



# St David's High School



***ASPIRE at St David's***

**Prospectus  
2023-24**



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## Welcome to our school

Dear Parent/Carer

A very warm welcome to St David's High School. I hope this prospectus provides you with much of the information you require as your son/daughter makes the transition to high school. Parents, quite rightly, have many questions about a new school and I hope this handbook will provide most of the answers.

We aim to provide a positive learning environment for all our pupils so they will achieve the best possible results during their time with us. To achieve this, we value and encourage full partnership between home and school so our pupils are well supported, encouraged, happy and secure so they can give their best and make the most of the opportunities available at our school.

We are ambitious for our pupils and are working on school improvements which promote a learning culture of achievement and excellence by developing challenge, expectations and aspiration whilst taking into account the needs of individual pupils. This is reflected in our core school values of Achievement, Service, Perseverance, Inclusion, Respect and Excellence – ASPIRE at St David's!

Also, as a Catholic High School we aim to develop not only the academic and personal qualities of our pupils, but also their spiritual well-being in a caring and compassionate learning community.

Our school will only be successful if staff, parents and pupils themselves work together to make it happen and I look forward to meeting you over the years as we strengthen our partnership working.

Yours faithfully

Headteacher





## About St David's High School

Headteacher	<b>Mr Donny MacDonald</b>
Address	1 Cousland Road, Dalkeith, EH22 2PS
Telephone	0131 654 4702
Email	<a href="mailto:St-Davids.HS@midlothian.gov.uk">St-Davids.HS@midlothian.gov.uk</a>
Website	<a href="http://www.stdavidshighschool.co.uk/">http://www.stdavidshighschool.co.uk/</a>
Twitter	@StDavidsHS
Current roll	750

St David's High School was established in Dalkeith in 1948, initially as a 3 year secondary, and developed into the present 6 year co-educational comprehensive school from August 1960. In August 1966 the school moved to Abbey Road in what were originally the grounds of Newbattle Abbey. October 2003 saw us move to our current location in Saltergate and we are now part of the Dalkeith Campus of schools. Our classrooms are modern and well equipped, and we have excellent library and sports facilities. We have a small chapel within the school where mass is celebrated regularly for both staff and pupils.

St David's serves the educational needs of the Catholic community of Midlothian and East Lothian, corresponding closely to the Deanery of St David's. In addition, we welcome a number of non-denominational pupils to the school and a growing number of students from around the world who choose to spend a year with us as part of their school career.

Our associated primaries are - St Mary's, Bonnyrigg, St David's, Dalkeith, St Luke's, Mayfield, St Andrew's, Newtonloan, Sacred Heart, Penicuik, St Matthew's, Rosewell and Loretto, Musselburgh, although a number of pupils join us from other Midlothian primary schools.

St David's is staffed by approximately 65 teachers although this is subject to change as it is set by the Director Education, Communities and Economy each year according to the school roll.

We were inspected by Education Scotland in February 2019, the full report is available on the school website, [St David's High School Inspection Letter](#).



## Aims

St David's High School aims to develop to the full the educational potential of all of our pupils and to provide opportunities for their social and cultural growth within the context of a welcoming, caring Christian community. We believe in getting it right for every child in an environment underpinned by Gospel values where everyone is treated fairly and with respect.

We aim to help all our students achieve their full potential in all aspects of their development – academic, personal and spiritual by being ambitious in all aspects of school life within a secure and caring community.

We operate as a strong partnership between school, home and parish. St David's Deanery Priests support the school throughout the year through services, Lenten and Advent programmes and input to our religious education courses.

The school aims to provide a curriculum and learning environment which is challenging and ambitious leading to success for all our pupils.

The Charter for Catholic Education, produced by the Scottish Catholic Education Service (SCES) can be viewed on their website [www.sces.uk.com](http://www.sces.uk.com)





## School Day and Attendance

Period 1	8.40 am – 9.30 am
Period 2	9.30 am – 10.20 am
Period 3	10.20 am - 11.10 am
<i>Break</i>	11.10 am – 11.25 am
Period 4	11.25 am – 12.15 pm
Period 5	12.15 pm – 1.05 pm
<i>Lunch</i>	1.05 pm – 1.45 pm
Period 6	1.45 pm – 2.35 pm
Period 7	2.35 pm – 3.25 pm

On Fridays the school closes for pupils at 1.05 pm.

Parents and carers have a legal duty to ensure that their child attends school. Regular attendance is essential if pupils are to gain maximum benefit from teaching and learning. We expect all pupils to be at school by the start of the school day and ask that you support us by encouraging good punctuality with your child.

