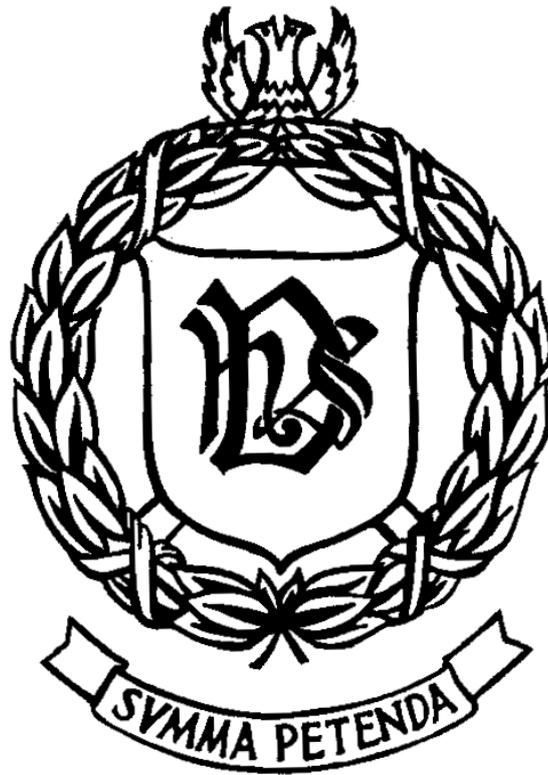


DALZIEL HIGH
SCHOOL



SCHOOL GUIDE

for

Supply Teachers, Probationers

and

Students

Welcome to Dalziel High School. These sheets should provide you with the key information you need as a Supply Teacher or Student or Probationer.

The main thing to remember is, if you are in doubt, ask!!

The School Day

The day is divided into 6 periods each lasting about 50 minutes. They are divided up as follows:

Period 1	8.50 am – 9.40 am
Period 2	9.40 am – 10.30 am
INTERVAL	10.30 am – 10.45 am
Period 3	10.45 am – 11.35 am
Period 4	11.35 am – 12.25 pm
LUNCH	12.25 pm – 1.10 pm
Period 5	1.10 pm – 2.00 pm
Period 6	2.00 pm – 2.50 pm (Wednesday, Friday)
Period 7	2.50 pm - 3.40 pm (Monday, Tuesday, Thursday)

Early Lunch

Each year group has an early lunch on these days

S1	- Monday
S2	- Tuesday
S3	- Wednesday
S4	- Thursday
S5/6	- Friday

Registration

You should register each class you have on the Click'n'Go system on a PC in your class. You may have your own log in details or your PT may have done this for you. If this cannot be done, fill in an Absence Slip and send it down to the School Office. Your PT will let you know where these are kept. You can also get them from the School Office.

SMT and Remits

Headteacher	- Robert Birch
DHT (Administration)	- Jan Chalmers
DHT S5/6	- Jaclyn Lennon
DHT S3/4	- Jennifer Di Mambro
DHT S1/2	- Pauline Allison
DHT (HID/SfL)	- Jacqui Agnew

Please Takes

If you are lucky enough to be given a Please Take, you will be handed a yellow slip first thing in the morning by one of the Office staff. They will seek you out so don't worry about not looking for a notice or such like.

Hearing Impaired and Support for Learning Pupils

Hearing Impaired Pupils

Dalziel has a number of Hearing Impaired pupils enrolled. These pupils follow the same timetable as others in their year group but sometimes have extra classes in the Hearing Impaired Base.

Each class has a "Soundfield" system and the instructions on how to use it are included in the pack, but there are some general points to remember -

- 1 Don't shout! If the microphones are OK, the pupils will hear you clearly.
- 2 Try to avoid covering your face when speaking, as this makes lip reading hard.
- 3 Try to make sure the pupils can see your face clearly when you are speaking – avoid talking when writing on the board and having a window behind you.
- 4 Try to keep background noise to a minimum.
- 5 If others in the class are reading aloud, remind them to use the small, hand-held microphone.

There are further hints included in this pack.

Support for Learning Pupils

It is important that you identify pupils who require Support for Learning or who have medical requirements. Your PT will direct you to the ASN list on the Staff Area on the Intranet.

Discipline

Hopefully this should not be a major issue for you during your time here in school. This pack contains some general guidance on what to do in most situations. However, if there is an issue you feel needs to be dealt with quickly, the pupil should be sent to the appropriate PT of the department. These are listed below:-

Art	-	Kirsty Houston
Business Education/Computing	-	Derek Park
Drama	-	Claire Kelly
Geography	-	Linda Francis
Home Economics	-	Catherine Muir
Humanities	-	Margaret Ann Docherty
Maths	-	Fiona Conboy
Modern Languages	-	Basie Grieve
Music	-	Dominic Farr
PE	-	Alistair Stewart
Science	-	Jim Monaghan
Technical Education	-	Gordon Barrie
HID/SfL	-	Jacqui Agnew

Two points to highlight-

- Mobile phones are banned
- Chewing gum is banned

Pupil Support

The school operates a vertical House system with 3 DHTs and 3 PTs of Pupil Support. By and large, each member of staff is responsible for a small group of pupils within a House. If you need any further information contact the PT of the House a pupil is in. The SEEMiS system notes a pupil's House beside their name on the register.

Barclay	-	Donna McCann
Colville	-	Patti Owens
Greig	-	Caroline Bleach

Fire Alarm Regulations and Procedures

If the alarm goes off, try to keep the pupils calm and do a head count. The pupils should then leave class in an orderly fashion. Each classroom has the evacuation route displayed. Follow it. Once you get to the Fire Muster Point, your class should line up and you should take another head count. If there are any problems, report this to a Fire Marshal (in the Hi Vis vests), a PT or DHT. This pack contains the full regulations. Your PT should let you know if there are any drills planned.

Photocopying

Your PT should let you know the procedure for the department you are in if need be.

Absence

If you are ill or going to be late and can't make it in, phone the school as soon as possible. The phone number of the school is:-

01698 274900

You should explain what the problem is and when you expect to be back. If this is a planned absence, discuss with your PT first and then go to the Head Teacher's office and ask his permission before filling in the diary in his office. You should then go to the DHTs' office and speak to Jan Chalmers and enter the details in his diary (he is dealing with Please Takes). Note down your name on the date required and what periods you will be away. Remember to leave appropriate work and a note of any particular instructions with your PT.

First Aid

If you need first aid, send a pupil to the School Office immediately and inform them that a First Aider is needed at your location.

These points should get you through your first few days here at Dalziel.

Again, if you're not sure of something, just ask!