

KILGRASTON

JUNIOR YEARS · SENIOR · SIXTH FORM



**Senior School Handbook
2019-2020**

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Kilgraston Mission Statement

Kilgraston School aims through its education, to develop the whole person harmoniously and progressively, as a loved child of God in the world of today and tomorrow.

In keeping with the educational philosophy of the Society of the Sacred Heart, this aim is implemented through the School's development of:

Faith; relevant in the world today

Personal Growth; in an atmosphere of wise freedom

Intellect; A deep respect for intellectual values

Community; Building community as a Christian Value

Social Awareness; A social awareness that impels to action

Communication

At Kilgraston we value the partnership between home and school and we believe that excellence in communication makes for a happy and productive learning environment.

The majority of communication is sent by email, therefore it is important that you provide us with an email address that you check regularly and also inform us of any changes to your email address. It is essential that we are able to contact parents, guardians or a nominated emergency contact in case of illness or injury. Parents are asked to provide emergency contact numbers and to inform the school immediately if there are any changes to these during the school year.

Parents are encouraged to make contact with the school if there are any changes to family circumstances which could affect your daughter's progress.

Your daughter's tutor is the first point of contact in all aspects of school life and contact by email is preferred in the first instance. Please be aware that all form tutors have full teaching responsibilities, consequently an immediate response is not always feasible. If your communication is urgent please contact the main reception desk (01738 812257) and the matter will be dealt with immediately by either your daughters Year Head or a member of the Senior Leadership Team.

Our Website is updated regularly and used to communicate last minute cancellations, diary changes and updates on sporting fixtures. It also provides a link to other useful websites.

Kilgraston News

Each Friday a news bulletin, is emailed out to all parents from the Headmistress. It contains news and updates on all aspects of school life. Often it also contains important information. If you do not receive it please contact marketing@kilgraston.com This is also the address for enquiries and contributions to Kilgraston News. The Headmistress also sends out a termly letter to all parents via the Parent Portal. Details of how to access this is given in the Report section of the handbook.

Problems or Concerns

We believe that Kilgraston is a school where anxieties and problems/issues can be freely aired and resolved.

Any problem or dissatisfaction will be treated seriously and addressed promptly, courteously and with due sensitivity to the individuals concerned.

Kilgraston's complaints policy and procedures document is on the school website.

Useful Contact Details

Headmistress's PA	01738 815512 headspa@kilgraston.com
Deputy Head	01738 815514 calund@kilgraston.com
Head of Pastoral Care and Boarding	01738 815513 smuller@kilgraston.com
Head of Finance	01738 815505 mmackie@kilgraston.com
Head of Sixth Form	01738 815511 dmccormick@kilgraston.com
Deputy Head of Sixth Form	01738 815511 ccampbell@kilgraston.com
U5 Year Head	01738 812257 aohear@kilgraston.com
L5 Year Head	01738 815516 hmurphy@kilgraston.com
U4 Year Head	01738 812257 hferry@kilgraston.com
L4 Year Head	01738 815534 pstott@kilgraston.com
Main Reception	01738 812257 reception@kilgraston.com
Infirmery	01738 815502 schoolnurse@kilgraston.com

Tutor Contact Details

U6

Mr J Maxton jmaxton@kilgraston.com

Dr C Phillips cphillips@kilgraston.com

Miss B Spurgin bspurgin@kilgraston.com

L6

Mr E Connolly econnolly@kilgraston.com

Mrs M Kerbelker mkerbelker@kilgraston.com

Mr D Ismal dismal@kilgraston.com

Miss E Patton epatton@kilgraston.com

U5

Mme I Depreux idepreux@kilgraston.com

Ms R Hall rhall@kilgraston.com

Mrs F Morris fmorris@kilgraston.com

L5

Mrs K Newton knewton@kilgraston.com

Mrs S Speed sspeed@kilgraston.com

Mrs M Saunders masaunders@kilgraston.com

U4

Mr J McAuley jmcauley@kilgraston.com

Mr S Johnston sjohnston@kilgraston.com

Mrs F Valance fvalance@kilgraston.com

Mrs E Cran ecran@kilgraston.com

L4

Mrs E Lyle elyle@kilgraston.com

TERM DATES 2019-2020

AUTUMN TERM 2019

Staff Inset	Monday 26 th August & Tuesday 27 th August
New Pupil Induction	Wednesday 28 th August
Boarders return	Wednesday 28 th August by 6.00pm
Day Pupils return	Thursday 29 th August
Optional Leave Out	Friday 13 th September at 4.10pm
Boarders return	Sunday 15 th September by 6.00pm
Day Pupils return	Monday 16 th September
Kilgraston Open Day	Saturday 5 th October
Half Term	Friday 11 th October at 4.10pm
Staff Inset	Monday 28 th October
Boarders return	Monday 28 th October by 6.00pm
Day Pupils return	Tuesday 29 th October
U5 Preliminary Examinations	Wednesday 13 th November – Thursday 21 st November
Optional Leave Out	Friday 22 nd November at 4.10pm
Boarders return	Sunday 24 th November by 6.00pm
Day Pupils return	Monday 25 th November
End of Term	Wednesday 18 th December at 12.30pm

SPRING TERM 2020

Staff Inset	Tuesday 7 th January
Boarders return	Tuesday 7 th January by 6.00pm
Day Pupils return	Wednesday 8 th January
L6/U6 Preliminary Examinations	Wednesday 15 th January – Wednesday 22 nd January
Optional Leave Out	Friday 24 th January at 4.10pm
Boarders return	Sunday 26 th January by 6.00pm
Day Pupils return	Monday 27 th January
Sixth Form Information Morning / Kilgraston Open Day	Saturday 1 st February
Scholarship Day	Friday 7 th February
Half Term	Friday 7 th February at 4.10pm
Boarders return	Sunday 16 th February by 6.00pm
Day Pupils return	Monday 17 th February
Optional Leave Out	Friday 6 th March at 4.10pm
Boarders return	Sunday 8 th March by 6.00pm
Day Pupils return	Monday 9 th March
Kilgraston Open Afternoon	Friday 13 th March
End of Term	Wednesday 1 st April at 4.10pm
Easter Sunday	Sunday 12 th April