Pupils who arrive after 8.40 am must report to Pupil Support to obtain a late slip that will record the time of their arrival. This slip is handed to the class teacher on entry to the classroom. Persistent late coming is monitored, as is attendance and lateness to class during the school day.

Parents/carers **must** contact the school before 8.40 am to advise us if their child is unable to come to school that day. In accordance with Midlothian guidelines, and for the safety of your child, we will send a text to the main contact in our pupil records if a child is marked absent by their First Period Teacher and we have had no notification as to why. Parents should call the school to speak to Pupil Support to give all reasons for absence.

Dental and medical appointments should, as far as possible, be made outwith school hours. No pupil will be allowed to leave school during the school day for any appointment unless a note from their parent or carer has been provided.

Every effort should be made to avoid family holidays during term time as this disrupts your child's education and reduces learning time. If time off is being taken, you should inform the school in writing of the dates before going on holiday. In line with Midlothian guidelines all holidays taken during school term time will be recorded as unauthorised absence except in exceptional circumstances.

**For safety reasons** no first year pupils are allowed to leave the school grounds during the lunch hour unless a written request has been received from a parent or carer and agreed by the Depute Head Teacher or Head of House.



## Enrolment

Within Midlothian and parts of East Lothian, pupils living in the catchment area designated for St David's will have priority for admission in accordance with Council policy.

Pupils attending a denominational primary school will be allocated a place at St. David's Roman Catholic High School. If the parents/carers wish to request their other catchment secondary school they should complete a placing request form.

Online registration form - [midlothian.gov.uk/schoolplace](https://midlothian.gov.uk/schoolplace)

Online placing request form - [midlothian.gov.uk/placing](https://midlothian.gov.uk/placing)

Our programme of transition activities starts when pupils are in P6 when they get the chance to visit us for a Maths Challenge! This usually takes place in the summer term before they move into P7. In their final year at primary they will be visited by a number of St David's High School staff, complete work online for a range of subjects using Google Classroom and take part in a number of visits to get to know the school. In June of P7 there is a further programme of induction events, which includes a two day visit to St David's to experience part of the S1 timetable. Any other pupils who have been allocated a place at the school are also invited to join us at this time.



Mrs Williamson, Deputy Head Teacher, is responsible for any matters arising from the transfer of pupils from P7 to S1 and also for enrolment at any other stage.



## Curriculum

In common with schools across Scotland, St David's High School continues to deliver the **Curriculum for Excellence (CfE)** for our S1-3 Broad General Education and the S4-6 Senior Phase students. We have in place a structure to our school day which enables the school to provide our pupils with more personalisation and choice in their curriculum as well as providing more personal support.

Our teaching staff continue to develop new learning materials and assessment methods to meet the needs of all our learners particularly as digital technologies continue to progress .

### **The First, Second and Third Years (S1/S2/S3) - Broad General Education**

S1-3 is a time in which all pupils have the time and the opportunity to build on knowledge and skills they have learned in primary school. This will provide the firm foundations for choosing and specialising in a range of subjects when a pupil enters the Senior Phase.

The curriculum being offered to S1-3 pupils is designed to offer students: challenge and enjoyment; breadth; progression; depth; personalisation and choice; coherence; relevance. In all courses we are seeking to develop the same capacities in pupils, namely those of successful learners, responsible citizens, effective contributors and confident individuals as well as the core skills of literacy, numeracy and ICT.

The school has developed a structure that allows S2 pupils to make choices before the end of S2 whilst also meeting the entitlements of the Broad General Education. This increases personalisation and choice and allows for deeper learning in particular subjects whilst retaining the overall breadth and balance of the curricular areas.

