fife Council will **not accept** liability for the loss or damage of mobile/digital devices which are brought into the school or school grounds by learners.
- If learners bring mobile/digital devices to school, **these must remain on silent and out of sight** while the learners are in class - unless the teacher has instructed otherwise. Teachers may allow learners to use their phones/digital devices to participate in the lesson. Teachers may also allow learners to use phones, for example to record homework. This will be clearly stated by the teacher and should not be assumed.
- Where a learner is found by a member of staff to be using a mobile device contrary to the BYOD policy of the school, the phone will be confiscated. When a phone is confiscated, it can be collected by learners from the school reception at the end of the day.
- If there is persistent misuse of the BYOD policy by an individual, then it may be necessary to reinforce the policy by requesting that a parent/carer comes into school to uplift the mobile phone or other device.
- If a learner is found taking photographs/video footage with a mobile phone of either learners or staff, this will be regarded as a serious offence and the Rector, depending on the circumstances, will decide the appropriate action. In certain circumstances, the learner may be referred to the Head of Education. If images of other learners or staff have been taken, the phone or device will not be returned to the learner until the images have been removed.

Use of Fife Council ICT

Learners will be considered to be stepping into a virtual classroom within Lochgelly High School when they either:

- Log onto a school computer using their pupil login details
- Access Glow **at any time and from any device**, by entering their username and password



These are safe online environments and are tightly monitored by high-level software which quickly identifies any inappropriate use. It is important that pupil login details remain private. If a learner feels that anyone is using the details to access a school computer or tablet, it is their responsibility to tell a member of staff as soon as possible.

The school has a very clear policy for learners using school computers or when accessing Glow from outwith school: **Behaviour in a virtual classroom (i.e. using school computers or when accessing Glow) will be treated as behaviour would be treated in a school classroom, and learners will be subject to the same consequences.**

Key Information





School Day

All learners are expected to arrive punctually each day. This expectation extends to the beginning of each lesson and following the pupils' return from morning interval and lunch break. All learners are strongly encouraged to remain in school over lunch, and it is expected that S1 learners will remain on the school grounds, at all times, throughout the school day.

Monday /Wednesday		Tuesday/Thursday/Friday	
Registration	8.45 – 8.55	Registration	8.45 – 8.55
Period 1	8.55 – 9.45	Period 1	8.55 – 9.45
Period 2	9.45 – 10.35	Period 2	9.45 – 10.35
Break	10.35 – 10.50	Break	10.35 – 10.50
Period 3	10.50 – 11.40	Period 3	10.50 – 11.40
Period 4	11.40 – 12.30	Period 4	11.40 – 12.30
Lunch	12.30 – 13.10	Lunch	12.30 – 13.10
Period 5	13.10 – 14.00	Period 5	13.10 – 14.00
Period 6	14.00 – 14.50	Period 6	14.00 – 14.50
Period 7	14.50 – 15.40		

** Please note that these times are correct as of going to print.*

If your child arrives late in the morning, a Groupcall text will be sent home to inform you. If a learner is late to school on a regular basis, parents/carers will be invited into school by a Guidance Teacher to discuss concerns and possible supports.

School Transport

Lochgelly High School serves a number of the local surrounding areas, such as Ballingry, Cardenden, Dundonald and Lochore. As a result, school transport is available for those who live within a certain distance from the school. The bus companies which provide transport for learners, however, are contracted to do so by Fife Council's Transportation Service, not by the school. All buses are equipped with CCTV. Buses allow our learners to board and disembark only in the Bus Park at the rear of the school. To avoid overcrowding, all buses are colour coded. It is the learner's responsibility to carry their pass with them at all times.

Should parents/carers have any concerns or queries on matters relating to travel on the school buses, they should contact the school - in writing or by telephone.

LG1 Ballingry-Lochgelly High School

Mondays to Fridays (from 10 August 2020)

Operated by Stagecoach (01383 660880)

service no. LG1	
notes	Sch
Ballingry, Marshall Place	0815
Lochore, Rosewell Drive	0825
Lochgelly, High School	0830

Explanation of notes:

Sch this journey runs on schooldays only

For full route and stopping details, visit Travel Fife at www.cartogold.co.uk/fife/map.html

LG1 Lochgelly High School-Ballingry

Mondays to Fridays (from 10 August 2020)

Operated by Stagecoach (01383 660880)

service no. LG1		LG1
notes	SchNMW	SchMW
Lochgelly, High School	1455	1545
Lochore, Abbotsford Road	1500	1550
Ballingry, Turning Circle	1510	1600

Explanation of notes:

SchMW this journey runs on Mondays and Wednesdays during school terms only

SchNMW this journey runs on Tuesdays, Thursdays and Fridays during school terms only

For full route and stopping details, visit Travel Fife at www.cartogold.co.uk/fife/map.html

Emergency School Closures



In the event of early closure due to severe weather conditions, parents/carers are advised to make arrangements for children to be collected from school. Alternatively, they can be received at home by a trusted adult.

