

# Welcome to

## Annan Academy



December 2019

## Letter from Head of Education

### **Dear Parent/Carer,**

Dumfries and Galloway Education Services is committed to delivering a high quality education for your child/ren. As part of Dumfries and Galloway Council's overall vision we aim to provide all children and young people with a good start in life and prepare them for adulthood and employment.

Education Services cannot deliver this alone for children and young people but work together with others and, as parents, you are one of our key partners. The research tells us that when parents are involved in their child's education the child will do better. The school handbook is one of the ways in which we inform parents, not just about how the school works, but also about how you can help us help your children to succeed in school and life.

It gives me pleasure as Head of Education to commend this handbook to you as an invaluable source of information about your school and Education Services.

**Yours sincerely**  
**Gillian Brydson**  
**Head of Education**



## Rector's Foreword

At Annan Academy we aim to provide each pupil with an appropriate and well-delivered education. It is our intention to give each individual a challenging and rewarding course, stretching pupils' abilities when appropriate and providing help and support when required.

We deliver this education within an orderly, friendly and supportive environment, in which the social and personal development of pupils as well as their academic progress is given full attention.

Annan Academy has an excellent record of pupil involvement in extra-curricular activities and I hope that all pupils will take full advantage of the opportunities offered. It is important, more than ever before, that effective partnerships exist between school and our wider community. Parents are always welcome in school and should not hesitate to make contact if they have any questions or concerns.

It gives me great pleasure to welcome you to our learning community.

**Jim Brown**  
**Rector**



## Visions, Values and Aims

### Education Services Aims

Our Aim is to raise levels of attainment, achievement and participation in all our children and young people.

### Our Objectives

#### **1. We will ensure that children and young people will be at the centre of our plans.**

This means planning by schools and support from Education Services will be focussed on delivering to all our children and young people the entitlements embedded in Curriculum for Excellence and Getting It Right for Every Child.

#### **2. We will improve our partnership working**

This means an emphasis on Cluster working, training on Getting it Right For Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD); Professional Learning Communities and collaboration with Education Scotland, the Care Inspectorate and Further Education Colleges.

#### **3. We will encourage innovation, creativity, collaboration and a culture of sharing and learning in all our staff**

This means a focus on transformational leadership, professional autonomy and local solutions and building capacity in all our staff.

#### **4. We will streamline our business processes**

This means empowering our schools and staff to find better ways of working, with an emphasis on professional autonomy, local solutions, developing leadership, capacity building, effective Continuing Professional Development and implementing Getting It Right for Every Child processes.

### Annan Academy

#### Vision, Values and Aims

##### **Vision: our aspiration for our school community**

It is the vision of Annan Academy that we will work together to meet the needs of every child so that they are safe, feel cared for and respected and can achieve their best.

##### **Values: the qualities which we describe and are at the centre of our school**

Care:Effort:Resilience

##### **Aims: How we use our values to achieve our vision**

1. To build a nurturing school where mutual respect underpins all relationships;
2. To promote personal responsibility for learning and to build aspiration for all pupils;
3. To involve pupils, staff and parents as well as all other members of our wider school community in building success for all;
4. To ensure that all pupils participate in the widest range of opportunities;
5. To provide a wide range of ways to celebrate the achievements of all;
6. To provide the highest quality learning to deliver outstanding attainment;
7. To ensure that every pupil moves forward to a positive and sustained destination.

## History

Our present School resulted from the amalgamation in 1921 of "Annan Academy", which had been a Burgh controlled school which charged fees, and "Greenknowe Public School", which was controlled by the Dumfries Education Authority. The main site of this amalgamated school became the Greenknowe building where the present school is situated. This may help to explain to confused visitors the rather complicated honours boards in the School Library, which in fact relate to two separate schools before the date of amalgamation.

The history of the "Public School" can be traced back to the 17th century, when the law required each parish to provide a school and schoolmaster. Eventually - in 1840 the Public School moved to a new building in Greenknowe, which was then replaced by a much larger building in 1895 - which we know as our "old building". The more illustrious Annan Academy was founded in 1802, and had as its first home Bridge House, on the corner of Port Street and High Street. This was the school where Thomas Carlyle was educated and taught. In 1820 the Town Council built a new home for the Academy in Ednam Street. This building was extended in the 1890s, and was still in use for some classes as late as the 1970s.

Beginning in the 1960s a series of new buildings was erected beside the old at Greenknowe. The new Performing Arts Centre was opened in 2014. This outstanding facility is significantly adding to the learning experience for our young people.

## The School Day / Year

### Office Hours

In term-time, the Office is open Monday to Friday from 8.30am until 4.30pm. In school holiday periods, the school office hours of opening are generally 9.00am until 3.30pm.

### Address

Annan Academy, St John's Road, Annan, Dumfriesshire, DG12 6AP

Telephone No: (01461) 202954

Fax No: (01461) 205955

School Roll: 841

Denominational Status: Non-denominational

Gaelic Speaking Status: Non Gaelic speaking

Rector: Jim Brown

E-mail:

[gw12brownjames@ea.dumgal.sch.uk](mailto:gw12brownjames@ea.dumgal.sch.uk)

The school operates a 6-period day (30 periods a week) as follows.

### Terms and Holidays

	1	2	Interval	Tutor	3	4	Lunch	5	6
M	9.00-9.52	9.52-10.45	10.45-11.00	11.00-11.15	11.15-12.07	12.07-13.00	13.00-13.45	13.45-14.37	14.37-15.30
T	9.00-9.52	9.52-10.45	10.45-11.00	11.00-11.15	11.15-12.07	12.07-13.00	13.00-13.45	13.45-14.37	14.37-15.30
W	9.00-9.47	9.47-10.34	10.34-10.49	10.49-11.37	11.37-12.24	12.24-13.11	13.11-13.56	13.56-14.43	14.43-15.30
T	9.00-9.52	9.52-10.45	10.45-11.00	11.00-11.15	11.15-12.07	12.07-13.00	13.00-13.45	13.45-14.37	14.37-15.30
F	9.00-9.52	9.52-10.45	10.45-11.00	11.00-11.15	11.15-12.07	12.07-13.00	13.00-13.45	13.45-14.37	14.37-15.30

Dates for school holidays for future sessions are available on the council website

<https://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>.

## School Organisation

<b>Rector</b>	Mr J Brown	Ms J Muir
<b>Depute Rectors</b>	Ms S Brown Mrs H Dalziel (Acting) Mrs K Buchanan (Acting 0.2) Mrs S Speight	Mrs N Few Mrs E Tipping
<b>School Support Manager</b>	Mrs M Heughan	
<b>Languages</b>	Mrs L Russell (Acting PT Curr)	Miss S Ash Mr J Aitken Mrs C Campbell Miss J Martin (PT Pupil Support)
<b>English</b>	Mrs G Craik (PT Pupil Support) Ms L Brown Mr J Paterson (T) Miss E Bell (T) Miss K MacArthur Mrs C Johnston Mrs E Farnhill Mrs H Whyte (Acting PT Pupil Support)	<b>Physics</b> <b>Chemistry</b> <b>Social Subjects</b> <b>Geography</b> <b>History</b> <b>Modern Studies</b>
<b>Modern Languages</b>	Ms S Brown (Depute Rector) Mrs A Chistyakova Mr S Macanulty Mr A O' Halloran	Mrs K Buchanan (PT Curr) Mr R Shepherd (T) Mr S Wylie Mrs S Galbraith Miss L Russell Mrs H Dalziel Mrs K Buchanan (PT Curr) Miss M Carruthers
<b>Computing Studies</b>	Mrs S Lemmon (PT Curr) Mrs L Ferrie Mrs E Gargan Mrs S Stainthorpe	<b>Religious Education</b> <b>Health &amp; Fitness</b> <b>Home Economics</b> <b>Physical Education</b>
<b>Technical Education</b>	Mr P Johnston (PT Curr) Mr C Drummond Miss T Lavery	Miss L Johnston Mr A Craw (PT Curr) Mrs S Coupland (T) Miss S Hennessy Mr A Craw (PT Curr) Mr K Gallacher Mr C McCann (PT Pupil Support) Mr D Brown Miss L Thompson Mrs N Watson
<b>Numeracy Faculty</b>	Mrs J McEwen (PT Curr)	<b>Creative &amp; Aesthetic</b> <b>Art &amp; Design</b> <b>Drama</b> <b>Music</b>
<b>Mathematics</b>	Mrs J McEwen (PT Curr) Mrs W Coombes Mr C McClune Mrs S Speight (Depute Rector) Mrs L Tipping Miss S Paul Mrs S Lemmon Mrs S Maher	Mr J Brand (PT Curr) Mrs N Anslie Mr C Neill Mrs T Collins Mrs L George Mr D McCracken Miss R McDougall
<b>Science</b>	Mrs C Campbell (PT Curr)	Mr J Boardman Mr J Brand (PT Curr) Miss F Chapman Miss G Pryde-Firmin
<b>Biology</b>	Mr J Brown (Rector) Mr D Kidd Mr T Davies Ms N Bucher Mrs K Jordan (PT Pupil Support) Mr D Le Vin (PT Pupil Support)	<b>Additional Support Needs</b> Mr J Whitelaw