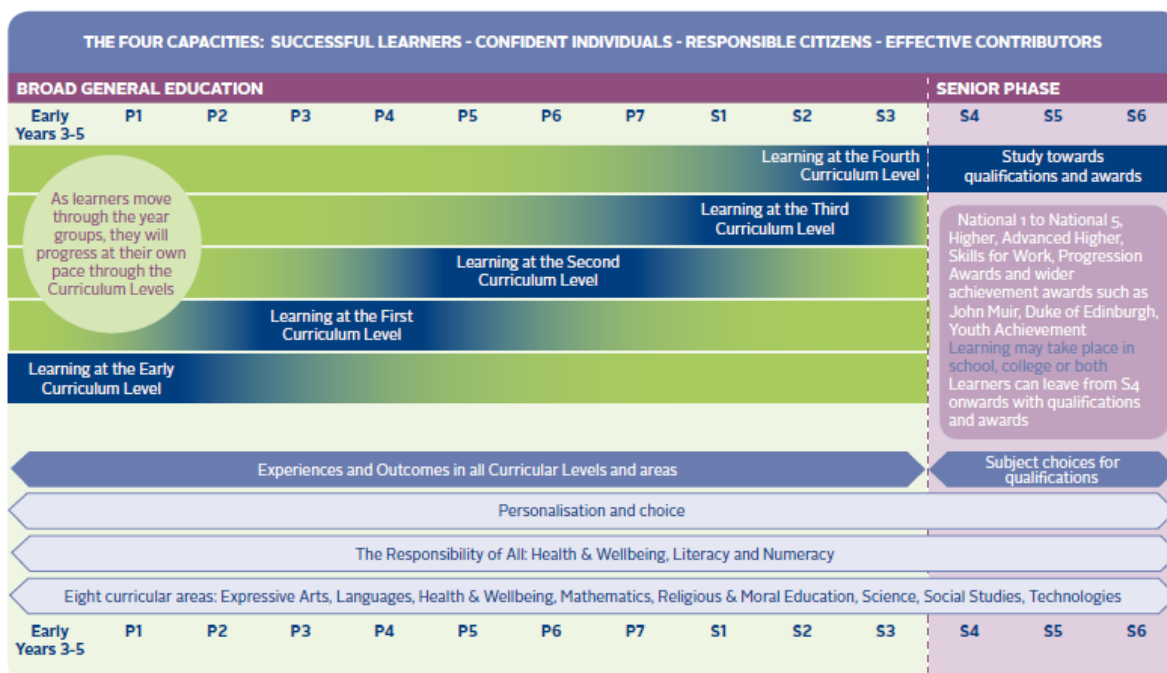
When pupils approach the end of S3 they will have the opportunity to choose subjects they wish to study in the Senior Phase. Pupils will be prepared for and supported throughout the process by staff including a one to one interview with a member of the coursing team - normally their Head of House. They will also have access to specific career advice from our Careers Adviser.

Pupils will be asked to choose 6 Subjects from the subjects that they are currently studying. In addition they will have the opportunity to study Physical Education to National 4/5 level. [Curricular Choice and Pathways](#)

S3 pupils continue with their chosen subjects at National 4 or National 5 level until the end of S4 when they also will have the opportunity to choose 5 Subjects they wish to study in S5 & 6 in the Senior Phase.



**The Curriculum for Excellence Learner Journey:  
Children and Young People aged 3–18**



**Current Courses studied in the Broad General Education Phase include**

English  
Science  
History  
Music  
RE/PSE  
PE  
ICT

Personal Support

Maths  
French  
Geography  
Art & Design  
Home Economics  
Craft, Design and Technology



## The Senior Phase

S4 students will have chosen the subjects they will sit their Scottish National Qualifications in, at the appropriate level (see the SCQF framework below). In addition S4 students will have the opportunity to undertake a work experience placement during their fourth year. The purpose of this is to introduce them to the world of work and to develop their skills for learning, work and life.

The S5&6 options are designed to enable pupils to build on their learning and to allow a degree of specialism. As with the experience at the end of S3, pupils will be supported throughout this process by staff and the careers service in a similar way.

Following examination results in August, all students who wish to make changes to their choices will be interviewed by their Head of House to re-evaluate previous option choices and where necessary make changes. Where we cannot offer a particular course for staffing or other reasons, we will liaise with colleagues in the other Midlothian high schools to endeavour to provide the widest possible choice.

### THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK

This Framework diagram has been produced to show the mainstream Scottish qualifications already credit rated by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework, which, due to the limitations of this format, cannot be represented here. For more information, please visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk) to view the interactive version of the Framework or search the Database.

SCQF Levels	SQA Qualifications		Qualifications of Higher Education Institutions	Apprenticeships & SVQs
12			Doctoral Degree	Professional Apprenticeship
11			Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship SVQ
10			Honours Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship
9		Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Technical Apprenticeship SVQ
8		Higher National Diploma	Diploma Of Higher Education	Higher Apprenticeship Technical Apprenticeship SVQ
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate	Certificate Of Higher Education	Modern Apprenticeship SVQ
6	Higher, Awards, Skills for Work Higher			Modern Apprenticeship Foundation Apprenticeship SVQ
5	National 5, Awards, Skills for Work National 5			Modern Apprenticeship SVQ
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award	SVQ
3	National 3, Awards, Skills for Work National 3			
2	National 2, Awards			
1	National 1, Awards			



## Religious and Moral Education

There is a statutory requirement to provide religious education and religious observance. At St David's this is offered through formal classes, assemblies, services and other religious programmes throughout the year.

