



Liberton High School Transition Newsletter 2025



Head Teacher Welcome

Dear Parents and carers,

The entire team and I at Liberton High School are delighted to be welcoming your child to our school community this year. We understand that along with your child feeling excited about new subjects, new teachers, and finding out who will be in their new classes, they may also be a little apprehensive or anxious about the changes that lie ahead when moving from primary to secondary. Our transition process is designed to alleviate any worries and address any concerns that you or your child may have, in advance of them joining us officially in August.

We are pleased to be offering a 3-day visit for all Primary 7 pupils from Tuesday 17th – Thursday 19th June. This allows young people to become familiar with our school building, to be introduced to many of our teachers, and to learn about the routines of our school day here at Liberton High School.

In addition to the 3-day visit, we have already been working in partnership with our primary colleagues at your child's school, and we continue to gather all of the information needed to make sure that we know your child and are able to support your child's learning and wellbeing from their first day at our school. We aim to make the transition as smooth a process as possible for your child and for you as parents and carers.

We are all very proud of the success of our school and are dedicated to serving the needs of our community. We are determined to ensure that every single young person will have the very best start in life; go on to achieve excellent qualifications and ensure that they are best placed to realise their dreams and aspirations.

The experience of moving from primary to secondary school is a key milestone in the lives of our young people, and it should be exciting and enjoyable. I look forward to meeting our new learners, and to seeing them forming new friendships that may last a lifetime, engaging with their learning, and becoming active members of the Liberton community. I very much look forward to working with you in order to get it right for your child and our wider community.

Kind regards,

Alison Humphreys

Headteacher



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HIGH SCHOOL
Ready • Respectful • Responsible

328 Gilmerton Rd,
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T: 0131 664 7514
E: admin@liberton.edin.sch.uk
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Overview of 2025/26 LHS Transition



Everyone here at Liberton High School is looking forward to welcoming our new S1 students – the class of 25! This Transition Newsletter outlines how Transition will work this year, it also provides key information about the school for pupils and families so they can be more confident about starting High School in August. We will continue to work with primaries and have further information and opportunities available alongside the traditional 3-day visit. A summary of what we have planned is below:

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Month	Activity
August 25 – June 26	Ongoing process of information sharing between Liberton High School (LHS) and Primary Schools in our Learning Community about P7 pupils. LHS Integrated Support staff from Liberton High School attend Child Planning Meetings (CPM) for pupils with Additional Support Needs (ASN). LHS SfL Teacher Drop-In at Feeder Primary P7 Parents Evening
September 25 onwards	Friday morning visits on rotation for all P7 classes and the P7 class teacher to visit LHS and take part in curricular lessons in subject faculties.
October 24	LHS P7 Open Evening for Parents and P7 pupils, 5-7pm Tuesday 7th October LHS SfL Teacher Drop-In at Feeder Primary P7 Parents Evening
January 2026	Programme of Enhanced 1:1 Transition visits begin for pupils with significant Additional Support Needs (ASN) and supported by Additional Support for Learning Service Pupils complete P7/S1 Pupil Profile highlighting strengths and friendship groups. Visit of Primary Deputy Head Teachers to LHS to discuss P7 pupils with LHS House Teams including Pupil Support and Support for Learning.
February/March 26	LHS Integrated Support Staff supporting and observing P7 classes one morning a week in Primary Schools – every week between February break and Easter. LHS SFL Leader and Integrated Support staff to meet up with every P7 teacher.
April 2026	Updated Transition Information for parents - distributed to cluster primaries electronically, and School App.
May 2026	Enhanced Transition Visits for pupils with ASN and/or anxiety. Pupils identified in consultation with Primary school staff. Pupils will attend two morning sessions at LHS in small groups. Active Schools Cluster Sports Event at LHS for all Cluster Primary Schools* Liberton High School Integrated Support Team visits to P7 pupils:* *Times and Dates for all above visits T.B.C
June 2026	Three Day Visit to LHS – 16th, 17th and 18th June P7 Parent and Carer Information Evening - Thursday 18th June at 6pm
August 2026	School starts – Wednesday 12th August at 8:30am. All S1 Students to meet at the Assembly Hall *This may be subject to change due to new school campus arrangements*

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What will my classes be like?