Mr B Maxwell (Acting PT Curr)

## Support Staff

### Office Staff

**Administrative Assistant** Mrs D Holliday

**Clerical Assistants** Miss R Adamson  
Mrs J Bryden  
Ms D Edgar  
Mrs K Watret

### Support for Learning Assistants

Mr J Mitchell  
Mrs L Palmer  
Mrs H Simpson  
Mrs J Story  
Miss K Walker-Jones  
Mrs M Watson

**Library Assistant** Mrs A Nixon

**Janitorial Staff** Mr D Copeland  
Mr R Mackay

**Technicians** Mr S Best  
Mr R Price

### General and Clerical Assistants

Mrs C Kirkpatrick  
Miss C Myatt  
Miss T Shaw

PT = Principal Teacher

## Parent Council

The Annan Academy Parent Council was constituted on 1 February 2007. Its members take a keen interest in many aspects of the school and the way it operates. For further information on the Parent Council, a copy of the Constitution is on the school's website, <http://annanacademyorguk.ipage.com>

Membership of our Parent Council is as follows:

### Parent Members:

Gary Coupland (Chair)	Alison Oliver (Treasurer)
Vicky Keir	George Jamieson
Trevor Oakes	Sandra Proudfoot (Co-opted)
Karen Smart	Yvonne McGregor
Fiona Skoller	Rachel Stott
Lisa Graham	Darren Moffett
Rachel Nicholson	Helen Mitchell (secretary)
Susan Bryson	Alan Kay
Jaime Nicholson (Co-opted)	

## Co-opted (non-parent) Members

John Pickles	Sean Marshall
Henry McClelland	Iain Carruthers
Richard Brodie	

### Rector:

Mr J Brown

### Department for Education Representative:

Mrs S Rusby

Our Parent Council normally meets once per month in term time. Its members are always keen to hear your views and opinions on matters pertaining to the school.

All communications to the Parent Council should be sent to:-

The Chairperson  
Annan Academy Parent Council  
Annan Academy  
St. John's Road  
Annan  
DG12 6AP

or confidentially by email at

[parentcouncil@annanacademy.org.uk](mailto:parentcouncil@annanacademy.org.uk)

## Home / School Partnership / Parental Involvement and Engagement:

Parent Council and Parent Forum Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities;
- Hear about what partnership with parents means in our school;
- Be invited to be involved in ways and times that suit you;
- Identify issues you want the parent council to work on with the school;
- Be asked your opinion by the parent council on issues relating to the school and education it provides;
- Work in partnership with staff; and
- Enjoy taking part in school life in whatever way possible The type of things the parent council may get involved in include:

- Supporting the work of the school;
- Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;
- Promoting contact between the school, parents, pupils and the local community;
- Fundraising and organising events;
- Reporting to the parent forum; and
- Being involved in the appointment of senior promoted staff. Parents can be directed to <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> for further information on Parental Involvement and Engagement and support information for Parent Councils. In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT. Membership includes Insurance cover and training opportunities. For more information visit <https://connect.scot/> Home and School Liaison

### Attendance / Absence Procedures

There is a legal requirement that each child must attend school until the leaving date appropriate to his/her sixteenth birthday. Responsibility for this lies with the parent (or guardian).

Where a pupil opts to return to school beyond this age, regular attendance is required at all classes taken.

### Procedures regarding Absences

- (a) The school has a dedicated absence telephone line – the telephone number for this is 0845 227 0336.

If your child is going to be absent from school you are requested to dial the above number and leave the following information:-

- The Pupil's name
- Class
- Reason for absence
- When you expect them to return to school

NB Please do not phone the normal school telephone number.

You are requested to telephone this number again should the absence extend beyond your original expectations or if the pupil is returning to school earlier than expected.

**Parents/carers must still send an absence note indicating the dates of the absence and reason for it, with their daughter/son on their return to school.**

Where a pupil is absent from school and a message has not been left on the absence line, parents/carers will be texted/voice mailed on the first day of absence.

In cases of long absence, the appropriate Principal Teacher (Pupil Support) should be contacted so that arrangements can be made for school work to be sent home.

- (b) Permission to be absent from school.

Requests should be made in writing and passed to the appropriate Depute Rector.

- (c) Permission to leave school during school-hours (e.g. dental, or medical appointments).

Wherever possible, such appointments should take place outside school hours. However, where necessary, the school will release pupils on production of a valid appointment card, which must be shown to the Tutor or letter from home during registration. Pupils should report to the School Office on returning to school and inform Tutors of likely absences.

- (d) Action regarding unsatisfactory attendance.

Parents / Guardians are responsible for ensuring that children attend school regularly and punctually. Where attendance is unsatisfactory, the Opportunities for All Officer will visit the home and discuss the problem.

### Discipline, Privileges and Sanctions

The ideal at which the school aims is to instil in each pupil a sense of self discipline. To accommodate the needs of all pupils, however, certain behaviour management strategies require to be imposed by the school and supported by parents / carers. The school's policy is to stress the positive aspects of behaviour, i.e. giving common sense reasons for doing things, rather than listing the things that pupils should not do.

Group Call, the School's Texting Service, is used to inform parents/carers of incidents and information relevant to their child(ren) e.g. notification of issue of annual reports, reminders of parents' evenings, behaviour concerns and performance in school worthy of particular recognition.

Various sanctions exist to deal with pupils who behave in an unacceptable manner. In general, the school will act in a sympathetic and supportive way. However, where a pupil is disruptive or uncooperative he / she may be required to do extra homework, a punishment exercise, lose certain privileges, or be placed on detention. Detention takes place either during a part of interval (leaving pupils sufficient time for a comfort break), lunch-break or at 3.30pm. In the latter case, parents / carers will receive at least 24 hours notice.

Where discipline problems of a more serious nature arise, parents / carers will be informed directly. Their full support and co-operation is essential in creating and maintaining a good learning atmosphere in school.

## Respect for All

The Directorate of Education and Learning Respect for All Guidelines (2018) for Schools incorporates revised national anti-bullying guidelines (Scottish Government 2017) that underpins our Schools Policy.

We also acknowledge The United Nations Convention on the Rights of the Child

- Children's rights are now embedded in Scottish legislation with the promotion and upholding of the rights of children and young people and states that all education should develop each child's personality and talents to the full. Children's voices should be heard, and their wishes respected without discrimination of any kind. AND

The Equality Act 2010 that places a duty on schools to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 put legislation in place to prevent direct or indirect discrimination against persons due to their:

- Age
- Disability
- Sex (Gender)
- Gender reassignment (Transgender)
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

Dumfries and Galloway Council's priorities also place every child's wellbeing at the centre. In schools we do this by adhering to the principles of GIRFEC

## Positive Behaviour

Scottish-based research indicates that schools, where attainment is higher than expected for their catchment area, demonstrate positive relationships throughout the school community and that children and young people are involved meaningfully in decisions which affect them at all levels of the school. Adults should establish open, positive and supportive relationships where children and young people feel safe, secure, listened to, and secure in their ability to discuss sensitive issues. It is essential that adults model behaviour which promotes positive relationships and positive behaviours.

All schools are required to develop and implement an anti-bullying policy by June 2020, in order to create a whole school approach in which children and adults work together to create an environment where bullying is never acceptable. This policy should reflect the Dumfries and Galloway guidance, and also Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People.

Schools will have different ways of putting the principles of anti-bullying into practice to reflect local environments and culture. They should have an approach which makes it clear that bullying behaviour will not be tolerated. The entire school community: teaching and non-teaching staff, pupils and parents, should be involved and must be committed to this. The policy should be reviewed on a regular basis; provide a framework for all the strategies, procedures and practices related to anti-bullying work and be impact assessed. Support and guidance on developing school policy is provided by respect me <https://respectme.org.uk/resources/publications/>



## Privileges

A good number of our pupils enjoy privileges connected with extra curricular activities, e.g. dances, discos, clubs, sports teams, outings etc. These are organised and run by staff on a voluntary basis. The school reserves the right to withdraw such privileges from pupils whose behaviour in school has been less than satisfactory.