Mass is available at lunchtime on Tuesdays or Wednesdays and regular programmes of Retreats, Prayer Groups and other liturgical and educational experiences are arranged by Chaplaincy Team. Parents should note that a Programme of Moral and Sexual Education has been developed as an extension of the RME and Social Education Programme in accordance with guidelines laid down by the Catholic Education Commission. The programme '**Called to Love**' is a valuable addition to our RME curriculum.

Our senior pupils are also involved in our Liturgy Group, which helps to organise services and support chaplaincy events.

Any parent who wishes to withdraw their child from religious and moral education and from moral observance should put their request in writing to their child's Head of House.

## Caritas 2023





## Assessment and Reporting

St David's HS in common with other Midlothian schools, uses an electronic method of tracking and monitoring pupils' progress. This allows us to produce reports to parents on a more regular basis. The intention is to improve the quality and frequency of our reports to parents so you are kept fully informed of the progress of your child.

The reports are intended to provide clear, concise information and early warning of any concerns. Linked with the reports are our Parent Consultation Evenings where you can discuss with class teachers any aspect of progress and attainment.

Regular assessment of progress is an important feature of all pupils' learning experience. Types of assessment used include:

- continuous assessment
- class work
- unit tests
- formal examinations

Information from school assessment helps teachers

- identify pupils' strengths and weaknesses
- set ambitious targets and monitor progress
- encourage pupils in their learning
- identify any support that may be required



## Presentation for Examinations

Following prelim exam results pupils and parents will be involved in discussions about our recommendations for the presentation of individual pupils across a range of subjects. After consultation between pupils, staff and parents final presentations will be prepared for submission to the Scottish Qualification Authority (SQA). The school's recommendations of pupil presentation will be conditional upon a reasonable pupil performance throughout the course and will be made in the light of the pupil's total examination programme. Parents and carers are welcome to make individual appointments for consultation at this crucial stage in decision-making.

Our [Presentation Policy](#) is available on the school website.

We would always encourage regular and frank discussion between parents and the young person throughout the time leading up to examinations so there are no surprises regarding presentation decisions. Any parent who would like to discuss the progress of their child is always welcome to contact school to arrange a meeting.

### Alternative Assessment Arrangements for Pupils with Additional Support Needs

Exam arrangements for pupils sitting SQA exams are put in place by Support for Learning staff. The appropriate level and type of support is agreed in consultation with the pupils, subject staff, Educational Psychologist and Mrs Jackson, DHT with SQA responsibility. Evidence is gathered from subject staff to support the request for Alternative Arrangements.

The pupils are given an individual timetable detailing type and level of support for each exam paper they are sitting. This goes home for verification by their parents/carers and an acknowledgement slip is returned to school.

The most current national examination results for St David's are shown in the parent information in **Appendix 1** and further achievement information is available in the [St David's Standards and Quality Report](#) on our website.



## Supporting our Learners

### Pupil Support Team

The Pupil Support Team has two Pupil Support Assistants. They can be found in the Pupil Support Base. This is where pupils should report if they arrive late or are leaving during the school day, are feeling unwell, have to take medication which is kept in school, or have a concern they need to discuss. The Pupil Support Team is involved in aspects of pupil welfare, including attendance, monitoring and supporting identified pupils, contacting parents and carers and working closely with Guidance and Senior Leaders.

### St Cecilia and St Nicholas Houses

The pastoral system in the school has two Houses, St Cecilia and St Nicholas led by Depute Headteachers Mrs K Williamson and Mrs Jackson respectively. The Heads of House work closely with Guidance staff to support pupils in their learning by monitoring progress and attendance, helping to set targets, and working together with parents, carers, subject teachers and other agencies to help pupils achieve their best. The House Teams have an overview of pupils' courses and the supports which are available.

### Support for Learning

The Support for Learning staff are a team of teachers and learning assistants who support pupils in class, in small groups or individually, and work with subject teachers to provide support. They work together with parents, carers, Heads of House, subject teachers and other agencies to support pupils in their learning. Sometimes this can be on a long-term basis, other times it can be for a short period of time, such as following a time of illness. The Support for Learning Principal Teacher has responsibility for supporting pupils as they make the transition from Primary to Secondary and works closely with parents, carers, subject teachers and other staff to help pupils manage their learning.

### Careers Adviser

The school's Careers Adviser is in school most Wednesdays and can be found in his office in Block 5. Pupils can request a meeting with the Careers Adviser by completing a slip in the Pupil Support Base. The Careers Adviser also works with groups of pupils as part of PSE and attends most parents' evenings for consultation.



