

basilpaterson  
school



# Parent and Student Handbook

## **Welcome to Basil Paterson Secondary**

This handbook has been prepared with the aim of providing parents with information about the Middle School and Tutorial College.

Basil Paterson Middle School is a small independent school for boys and girls in S3 – S4 (age 14 – 16) situated in the heart of Edinburgh’s historic New Town. The school was established in 2012. The school prepares pupils for their senior High School years. After the 2 years at Basil Paterson Middle School they have the choice of moving up to the Basil Paterson Tutorial College or continuing their education at a school or college of their choice.

Basil Paterson Tutorial College provides courses for students who are aged 16+. Many of our students choose to study for National 5, Higher, Advanced Higher or A Level qualifications. As with Middle School, the College offers a small, supportive environment designed to help students achieve their best.

### **The Basil Paterson School Management Team:**

**Claire Samuel:**

Head of Basil Paterson Secondary.  
Overall responsibility for the Middle School & Tutorial College

**Dean Mohammad:**

Academic Manager.  
Responsible for all aspects of the Learning & Teaching and Pupil Support for both the Middle School and Tutorial College

**Enrique Santos-Albarran:**

Director of Examinations.  
Responsible for all aspects of examination administration.

## **WHY BASIL PATERSON SCHOOL?**

### **Small class sizes**

Maintaining small class sizes is at the heart of our teaching and learning approach. Allowing pupils to spend more time with their teacher, building meaningful relationships, impacts positively on our learners both in terms of their academic achievement and development as effective contributors and responsible citizens.

### **Individualised teaching**

As a result of small class sizes our teachers are able to offer personalised learning programmes which are tailored specifically to the needs and strengths of our learners. Each lesson is planned at the level of individual pupils, accommodating their learning styles, strengths and interests.

### **Rigorous but modern curriculum**

Our courses are both traditional and modern, allowing learners to experience a broad secondary education, equipping them with both academic knowledge and key core skills. This allows them to successfully make the next steps into further/ higher education or the world of work.

### **Transition**

For pupils wishing to stay on at the end of S4, the Middle School provides a pathway to post 16 education. Basil Paterson Tutorial College provides a range of qualifications for students aged 16+ in both the English and Scottish exam boards. The college is conveniently located next door to the Middle School. Tutorial College students receive extensive support for application to University or further study.

### **Community centred**

A key and valued benefit of our small size is our close-knit school community. Every Manager and teacher knows every pupil in our school well, ensuring greater control over academic progression and personal development.

### **Integrated guidance structure**

Rather than having a separate guidance structure and procedures we believe that all our teachers and staff should be responsible for the well being of our learners. Every teacher your child works with is able to offer guidance and support as a key role in your child's education.

## **OUR VISION**

We want to positively transform the lives of young people and help them reach their potential by providing a nurturing academic environment, a flexible personalised teaching approach, a modern curriculum and small class sizes.

## **OUR VALUES**

As a school we share the following values:

### **Positivity**

We treat all our pupils well, forming positive and supportive relationships. We are committed to engendering positive values in all learners which they can take with them into wider society.

### **Potential**

We believe that all young people have the ability to achieve great things. Whatever the starting point of a learner we encourage everyone to strive for success and push the limits of their learning to fulfil their potential.

### **Ambition**

We challenge learners to achieve success through clear goal setting and encourage pupils to work outside their comfort zone to reach these goals.

### **Respect**

We have a culture of achievement and respect in which pupils are supported to overcome barriers, problem solve and help others.

### **Integrity**

In all our interactions with parents and pupils we are honest. We act with integrity and transparency.

### **Flexibility**

We offer an approach to learning which is adaptable and can be moulded around the learners' abilities, needs and personal circumstances.

## SECTION TWO – SCHOOL LIFE

### What is the daily Timetable?

#### Middle School – Example Timetable

	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
<b>08.50 -9.00</b>	Registration	Registration	Registration	Registration	Registration
<b>09.00-10.00</b>	Core Art	Maths	Biology	History	History
<b>10.00-11.00</b>	History	Media	Maths	Media	History
<b>11.00-11.15</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>11.15-12.15</b>	Biology	Media	Maths	English	Core Health & Wellbeing
<b>12.15-13.00</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>13.00-14.00</b>	English	English	Core Life Skills	English	English
<b>14.00-15.00</b>	Spanish	Spanish	Core P.E	Spanish	Spanish
<b>15.00-16.00</b>	Maths	Biology	Core P.E	Core Psychology	Biology

#### What are the Core non-exam Programmes in the Middle School?

The Health and Wellbeing course covers the following themes: Health and Relationships, Effective Learning, Careers, Alcohol / Drugs awareness and managing change. Pupils in S3 and S4 will have opportunity to engage in Work Experience as part of this programme.