## Substance Related Incidents

In responding to drug / substance use related incidents, schools will follow education authority guidelines. In all such circumstances, parents / carers will be contacted and their cooperation expected. It should be understood that the police will be involved if drug use is suspected or discovered.

## Child Protection

Annan Academy follows the Dumfries and Galloway Child Protection Policy for Schools, Pre-School and Childcare Services (August 2013). All staff members are familiar with the Child Protection Procedures and know that, if a child discloses a concern to them, or if they have any concerns about a young person, they must pass on this information to the school's Child Protection Co-ordinator, without delay. Dumfries and Galloway Child Protection Committee leaflets on Protecting Children and Young People are available at the Main Office reception area.

## Enrolment in Our School

Parents / carers of children transferring to Annan Academy, other than directly from our associate primary schools, are advised, initially to contact the school office. Arrangements will be made for them to visit the school and meet with the appropriate Depute Rector who will be able to provide them with full information e.g. facilities, courses, etc.

## Newsletters

At regular intervals, a news bulletin is sent home, via text message and email. This contains details of forthcoming events, special arrangements and news-worthy items involving pupils and staff. Additionally, parents' letters are sent home as and when the need arises.

## Annan Academy School Website

<http://annanacademyorguk.ipage.com>

This site includes up-to-date information, providing a window into our community, keeping you involved with school life and providing a platform for the school to showcase its best.

The site also includes contact details including staff pictures, departmental information, details on the vast extra curricular opportunities pupils are offered, letters home, quizzes, polls and much, much more.

The site will be constantly updated and continues to evolve as different aspects of the site are developed. Check back regularly to see improvements and updates.

## Facebook

The school runs a Facebook page named 'Annan Academy News'. This is designed to publicise and celebrate everything good that goes on in and out of Annan Academy as well as provide information to pupils and parents about upcoming events.

To access this page enter 'Annan Academy News' in the search bar on your Facebook page. Then click 'Like' and this will provide you with all the information from our page on your newsfeed.

## School App

The school has an App available to download for free from the Apple App store or Google Play, search for 'School App for Parents' then search for Annan Academy to keep up to date with all the latest school information.

## Reporting 2019 - 20

Reports will be sent home as follows:-

S1	October (Tracking) December (Tracking) May (Full)
S2	September (Tracking) January (Full) May (Tracking)
S3	October (Tracking) January (Full) May (Tracking)
S4	September (Tracking) November (Full) February (Full)
S5/6	September (Tracking) November (Full) February (Full)

## Parents' Meetings

These are held mainly on a year group basis, to allow discussion on pupil progress with the appropriate teachers and advice will be given regarding future courses and option choices. Prior notification of these meetings will be communicated by letter. Further consultation with staff may also take place at mutually convenient times during school hours or immediately after school.

In the current session Parents' Evenings have been arranged for all years, together with Curriculum Information Evenings for S2-S5.

## Complaints Procedure

Parents/carers who have concerns regarding any aspect of their child's education are asked in the first instance to contact the relevant Pupil Support Teacher. If a matter remains unresolved, an appointment should be sought with the Rector or the appropriate Depute. Serious concerns regarding the school should be addressed to the Director for School Services, 122-124 Irish Street, Dumfries, DG1 2PB. A copy of the School's complaints procedures are available on request.

## Pupil Focus

### Accident Insurance Cover for School Children

Dumfries and Galloway Council provides insurance cover for pupils relative to its liability for any acts of negligence. However, there are certain occasions when pupils may be more "at risk" than others. These occasions arise not from "negligence" on the part of the Authority but from non-attributable personal accidents, e.g. during curricular or extra curricular sports or physical activities.

The Council's insurance cover does not extend to awards of compensation for damages as a result of such accidents (unless negligence can be proved) and it is essential that you are aware of this.

Insurance cover for pupils to guarantee compensation for non-attributable personal accidents is a matter for parental decision and arrangement. You may wish to seek further advice on the availability of such insurance cover from your personal insurance agent / broker.

### Assemblies and Religious Observance

There are a variety of assemblies including Rector Assemblies, Depute Assemblies, Year Head Assemblies and Chaplaincy Team Assemblies. These operate on a rota.

### End of Term Services

End of term services are held immediately prior to the Christmas and Easter holidays. If you have any queries about such services, you are invited to discuss these with the Rector. You would also be very welcome to attend such a service. If you wish to withdraw your child(ren) from these services you are asked to notify the school in writing.

### School Chaplains

The School has the services of a group of local ministers, from all denominations and a wide geographical area. Teams of chaplains have been assigned to each year group, and are involved in assemblies, services, and special events.

### Personal and Social Development

The school's Personal and Social Development programme forms part of each child's education from S1 to S6. Spiritual, moral and cultural issues may be discussed at Assembly, in Tutor Time or in Social Education. These values also permeate the curriculum.

## Awards System

The awards system within the school is designed to encourage and reward both academic achievement and endeavour. Merit certificates are offered in each subject throughout the school and awarded for both categories. Pupils who obtain merit certificates across the curriculum are given further recognition with an award for 'excellence'. In the senior school, as well as the merit and excellence certificates, subject prizes are available from departments who present pupils at Higher Grade and Advanced Higher levels.

Certificates of merit are presented at special Year Assemblies to which parents of award winners are invited. Certificates of excellence and subject prizes are presented at our Annual Prize-giving Ceremony which takes place late in June.

It is hoped that the system not only rewards, but also provides an incentive to all pupils in every year group. The school is grateful to many local businesses without whose sponsorship the system could not continue.

## Duxes 2018-19

**Ethan McMorran**  
(Senior Dux)



**Calum McDougall**  
(Intermediate Dux)



Our awards system also includes our new Colours awards which openly celebrates and recognises outstanding achievement and sustained dedication to extra-curricular life at the academy. Colours are split into four categories: Arts, Community, Leadership and Sport. Pupils who meet the criteria of a given category will be presented a colours tie denoting their chosen field.

The colours system aims to encourage pupils to remain committed to a club or to broaden their involvement within the school resulting in a pupil receiving their club colours. The prospect of major colours seeks to develop participation into achievement.



## Bad Weather Arrangements

In adverse weather conditions, or other such emergencies, it is sometimes necessary to close the school early (e.g. to allow pupils to return home safely). To be prepared for such possible emergencies parent / guardians are asked to:-

(a) Provide school with an emergency address (and telephone number), to which children may be referred if their home is locked and unoccupied (a nearby relative, or neighbour is usually quoted). The Group Call Texting Service will be used to inform parents/carers.

(b) Inform school of any particular problems where a child is "at risk" during emergency conditions (e.g. where pupil has a long walk after getting off school bus and parent/guardian would require to be telephoned to uplift child from bus stop).

(c) Impress upon pupils exactly what to do should they ever be sent home unexpectedly.

During extremely bad weather, where children from outlying areas may not be able to travel to and from school safely, parents / guardians can exercise the responsible option of keeping them at home, and informing the school accordingly. Where a child does set out for school in such conditions, he / she should be instructed not to wait at road-ends for lengthy periods. If transport does not turn up, he / she should return home.

## Intervals and Lunchtimes

In common with most other secondary schools, we do not allow pupils to leave school premises at morning interval or during teaching periods.

At lunchtimes, again like most secondary schools, we do allow pupils in S3-S6 who wish to do so to leave the premises. Pupils in S1 and S2 must remain on site. If pupils leave the premises it is assumed – unless we are informed otherwise by the parent in writing – that parents have given permission for their daughter(s) / son(s) to do so. When pupils remain on school premises a rota of supervision by senior and volunteer staff is in operation – although it is not possible to supervise every area of the site constantly. Away from the school site, however, parents should be aware that supervision by staff cannot be provided. If any parent does not wish their daughter / son to be allowed to leave the premises at lunchtime they should inform the appropriate Pupil Support teacher in writing – and arrangements can be made for the pupil to be kept on site under supervision.

## Instrumental Tuition

Learning a musical instrument is beneficial for the performer in many ways. Besides mastering a new skill and taking part in fun activities, it has been proven that other skills are enhanced such as verbal, numeric and spatial skills, all helping the learner to retain and recall information.



There is an opportunity for pupils to learn a musical instrument, through the Authority's Instruction Service.

Tuition is given in string (violin, viola and cello), woodwind (flute, clarinet, saxophone, oboe and bassoon) and brass (cornet, horn, euphonium, trombone and tuba) instruments as well as guitar and bass guitar. There may be some spaces in drum kit and percussion instruments.

Lesson fees will be £200 per year. This can be paid in full or in 10 monthly installments. If you require to hire an authority instrument the cost will be £49 per year. You will be invoiced per term.

There is no charge for lessons or hiring an instrument if you are entitled to Free School Meals and Clothing Grants.