# My World of Work



## School Partnerships

St David's HS works with a number of partners in order to provide educational experiences, support and opportunities for our young people, for example:

Skills Development Scotland  
Lifelong Learning and Employability  
Training Providers  
Children and Families  
Universities and Colleges

Midlothian Training Services  
Opportunities for All  
Local parishes  
Educational Psychology Service  
School Nurse Service



## Prefects

Prefects are selected from our S6 students. They work hard to offer advice and help to younger pupils, to provide an adult presence in the midst of large groups, to contribute to a civilised and co-operative school environment and to offer an appropriate role model for younger members of the school community. Our S6 students also support younger pupils through our Paired Reading Scheme and through volunteering to help in class.

## Parent Council

The Parent Council supports the school in its development and improvement, and in understanding and making links with the wider community. It works in partnership with the school to involve parents in their children's learning and in the life of the school

The St David's Parent Council Office Bearers are:

Chair Mrs L McCullough

Email [St-Davids.HS@midlothian.gov.uk](mailto:St-Davids.HS@midlothian.gov.uk)



## Homework

In general, the demands of homework and individual study will increase as the pupils move up the school. With younger pupils, homework is set on a regular basis in most subjects and is designed to complement and reinforce the work of the class. From S3 onwards, pupils are encouraged to plan a systematic and personal programme of revision and study in addition to routine homework set by subject teachers.

It is vitally important that parents support school policy in this matter, showing interest where appropriate, and ensuring that homework is done efficiently, thoroughly and regularly.

All pupils are now provided with a Google Chromebook device which allows them to access their schoolwork online from home using Google Classroom.

## The Wider Curriculum

St David's High school offers a wide 'extra-curricular programme'. Most of the activities happen at lunchtime although some take place after school and at weekends. Certain activities have particular requirements though most are open to all pupils. These are examples of some of the activities running this year:

Badminton  
Basketball  
Fitness Circuits  
Swimming  
Club Golf  
Futsal  
Snowsports - Skiing/Snowboarding  
Gymnastics



In addition St David's High now has its own SFA School of Football overseen by Mr Jamieson and Mr Burgoyne. Pupils interested in being part of this programme apply in P7 and undergo trials and interviews to secure a place.





## **Pupils with Additional Support Needs**

### **Communication**

Pupils with Additional Support Needs (ASN) are supported in school in line with [Midlothian Council guidelines](#). For school based information please contact Mrs Williamson, DHT or Mrs Oliver, PT Support for Learning.

### **Assessment**

Regular wellbeing meetings take place in school involving support staff and partner agencies to discuss pupils who have Additional Support Needs and to plan appropriate supports and interventions. This is part of our commitment to Getting it Right for Every Child and parents are fully consulted during this process. Parents and carers may request an additional needs assessment by contacting the school in the first instance.

If your child has any kind of additional support needs, you should discuss these with Mrs Williamson, DHT, in order to ensure that staff are able to provide appropriate support for your child.

### **Support**

Within the school the support system for pupils consists of DHT, Guidance, Pupil Support and Support for Learning (SfL). The principle behind this being, that all pupils with ASN should receive appropriate levels of support from one or all of the systems available to them.

SfL staff have an important role to play in a whole-school approach to teaching and learning of all pupils with a particular emphasis on those pupils with additional support and learning needs of short or long term nature.

A multi-agency approach is employed to support young people and their families where necessary. Regular internal reviews (with appropriate agencies) and annual multi agency reviews take place to reflect, inform and update on the young person's progress and daily support. This is done in liaison with subject staff and those responsible for devising course choices to ensure that appropriate levels and working strategies are in place.

Individualised education plans are written and reviewed with the young person regularly. At the annual review parents/carers and the pupil are given a stakeholder's questionnaire to complete. The SfL department works in partnership with parents/carers who are kept informed of the young person's progress at every stage.



## The Hub – Enhanced Complex Needs Base

The Hub is our Enhanced Complex Needs Base at St David's. Within the Base are a team of Teaching Staff and Learning Assistants led by PT Yvonne Dunn. We aim to nurture, support and develop a range of skills and experiences for each young person within The Hub. Our curriculum is designed to meet the needs of each young person academically, socially and emotionally. We also aim to develop life and independence skills preparing them for future transitions. The young people within The Hub have been allocated a place through the Placement Allocation Group (PAG). We work closely with all stakeholders and partner agencies to meet the needs of our young people and aim to deliver a curriculum tailored to the needs of each young person by using a range of strategies and transactional supports. Through our ASPIRE values we encourage every young person to participate in their own learning and to reach their full potential.

### Access to Enhanced Provisions and School Placements

Midlothian Council's Placement Allocation Group (PAG) is the multi-agency decision making forum that manages enhanced support for the majority of pupils with **significant additional support needs** in Midlothian's enhanced educational provisions and schools. PAG also decides on the allocation of early years outreach resources for Speech and Language teaching and therapy.