SUMMER TERM 2020

Staff Inset	Monday 20 th April
Boarders return	Monday 20 th April by 6.00pm
Day Pupils return	Tuesday 21 st April
SQA Exams Begin	Monday 27 th April
Optional Leave Out	Friday 8 th May at 4.10pm
Boarders return	Sunday 10 th May by 6.00pm
Day Pupils return	Monday 11 th May
U3-L5 Examinations Week	Monday 11 th May to Friday 15 th May
Half Term	Friday 29 th May at 4.10pm
Boarders return	Wednesday 3 rd June by 6.00pm
Day Pupils return	Thursday 4 th June
End of Term and Prize Giving	Saturday 27 th June

STAFF

Senior Leadership Team:

Headmistress:	Mrs D MacGinty, BEd (Hons), NPQH, DipMonEd
Head of Finance:	Mrs M Mackie, ACCA
Deputy Head:	Mrs C A Lund, BA (Hons), MA, MA (Ed Man), PGCE
Head of Boarding & Pastoral Care:	Mrs S Muller, Bachelor of Social Work, PGCE
Director of Communications:	Mrs P Stott, MBE
Head of Sixth Form:	Mrs D McCormick, BSc (Hons)

Academic & Pastoral Staff:

Mr P Allaker, BA (Hons), Chaplain, Junior Years Form Teacher
Mrs C Armstrong, Classroom Assistant
Miss E Barnes, Assistant Residential Mistress
Ms C Blackler, BSc (Hons), Science Technician
Mrs A Bluett, BA (Hons), PGCE, Head of Latin & Classics
Mr C Campbell, MA, PGDE, Head of History & Modern Studies, Deputy Head of Sixth Form & Head of Inchcolm
Mr E Connolly, BSc (Hons), PGDE, Director of Science
Ms D Cooper, MA (Hons), Junior Years Form Teacher, Curriculum Co-ordinator (Junior Years)
Mrs E Cran, BEd (Hons), Physical Education
Mme I Dépreux, BA (Hons), Maitrise, PGCE, French
Miss R Elliot, BHSAl, Equestrian Instructor
Mrs P Ferguson, MA (Hons), PGCE, Support for Learning Teacher
Mrs H Ferry, BEd (Hons), Head of Physical Education, Year Head U4
Mrs K Guthrie, MA (Hons), PGCE, CELTA, English for Speakers of Other Languages
Ms R Hall, BA (Hons), PGCE, Head of English
Mr D Hamilton, BSc (Hons), MSc, PGCE, Computing Science
Mrs S Hewett, MSc, BSc (Hons), PGCE, Physics
Mrs H Holliday, BSc, PGDE, IPGCE, Head of Sixth Form Boarding
Mr S Johnston, MA, BA, PGDE, Head of Religious Studies
Miss S Lorenzo, Boarding Assistant
Mrs E Lyle, BA (Hons), PGDE, Spanish and French
Ms J MacLean, MA, Home Economics, Glassroom Assistant
Miss R MacLean, BHSPi, Equestrian Manager/Riding Instructor
Miss G Macleod, BA (Hons), PGCE, Head of Art & Design
Ms A MacPhee, MA, Psychology and Junior Years Form Teacher
Dr J Mathers, BSc (Hons), PhD, Science Technician, Support for Learning Assistant
Mr J McAuley, BA (Hons), Director of Music
Mrs E McAuley, BA, HND Acting & Performance, LAMDA
Mrs D McCormick, BSc (Hons), Science
Miss O McGrath, Boarding Assistant
Mr G Murch, BMus (Hons), PGCE, Music
Mrs H Murphy, BA (Hons), PGDE, Head of Drama, Year Head L5
Mrs J Newton, BSc, Science
Mrs C Nichols, Equestrian Assistant
Miss L O'Brien, Duke of Edinburgh Co-ordinator & Assistant Residential Mistress
Miss K Offer, Swimming Pool Manager
Mrs A O'Hear, BSc (Hons), PGCE, Psychology, Head of Biology, Year Head U5 & Head of Moncreiffe
Miss E Patton, MA, BSc, PGDE, Physical Education, Head of Arran

Dr C Phillips, BA (Hons), MA, PhD, PGCE, Head of Geography
Mrs J Ramsay, BA (Hons), PGCE, NPQH, Junior Years' Co-ordinator & Head of Support for Learning
Miss B Roger, Groom
Mrs M Saunders, BA (Hons), English
Miss E Shone, Boarding Assistant
Mrs L Sidey, BA, Support for Learning Assistant
Miss A Simmons, BSc (Hons), PGDE, Mathematics
Mrs L Smith, Assistant Residential Mistress
Mrs S Speed, BSc (Hons), PGCE, Head of Mathematics & Computer Science
Miss B Spurgin, MA (Hons), Librarian
Mrs E Stewart, Dip Ed, Junior Years Form Teacher
Mrs P Stott MBE, Director of Communications, Director of Sport, Year Head L4
Mrs F Vallance, BSc (Hons), PGDE, Mathematics
Mrs E Whatley-Marshall, MA (Hons), Dip., PGDE, English & Support for Learning

Administration & ICT Staff:

Miss A Gibb, HNC, Headmistress's PA, Admissions Manger
Mrs S Harrison, School Secretary
Mrs A Macdonald, LL.B, Dip. LP, HNC, Data Manager and Examinations Officer
Mrs A McHugh, BEd (Hons), Admissions Assistant, Receptionist
Mr G Muirhead, BSc (Hons), ICT Manager
Ms T Stack, Junior Years School Secretary

Catering Manager: Mr D Macdonald

Facilities Manager: Mrs C Ogilvie, NEBOSH, BIFM

Finance: Mrs A Roger, Assistant Head of Finance, Mrs K Mackie, Finance Assistant

Housekeeping Staff: Mrs L Friars (Housekeeping Supervisor), Miss L Holden, Mrs C Hunter, Mrs A Kenny, Mrs A McCallum, Mrs D McDonald, Mrs P Ptak, Mrs J Sinclair, Mrs K Smith, Mrs A Thomson, Miss A Todd