To be kept up-to-date with closure information:

- Facebook search for fifecouncil; Twitter @fifecouncil
- Follow the school twitter feed @LochgellyHS
- Visit www.fifedirect.org.uk/closures
- Listen to Kingdom FM, Forth One and Tay FM
- Check Digital TV – Red button on Sky and Virgin Media under Interactive Services, Local Services



School buses can be disrupted during severe weather – learners should congregate at bus stops situated on main roads as accessibility may be reduced. Those young people transported by taxi/minibus will also possibly experience disruption during severe weather. In extreme weather conditions, the operators may not be able to provide transport from some, or all, of the addresses on their route. Operators are expected, as far as possible, to make an attempt to contact these parents to advise them.

School Campus No-Smoking Policy

Fife Council operates a no smoking policy across all of the authority's school campuses. Learners should not bring tobacco, lighters or any form of e-cigarette with them to school.

Religious Observance

Local chaplains are, on occasion, invited into the school to help develop a sense of community and to deal with moral and social issues. Parents/carers desirous of withdrawing their children from religious assemblies should contact their child's Guidance teacher in the first instance.

Home Messaging Service

The school uses a parent messaging system, known as *Groupcall* to contact parents or carers, when a child has an unexplained absence from school. The system also enables us to convey information including reminders about forthcoming parents' evenings, school events and key dates for the diary. Messages are sent via text or automated voice mail to land line or mobile phones, or by e-mail. For the system to operate effectively, the contact details we hold in our information management system must be up-to-date. We therefore ask parents/carers to notify the school immediately if there are any changes made to their contact details.

Communication between Home and School

School App, Social Media and the Lochgelly High School Website

Last session, we introduced a free app which allows parents/carers to keep up-to-date with all of the latest key information from Lochgelly High School. Should you wish to install this on your device, simply search for SSA (Secondary School App) on either an Apple or Android device and select Lochgelly High School. Similarly, you can follow us on Twitter @LochgellyHS to see daily updates of successes taking place in the classroom, with regard to wider achievements and, very importantly, to provide updates on weather conditions, school



closures, etc. Last but not least, don't forget to check out our school website, where you can access information on learning, wellbeing, attainment, school policies and much more.

Parentzone

Education Scotland's Parentzone is a fantastic resource for parents/carers looking to find out how they can best support their child's learning. It also provides access to the most recent attainment results and inspection reports. It can be found at: <https://education.gov.scot/parentzone/>.

Illness and Accidents

The school does **not** have a doctor or nurse on the premises. **For this reason, we advise that parents/carers must not send children who are unwell to school.** Children who become unwell during the day will be cared for as far as possible by Support Staff - qualified First Aiders who are available within school hours. They are strictly limited in what they can do – please note we cannot administer medicines or painkillers, except by prior arrangement.

If a young person needs to be taken home or taken to hospital, the parents/carers will be notified by telephone at home, at work or at the emergency number we ask you to provide. In exceptional circumstances, a school First Aider will accompany the child to hospital until a parent/carer or emergency contact arrives at the hospital.

Complaints Procedure

Lochgelly High School operates to clearly defined standards of service. However, if a mistake or misunderstanding arises, the Education Service of Fife Council has a specific complaints procedure. A leaflet explaining this procedure can be obtained on request from the school.

Parent Council

Become a member of the LHS Parent Forum and have the opportunity to support the school in getting the very best education for your child. Everyone benefits (children, parents/carers and teachers) when parents/carers and schools work effectively together to support learning. Meetings take place six times per year at Lochgelly High School. If you want to find out more information, please contact the School Office.





School Term Dates 2023-24

All dates below are inclusive.

Autumn Term

Wednesday 16 August 2023

Friday 6 October 2023

Winter Term

Monday 23 October 2023

Wednesday 20 December 2023

Spring Term

Thursday 4 January 2024

Thursday 28 March 2024

Summer Term

Monday 15 April 2024

Friday 28 June 2024

Additional Holidays and In-service Days

Monday 14 August 2023 (In-Service)

Tuesday 16 August 2023 (In-Service)

Friday 10 November 2023 (In-Service)

Wednesday 14 February 2024 (In-Service)

Thursday 15 February 2024

Friday 16 February 2024

Monday 6 May 2024

Thursday 9 May 2024 (In-Service)

Monday 3 June 2024

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