The Authority also runs a lease purchase scheme allowing parents to purchase instruments over two years. These come with an educational discount and VAT free.

When a pupil has reached a certain standard he / she will be encouraged to participate in Band or Orchestra work organised on a school or area basis.

If your child wishes to learn an instrument he / she should see any member of the music department or the instrumental instruction team who visit the school.

## Employment Of School Pupils

The employment of young people who have not yet reached school leaving-age is governed by Bye-laws. Broadly speaking, a child must be thirteen years of age before he or she may be gainfully employed, and must obtain, through the employer, a 'Work Permit'.

The hours during which a pupil may be employed during term-time are as follows:-

- only a total of two hours on a school day
- usually no more than one hour before school starts
- you must not start before 7am, and must not work after 7pm, and never during school hours in term time

- During term time weekends you can work:
  - if you are 13/14 for 5 hours on Saturdays and 2 hours on Sundays
  - if you are 15/16 (and under school leaving age) for 8 hours on Saturdays and 2 hours on Sundays.

These are part of your total 12 hours maximum per week.

## Exemption from Certain Subjects

Applications for exemption from certain subjects should be made in a letter to the appropriate PT Pupil Support Teacher. In the case of exemption from Physical Education / Outdoor Activities for a period of over two weeks, a medical certificate is required.

## Equipment

Pupils are required to have certain basic items of necessary equipment - pen, pencil, eraser, ruler, coloured pencils, school-bag, etc. You are recommended not to purchase calculators until advised to do so by the Mathematics Department.

## Physical Education Kit

Clothing is an important aspect of safe practice in all forms of physical activity. In Annan Academy we recommend the following items of kit for participation in Physical Education:

### Swimming

- Swimwear that covers appropriate body areas and does not restrict movement
- Goggles made of unbreakable plastic or rubber
- Towel



## Outdoor Games Activities

- Shin Guards that strap into position
- Personal mouthguard
- Boots with studs that conform to current BS EN requirements
- Tracksuit trousers / long-sleeved top in cold weather
- Shorts & T-shirt or long-sleeved top in warm weather
- Change of socks & underwear
- Towel in wet conditions

## Indoor Activities

- Shorts & T-shirt or long-sleeved top
- Change of socks & underwear and top
- Footwear that is close fitting with soles that provide good traction

## Running

- Footwear that is suitable for running on grass, path and pavement
- Shorts or tracksuit trousers
- T-shirt and long-sleeved top that can be worn in layers
- Plain woollen hat and thin gloves
- Towel

## All Activities

A small storage bag to secure any valuable items that your child may have when participating in Physical Education. This storage bag should be clearly labelled with your child's name.

## Homework

Homework is an essential part of a pupil's learning process. The reasons for homework / homestudy are:-

- to encourage individual pupil responsibility.
- to develop good habits of work and study.
- to encourage self-discipline.
- to develop skills in good planning.
- to provide an opportunity for the teacher to give praise.

- to allow work completion without direct supervision.
- to encourage parental involvement in the educational process

Homework has a positive contribution to make to a child's education.

A detailed school homework policy document outlines the appropriate homework levels for all pupils. Copies of this are available on request at the school office.

All pupils are issued with a Student Organiser. This allows pupils, staff and parents / carers to check on the frequency, amount and nature of the homework issued.

Parents / carers are asked for their co-operation in helping establish good homework habits with their children.

## House System

The House System fosters identity with the school. It also provides a framework for developing qualities of leadership and responsibility among senior pupils.

## Additional Support Needs

Dumfries and Galloway Council is committed to the well-being and educational development of all learners.

The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

The Authority aims to remove barriers to learning for all children with additional needs through a range of provision from mainstream classes (supported by their classroom Teacher) to part-time or full-time provision in a school with a learning centre or inclusion base.

This commitment to meeting the needs of all children is based on the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009.

The Presumption of Mainstream (<https://www.gov.scot/publications/guidance-presumption-provideeducation-mainstream-setting/>) means that most children will be supported in their local school.

What is Additional Support for Learning (ASL)? If your child has a barrier to learning they can be said to have 'Additional Support Needs'. Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

- Social or emotional difficulties
- Being a young parent
- Problems at home Having English as an additional language
- Being particularly able A learning disability
- A physical disability Autism Spectrum Disorder
- Moving home frequently Attention Deficit
- Hyperactivity Disorder
- Behavioural difficulties Health Problems
- Bullying Long-term absence
- A sensory impairment Dyslexia/Dyscalculia
- Communication problems Fine or gross motor problems

### **Being a young carer Armed Forces family**

If you have any concerns about your child, you should speak to a member of staff in the school in the first instance. The majority of children with additional support needs have them met in the classroom by their teacher, through differentiated teaching approaches.

If concerns persist the staged intervention process will escalate the response to an appropriate level of support. There are several ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist Teachers, Impairment Specialists and Educational Psychologists.

This may include a request for assistance to the supporting learners team as part of the work of the Autism Support Officers and Looked After Children (LAC) Support Officers It may also involve your child being referred onto staff in external agencies such as Health staff (Speech

and Language Therapist, Occupational Therapist, Physiotherapist etc.). As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate your child will have an educational plan agreed which will identify how they are to be supported.

Your child's progress will be kept under review and any plans and support will be changed as agreed. As a parent you will be closely involved in any review process.

A small number of children will require a more detailed planning process which co-ordinates the input of education and other agencies to fully support the child. This plan is called a Co-ordinated Support Plan.

The Co-ordinated Support Plan process is overseen by the Supporting Learners Service with responsibility for Additional Support for Learning.

Further information on the above is available from the school or on the Council website <http://www.dumgal.gov.uk/article/16163/Additional-support-forlearning> or from the following sources:

- Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527 <http://enquire.org.uk/>
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 <http://www.google.co.uk/search?hl=en&source=hp&q=Scottish%20Independent%20Advocacy%20alliance;or>
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.scll.org.uk/>

Parents may also access further support through mediation services provided by Common Ground Mediation <http://www.commongroundmediation.co.uk/> or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct ) or Parents Inclusion Network (PIN) <http://www.parentsinclusionnetwork.org.uk/> .

Parents are welcome to contact at any time Mr B Maxwell, Acting Principal Teacher of Additional Support Needs or the relevant Pupil Support teacher to discuss any concerns or questions they may have.

## Isolation

In the event of sustained disruption of learning a pupil can be isolated from their class. They are then supervised by a member of management team. There is a very strict Code of Conduct which pupils must follow if isolated.

## The Prayer Room

This is a peaceful space for pupils to drop by on a Tuesday lunchtime. There will be support, if they want it, from one of our local chaplains. They can also remember a loved one who is ill/passed on by placing a note on the prayer wall.

## Meals

Free school meals are provided for all pupils in Primary 1, 2 and 3 as well as those families on qualifying benefits. Free school meals can lead to a large saving each year, nursery and primary school pupils can save £342 and secondary pupils can save £361. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the numbers of pupils who are entitled to free school meals. For further information and how to apply please contact your school or go to <http://www.dumgal.gov.uk/schoolmeals> on the Council's website or phone (01387) 260493.

The Young Scot Cashless Catering system operates in the Cafeteria/Dining Hall. All pupils have access to this facility through their Young Scot Card.

Pupils who lose their card are issued with a replacement free of charge. Contact the number above and a replacement card is then sent out to the home address. Before the card can be used it has to be activated by one of the Dining Hall staff.

For more information about the Young Scot card go to <https://www.youngscot.org>

## Morning Break

The canteen provides fruit juices, home baking, fresh fruit etc.

NB. The use of the Dining Hall is restricted to those using the canteen facilities at this time.

## Lunches

A cafeteria system operates where pupils may purchase from a wide choice of foods. Our Catering Supervisor is aware of the requirements of healthy eating, and such foods are well to the fore. She would particularly mention to you that a meal deal lunch costing £2.00 is available every day, representing excellent value for money and a balanced diet. There are three service points in the Dining Hall - supplying all items available.

Supervision in and around the Dining Hall is provided by Dining Hall Attendants and Senior Members of Staff.

Packed lunches may be eaten in the Dining Hall.

## Special Dietary Needs

Special dietary requirements can be catered for by contacting Mrs H Quinn, Catering Manager, via the School Office.

For further information regarding menus and special dietary requirements please go to <http://www.dumgal.gov.uk/schoolmenus>

## School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/Schoolclothing-grants>

While it would not normally be the policy of the authority to exclude a pupil from school solely based on his/her dress, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the headteacher's authority and thus be detrimental to the well-being of the whole school community. In such circumstances, a headteacher could justify the use of the school disciplinary procedures.