### The Referral Process

The Head Teacher (or his/her nominee) for the school where the child/young person is **currently placed**, working in close consultation with parents/carers and colleagues in partner agencies/services is responsible for providing the appropriate information. For any child/young person not yet attending Midlothian Council educational provision, the lead professional (or most relevant professional), working again in close consultation with parents/carers and partner colleagues will do this. The school/provision will be aware of submission dates for PAG referrals and this should be completed in partnership with parent/carers.

There are regular PAG Meetings throughout the year. The purpose of the meetings are to discuss allocations for the next academic session as well as to review the progress of current placements and further transitions.

Following the PAG recommendations, a letter communicating the decision of the group is sent to the parent / carer, with a copy to the child/young person's current school, receiving school and all other involved colleagues/agencies.

### Appeals Process

Following communication from PAG, schools & parents/carers can request that the placing referral is resubmitted to PAG in May. PAG will reconsider the request with any additional information at this point, and re-communicate the May decision.



## Relationships & Behaviour in School

At St David's High School we take pride in promoting a positive ethos which is underpinned by our strong commitment to the catholic values and our three school rules – be ready, be respectful and be safe.

Coupled with this are our ASPIRE values which encourage pupils to; Achieve, provide Service to the school, Persevere, Include others, show Respect for all and strive for Excellence in all that they do.

Positive behaviour is continually recognised and rewarded by staff who give “first attention to best conduct” and pupils are encouraged to remain on a Positive Pathway. Pupils will be awarded with ASPIRE merits based on our school values and these feed into our Recognition Ceremonies and Celebrating Success days.

We appreciate support from parents and carers in reinforcing our school expectations. You should contact the guidance staff if you are concerned about your child's behaviour, attitude or performance. We would particularly wish to be advised if there is a reason why your child should be upset. This can often prevent the development of future problems.

At St David's, we work hard to create a caring learning environment. We encourage young people to develop a sense of responsibility to themselves and to others.





## School Policy on Bullying

Our [Anti-Bullying Policy](#) is based on the principle that all of our pupils have a right to be treated with respect and kindness. This principle is enshrined in the whole ethos of our school.

Bullying is defined as behaviour that frightens or hurts another person. It is wilful and conscious although the person who bullies another is often unaware of the full consequences of his/her behaviour. Bullying includes verbal, physical or emotional abuse, such as extortion, rejection, physical violence, name-calling, gossiping and intimidation, or through misuse of internet and mobile phones. We do not tolerate bullying at St David's. Pupils are encouraged to tell someone if they feel they are being bullied.

Staff are aware of the possibility of bullying in and out of class and take an active part in ensuring that our pupils feel safe in school. All incidents reported are logged and all cases are acted upon to ensure that pupils feel safe and happy in their learning environment.





## Pupil Welfare

### School Uniform

We have now completed our uniform consultation and the following minimal changes have been agreed. One of the main drivers for the changes are to allow pupils to come to school ready for PE but also identifying clearly and proudly with the school. Hoodies, jogging bottoms and sports leggings (black) should support this.

Our school dress code is as follows:

<b>S1 – S4</b>	Grey St David's HS logo hoodie with plain white t-shirt/polo shirt
	<b>and</b>
	Black trousers, jeans, black jogging bottoms or black skirt
	<b>or</b>
	Burgundy school blazer with white shirt and junior school tie

Any pupil who comes to school without proper dress code, for example in a t-shirt, low top, football strip, etc, will be given a school top to wear that day. For health and safety reasons facial piercings and chunky necklaces should not be worn.

### For Physical Education

A **change** of t-shirt, shorts/tracksuit bottoms/jogging trousers and trainers. Swimming wear and a towel for swimming lessons as appropriate. A tracksuit or waterproof jacket for outdoor work in cold weather.

The change of clothes should be brought in your child's school bag and be marked with their name to avoid disputed ownership.

### Clothing Grants

Midlothian Council operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently clad to take full advantage of the education provided. Families in receipt of income-based job seekers allowance or who are on income support or receiving child tax credit (within the limits currently in place) will automatically qualify for such a scheme. Parents who wish to apply for the scheme should complete an application form, which is available on the [Midlothian Council](#) website.



## **Medical Care**

Pupils in St David's High School are subject to routine medical care in accordance with Authority practice. Further information on Authority Guidelines is available from the school on request.

If your child takes ill, or sustains an accident in school, he/she will be referred to Pupil Support staff. It is really important that the school has a current emergency contact number for you in the event that we have to contact you in a medical emergency. Please ensure that any change in contact information is notified to school immediately.