The PE programme is delivered for 2hrs per week. It has been devised around the principle of keeping fit and healthy and teaching young people how to make the most of the leisure facilities and activities on offer to them in the City of Edinburgh. Activities on the programme include badminton, table tennis, squash, tennis, football, basketball, climbing and fitness/gym activities. All activities are included in the school fees.

### What is the daily Timetable?

#### Tutorial College

Classes in the Tutorial College are taught between 9:00am and 4:30pm Monday to Friday. The timetable will vary depending on the number of subjects chosen. The following is a sample timetable based on a student studying for 5 Highers.

In addition to taught classes, all students are expected to carry out Self-Study in the college. The timetable for Self-Study periods is agreed at Induction. Self-study tasks are

issued by teachers and are closely related to targets and feedback given from assessments.

	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
<b>09.00 -10.30</b>	Chemistry		Psychology		
<b>10.30 -10.45</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>10.45 -12.15</b>	Maths	English	Maths	Maths	Chemistry
<b>12.15 -13.00</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>13.00 -14.30</b>	English	Biology	English	Biology	Psychology
<b>14.30 -14.45</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>14.45 -16:30</b>		Biology	Chemistry		

## **What is the Homework policy at Basil Paterson School?**

### **Middle School:**

Pupils should expect to receive 1 substantial piece of homework per subject, per week.

### **Tutorial College:**

Students should expect to receive 1.5 hours of homework per subject, per week. This will necessarily increase as the examination diet approaches.

## **How does the school provide for pupils with additional learning support needs?**

The small classes at Basil Paterson allow us a high degree of individualisation which makes it possible to address the specific educational needs of every pupil. Each pupil is closely monitored for the first few weeks of term and any issues that they may be facing are fed back to the learning support team. If necessary a Pupil Support Plan (PSP) will be created. These plans highlight the specific needs a pupil has and offers techniques and strategies that teachers can incorporate into their teaching. These are monitored and regularly updated as necessary.

Pastoral care is an integral part of our school and we pride ourselves on truly understanding our pupils. There is always a member of staff available to discuss any problems the pupils may have and can offer guidance and advice. We are open and friendly and promote an atmosphere of respect and self-respect throughout the school.

We have a strong English Language support department providing crucial language support to pupils where English is their second language.

## **What are the expectations for attendance?**

Excellent attendance is a vital component to ensuring success in school. As such we expect full attendance for all classes. In cases where attendance drops below 80% over a period of one month, Attendance Management procedures will be put in place. If attendance does not improve this could lead to withdrawal from courses and/or expulsion. Please note there will be no refund of fees for expulsion on the grounds of attendance, behaviour or conduct.

## **Outside Visits**

As a school we believe that learning does not only take place in the classroom and that the outside world is an excellent resource for teaching. We are particularly lucky to be based in Edinburgh where there is a wealth of opportunities for learners to extend their knowledge. Every year we will include regular, but short, outside visits into every subject programme to allow our learners to widen their learning opportunities. Where possible these will be free and in the local vicinity.

## SECTION THREE – GENERAL

### What are the term dates and holidays for the year?

#### **Middle School:**

##### **Autumn term 2017**

Monday 14th August—Friday 15th December (17 weeks)

Half Term: Monday 16th October – Friday 20th October

Christmas Holiday: Monday 18th December – Friday 5<sup>th</sup> January

##### **Spring term 2018**

Monday 8th January—Friday 30th March (12 weeks)

Half term: Monday 12th February – Friday 16th February

S3 Work Experience Week: Monday 26th March – Friday 30th March

Easter Holiday: Monday 2nd April – Friday 13<sup>th</sup> April

\*Easter Revision classes will be running during this period.

##### **Summer term 2018**

Tuesday 16th April—Friday 22nd June (10 weeks)

May day bank holiday: Monday 7th May

Spring bank holiday: 27th May

#### **Tutorial College:**

Term 1 28th August to 15th December 2017

Half Term 16<sup>th</sup>-20<sup>th</sup> October 2016

Term 2 8th January to 23rd March 2018

Easter Break: Monday 26th March – Friday 30th March

Easter Revision (optional): Monday 2nd April – Friday 13<sup>th</sup> April

Term 3 16th April to 25th May 2018

### **What is the school uniform?**

#### **The Middle School uniform is as follows:**

Boys: Black trousers, white shirt, black pullover/ plain sweater (not hoodies), black coat / jacket, black shoes (not trainers)

Girls: Black skirt / trousers, white shirt, black cardigan or pullover/ plain sweater (not hoodies), black coat / jacket, black shoes (not trainers)

PE: own choice of appropriate clothing suitable for activity.