Instrumental Music Staff: Mr B Allen (Brass), Mrs J Buttars (Piano), Miss C Bywalec (Piano), Mrs V Campbell (Woodwind), Mr K Cormack (Guitar & Bass Guitar), Mrs M Grant (Voice), Mr A Johnston (Piano), Mrs A Mooney (Voice), Mr P Murch (Drum kit & Percussion), Miss C Nicoll (Voice), Mrs M Sheridan-Grant (Voice), Miss T Russell (Clarsach), Miss L Sergeant (Lower Strings), Mr B Sinclair (Bagpipes), Miss I Spalding (Pipe Band Drumming)

Maintenance/Grounds/Security/Transport Team: Mr I Shepherd (Maintenance Supervisor), Mr S Anderson, Mr S Cameron, Mr R Carter, Mr S Cura, Mr J Fenton, Mr M Gunn

Marketing Manager: Mrs S MacLennan, MA (Joint Hons), MSc

Press Officer: Miss M Fraser, HND

Procedures and Routines

Daily Routine

The school day begins with Registration at 8.45am and Assembly at 8.55am. Teaching begins at 9.05am and with six periods, runs through to 4.10pm. All have a common lunch break and there is a morning interval. After school activities begin at 4.30pm and usually end in time for dinner at 6.30pm (6.00pm for Sixth Form). Study is from 5.30-6.30pm for fourth and fifth form pupils and 7.00-8.30pm for sixth form pupils. There is an extra evening study for younger girls after supper. Girls have arranged times for music practice.

Lesson Times - The school day consists of 6 lessons.

Registration	8.45am
Assembly	8.55am - 9.05am
Period 1	9.05am - 10.00am
Period 2	10.00am - 11.00am
Morning Interval	11.00am - 11.15am
Period 3	11.15am -12.10pm
Period 4	12.10pm - 1.05pm
Lunch	1.05pm - 2.10pm
Period 5	2.10pm - 3.10pm
Period 6	3.10pm - 4.10pm

NB: Day girls should be in school by 8.40am

Attendance

Absence – Unforeseen.

If your daughter is unwell and unable to come to school, please phone the main reception office (01738 812257) on her first day of absence. If your daughter is a boarder and will not be returning after a weekend please inform the relevant Residential Mistress on the Sunday evening. On her return to school, she should hand in an absence note to her Tutor. If your daughter is absent for more than a few days, but is well enough to complete work, it might be appropriate for work to be sent home. If you would like work to be set for your daughter, please contact her Tutor or Head of Year who will then liaise with the subject staff. Work will usually be left in the school office/reception for collection.

Absence - Foreseen

Occasionally it may be necessary for pupils to miss school for reasons other than illness such as a medical appointment that cannot be timed out of school hours. If this is the case please notify your daughters tutor in advance and in writing.

We do ask that pupils do not miss school unless it is absolutely unavoidable. For absences longer than one day permission is required from the Headmistress and should be made in writing by the parent or guardian. It is the pupils own responsibility to catch up on work missed other than through illness. Frequent or prolonged absences are likely to be detrimental to progress.

Any pupil who has to miss a class for a music lesson, sports fixture etc. should tell the member of staff concerned in advance. Pupils arriving late for school MUST sign in at reception.

In accordance with government guidelines, continual absence may lead to the following;

If a pupil has continued unauthorised absence and attendance drops below 90% you will be informed by letter. If there is no improvement within two weeks a further letter will be sent. If there is no improvement within a week after this you will be invited to attend a meeting with senior school staff to establish the reasons for the continuing low attendance and how to address these.

Activities, events and off-site visits.

A booklet is published at the beginning of each academic year offering a range of activities and clubs that pupils can join either at lunchtime or after school. Tutors will be able to advise pupils how to enrol for these activities and which might best suit their interests. The availability of any activity depends on staffing and on the numbers applying. In some of the activities numbers are limited and consequently pupils need to be aware that they may not get into their first choice of activity. There may also be a small charge attached to some of the activities.

A school calendar is also published each term which details, events, sporting activities and times of a variety of music and sporting practices.

Many of the girls also opt to participate in the Duke of Edinburgh Award which is open to pupils in L5 and above. It is a programme for young people that is known and recognised throughout the world. There are three levels to the programme, Bronze, Silver and Gold. At each level, students choose activities from four sections - service, skills, physical recreation and expedition. Individual challenge is the essence of the award, requiring assessed improvement from each pupil's own starting point.

Additional visits or activities may also be planned and parents will be notified of these either through the website or directly. Boarders also have a full weekend activity programme and day pupils are welcome to participate.

Religious Observance and Assembly

Kilgraston is a Sacred Heart School (the only Roman Catholic Boarding School in Scotland) but we have pupils from many other denominations. Short Assemblies for the whole school are held in the Chapel three days a week and there are occasional longer school services. Once a week a tutor group will organise and lead an assembly. Sunday Mass is the official School Service which is usually held in the evening and parents/guardians are welcome to attend. Arrangements can be made for pupils from other denominations to attend local Church of Scotland or Episcopalian Services on request. All boarders in school must attend the service; special arrangements are made for those pupils taking part in extracurricular activities on Sunday. All pupils are encouraged to participate and contribute.

Insurance

All pupils in the school are covered by the SCIS Personal Accident Insurance Scheme for permanent disability or death by accident. The cost of this cover is included in the Spring Term fee bill.

The School's insurance policy only covers the loss of clothing and personal effects in the event of fire and also theft if "breaking and entering" the premises can be proven. However, the value of the cover is limited, namely £250 for day pupils and £1000 for boarders (limited any one article £100). Such cover is subject to a £30 excess on each and every claim and specifically excludes cash and pedal cycles.