We are making up your classes at present. We have been working with your P7 teachers to find out about you as a learner and as a person. This shared information is crucial and allows us to fully support you as you move into secondary school. In addition, we have asked all our P7's to complete a 'Transition Passport' to help us get to know you all a little better. The Passport has been designed specifically to capture your voice, allowing you to share your information, and identify people you feel that you work well with. We will use this work - alongside information shared by teachers - to create classes for next session. In addition to this, Integrated Support Staff will come out to visit P7 pupils in May and be on hand to give more information and answer any questions.

All pupils will be placed in a "non-practical class" for classroom-based classes like English, History, Geography (up to 33 pupils) and a "practical class" for subjects like Science, CDT and Music (up to 20 pupils). Therefore, your time will be split across your practical/non-practical classes each week. The new timetable structure will be new to all year groups – not just our new S1, so we will be spending time on the return to school in August making sure all our pupils understand their new classes and timetable structure and have time to ask any questions and become familiar with the changes.

Mrs Marshall

Depute Head Teacher - with responsibility for Primary Transition

What will happen on my first day?

We know that your first day can be both exciting, but for some, also a little nerve-racking! This is completely understandable, and we will do everything to make this as positive an experience as

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possible. There will be lots of people on hand to help you when you arrive at LHS, and every class will be supported by a senior pupil to help you get to where you need to be.

Your first day will start with an Assembly from the Head Teacher and Deputies and you will be issued with your new LHS timetable.

Our previous S1s have also told us these top tips to help make the first day a little easier

1. Plan your journey in advance to make sure you give yourself enough time. Meet with others if you can - if not someone will meet you at the front door at around 8.30am.
2. Pack your bag the night before. On the first day you will need to bring a PE kit and pens/pencils etc. Books and other resources will be given out by teachers.
3. S1s get out early for break and lunch to avoid the crowds. Bring money in change or a packed lunch and a snack (no nuts). If you are entitled to Free School Meals these will be transferred to your LHS account as long as you have applied through the normal CEC process online. S1s are not allowed out of school grounds until after the Christmas holidays.
4. Take a picture of your new timetable on your phone - just in case you lose it!

School Uniform



We are very proud of our school dress code. It offers our school community a sense of belonging and togetherness. It also promotes a climate for learning and achieving.

All young people attend Liberton HS every day dressed in uniform. We try very hard to maintain this and work in partnership with parents and young people to make sure dress code is adhered to. In advance of the new 'Liberton High School Learning Campus', which is due for completion in early 2026, we have undertaken a consultation with all our families and the updated uniform from session 2024-2025. The details of our uniform can be found below:



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Liberton High School Uniform



Top Half – Outer/long-sleeved Layer

Either

- Plain black (no logos) jumper, hoodie, zipper, sweatshirt, cardigan (from any shop)

Or

- Black LHS logo sweatshirt, hoodie, zipper (from www.border-embroideries.co.uk)

Top Half - Inner layer

Either

- White shirt and LHS school tie

Or

- Plain black or white T-shirt or Polo Shirt (no logos) or **black LHS logo polo shirt**

Cropped tops which do not fully cover a pupil's midriff, and skintight vest tops with thin straps, are not appropriate and will not be permitted

Bottom Half

- Plain black leggings (not seethrough)
- Plain black skirt
- Plain black trousers
- Plain black joggers
- Plain black shorts (no hotpants)
- Plain black jeans (not ripped)

These items should have no logos

Footwear

- Comfortable trainers or shoes with a closed toe (no flip flops or sandals)
- We do not specify the colour of footwear and do not wish families to feel they have to purchase separate footwear of a specific colour especially for school.

What will my timetable look like?

The day starts at 8.30 and finishes at 3.30, except on Fridays where we finish at 12.15 There are 7 periods on a Monday to Thursday and 4 periods on a Friday. Each day Monday through Friday begins with a ten-minute class called House Class this is where you will begin with your House Class Teacher (HCT), ensure you are registered as present and receive all information for the day before you begin your first curricular class at 8.40am.

In S1 you will continue with you Broad General Education. This means you will have a wide variety of different classes delivered by different departments across the school.