Education and Learning Directorate are committed to supporting families through their Anti Poverty Strategy – details of which can be found at <https://www.dumgal.gov.uk/tacklingpoverty> Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at <https://www.dumgal.gov.uk/article/15246/School-clothing-grants> on School Uniform pdf.



## National Achievements by Annan Academy Pupils

### **Steven Black**

Represented U18 Scottish Schools Football Team 2009

### **Scott Wightman**

Member of Dumfries and Galloway Schools Golf Team who won the National Team Championship

### **Gavin Reilly**

Member of Dumfries and Galloway Schools U18 Football Team who won the National Team Championships 2010.

### **Anthony Ryan**

2012/2013 ranked 1st in Scotland in 17yrs age group for 1500m freestyle (long and short course)

Scottish National Age Groups April 2013 (long course):

Gold 15-18yrs in 4 x 200m freestyle relay team

Silver 15-18yrs in 800m freestyle

Bronze 15-18yrs in 400m freestyle

Selected for and represented Great Britain Open Water Youth Development Team in August 2012 for the French International Open Water Cup

Represented Scotland at UK School Games 2011

### **Emily McCall**

Member of the 2010/11 Royal Yachting Association of Scotland National 420 Sailing Squad.

### **Iona Bryson**

2011 Scottish Primary Chess Championships Third place

2011 Represented Scotland in Home Nations Chess Quadrangular Tournament

2012 Scottish Girls Secondary School Chess Championships Third place

### **Nicole Proudfoot**

2016 Scottish Schools Athletics Team International Competition December, Ireland, Team Silver Medalist

2016 Scottish Schools Athletics Under 14 Pentathlon Gold Medalist

2016 Scottish Schools Athletics Under 14 Shot Putt Bronze Medalist

2016 Scottish Schools Athletics Under 15 Shot Putt Bronze Medalist

2017 Scottish Schools Indoor Athletics, U16 Girls High Jump Gold, U16 Girls Long Jump Bronze

2017 Scottish Schools Athletics, Group C Girls, Pentathlon Gold, New Scottish Record

2017 Schools International Athletics Board, International Pentathlon - Team Silver Scottish Schools Athletics, Group C Girls, Long Jump Gold, High Jump Silver

2017 Schools International Athletics Board, Scottish Team Selection (Scotland v England, v Wales v Ireland), Long Jump

2017 England Athletics National Age Group Championships, Under 15 Silver – long jump, Represented Scottish Schools Athletics – Team Pentathlon v England, Wales, Ireland

2018 Scottish Schools Indoor Athletics U16 Long Jump Gold Medal

2018 Scottish Schools Athletics 15-17 years Pentathlon Gold Medal

2018 Represented Scotland in UK School Games, School International Athletics and Schools International Pentathlon Championships

2019 Scottish Schools Athletics represented Scotland in the Home International Pentathlon competition

### **Hayden Keir**

2017 Scottish Disability Sport - National Cross Country S3-6 Boys - Gold

### **Hannah Garrett**

2017 Scottish Schools Athletics Group C Girls Hammer Silver

2018 Scottish Schools Athletics 15-17 years age group Hammer Bronze Medal

2019 Scottish Schools Athletics represented Scotland in the Home International Competition

2019 Scottish Schools Athletics Under 17 Hammer Silver Medal

### **Finlay Waugh**

2017 Scottish Schools Athletics Group C Boys 100m Silver 200m Silver

2019 Scottish Schools Athletics represented Scotland in the Home International Competition

2019 Scottish Schools Athletics O16 200m Silver Medal (Indoor Athletics Championships), Under 17 100m Gold Medal and Under 17 200m Gold Medal

### **Dylan Holmes**

2017 Scottish Schools Badminton, U16 Boys singles - Bronze, U16 Mixed doubles - Bronze

2019 Scottish Schools Badminton under 19 mixed doubles consolation final winner

**Jordan Murray**

2017 Scottish Schools Badminton, U16 Girls Singles Gold, U16 Mixed Doubles bronze

2018 Scottish Schools Badminton U19 Girls Doubles Bronze Medal

2019 Scottish Schools Badminton Under 19 mixed doubles consolation final winner

**Danny Gracie**

2017 Scottish Schools Athletics, Group C Boys Discus Gold, Group C Boys Hammer Gold

2017 England Athletics National Age Group Championships, Under 15 Silver – Hammer, Under 15 Bronze – Discus

2017 WTC European Hammer Decathlon, Under 15 boys World Record – 5907pts

2018 Scottish Schools Athletics 15-17 years Discus Gold medal. 15-17 years Hammer Silver Medal.

2018 Represented Scotland in Hammer Throw at the Celtic Games.

2018 Represented Scotland in the School International Athletics - Scotland v England v Wales v Ireland

2019 Scottish Schools Athletics represented Scotland in the Home International Competition

2019 Scottish Schools Athletics Under 17 Hammer Gold Medal & Discus Gold Medal

**Beth Jardine**

2017 Scottish Gymnastics Elite Level 3, 13+ age group, All Round Bronze, Silver – Floor, Silver – Vault

2019 Scottish Gymnastics Level 4 Individual Gold Medal

**Ryan Reilly**

2017 Gained Degree of Bachelor of Music, Upper Second Class Honours

**Steven Brown**

Gained Degree Of Master Of Arts In Politics And International Relations, First Class Honours 2018

**Natalie Douglas / Alisha Mckinnel / Lucy Armstrong / Emily Richardson**

2018 Scottish Schools Level 4 Gymnastics Team Bronze Medal

**Finley McCartney**

2018 Scotland Rugby League U16 Team Member

**Jessica Wallace**

2018 Scottish Schools Badminton U19 Girls Doubles Bronze Medal

**Evie Bryden / Ellie Byers / Leah Jamieson / Gabi Nolan / Nicole Ritchie**

2018 Represented Scotland in the Schools International Pentathlon Championships – Scotland v England V Wales V Ireland  
Scottish Schools Road Running  
S1 Girls Team Silver Medal

**Kirsty Cooper / Jenna Patterson / Lexie Steel / Jordan Bell / Cameron Ewing / Lily Glendinning / Caitlin Ritchie / Kirsty Barlow / Caitlin Craik / Eve Irving / Megan Muir**

2018 Scottish Rugby Union U18 Girls Club Shield Silver Medallists

## 2019 Achievements

**Demi Bryceson**

2019 Scottish Schools Gymnastics Level 1 Individual Gold Medal & Level 1 Team Silver Medal

**Casey Swallow/Kaitlyn Thorburn/Lexie Erskine**

2019 Scottish Schools Gymnastics Level 1 Team Silver Medal

**Annie Richardson/ Olivia Schiller-Hughes/ Halle Sharkey / Ellie Smith / Leah Jamieson**

2019 Scottish Schools Gymnastics Level 4 Team Gold Medal

**Beth Jardine/ Alisha McKinnel, Emily Richardson/ Lucy Armstrong**

2019 Scottish Schools Gymnastics Level 4 Team Gold Medal

**Ellie Byers/ Evie Bryden/ Leah Jamieson/ Gabi Nolan/ Nicole Ritchie**

2019 Scottish Schools Athletics S1 Road Race Team Silver medal

**Erin Quinn**

2019 Scottish Schools Athletics Under 14 Hammer Gold Medal & Under 14 Discus Bronze Medal

**Lily Glendinning**

2019 Scottish Rugby Scottish Futures U18 girls Rugby Squad

## Duke of Edinburgh's Award Scheme

The DofE Award is a voluntary, non-competitive programme of practical, cultural and physical activities. It offers fun, adventure and major challenge to young people from S3 upwards. Highly respected by employers, colleges and universities, it helps participants develop self-confidence, leadership, communication and problem-solving skills.

Bronze timescales – Minimum 6 months:

- Volunteering section: 3 months
- Physical section: 3 months
- Skills section: 3 months
- PLUS 3 more months in one of the Volunteering, Physical or Skills sections.
- Expedition section: 2 days/1 night for both Practice and Qualifier

Activities for each DofE section take a minimum of one hour a week over a set period of time, so they can be fitted in around academic study, hobbies and social lives. Development and regular progress must be shown, and evidence recorded – almost like a diary or blog.

Participants can move on to Silver and Gold level, once each level has been completed.

Millions of young people in the UK have already taken part in the world's leading youth achievement award – pushing personal boundaries, gaining new skills and enhancing their CVs and university applications. In Annan Academy we usually have around 80 young people working towards their Award at various levels. So far we have supported over 500 young people through their Award, with 325 holding a Bronze Award and almost 60 having achieved their Gold Award to date.



## Wider Curriculum Opportunities

At Annan Academy we aim to raise aspirations within all pupils by providing a wide range of ways to celebrate the achievements of all pupils ensuring pupils participate in the widest range of opportunities.