In common with other schools in the private sector, the Governors cannot accept responsibility for loss, theft or accidental damage to pupils' personal belongings, including phones, tablets, cameras, musical instruments and calculators. It is strongly recommended that the parents extend their existing household contents policy, or take out a new policy, on an "All Risks" basis to cover their child's personal effects while at school.

It should also be noted that the school does not run a School Fee Remission Scheme and parents should make their own arrangements to take out cover for absence if they so wish. If you have any questions about insurance you should seek advice from the Bursar.

Mobile Phones

Mobile phones are brought to school at the owner's risk. They may only be used at appropriate times to make necessary outgoing calls. Other than this they should be switched off and locked in your daughter's locker or in her boarding room between 8.40am and 4.10pm. This is to avoid distractions during the school day.

Any pupil who uses a phone for photographing or viewing images without authorisation during school time risks having her phone confiscated for an indefinite period. This includes weekend and evenings for all boarders. We reserve the right to view images on any phone which has been used inappropriately during the school day, on school trips and visits or in the evening and at weekends for boarders. This is in accordance with our Policy on Acceptable use of ICT Facilities (including Mobile Phones) which can be found on the school website and which will be explained to all pupils on the first day of the new academic year. We would be grateful if parents could reinforce these guidelines and help us promote good sense and safety. Any misuse of social messaging or social media that takes place outside of normal or extended school hours is the responsibility of the parent or guardian to resolve.

School Closure

There are occasions when bad weather makes it difficult or dangerous to get children to or from school. Under these circumstances please ring Reception to notify us that your child will not be in school. Local day pupils who are able to get to school will join the boarders in classes as usual. Should the weather take a turn for the worse during the day we will make every effort to contact parents. Should the worst happen, we shall provide emergency accommodation so that parents need not put themselves at risk to collect their children.

Security

In the interest of the safety of the children in our care, the school has drawn up a security protocol as follows:

- Visitors/parents must report to Reception unless picking up or dropping off at the normal times.
- Visitors outside these times must wear a Visitor Badge issued at Reception and return it as they leave.
- The Junior Years building is kept locked throughout the day and a member of staff will meet visitors when notified by Reception. There is a doorbell on the Junior Years door.

Rules and Regulations

The rules and regulations within the school are there to encourage the highest possible standards of behaviour. They are underpinned by each member of the school community taking responsibility for their own actions and having respect and concern for both people and property, thus enabling Kilgraston to run as smoothly as possible.

There is an expectation that Kilgraston pupils will behave in such a way which graces the school at all times. The Headmistress reserves the right to investigate and to take action on reports of unlawful, violent or indecent behaviour by a pupil or any other behaviour which damages the reputation of the school, even if such behaviour takes place outside the school premises and or outwith school time.

Kilgraston pupils share responsibility with the Headmistress and all members of staff to maintain high standards of discipline and decorum within the school at all times including on the way to and from school and at all events connected with the school.

It is the right of every pupil :

- To feel safe at school
- To be able to learn to the best of one's ability
- To be treated with dignity and respect
- To have one's efforts recognised and acknowledged

It is the responsibility of every pupil:

- To respect others within the school community
- To obey the rules of the school
- To accept that by breaking the rules they have made a choice and must accept the consequences of their actions.

General Expectations

All pupils will conduct themselves in a civilised respectful manner at all times.

The utmost care must be taken of personal property which should be clearly named. This includes all sports equipment and electrical equipment. Pupils are responsible for their own property at all times. Anyone who loses property must report the loss to their tutor. Any lost property that is found should be handed into the school secretary.

The utmost care must be taken at all times of school property, fabric and furnishings. Any damage caused must be reported immediately by the person responsible. Anyone coming across damage to the school should also report this to a member of staff.

Any pupil using the school's computing facilities must act responsibly in accordance with the ICT Acceptable Use Policy. The use of iPads in the school are for academic purposes and are not to be used for social networking. Sanctions will be applied for improper use. These are explained in the above policy.

The following is not allowed:

- Possession or use of smoking materials.
- Possession or consumption of alcohol, except on authorised occasions.
- Possession or use of any drugs, other than those prescribed by a medical practitioner.
- Possession or use of any knife or other weapon.
- Possession of any form of firework or matches.
- Any form of Bullying or racism.
- Violence of any kind
- Pornographic material
- Gambling.

Full details of the school's Discipline Policy and relative sanctions can be found on the website.

The Curriculum at Kilgraston

Introduction

Kilgraston is a high achieving school providing excellent academic teaching and facilities, culminating in high achievement and standards. We are keen to ensure that girls receive a broad and balanced education, and that they undertake a wide range of educational experiences aimed at enriching and extending their abilities and understanding. The use of iPads has been introduced to enhance learning and support the skills required within the principles of the Curriculum for Excellence:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Enabling them to develop:

- lively and enquiring minds, with the ability to think imaginatively and creatively;
- a breadth of knowledge;
- a flexible outlook
- skills of innovation, enterprise and leadership;
- a thirst and capacity of life-long independent learning.

There are many opportunities for enrichment; cross curricular links, educational visits both day and residential, cultural visits and field courses, in the UK and abroad.

Fourth Form

Lower and Upper Fourth follow a common broad general curriculum in preparation for subject choices in Lower fifth

In addition to French, Lower Fourth pupils have an opportunity to study a second language, Spanish or German. Pupils will be encouraged to work more independently and be responsible for their decisions. They will be challenged not only in the classroom, but there will also be an expectation for them to become fully involved in the life of the school. Their work will be assessed throughout the year and they will sit external GL assessments in Maths and English and internal exams during the summer term.

In Upper Fourth pupils continue with a broad curriculum but in preparation for subject choices Science is taught as three separate subjects.

During this year pupils will be expected to make their choices for their National 5 subjects.

Full curriculum information is provided in the Fifth Form Choices Handbook which is handed out to the pupils along with subject choices letters for entry to L5th. Pupils will be given the opportunity to discuss their options with parents, tutors and Year Heads and the Deputy Head. There are also Choices Information Mornings for pupils to enable them to meet with Heads of department and hear in more detail about specific

subjects. The results of CAT4 assessments which include predictions for public examination are shared with parents at this stage.