A Typical school week would include

- 4 Periods Maths
- 4 Periods English
- 2 Periods PE
- 4 Periods Social Subjects
- 3 Periods Science
- 3 Periods Modern Languages (Spanish/French)
- 2 Periods Design Technology
- 4 Periods Expressive Arts (Music, Art)

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- 2 Periods Technologies (Business, Computing)
- 1 Period PSE
- 1 Period RMPs
- 1 Period Global Citizenship

A typical week at Liberton High School

Period	House Class	1	2	3	Break	4	5	Lunch	6	7
Time	8.30-8.40	8.40-9.30	9.30-10.20	10.20-11.10	11.10-11.25	11.25-12.15	12.15-13.05	13.05-13.50	13.50-14.40	14.40-15.30
MONDAY	Register Ms Reilly SS2	English Miss McKinnon EN3	Science Ms Pittman LAB2	Music Ms Wells MUS2	BREAK	Social Subjects Ms Smith SS6	Business Mrs Thomas BUS3	LUNCH	CDT Ms Crawford CDT3	Home Economics Ms Nicol HE2
TUESDAY	Register Ms Reilly SS2	Music Ms Wells MUS2	RMPS Mr Gilmore SS3	English Miss McKinnon EN3		Maths Mr Barker MA2	Science Ms Pittman LAB2		Art Ms Nicoll ART3	PE Mr Robertson GYM HALL
WEDNESDAY	Register Ms Reilly SS2	Pupil Support Ms Jacobs COM1	English Miss McKinnon EN3	ICT Mrs Thomson COM2		Maths Mr Barker MA2	PE Mr Robertson GYM HALL		French Ms Maguire MLB	Social Subjects Ms Smith SS6
THURSDAY	Register Ms Reilly SS2	French Ms Maguire MLB	English Miss McKinnon EN3	Art Ms Nicoll ART3		CDT Ms Crawford CDT3	Science Ms Pittman LAB2		Social Subjects Ms Smith SS6	Maths Mr Barker MA2
	House Class 8.30-8.40	Period 1 8.40-9.30	Period 2 9.30-10.20	Break 10.20-10.35	Period 3 10.35-11.25	Period4 11.25-12.15				
FRIDAY	Register Ms Reilly SS2	French Ms Maguire MLB	Science Ms Pittman LAB2	BREAK	Maths Mr Barker MA2	Social Subjects Ms Smith SS6				

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Guidance Teachers & House Groups



Why am I placed in a “HOUSE Group”? And what is a Guidance Teacher?

This may be something you have experienced in primary school. House Groups are another way for you to belong at Liberton High School and give you an added identity. There are currently three House groups at Liberton - Tay House, Dee House and Forth House. Each House is led by a Guidance Teacher who will stay with you until you leave school, providing you and your family continuity. House groups are a way for us to look after you and will provide you with opportunities to work alongside others in years (S1-6) in various House events. Where possible we will aim to try and place you in the same House as siblings who attend LHS as the Guidance teacher will already have a well-established relationship with home. For most, the Guidance Teacher will be the key point of contact between the school and home. Guidance teachers are part of the Pupil Support Team, and they have responsibility for pastoral care of pupils in their House. Guidance Teachers also meet their classes for Personal Social Education (PSE) class each week to build a relationship and work on key areas to support you in achieving your absolute best during their time at LHS. This will include supporting engagement in learning, wider achievement opportunities, promoting positive relationships, wellbeing and attendance in order to provide a framework for success during your time at Liberton High School.

Guidance Teachers at LHS

Tay House – Miss Natasha Jacobs

Dee House – Ms Ola Binnie Tkacz

Forth House – Mr Calum Mackie

****We also have a fourth Guidance teacher Ms Mary Hand who works with our S5 and S6 pupils.***

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Support for Learning

As part of the transition process our primary colleagues have already passed on information about the specific learning needs of P7s. If your child has had support for their learning this is likely to continue but may look different in a secondary setting. There are many different forms of support available. If you have attended Child Planning Meetings the chances are our SfL team will have met you already. All our teaching staff have access to a central database containing all learning needs, barriers and strategies to support learners. This is updated with all our new S1 information each year and regularly throughout the year as we build up more information or as needs change.

Support for Learning Leader - Andrew Tully

Wellbeing Hub Curricular Leader – Holly Henderson

Support for Learning Teacher (Learning Hub) – Anna McEwan

Support for Learning Teacher (Enhanced Support Hub) - Michelle Bearzot

Support for Learning Teacher (Qualifications Hub) – Dora Kollar

Support for Learning Teacher (Outreach) – Ian McLaren

Pupil Support Officer (Qualifications Hub) – Karen McGuire

Pupil Support Officer (Wellbeing Hub) – Michelle Windram

Pupil Support Assistant (Wellbeing Hub) – Lora Bold

Pupil Support Assistants (Whole class support)