The activities and clubs are organised by staff and usually take place at lunchtimes or after normal school hours.

These include:-

Annan Academy Environmental Association	
Basketball	Bee Club
Craft Club	Cluster Choir
Lunch Club	Darts Club
Da Vinci	Disability Sports
Duke of Edinburgh	Excelsior Magazine
Games for All	Gender Sexual Alliance
Gymnastics	Hockey
Inter-house Sport	Junior Show
Library Assistants	Music Groups (S1-5)
Music Instruction	MVP
Netball	Pupil Council
Regional Youth Choir	Rugby (Boys and Girls)
School Band	Sci-Fi club
Senior Show	Sports Leadership
Sustainability Group	Table Tennis
Warhammer School Alliance	



We recognise that many of our pupils are involved in a number of activities outside of school. We pleased to be able to offer them schools' events. We have had success in disability sport, athletics and horse riding among many others.

Throughout the year there are various opportunities for pupils to go on school trips. In the past some pupils have enjoyed trips to theatres, concerts, rugby matches, football matches as well as further afield to London, The Netherlands, France, Belgium. In 2018 we had our first expedition in Kenya with Camps International and preparations have begun for our next expedition to Borneo.

Our pupils also work hard raising money for different events and charities giving them an outlet to showcase and develop their skills. Pupils have helped run coffee mornings and take part in the Christmas Shoe Box Appeal.

For pupils in the senior school, there is the opportunity to recognise participation in the wider community through the Youth Achievement Award.

## Pupils' Property

1. No property should be left in corridors, etc.
2. All items of clothing should have some means of identification, such as a name tag. Remember there may well be several hundred pupils wearing similar items and it can be extremely difficult to establish ownership. Equipment should also be labelled and, where appropriate (e.g. an electronic calculator), its serial number should be noted.
3. Articles of value should never be left in a cloakroom.
4. All coats, books etc should be taken home each night.
5. Whilst it is accepted that most pupils carry mobile phones these days it should be noted that these must be switched off in school and must not be used during class time. Pupils operating phones during lesson times will have them confiscated and returned at the end of the school day. Neither the school nor Dumfries and Galloway Council accept any responsibility for the theft or damage of such equipment. Accordingly, our advice to pupils is that they should not bring such equipment to school.

## Lockers

The school has a system of offering each pupil a locker. Pupils and their parent/carer enter a contract with the school regarding the use of these.

## Fitness Suite

The school has a fitness suite available to be used by pupils and staff. This outstanding resource was built in 2017. It was identified as a priority through the Pupil Council and was secured through independent fundraising, primarily by Active Schools. To use the suite pupils and staff must have had the basic induction which can be received through core PE or one to one from our Senior Sports Leaders.

## Year Council

Each tutor group in any given year group elects a representative. This group of pupils constitutes the Council for that Year Group. Class Representatives are expected to ensure a two-way flow of information between Council and classmates.

The Year Council meets regularly, and is attended by one of the School Vice-Captains. Each Year Council will discuss and agree which member(s) will be responsible for chairing and taking minutes of meetings. An allocated staff member attends each meeting to act as an advisor.

Each Year Council will elect two representatives to go forward to the Pupil Council. These representatives will have the additional responsibility of ensuring effective communication takes place between these two tiers of the Council System. These two Year Representatives will be accompanied by their link Vice-Captain to Pupil Council.

## Pupil Council

The Pupil Council consists of representatives of all year groups, chaired by the School Captains, attended and advised by the Rector. The School Captains act as representatives of the pupils on the School Council.

In recent years the Pupil Council has used its influence to introduce hand dryers into the toilets, a locker for each pupil, improved pupil social areas and the new fitness suite.

## School Transport

### By Bus

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria.

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school.

In certain circumstances, non entitled pupils may be able to access help. Please go to <http://www.dumgal.gov.uk/article/15245/Free-school-transport> on the Council's website for further information or phone (01387) 260437.

To ensure equal loading of buses from the Gretna / Eastriggs area, pupils will be given a numbered bus pass and must travel in the bus bearing that number.

Anyone who alters, or attempts to alter, the number on the pass, will be deemed to have defaced that pass and will require to purchase a replacement.

Occasionally, the school transport may not arrive due to unforeseen difficulties. The Education Authority will, after notification, make every effort to provide another bus. However, after a reasonable time, if the bus has not arrived, parents / carers should decide what arrangements they wish their child to make for getting to school.

At present when a bus does not turn up in the evening the school:-

1. Informs the relevant bus company
2. Tries to contact parents regarding possible late arrival home
3. Offers supervision and shelter to pupils.

NB only pupils with valid Bus passes can use the school buses. The only exception to this is for pupils who require to stay away from their home address for Care and Welfare reasons for a short period of time.

Temporary bus passes will only be issued on receipt of a note from parents / carer when these circumstances arise.

## Education Maintenance Allowance (EMA)

Pupils could get financial support to stay on at school if you are from a low income household and meet certain criteria. This is called an Education Maintenance Allowance (EMA).

EMA is a weekly allowance of £30 payable to eligible young people who achieve 100% attendance per week. It is payable in arrears, during term time only, generally on a 2 weekly basis.

EMA is payable to students aged 16 to 19 for a maximum of 3 years. For further information please contact your school or go to <http://www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance> on the Council's website or phone (01387) 260493.

## School Dress Code

We believe that it is the joint responsibility of school and parents to encourage young people to establish suitable habits in dress and appearance. This habit will stand them in good stead for adulthood. By adhering to our School Dress Code we feel that pupils will develop such habits and identify more closely with the school. By following these recommendations we hope that pupils enhance their own, and the Schools, standing in the eyes of the community.

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on a low income. To find out if you qualify, please contact the school or go to <http://www.dumgal.gov.uk/article/15246/School-clothing-grants> on the Council's website or phone (01387) 260493.

**The success of the dress code depends largely on the joint will and help of all parents and, to this end, we ask for your co-operation.**

The uniform code for Annan Academy is:

- A plain white or black shirt with either long or short sleeves
- Our school tie
- A black V-neck jumper or cardigan, hooded tops are not acceptable indoors
- Comfortable dark footwear, avoiding excessively high heels
- Black trousers or a black skirt of reasonable length
- Black dress shorts of reasonable length
- Jacket – dark (optional)

Our school uniform code extends beyond what our students wear to how our uniform is worn. Students are expected to look smart, what this means in practical terms is that in school:

- Shirt collars should be worn down
- Ties should be worn properly with the knot near the collar
- All outdoor clothing should be removed in classrooms or teaching areas

There should be no:

- Visible underwear
- Excessive fashion accessories
- Non-white T-shirts worn under shirts
- Jackets, caps, hats or scarves worn in classrooms or teaching areas

## Work Shadowing

All pupils in S6 are given the opportunity to participate in our Work Shadowing Scheme within the school and this is initiated by the pupils themselves.

## Work Experience

All pupils in S4-S6 are given the opportunity to participate in a Work Experience programme which involves close co-operation between local employers and our staff.



## Dumfries and Galloway Youth Guarantee

Dumfries and Galloway's vision is that all young people will receive an appropriate offer of post-16 learning, training, employment or personal skills development with 100% positive destinations for all school leavers in Dumfries & Galloway.

Planning forms part of the process for ensuring there are opportunities available for young people on leaving school. Planning will help identify the most appropriate offer that matches young peoples needs and aspirations. It must be:

- at the right level
- accessible both in terms of location and local labour market opportunity
- delivered through the right learning method
- fit with each young person's chosen pathway

To find out more visit: <https://www.dgtap.co.uk/education> and <https://www.myworldofwork.co.uk/>

The DG Youth Guarantee is an extension of the Scottish Government's commitment that every single 16-19-yearold in Scotland will be offered a place in appropriate learning or training if they are not already in a job,

Modern Apprenticeship or in education. This includes 3 critical elements:

- the right learning - with a range of options on personalisation and choice. This will include staying on at school, entering further or higher education, taking up an Apprenticeship, participating in training, or taking part in personal skills development in a community learning and development setting or a third sector organisation.
- the right financial support to help young people take up the offer which is right for them For more information visit: <https://www.dgtap.co.uk/youth-guarantee>

Youth Guarantee Universal Support for all Learners All learners are asked to identify their plans for the future from S3 onwards. This information is saved by the school and can help young people choose relevant subjects as well as

being passed on to partner organisations to plan for pathways beyond school.

Young people are asked about their anticipated leave date, preferred route and preferred sectors. This information is updated annually as young people change and consider pathways. Final destinations

secured on leaving school are recorded on a leavers form.