Pupils continue to be assessed throughout the year, including GL Assessments in Maths and English and will also sit internal exams in the summer term.

During Fourth Form both year groups will complete the Kilgraston Diploma. This is a two year course consisting of five elements based on our Sacred Heart Goals.

- Personal Growth
- Social Awareness
- Intellect
- Faith Relevant to the World today
- Community.

Each category will require specific activities and will encourage girls to develop their own skills in communication, team work and awareness of the world around them, responsibility to themselves and others and their own personal goals. When all five elements are complete, in Lower Fourth a certificate will be awarded and this will become a diploma on completion of the two year course in Upper Fourth.

Fifth Form.

In Lower Fifth pupils begin the two year National Five Course which is part of the SQA National Qualification multi-level scheme. The examinations are taken in May with prelims in January. Many subjects also have coursework to complete as well as assessments and assignments. These need to be passed to enable pupils to sit the final exam in the summer. Results are received in August.

Before entering Sixth Form, pupils and parents in Upper Fifth will be invited to an information evening to help with their selection of Higher subjects and here we will outline amongst other things, the following two years of study. Choices/UCAS information evenings are also held, details of which appear in the termly calendar and on the website. Upper Fifth pupils are also receive comprehensive and personalised 1:1 guidance on possible education and career choices.

Sixth Form.

In Lower Sixth most pupils will take up to five Higher subjects at examination level. These will have been chosen during the previous year with support and guidance offered to both pupils and parents. The grades awarded are from A to F with E and F being a Fail or No Award. Grades A to D all have UCAS points attached to them. During Lower Sixth students will also begin the UCAS process as well as taking part in a week's work experience.

In Upper Sixth students may continue on to Advanced Highers in some subjects or add to their complement of Highers depending on their thoughts for university. There is also an opportunity to sit Art at A level. In all subjects in both Highers and Advanced Highers, there are two or three Unit Assessments which need to be passed before the exam itself which takes place in May. One re-sit is allowed if the assessment is failed, and then there is a possibility the pupils will be withdrawn from that subject. Again results for Highers, Advanced Highers and A-level are received during the month of August.

Students will be guided through our bespoke UCAS application process by the Head of UCAS and supported by their tutor. Visits to Higher Education Fairs and some University

and College Open Days are encouraged to help students with the important decisions about what their next steps will be after leaving Kilgraston. We will also advise on the various opportunities open to those wishing to take a gap year.

Students entering the Sixth Form will have exclusive use of the Sixth Form Centre. There are two separate silent study rooms, one each for Upper and Lower Sixth. Every day girl will be allocated her own study space which is also serviced with its own power point. Boarders have their own study bedrooms but also have a central area where they can study away from their rooms. There is a separate locker and changing area with showers and also a small tutor room for group discussion and smaller study sessions. The Year Heads of both Lower and Upper Sixth Form are based in the centre and it is attached to the Sixth Form boarding area.

Sixth Form Society and Social Events

Throughout the year we invite speakers to come to school to speak on a variety of subjects as diverse as: 'Life on the front line', to 'Building resilience'. Other schools are invited to join us at these evenings which have proved to spark some interesting questions and debate. The school calendar is packed with opportunities to socialise with local schools and each other culminating in the Kilgraston Sixth Form Ball held in the Spring Term.

Study and Homework

At Kilgraston, our major aims in setting study are:

- To raise achievement

Well-set study offers appropriate challenges based on the reinforcement, consolidation and extension of work done in lessons.

- To increase motivation

Pupils are encouraged to undertake independent learning outside the classroom as an essential part of their education. Good study habits, high standards of organisation and achievement, are key to examination success.

- To develop independent study skills

Pupils must progressively learn to take responsibility for their own learning and develop the skills, attitudes and confidence necessary to study effectively throughout their lives. They also need to develop good organizational skills such as time-management, prioritizing and meeting deadlines.

There is an official Study Timetable which pupils receive within the first couple of days of the new academic year. As a guideline the following is expected per day:

Fourth Form – 1hr- 1hr 30

Fifth Form – 1hr 30- 2 hrs

Sixth Form – 2hr-3hr

Organisation and Support

Pupils receive support from School for study in the form of personal guidance, access to resources, organizational support and study skills advice.

Parents can note any concerns regarding their daughter's study in her Student Planner which also allows parents access to homework and deadlines for study. Parents should receive a copy of their daughter's study timetable early in the autumn term.

It is recognised that many pupils have out-of-school commitments during the week. Some may have extra sporting or music commitments whilst others long journeys home. Study is however a vital part of the school week and it is hoped that other commitments will not be allowed to erode the time allotted to it.

Time and Place

It is impossible to ensure that every pupil will have exactly the right amount of study every night. Parents are asked to let their daughter's Tutor know as soon as possible if she is spending appreciably more or less than the allocated time. We would be grateful if you could ensure that study is completed at home and not left to be done in school the following day.

The environment in which study is done is important. It should be a regular place, with a clearly defined work surface, well lit and clear from distractions. This helps to develop the habit of focused study.

Parental Help

Many parents will be content to leave pupils to complete their study on their own, only ensuring that they are spending the right amount of time working, have the correct study to do and are concentrating. Any additional help given by parents should aim only at enabling the pupil to do the work set. Generally it does not help the pupil if the work she hands in is largely not her own or has already been "corrected". Positive help should be verbal, eliciting answers by means of question or example.

Occasionally, a pupil may be given a piece of work or a project to be done over a longer period. Guidance here would be valuable in ensuring that she does not leave it to the last minute, and also in helping to find materials and encouraging the use of libraries or the internet.

Reporting and Parents' Evenings

There is at least one parents' evening per academic year for each year group, timed to correspond with any relevant decision-making cycle for that year.

We believe however it is important to establish contact early on in the first term, and therefore after the first few weeks' parents of all new pupils will receive a short "settling in" email or phone call from their daughter's tutor. Normally, you will receive a written progress report each term. This could be a short summary report or a fuller detailed report.