- Elaine Churchmichael
- Ruk Saraswatibhatla
- Pauline Smith
- Senga Hastie
- George Monkhouse
- Michael Phillips
- Rose Cullen

Home - School Communication

We work hard to make sure that you have all the information you need to support your child in their learning. We regularly use the following methods to communicate home

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- via Phone Call - by a Year Head and/or member of the Pupil Support Team or Admin team
- Groupcall messenger
- School Website - <https://libertonhighschool.org/>
- School Twitter account/s - Many of our Faculties have Twitter feeds that we use to share news and celebrate success
- The Liberton High School App - *downloaded via School App for Parents*

Please note we use Groupcall to contact you directly (via text) to inform you of any attendance issues or unexplained absences. It is important that you contact the school immediately if you receive a text. We have details of the School Support Assistants below that may be in contact with you regarding attendance, uniform or House related matters:

School Support Assistant (Attendance) – Leanne McNicoll

School Support Assistant (Attendance and Uniform) – Marion Wilkie

School Support Assistant (Dee House) – Jane Chan

School Support Assistant (Forth House) – Laura Szoke

School Support Assistant (Tay House) – Terri Little

Allergies & Medicines

Our primary colleagues pass on information about any medical issues or severe allergies so we should already know.

We also appreciate that sometimes it is easier to talk through arrangements with key people in school. We can put this in place to make sure we all feel confident about medical arrangements. For example - most young people who use EpiPens will always carry them with them, we keep spares in our medical room.

If there are any changes health conditions or arrangements for your child, please contact our school office and ask for **Darja.Kutselepa@liberton.edin.sch.uk** who will update immediately and makes sure all staff are made aware of any changes.

What do I do if I feel unwell at school?



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If at any point any pupil feels unwell medical assistance can be accessed via our reception (which is staffed at all times). A pupil may need some time out and then return to class. If a return to class is not possible we will contact parents/carers for the pupil to be collected or sent home. A pupil cannot leave school without permission.

What about Homework?



S1 will get homework and this will vary by subject. Some subjects like Maths give regular, small amounts of homework. Other subjects may give you longer deadlines with more to do - these are often subjects you have once a week. Some teachers will give you options and level of challenge for you to choose. Our homework policy is reviewed every year.

It is your responsibility to keep up to date and get organised. If you need any more help, there are homework/study clubs that run during the week where staff will be able to provide support

Attendance & Absence Procedures

If an absence is known in advance, please use the procedures outlined on the website and let us know. If a pupil does not attend any period, including House Class, a text message is sent home to let families know. If you receive an absence text you can respond directly to the text or by using the absence phone line or email address which are both detailed below:

Phone Number: 0131-664-7514 extension 1 for reporting absences

Email: lib-attendnace@liberton.edin.sch.uk

If there is no reply, a further message or call is sent later to confirm the absence. If we cannot contact a parent/carers we will move to next emergency contact to ensure safety of the pupil. In the event we cannot establish pupil is safe and well, we may be required to contact partner services in line with City of Edinburgh Council and Scottish Government statutory safeguarding requirements. For this reason, we ask families that they ensure all contact details are up to date and accurate.

All pupils leaving school must sign out at the school office before they leave. They must have written permission (letter from parents, appointment card etc).

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Positive Relationships and Behaviour Policy and Procedures

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Where Everyone Matters

TOGETHER WE ARE

- **READY**
- **RESPECTFUL**
- **RESPONSIBLE**

READY TO LEARN

- I attend all timetabled classes on time
- I bring my school iPad and charger with me to school every day
- My mobile phone is silent and out of sight at all times during class and my ears are free from headphones/earpods (unless my teacher has asked me to get my phone out to use it for learning)

RESPECTFUL

- I use appropriate language at all times at school
- I treat everyone with respect (I am not rude or verbally abusive towards other pupils or adults)
- I respect the rights and views of others

RESPONSIBLE

- I speak to an adult if I feel I am treated unfairly
- I take responsibility for my actions, and when things go wrong I am prepared to try to make them better

REMINDER: Our Values – displayed in every classroom.

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In all classes we expect pupils, and staff, to be Read, Respectful and Responsible. There may be times when something goes wrong, but it is important we have a clear structure to support the pupil, and the teacher to allow this to be managed effectively, with minimal disruption to Learning and Teaching. In cases where a pupil is not meeting the expectations the steps are as follows:

Not meeting the Respectful value (*by being rude or verbally abusive*):

- 
- 1) Warning
 - 2) Discussion with teacher outside room
 - 3) Move to designated Alternative Learning Space
 - 4) Duty Head Call
(if pupil refuses to move to designated Alternative Learning Space)



Mobile Phones



Can Phones be used in Our School?