## **Routine Medication**

Routine medicine such as antibiotics, cough bottles, painkillers, creams, drops and any un-prescribed medicine cannot be administered by school staff. You should make arrangements for children to take this medication when at home and you are advised not to send it to school.

## **Regular Medicine**

A form must be completed by you if your child requires regular prescribed medication to be administered or self administered during the school day. This includes the use of inhalers or any other medicine carried by your child. The appropriate form can be obtained at Pupil Support.

## **School Meals**

Meals at the Campus are provided by Midlothian Catering who operate a cashless electronic card system for payments. Midlothian Catering provides a cafeteria service with a choice of menu during the school day.

An area is set-aside in the dining hall for the consumption of packed lunches for pupils who choose to bring their own food.

Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of income-based job seekers allowance or who are on income support or receiving child tax credit (within the limits currently in place). Further information and an application form can be obtained from the school or from the Education Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.



## School Transport

The Authority's current policy on school transport is to pay the travelling expenses of those pupils attending the district school from within its catchment area, who live more than 2 miles from the school. Bus passes are issued by the Authority where public transport exists and contract transport is arranged where there is no suitable public transport.

Consideration may also be given to requests for assistance with travel in exceptional circumstances, eg where the road between home and school is deemed dangerous by the Authority and where there is no public transport available.

Pupils who qualify for transport are informed of their pick up point and time prior to starting at St David's.

## Safety on School Buses

The school has issued the following guidelines to pupils:

- pupils are expected to be reasonable and courteous to the driver, to fellow passengers and to the general public
- pupils must not smoke on the bus to and from school
- pupils are expected to sit on a seat throughout the journey
- a valid bus pass should be available at all times for inspection

Parents are asked to ensure that youngsters follow these guidelines for their own safety.

## Employment for Children

Children under the statutory school leaving age can only be employed within the terms of the Council's byelaws on the part-time Employment of Children. These byelaws do not permit the employment of children under 14 years of age, except in specific categories, and for those over that age there are limits on the hours and type of employment that are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Further details can be obtained from Midlothian Council or from the school.

It is the school's view that excessive work outside school can seriously damage a young person's education.

## Occasional & Emergency Arrangements

Parents will be notified in good time when there are planned early closures for events in school or for In-Service training of staff.

In the case of an emergency that causes the school to close during the school day we will contact parents by text to the pupil's main contact on our records, to advise that the school is closing. Similarly information will be available on the school website and social media.

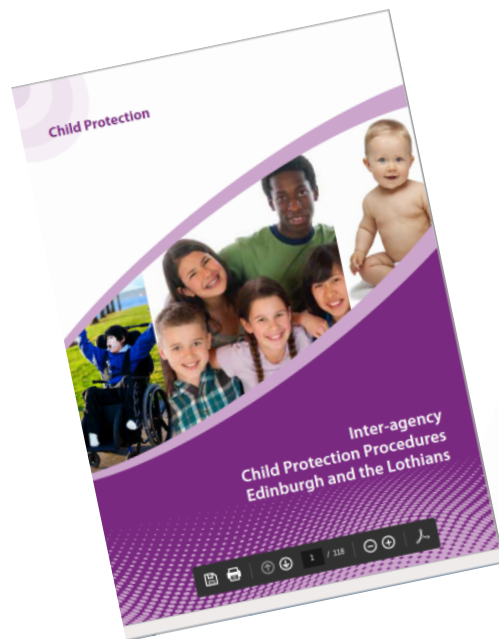


## Child Protection

The Council has a range of duties and responsibilities in relation to child protection for all pupils, which includes having regard for their right to be protected from harm and abuse. Our duties and responsibilities for this are set out in our [Child Protection Policy](#) directed by the [East and Mid Lothian Child Protection Committee's Child Protection Guidelines](#) which are used by all Midlothian schools and our partner agencies.

In circumstances where we have a significant concern that a child or young person has, or is at risk of being harmed or abused, we are required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and carers, there are some circumstances when it may not be appropriate to inform the parent or carer that a Child Protection referral has been made, or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the school's designated Child Protection Co-ordinator, Mrs Williamson.





## Appendix 1 – Attainment Information

### Cumulative Whole School Attainment

The tables below are the National Examination results for St David's High School for the last three academic years. The detail of the results is provided by the Scottish Government and reflects only a part of the school's provision and achievements.

The following table shows percentages of pupils gaining awards at the stated levels by the end of S4. Comparator scores from Education Scotland in brackets.