As a parent you will be issued with a username and password to enable you to have access to the Parent Portal where you will be able to view your daughter's report. You will receive an email informing you when this is available and you can then log in to review. Parents evening appointments are also made through the portal and again you will receive an email inviting you to log on and select your appointment times. If you have any difficulty logging on please email data@kilgraston.com or ict@kilgraston.com

We are always keen to give pupils the opportunity to respond to any concerns their teachers might have expressed. However, at any stage of the year, if the Head of Year and Tutor feel there is a significant enough concern whether it be academic or pastoral, we will inform parents. In addition, after consultation, subject teachers may communicate directly with parents if they are concerned about a pupil's progress.

Support for Learning.

All children and young people may experience a short term difficulty requiring some extra flexibility in their lessons and school work and the Learning Support department can assist in making such provision. For some children and young people however, additional support in teaching and learning may be required over a longer period. The Head of Learning Support works alongside colleagues to support pupils who require more than the first stage of intervention.

A member of staff will make a referral to Learning Support with an outline of their concern. Learning Support can make provision through in class support, direct tuition, access to technology including Dragon software. Alternative Assessment Arrangements can also be put in place. At the beginning of each academic year the Head of Learning Support will publish an Additional Support Needs register which will be available to all members of staff. Details of any extra support are also recorded as a Personal Learning Plan.

ESOL: English for Speakers of other Languages.

The aims of the ESOL department is to enable bilingual students to develop their English skills and as far as possible fully access the curriculum. ESOL staff support girls throughout the school within their year groups and if necessary working with individual girls who may be needing extra support.

Girls are prepared for a range of exams including:

- KET – Key English Testing
- PET – Preliminary English Test
- FCE – First Certificate in English
- IELTS – International English Language Testing System

ESOL staff will also arrange extra time for those girls for whom it is applicable in SQA exams. The ESOL department works closely with teaching and residential staff to advise them on strategies to support bilingual students in all aspects of school life.

Pastoral Care

Kilgraston regards the pastoral care of its pupils as fundamental to the ethos of the school. The Pastoral System works in conjunction with all curriculum areas to ensure that a whole child perspective is maintained at all times. The pastoral care team aims to encourage a happy environment, where the girls can flourish in an atmosphere that includes tolerance, integrity, openness and thoughtfulness. Pastoral care is regarded as the key to the wellbeing and academic success of all the girls. We believe in allowing them to develop to their full potential, whatever their academic ability. We wish to create a community, which reflects the ethical and moral framework of our Sacred Heart Foundation. We wish to support and encourage better understanding of other people from all over the world. We hope to create an ethos which is caring, honest and hardworking, and supportive to all. We firmly believe that the range of support on offer for the girls throughout their time here helps them to grow in confidence and develop independence.

In order to provide the highest standard of pastoral care each year group has a Year Head who takes an overview of the cohort and will coordinate pastoral care and academic monitoring through a team of Tutors who provide extended first line support. Each tutor group has approximately 10-12 pupils. The tutors meet with their tutees every day at registration and on a Friday morning for a dedicated Year/tutor meeting. We intend to make sure that all our new pupils settle in quickly and know where to go, who to turn to for advice and that they feel supported.

A vital part of the success of our pastoral system is our PSHE programme. PSHE is taught as a discreet subject, is integral to the health, personal and social wellbeing of each of our students and is an essential part of every student's curriculum. We aim to deliver a fun, enjoyable and relevant programme that enhances student's self-esteem and autonomy, preparing them with the necessary communication and social skills needed in life to make well informed, safe and healthy choices. We also encourage them to be responsible and active members of the community.

We also have four Houses within the school:

Arran
Inchcolm
Kinnoull
Moncreiffe

Each House includes pupils from Reception to Upper Sixth and is an essential part of Kilgraston, bringing as it does all members of our school community together for sporting, musical and drama competitions and events. The Houses also meet on a regular basis to catch up on what each year group has been doing and organise social and charitable events.

Child Protection and Wellbeing

Kilgraston has a Child Protection Policy which is supported by the National Guidance for Child Protection (Scotland) 2014, Children and Young People (Scotland) Act 2014, Perth and Kinross Child Protection Policies and SCIS Child Protection Policy 2015. This can be found on the school website.

The Children and Young People (Scotland) Act 2014 provides a framework for all agencies who work to support young people and their families. GIRFEC (Getting It Right for Every Child) is a consistent way for people to work with children and young people. The GIRFEC approach helps all those who are supporting girls in Kilgraston focus on what makes a positive difference for them - and how they can act to deliver these improvements. Getting It Right for Every Child is being threaded through many of our existing policies, practices, protocols strategies and governance.

Prefects and BFG's

In Upper Sixth girls have an opportunity to become Prefects. These roles vary from boarding prefects to subject prefects, international prefect to Junior Years prefect and allow girls to develop their leadership qualities and commitment to service. Heading our prefect team is our Head Girl and her two deputies who are integral to supporting the running of the school.

Our BFG's (Big Friendly Girls) play an important role in mentoring younger girls within the school. They act as older 'sisters' whom younger pupils can turn to for advice on school routines, receive help on academic matters or just sit and chat to. Our BFG's and Prefects pay particular attention to those who are new to the school.

Social Events

The school has links with some of the local schools and in particular Merchiston Castle Boys school in Edinburgh. Every pupil has an opportunity to attend the socials that are arranged between our two schools. There are at least two of these per term, per year group in Fourth Form and these increase in the Fifth and Sixth years including a Highland Ball for the Upper Fifth and our own and Merchison's Ball in Sixth Form. These socials range from quiz nights to supper and discos, meeting up in Edinburgh for lunch and a treasure hunt to laser quest and bowling. The selection changes every year. We also run our own 'in house' social events, with the beginning of year ceilidh and our seasonal parties proving very popular.

Health and wellbeing

Health and Wellbeing is an important aspect of school life and to support this we have the services of a school nurse, a school doctor who provides a morning surgery every Thursday for our boarding pupils, a Child Protection Officer who is available at all times and members of staff who are trained as First Aiders and Mental Health First Aiders.