#### **There is no uniform for the Tutorial College.**

Clothing should be comfortable and modest.

### **What do I do if I am going to be late or absent?**

If a student is going to be late or absent they must phone the school office as soon as possible. The number is **0131 225 6070**. The phones are staffed from 8.15am Monday – Friday.

Email is not an acceptable means of notifying the school of lateness or absence.

### **What support is available for applications to Further or Higher Education**

Basil Paterson offers a full programme of support for students seeking to apply for further study. The Academic Manager acts as UCAS advisor for the college and provides a range of workshops, 1:1 meetings and feedback for students to support their application.

### **What is the ICT and mobile device policy?**

The use of mobile devices and laptops (MDs) is acceptable within the school.

MDs can only be used in the classroom with the permission of the teacher and must be turned off during class at all other times.

MDs must be used responsibly at all times.

Full guidelines are available and can be requested from the office.

It is the responsibility of the learner to follow these guidelines.

Learners are responsible for the appropriate care and security of their MDs.

### **Valuables**

It is unwise for pupils to come to school with valuables or more money than they need. For obvious reasons money and valuables should not be left unattended. Lockers are available for students studying four or more subjects.

### **Breakages**

In cases where a breakage is directly attributable to a pupil's misconduct the parent(s) of that pupil will be asked to cover the costs of any repairs / replacement that will be needed.

### **Complaints Procedure**

The maintenance of a good working relationship between children, teachers and parents is a vital ingredient of successful education. Inevitably differences of perception do occur and these put a strain on relationships from time to time. A copy of our Complaints Procedure policy can be downloaded from the website.

**Where do pupils eat their meals?**

There are no on-site catering facilities and pupils may either bring a packed lunch or go to one of the nearby shops and cafés. Lunch and snacks may be consumed in the common room. Water is available throughout the building.

## **SECTION FOUR – WELFARE**

Child Protection Coordinator: Claire Samuel  
Learner and Child Protection Support: Dean Mohammad

### **Basil Paterson Middle School Named Person Service**

Under The Children and Young People (Scotland) Act 2014 schools are required to provide a Named Person and Service to all pupils and families. From 31 August 2016, children and young people from birth to 18, or beyond if still at school, and their parents will have access to this service to help them get support if /when they need it.

This provision ensures that there is someone responsible for helping children and families get support if and when needed. It provides a clear point of contact available to listen, advise and help pupils and families access other services. It also provides a point of contact for other services if there is a concern about a child/young person's wellbeing. There is no obligation to accept the offer of advice or support from a Named Person.

Basil Paterson Named Person: Claire Samuel

### **Who takes care of my child if they are unwell or in an accident?**

Several staff are trained First Aiders and are qualified to deal with sickness or emergencies.

Parents of all pupils are required to complete a medical form as part of the enrolment process. Parents with children requiring medication at school must give written instructions to the school.

Any medicines that have to be brought into school should be sealed in an envelope and handed in to the Head. The child's name and details of dosage should be clearly written on the envelope. Inhalers for asthma may be kept for children's own use.

### **How do you go about communicating between home and school?**

At the end of each term pupils are issued with a school report in all subjects.

Each year group has 2 parents' evenings per year (Term 1 & Term 2) with a further meeting in term 3 to discuss the following year. Appointments can be made to see individual members of staff or the Head.

Extended holidays outside school holidays are only permitted in special circumstances. If you need to take your child away from school for any length of time please give the school plenty of notice. It may be appropriate for him / her to take away some work to do whilst absent from school.

Appointments where possible should be made outside of school time, however, if your child needs to leave school during the school day e.g. a dentist's appointment then written permission is required.

### **Child Protection**

The school's policies on Child Protection follow the guidelines issued by Edinburgh City Council and those published by SCIS (Scottish Council for Independent Schools.) These guidelines are available and may be viewed in the School website.

The school has a Child Protection Co-ordinator who advises staff as to the appropriate course of action. All staff receive regular training in issues of Child Protection.

All allegations brought to the school's attention are taken seriously and dealt with confidentially as far as they can within the criteria outlined in the confidentiality policy.

### **Bullying**

The school does not condone bullying under any circumstances.

Any report of an incident of bullying will be taken seriously. Any child who sees or hears of another child being bullied is encouraged to report it to a teacher.

All teachers have a responsibility to initially investigate every reported incident and to inform the Head. It is the responsibility of class teachers to do their utmost to stop any bullying of which they become aware in their class.