5+ @ level 3 (Nat3) or better			5+ @ level 4 (Nat4) or better			5+ @ level 5 (Nat5) or better		
2021	2022	2023	2021	2022	2023	2021	2022	2023
98 (83)	93 (81)	94 (83)	90 (78)	80 (76)	76 (76)	59 (46)	43 (42)	54 (45)

The following table shows the percentages of pupils gaining awards at the stated levels by the end of S5.

1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
2021	2022	2023	2021	2022	2023	2021	2022	2023
71 (67)	75 (66)	64 (61)	48 (45)	57 (42)	36 (37)	25 (23)	25 (19)	18 (20)

The following tables show the percentages of pupils gaining awards at the stated levels by the end of S6.

3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7 or better		
2021	2022	2023	2021	2022	2023	2021	2022	2023
69 (66)	66 (71)	77 (74)	51 (47)	51 (50)	65 (50)	48 (33)	38 (35)	40 (39)

#### For information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	Advanced Higher
Level 6	Higher
Level 5	National 5
Level 4	National 4
Level 3	National 3

#### St David's HS Leavers

From the 2020 cohort of school leavers, St David's High School pupils went on to the following destinations on leaving school:

**Employment: 34%**  
**Higher Education: 30%**  
**Further Education: 25%**

In addition to these areas, some pupils left to go into appropriate training programmes or entered into Activity Agreements.



## Appendix 2 – Teaching Team

### Headteacher

Donny MacDonald

### Depute Headteachers

Catherine Jackson

Kerry Lewis

Kathryn Williamson

### English & Literacy

Jennifer McLean

*Head of Faculty*

Laura Mollon

*Head of Faculty (p/time)*

Jennifer Campbell

*Principal Teacher (Whole School)*

Aida Delgado

Mary McCarthy

Lucy Scoular

Lana Summad

### Expressive Arts

Grace Jack

*Head of Faculty*

#### Art

Patrick Kane

Fiona Leitch

John Summers

Nadia Pinkney

#### Music

Matthew Brown

Elisabeth Leslie

Finn-Leigh Marshall

### Health & Wellbeing

Caroline Blackhall

*Head of Faculty*

#### Home Economics

Deborah Barrowman

Jennifer Watters

Sara Milan

#### Physical Education

Gemma Piaskowski

Robert Jamieson

*School of Football Lead*

Jack Burgoyne

*School of Football Lead*

Ivo Andrade

### Mathematics & Numeracy

Pamela Marnell

*Head of Faculty*

Ross Aitken

Mark Davidson

Ioana Panitiru

Brannah Hill

Megan Fleming

Rachel Paterson

### Religious & Moral Education

Francesca Barbini

*Head of Department*

Robert Gregory

### Science

Kenneth MacFadyen

*Head of Faculty*

#### Biology

Laura Waite

Helen Young

*Principal Teacher (Whole School)*



Rachel Paul

*Chemistry*  
Melanie Hedley  
Jacob Hartley  
*Physics*  
Rachel Gardner

**Social Studies**

Geraldine Lucas *Head of Faculty*

*Geography*  
Iona McCaul  
Fiona Swan

*History*

Beth Nelson

Lauren Oldham

Caroline Donald

*Modern Languages*

Catriona Macrae

Raquel Ventoso

*Principal Teacher (Whole School)*

**Support for Learning**

Pauline Oliver *Head of Faculty*

Sarah Brown

Denise Pentland

Mark Ireland

Grant Alexander

**Technologies**

Donald Robertson *Head of Faculty*

*Business Education*

Amber Roach

Stuart Hutchinson

*Computing* Mr Neil McLeod

*Craft, Design & Technology*

Calvin Brown

Jason Weale

Gillian Fergie

**Complex Needs Base**

Yvonne Dunn *Principal Teacher (Complex Needs)*

Andy Whitson

Beth Loughlin

Sarah Noman

Ivo Andrade

Nuala Keegan

**Guidance**

Leah McLardie *Principal Teacher Pupil Support (PSE)*

Peter Jeans *Principal Teacher Pupil Support (PSE)*

Ben Maxwell *Principal Teacher Pupil Support (PSE)*

Christopher Martin *Principal Teacher Pupil Support (PSE)*



## Appendix 3 - Complaints Procedure

Midlothian Council Education Committee has approved the following statement of principles and procedures:

### Parents and the School

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us in planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments on the school.

### Concerns

If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her/his behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

If you are dissatisfied with the school's response, please notify the Head Teacher that you wish to pursue the matter further through [Midlothian Council's Complaints Procedure](#).



 StDavids\_hs@midlothian.gov.uk

 @StDavidsHS

 [www.stdavidshs.co.uk](http://www.stdavidshs.co.uk)