All our boarders are registered with the Taymount Practice in Perth where appointments with the GP and/or the Practice Nurse can be arranged on a daily basis if necessary by members of the Residential Team. We also have excellent links to external professional agencies. The Residential Team are also qualified first aiders and there is someone on duty twenty four hours a day throughout term time.

Private physiotherapy, chiropody and orthodontic appointments can also be arranged. Parents are advised that time-consuming dental treatments and six monthly routine

dental check-ups should be conducted during the school holidays whenever possible. Any chaperoned medical appointments held outside the School will be charged separately on the school account at the end of each term.

It is important to inform the school nurse of any specific medical needs your daughter may have and parents of new pupils will be asked to complete a confidential medical questionnaire to keep the school up to date on any relevant health problems.

All new boarding pupils will have health interviews with the school nurse along with an appointment with the school doctor if necessary.

Various vaccinations and boosters are available to girls at differing ages and information about these will be sent out at the appropriate time.

We also have an excellent Independent Listening Service ROWAN where pupils can make appointments to meet our School Counsellor. These can be arranged through the Head of Pastoral Care and Boarding.

Kilgraston School Council

Pupils at Kilgraston have opportunities to present their views and opinions through Kilgraston School Council, boarding Committees and surveys. Regular meetings are held each term and each part of the Senior School is represented on the School Council.

Boarding Committee

Boarding Committee meets every term with representatives chosen from each residential area.

Kilgraston Parents Association

Representatives from the Junior and Senior School are on the Parents Association. They have regular termly meetings and support the school through organizing and supporting school events. They also run the school second hand uniform shop.

The Kilgraston Association

All alumnae automatically become members of the Association. Pupils are invited to Past Pupil Receptions, Reunions and are welcome to call in at any time. Our website and Facebook page are regularly updated with news and photographs.

Boarding Information

Residential Areas

Boarding in Kilgraston is housed in three areas: Butterstone for girls in L4, Mater for girls in U4, L5 and U5 and Barat and Swinton which houses the Sixth Form. Girls live in year areas and from Upper 4th have their own single study bedroom.

Common Rooms

There are Common Rooms for each area with television, DVD etc and these areas are used for informal and formal meetings as well as areas where the girls can relax together. Each boarding area has a kitchen with facilities for making hot drinks and snacks. Younger girls are, of course, supervised in the kitchen area.

Supervision

Each area is supervised by members of our residential staff throughout the day and at weekends. In addition to fully qualified staff in our residential areas, we have at least four GAP students who act as Boarding Assistants (from countries ranging from France, Mexico and Germany to South Africa and Australia).

Evening Routine

Boarders are required to study each evening and this is supervised by the residential team. Most girls do some kind of extra-curricular activity in the evenings and at the weekend. Girls who have to miss some study because of these activities are expected to make it up in their own time. Time for extra study is allocated for this during the weekends and in the evening. Fifth and Sixth Formers are encouraged to do more reading and study beyond the normal allocation. They should read newspapers, and keep up with current affairs. Weekdays after normal study, include free time when girls may be in their areas or in their common rooms. The school Chaplain is also available in the evening and runs very popular reflection and night prayer sessions in each of the boarding areas.

Bed Times

Bed times vary according to the age groups. The residential team say 'goodnight' to all girls individually and put out their lights. This may also be a time for a quiet chat. The Upper Sixth can switch their own light off in their own time after the residential mistress has said 'goodnight'.

Half Term, Long Weekends and Mini weekend

We expect all girls to go home or to a guardian during the holidays. The exception to this is in the summer term when SQA examinations may happen during half term. At that time it may be possible for girls to stay in school for the night preceding the examination. On *exeat weekends* there are no matches or formal activities so we do encourage girls to go home or to stay with a friend. It is optional however and there will be a boarding team on duty throughout. At other weekends we encourage boarders to stay in school and participate in our excellent weekend activities programme.

Laundry

The Sixth Form boarding areas have their own laundry facilities. Towels and bedding are sent to the main school laundry. The younger girls send all laundry on a rota system.

Outings and Permissions

At the beginning of term parents are asked to sign a form giving their daughter permission to take part in school organised activities including weekend activities and socials with other schools. Often girls will be asked to spend the weekend with friends and in this instance the Residential Mistress will contact parents of both parties for permission and details.

Outings

The school organises weekend and evening trips to lectures, concerts etc. Day girls are more than welcome to join in these events. At the conclusion, day girls should inform the staff member in charge of the event as they leave. Parents will have been notified of the appropriate time of return. A member of staff will ensure the girls are supervised and give information to parents if the trip has been delayed.

Uniform and Equipment List

All items of uniform (unless otherwise stated) are available on the Schoolblazer website, a link to which can be found on the Kilgraston School website.

Pupils are allowed to wear kilts in their family tartan if they wish.

Equipment Requirement for Lower 4 to Upper 6

Each girl should have her own iPad Mini or iPad. A protective case is also recommended and it should be covered by household insurance.

See the Parents' section of the website for the user agreement which should be printed and signed to be handed to your daughter's tutor on the first day of term.

All pupils also require a named water bottle and boarders also require a thermal lidded cup (named).