Pupils are allowed to bring mobile phones to school, but this is done at their own risk. Mobile phones should not be used in class and should be switched off and out of sight, unless the pupils are instructed to do so by the teacher. This will only be for the purposes of learning. Phones can be used at social times but not between classes.

*We ask that families do not call pupil's mobile devices during the school day. Should you need to pass an urgent message to your child please contact the school office in the first instance. Text messages are of course ok - if the pupil's phone is set to silent so as not to disturb learning.

Our mobile phone policy is detailed below and followed consistently by all staff across the school community in order to promote a positive learning environment, and so that pupils know what to expect:

Reminder – what happens if anyone has their mobile phone visible in class.....



- 1) Whole class warning**
(first person to have phone out in class)
- 2) Phone to teacher's desk until end of lesson**
(if anyone has phone out after class warning)
- 3) Duty Head call and pupil re-located to an Alternative Learning Space (another class)**
(if pupil refuses to put phone on teacher's desk)
- 4) Depute Headteacher speaking with pupil and with parent or carer**

READY * RESPECTFUL * RESPONSIBLE

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Misuse of Phones

If pupils are not following the guidance on phone use the pupil may be asked to work in an alternative learning space so that the learning and teaching of their class is not further disrupted and their phone may be removed for the day and passed on to the Year Head. The pupil will then have to come and find the Year Head to get their phone back at the end of the school day. Persistent misuse will result in parents being contacted or invited into school.

Bullying

According to pupils, families and staff our school is a happy and safe place with positive relationships. We take any report of bullying very seriously and follow the policies and procedures in line with City of Edinburgh Council. However, we can only act upon information which is reported. We fully understand this is not always easy especially in S1 when faced with new people and unfamiliar surroundings, however, it is important that we do know of any incidents that are causing you, or others, distress. The first point of contact for any of our S1, or their families if they wish to discuss something is the Guidance teacher for the appropriate House.

Assessment in S1

Your learning will be assessed in lots of ways during S1. You will have some 'tests' at the end of pieces of learning but also lots of other ongoing ways for teachers and you to assess progress - this can include presentations, posters, written answers, group tasks, what you design, program, cook, do, make, say!

Digital Technology

Can I Bring my Own Computer?

Pupils should have their own school iPad as part of Edinburgh Council's Empowered Learning 1to1 iPad roll-out. Pupil iPads will be collected for them from their Primary and delivered to Liberton High School as part of the transition process.

Office 365

We use the Microsoft Office 365 suite of apps at Liberton HS. This is free of charge and supports every pupil to access learning online. Many pupils will already be familiar with the skills required having used the Microsoft Suite during school closures. MS Teams are used widely across the school to share learning. The MS Office Suite can be accessed via the Liberton High School website [home page](#).



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ParentPay



You will be issued with instructions for setting up ParentPay for your child in August. We use this to pay for school lunches, excursions or tickets for school events. Our cafeteria is predominantly cashless so it is important that an account is set up in advance. More details will follow.

Parents' Evening Bookings

We use an online system to book appointments for parents consultation evenings (*through NetMedia*). Parents Consultations are included as part of the whole school calendar and can be accessed via the School APP or website.

The S1 Parents Evening is usually held in the term between October and Christmas. Ahead of the date you will receive more information about how to use the booking system and make appointments.

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Parent Council/LHSA

We have a very supportive, hardworking, and active parent council who support our school in a range of ways. New members are always welcome. Meetings take place ten times per year (dates will be issued as part of the school calendar)

The current chairperson is **Lynsey Kilgour** who can be contacted via the school admin account:

Admin@liberton.edin.sch.uk

City of Edinburgh Council



If you require further information – please do not hesitate to contact the school at Admin@liberton.edin.sch.uk or phone 0131 664 7514

More general information can be found at www.edinburgh.gov.uk

Enquiries about school placements should be directed to:

School.placements@edinburgh.gov.uk Tel: 0131 469 3033

We really hope this newsletter has helped to start the process of transition for this year. Please be reassured that we are working behind the scenes to do all the “normal” bits of transition at this stage in the term. We are still meeting with primary colleagues to ensure smooth transfer of relevant information. We will have a year group of approximately 180 in S1 next session.

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