For more information and to see copies of the questions

visit: <https://www.dgtap.co.uk/planning-yourfuture>

## Youth Guarantee Targeted Support for Learners

Young people who don't have a secure destination but are planning to leave school will be discussed at school Employability Coordination Groups (ECG). ECG has representation from Pupil Support staff, Skills Development Scotland and the Employability & Skills

Service plus Attendance Support Officers where there is persistent absenteeism and when appropriate.

The employability coordination group will meet regularly to consider all pupils (S4-S6) to determine their level of risk of not achieving a positive destination up to 6 months before their leaving date. For those who wish to leave but don't have a positive destination a key partner will be agreed. to ensure the appropriate support is in place for each young person. Young people who have been given extra support in school will automatically be considered to enable the right support to continue through the transition to post school if needed.

There are a range of identified support programmes available to help young people who wish to leave school but require more support before moving in to training, employment or further education. For more information on the Youth Guarantee Agreement, the DG Workplace Skills Award or Project Search visit: <https://www.dgtap.co.uk/training-development>

To see the range of staff who can help download the 'who can help school' leaflet.



## Responsibilities

We have a duty to provide education for children of secondary school age in our catchment area.

However, each child's education starts at home and is continued as a partnership between home and school. To enable this partnership to give every child the best possible chance of success, the partners should be clear about what each can reasonably expect of the others.

### Parents

1. To show, by example, support for the school in setting the highest standards.
2. To make sure that children attend school regularly, on time, refreshed, alert, appropriately dressed and ready to work.
3. To take an active and supportive interest in children's work and progress.
4. To support the authority and discipline of the school, thus helping children to achieve maturity, self discipline and self control.
5. To control the development of children's use of leisure time activities and entertainments in so far as it affects their progress at school.

### Pupils

1. To attend school regularly, on time, ready to learn and take part in school activities.
2. To aim at the highest standards in all aspects of school life.
3. To co-operate with the school staff and to accept the authority and rules of conduct of the school.
4. To consider and respect the feelings and property of other people both in school and in the wider community.
5. To care for the grounds, buildings, furniture, equipment and books provided for the school.

### School

1. To develop each pupil's talents as fully as possible in accordance with the aims of school and to prepare each child for his / her role in current adolescent and future adult societies.
2. To teach effectively and to set the highest standards in work and behaviour.

3. To care for each child as would a good parent of a large family.
4. To establish regular communication with you as a basis for close co-operation between home and school.

### If you have a comment or concern

A comment might be some brief feedback about how we have handled a situation or delivered a service.

It is best to pass a comment straight to the school so that we can take any necessary action. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your

- Nursery/Primary Class teacher if the enquiry relates to classroom practice.
- Headteacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) If your enquiry relates to whole school matters linked to Parental Involvement.
- In Secondary, the teacher with responsibility for Personal Social and Emotional Supervision followed by the Headteacher.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting [EducationSupport@dumgal.gov.uk](mailto:EducationSupport@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>.

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at <http://www.dumgal.gov.uk/article/15382/Complaintsprocedure>

## School Focus

### Accommodation

During the past 20 years our school has been rebuilt in phases. There are now 30 General Classrooms, 11 Science rooms, 4 Home Economics rooms, 3 Business Studies rooms, 5 Technical rooms, 4 Art rooms, 2 Computer rooms, 4 Specialised Language rooms, a Guidance Suite, a Gymnasium, a Games Hall, a Swimming Pool, a Library, an Assembly Hall. There is, of course, a Staff room, a Medical room, 1 Conference room, a Learning Support Suite and several departmental bases. Two fully equipped flexible learning units have been set up for Information and Communications Technology (ICT). A Video Conferencing Suite has also been established in this area. Sports fields, extending to eleven acres, adjoin the school.

Since November 2012, accommodation at Annan Academy has been significantly enhanced through the opening of the new 'Performing Arts Centre'. This purpose-built facility includes Dance studio, Drama studio, two Music classrooms, Media Studies room, recital room, Drama workshop area and four music practice rooms.

There are three sets of boys', and three sets of girls' toilets situated in various areas in the school.

### Sports Facilities

On site we have a games hall, swimming pool, gymnasium, a dance studio, fitness room, and extensive playing fields. All these facilities are utilized fully both during the school day and in the evening by the community. Use is also made on a regular basis of the Council tennis courts situated at Seaforth Avenue, together with the Council facilities at the Everholm. All PE changing areas have been refurbished within the last 10 years.

### Charities

Charities supported By Annan Academy are as follows :-

Children in Need, Shoe Box Appeal - Eastern Europe, Annan Academy's General Committee - to name but a few. We also donate to topical or current fundraisers throughout the year.





## Curriculum

Curriculum for Excellence is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

### How does Curriculum for Excellence Work?

- Learners will experience a broad, deep, general education to S3, with options in the senior phase (S4 – S6) to specialise, go on to further study, improve skills and get work experience.
- The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There's more focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.

- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.
- National Qualifications are in place and are designed to be as flexible as possible to meet the needs of all pupils.

At Annan Academy

S1-3, the Broad General Education. All pupils follow a Broad General Education from S1 to S3 before progressing into the Senior Phase from S4 to S6.

In S1 and S2 all pupils have classes in English, Mathematics, Science, Social Studies, (Geography, History and Modern Studies), Religious Studies, a Modern European Language (French), Expressive Arts, (Art, Music, Drama), Health and Well-Being (Health and Food Technology, Physical Education), Personal and Social Education (PSE), Technologies (Technical Education, Information and Communications Technology). Pupils have opportunities for personalisation and choice, when appropriate, in the activities within their classes.

In S3, while the Broad General Education is maintained and pupils continue to study all subjects, pupils can personalise their learning by identifying subjects they wish to study in greater depth than others.

S4-6, the Senior Phase, pupils have the opportunity to follow a range of courses leading to exam certification at appropriate level from National 2 to Advanced Higher. These courses will be selected based on a pupils intended pathway towards their planned post school destination.

Choice – pupils will choose their courses at the end of S3 and then every year thereafter. This will be done through a dialogue with parents, teachers and PT Pupil Support.

Literacy, Numeracy and Health and Well-being will be covered by all subjects, reflecting the central importance of these 3 areas to every young person's education.

## Excursions

### a. At Home

The value of learning outwith the classroom is recognised and encouraged.

The following are regular events :-

- Concert and Theatre visits
- Museum / Cultural visits
- University Open Days
- Visits to Local Industry
- Conferences and lectures

The list is endless.

Examples are:

#### Non-residential

S1 Crichton Farm Visit

S2 Edinburgh Trip

Regional Youth Choir

#### Residential

London Trip

S6 Leavers Trip

Regional Music Courses

### b. Abroad

Annan Academy is renowned for the high standard of its excursions abroad. While a trip may be organised by a particular department, party leaders seek to maximise the learning experience by adding an international dimension to pupil understanding in a range of areas.

Examples are:

- Iceland Trip
- Netherlands Trip
- School Band Trip
- Regional Youth Choir
- French Trip

## Fund (School)

We have a School Fund which is administered by a General Committee of staff and pupils.

1. This Committee's objectives are :-
2. To regulate the extra curricular activities of the school.
3. To initiate, encourage and support such activities.
4. To administer, in a General Fund :-
  - (a) All grants, donations and subscriptions to the school for social, sporting or cultural activities.
  - (b) the income of school organisations.
5. To consider requests from individual staff and pupil organisations within the school for grants from the General Fund. However, essential educational courses or directives cannot be supported from the Fund. Such funding must come from the Education Authority. It is general policy that travel is not free but may be subsidised.

## Library / Resource Centre

The school library is open from 10am until 2pm. This gives pupils the opportunity to exchange books and other items both before and after the school day as well as during morning interval and lunchtime.

First year pupils, after an initial introduction to the library, follow a library skills course within their English timetable. This aims to enable them to make full and efficient use of library resources. Pupils throughout the school carry out independent research as part of their coursework.

The library maintains a wide range of books and music and story tapes which pupils may borrow for a period of up to a fortnight. Lost books must be paid for at rrp price. The library also contains a reference section and careers section and carries a range of magazines and newspapers for both leisure reading and to supplement class work. A number of computers are situated in the library. These are used to access a wealth of current information. There is also a microfiche reader on which it is possible to peruse old issues of local newspapers and the 1851 census for the Dumfriesshire area.

## Pastoral and Health Care

### Pupil Support System

Planned support for pupils is a whole school process which continues the Personal and Social Development started in the primary school. This prepares the pupil to take his/her place in society when they leave school. This whole programme helps pupils to get the best out of their time in school through assisting them to make appropriate choices, guiding them through transition points and generally meeting their personal needs.