Uniform List – Junior School Reception, L1, U1, L2, U2,

Murray of Atholl Tartan Pinafore– machine washable
Braided Blazer
White blouses – long sleeved, open neck
White blouses – short sleeved, open neck (summer only)
Navy cardigan with dark green bottle contrasting trim
Pair of black leather school shoes
Kilgraston School Bag
Navy tights (60 denier)
White ankle socks (summer only)
Waterproof Jacket

Uniform List – Junior School L3, U3

Murray of Atholl tartan Kilts – machine washable
Braided Blazer
Tartan sash to match kilt
White blouses – long sleeved, open neck
White blouses – short sleeved, open neck, summer only
V Neck jerseys – bottle green
Pair of black leather shoes (Max 2.5cm heel)
Navy/Black tights (60 denier)
Waterproof Jacket

Uniform List - Senior School L4,U4, L5 & U5

Murray of Atholl tartan Kilts – machine washable
Dark blue balzer
Tartan sash to match kilt
White blouses – long sleeved, open neck
White blouses – short sleeved, open neck
V Neck jerseys – bottle green
Pair of black leather shoes (Max 2.5cm heel)
Navy/Black tights (60 denier)
Waterproof Jacket

Uniform List - Senior School L6 & U6

Tweed one button fitted jacket with navy moleskin collar trim
Straight Tartan Skirt -Campbell Ancient Tartan (maximum 5cm above the knee)
Kilt - Campbell Ancient Tartan
Tartan sash to match kilt
White blouses – long sleeved, open neck
White blouses – short sleeved, open neck
V Neck jerseys – navy
Pairs of black leather shoes (Max 2.5cm heel)
Pairs Navy/Black tights (60 denier)
Waterproof Jacket

Boarding Requirements

- Warm Dressing Gown
- 3 Pairs Pyjamas or nightdresses
- Pair Slippers (suitable for outdoor wear – fire practices)
- 7 Sets of Underwear
- Skirt and Top or Dress – social occasions
- Coat/Jacket, Scarf, Hat and Gloves
- 2 Pairs Trousers
- 2 T-shirts/Tops
- 3 Hooded Tops/Sweatshirts
- Set of old clothes for activities
- Pair Wellington boots
- 2 Duvet Covers
- 2 Poly/Cotton Sheets
- 2 Pillowcases
- 2 Bath Towels
- 2 Hand Towels
- 2 Face Cloths
- Toilet Bag

Laundry Bag
Suitcase (Not a Trunk)
Torch
Shoe Bag (Prep School Only)

IMPORTANT – All items of electrical equipment (hair dryers, stereos etc), brought into the school must be checked for safety.

The School Maintenance staff will check all electrical equipment at the start of term.

For enquiries regarding second hand uniform, please contact nearlynewshop@kilgraston.com

Games Uniform List Reception – Upper 6

All clothes, equipment, games bag and shoes must be clearly named

Reception and Lower 1

- Navy cycling shorts
- White tee-shirt
- Navy hoodie
- Navy tracksuit bottoms
- Navy swimsuit, towel, goggles and house colour swimming cap
- House colour tee-shirt
- White sports socks
- 2 pairs trainers (1 indoor/1 outdoor)
- One pair black dancing shoes/pumps

Upper 1 to Upper 3

- Kilgraston games polo shirt
 - White long sleeved base layer
 - Navy shorts (optional)
 - Navy games skort
 - Navy hoodie
 - Navy tracksuit bottoms
 - Navy swimsuit
 - House colour tee-shirt/polo shirt
 - White sports socks
 - Sky blue games socks
 - 2 Pairs Trainers -1 indoor and 1 outdoor (astro shoes recommended)
 - One pair black dancing shoes/pumps (Upper 1 to Upper 4 only)
- Tennis Hoody/Sweatshirt. (available through Kilgraston School Shop).

Upper 1 to Upper 3

- Kilgraston games polo shirt
- White long sleeved base layer
- Navy shorts (optional)

- Navy games skort
- Navy hoodie
- Navy tracksuit bottoms
- Navy swimsuit
- House colour tee-shirt/polo shirt
- White sports socks
- Sky blue games socks
- 2 Pairs Trainers -1 indoor and 1 outdoor (astro shoes recommended)
- One pair black dancing shoes/pumps
- Tennis Hoody/Sweatshirt (available through Kilgraston School Shop).

Lower 4 to Upper 6

- Kilgraston games polo shirt
- White long sleeved base layer
- Navy shorts (optional)
- Navy games skort
- Navy hoodie
- Navy tracksuit bottoms
- Navy $\frac{3}{4}$ zip jacket
- Navy swimsuit
- House colour tee-shirt/polo shirt
- White sports socks
- Sky blue games socks
- 2 Pairs Trainers -1 indoor and 1 outdoor (astro shoes recommended)
- One pair black dancing shoes/pumps (Lower and Upper 4 only)
- Tennis Hoody/Sweatshirt (available through Kilgraston School Shop).

Equipment - (Upper 1 upwards)

- Pair Shinpads
- Gum shield
- Hockey Stick
- Tennis Racquet
- House colour swimming cap
- Towel
- Goggles
- Kilgraston Games Bag (available at Kilgraston School Shop)
- School Bag – needs to be dark in colour
- Water Bottle

For information:

School Houses and Colours

Arran	Green
Inchcolm	Red
Kinnoull	Purple
Moncreiffe	Yellow

School Years – key

Reception = Primary 1

L1	Primary 2
U1	Primary 3
L2	Primary 4
U2	Primary 5
L3	Primary 6
U3	Primary 7
L4	S1
U4	S2
L5	S3
U5	S4
L6	S5
U6	S6

Other sources of information and advice

There are many sources of advice and information available to parents, but you may be interested to know the following:-

Children and Young People (Scotland) Act 2014

Published by HMSO this is the basis for School's regular inspections of boarding and sets standards for the care of children in School.

Government and other bodies

Care Commission: 01382 207200 / 0845 603 0890

QCA (Qualifications and Curriculum Authority) www.qca.org.uk

UCAS (University and College Admissions Service) www.ucas.co.uk

Public Examinations Boards

SQA: www.sqa.org.uk

AQA: www.aqa.org.uk

OCR: www.ocr.org.uk

Edexcel: www.edexcel.org.uk

Other organisations

It is possible that some time you might find one of the following organisations helpful.

Bullying and safety

Kidscape 020 7730 3300

Childline 0800 1111

Children's Charter

www.scotland.gov.uk

Child Exploitation & Protection Centre

www.ceop.gov.uk

Alcohol

www.wrecked.co.uk

Drugs – National Drugs Helpline

0800 77 66 00

Eating Disorders Association

01603 621414

Wellsafe Young people's sexual health

01865 246036

www.wellsafe.org

Many thanks for taking the time to read this and please do not hesitate to contact the school for any further information.