The school operates a vertical pupil support system.

There are currently six members of the Pupil Support Team.

The Pupil Support Teachers provide pastoral care and monitor pupil progress, assisted by the Tutor Teachers.

At management level a Depute Rector has responsibility for Pupil Support on a whole school basis.

Pupils are allocated to a House and given a Pupil Support Teacher when they enrol in school. This Pupil Support Teacher retains pastoral responsibility for the pupil throughout his or her school life. Children from the same family will normally have the same Pupil Support Teacher to make communication between home and school easier. The House names are Bruce, Douglas and Solway.

The Pupil Support Teachers establish a close link with the pupils in their care. They give advice on personal and school matters, and coordinate the Personal and Social Education course. The Pupil Support Teacher also monitors the pupils' progress in school and communicates with parents should there be any concerns. The Pupil Support Teachers are helped by the Tutor Teachers who meet the children daily and also deliver weekly lessons of PSE. Pupils should find their Tutor Teacher and their Pupil Support Teacher invaluable sources of help and advice.

The Pupil Support Department maintains close links with a number of partner agencies including Opportunities for All, Aberlour, Social Work and the Regional Psychological Services. Contact with

these partners is made through prior discussion and consultation with parents.

### Health Education and Health Care

Part of the Social Education Programme is given over to Health Education. The syllabus "Health Education in Secondary Schools" has been approved by the Council's Education Committee and covers a broad range of health topics, including Adolescence and Human Reproduction.

Health Care is the responsibility of the Department of Community Medicine of the Dumfries and Galloway Health Board. All S2 girls are offered the HPV vaccination and all S3 pupils are offered the Diphtheria, Tetanus and Polio vaccination. There is no resident nurse at the school but there is a school nurse "on call" who is always willing to advise pupils on issues concerning personal health and can be contacted directly, or via Pupil Support Staff.

The school nurse (R Henderson) visits school one day per week.

In cases of pupils feeling unwell, initial help is given by a First Aid Assistant.

### Religious Moral and Philosophical Studies

Courses in Religious Education are prepared for various stages in a pupil's career in school. The theme of these courses is Education (not instruction) and their purpose is to show the part played by religion in man's existence and to make pupils aware of the beliefs in the various Faiths. If you wish to withdraw your child from these courses you should notify the school, in writing.

Religious and Moral education is concerned with the development of the pupil in relation to self-awareness, relationships with others, concern for others, beliefs, values, attitudes and practices.

At our school the aims of Religious and Moral Education are :-

1. To help pupils identify the area of religion in terms of the phenomena of religion and the human experiences from which they arise.
2. To enable pupils to explore the nature and meaning of existence in relation to the questions religions pose and the answers they propose.

3. To encourage pupils to develop a consistent set of beliefs, attitudes and practices which are the result of a personal process of growth, search and discovery.

Religious Education should help the pupil to become aware of his / her own commitments and to test them in the light of reason and experience and the evidence of the great religious traditions.

Because all the major religions of the world stress the importance of morality, moral education has traditionally been associated with Religious Education. The Religious Education syllabus for all pupils at Annan Academy therefore includes Moral Education.

We consider Moral Education to be an area of the curriculum which is not confined to the area of Religion.

Moral Education is a function of the whole school and is found in all subject areas. It is transmitted by example and precept through the relationships which exist in the school community as well as through the curriculum.

A sound moral education will encourage our pupils to appreciate and develop values such as honesty, liberty, justice, fairness and respect for others.

### Physical Education

Physical Education provides learners with a platform from which they can build physical competences, improve aspects of fitness, and develop personal and interpersonal skills and attributes. It enables learners to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning, and enhances their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.

They encounter a variety of practical learning experiences, including working on their own, with a partner and in small and large groups. Pupils use a variety of equipment and apparatus, both outdoors and indoors.

The aim of the department is to provide a high quality PE programme that will include learning to move (learning the skills, techniques and understanding required for participation in physical activities and sport) and moving to learn

(physical activity as a context and means for learning).

The department objectives are to:-

- set high expectations of what each individual child and young person and the whole school can achieve in and through PE and school sport;
- share with children and young people what they are expected to achieve in a way that they can understand;
- take into account what children and young people have already learnt within and beyond school;
- identify the next steps in progression and communicate these to children, young people and their parents / carers;
- give each child and young person relevant learning activities and authentic context that interest, challenge and motivate them;
- provide opportunities for children and young people to analyse, assess and evaluate their own and others' work;
- give children and young people time to think, reflect and make decisions and choices for themselves;
- allow children and young people time to solve problems, while giving appropriate feedback and support to advance learning and avoid frustration.

The Scottish Government expects schools to provide at least two hours of good quality physical education for every child, every week. Therefore, all pupils are expected to be prepared, with kit for all PE lessons.

### Physical Education Kit

Clothing is an important aspect of safe practice in all forms of physical activity. In Annan Academy we recommend the following items of kit for participation in Physical Education.

### Dress

As described on page 24.

## Exemption from Physical Education

All pupils in S1 to S4 are timetabled for 2 periods of Physical Education each week. Because of the compulsory nature of the subject, all pupils are expected to participate in the subject. There should be no reason why a learner can't participate in PE if they are at school. Pupils seeking long-term exemption from the subject must provide a Medical Certificate from their own doctor and may be asked to undertake a Medical Inspection by the School Doctor.

## School Rules

School Rules must be reasonable, enforceable and justifiable. The reasoning behind them must be easily understood by pupils.

Our rules are straightforward and based on common sense, courtesy, personal safety and protection of property.

### General

1. Pupils are expected to be regular and punctual in their attendance both for school and for classes.
2. Each absence must be explained by a signed note from you.
3. Pupils are expected to be dressed for school in accordance with established guidelines.
4. Pupils must come properly equipped for all classes i.e. with pen, pencil, eraser, school bag and all necessary books and equipment.
5. Pupils are forbidden to leave the school grounds during the morning or afternoon sessions without permission.

### Behaviour

6. Pupils when travelling to and from school, must not behave in such a way as to bring the school into disrepute.
7. Smoking and gambling are not permitted, in or near the school.

8. Bullying, fighting and other forms of anti-social behaviour such as spitting, etc, will not be tolerated.

### Movement around the School

9. Pupils must walk quietly on the left along corridors and on stairways.
10. Pupils must not loiter in corridors, stairways, toilets cloakrooms and other prohibited areas at any time.
11. Eating crisps, sweets etc, on the way to and from class or in class is not permitted.

### Care of Property

#### a. Personal

12. School bags and valuables must not be left unattended except in lockers. All pupils must accept full responsibility for the security of personal property and make sure that all books and equipment in their possession are properly cared for.

#### b. School

13. Pupils must not tamper with, or damage, fittings in classrooms, corridors, cloakrooms or toilets.
14. All litter must be placed in the litter bins.
15. Graffiti on books or walls will not be tolerated.

## Data Protection

Each year, your child/young person's school will send home a copy of the personal data we hold about your child/young person as part of our annual update process.

If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the Headteacher of your school to make this request.

### **What personal information do we collect from you and why do we need it?**

Data about pupils includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.

Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family situation.

Data held will also include pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.

We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.

If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that have legitimate reason to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

### **Sharing Pupil data**

If a child/young person moves Early Learning and Childcare Centre (ELCC)/School, we have a legal obligation to pass on information to their new ELCC/School/education authority. Sometimes we also receive information about child/young

person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes.

We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall.

For more details about this processing please contact [miss@dumgal.gov.uk](mailto:miss@dumgal.gov.uk).

The Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only. The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place. To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

The Council need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep your nursery and school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

If you would like to access any information we hold, then you can do so under the Pupils' Educational Records (Scotland) Regulations 2003, by making a Request to your child's school in the first instance.

### **More Information or Concerns**

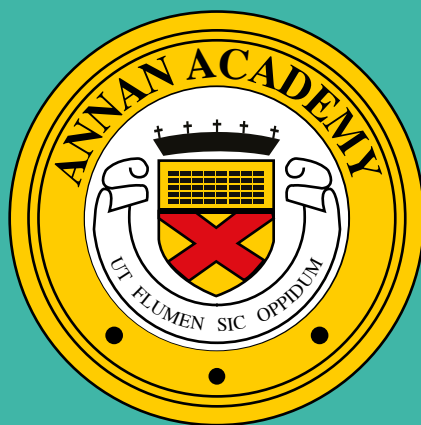
For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern please follow this link <http://www.dumgal.gov.uk/article/15129/Data-protection>

If you have any concerns about data sharing you can discuss this with the school office,

or data protection officer at the Council via [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)







I hope that you have found the information contained in our handbook useful. All information contained in our school handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the school session.