

## Annan Academy – Guidelines for Pupils/Parents – August 2006



| Issue  | Guideline(s)   | Rationale  |
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| <b>School Dress Code</b>   | All pupils at Annan Academy should wear one of the accepted forms of the School Uniform as detailed in the School's Dress Code (overleaf).   | The rationale for this was fully explored in the letter issued to Parents on the 23 June 2004 (extract attached) and followed up in the Annandale Observer on Friday, 25 June 2004.  |
| <b>Jewellery, make-up hairstyles etc.</b>  | Jewellery, make-up and hairstyles should be unobtrusive.   | All pupils should work in a safe and comfortable environment without distraction. It is important, therefore, that articles of clothing, jewellery etc. do not compromise pupils' safety in any way.   |
| <b>School Bags</b>   | All pupils should bring with them to school a school bag (plain in colour - black preferred and unadorned with badges and logos) which is large enough to carry <u>all</u> of the books and equipment required for the day's work. NB - The small handbag type is not adequate for the purpose.  | It is important that pupils are able to take the appropriate equipment and resources to and from school in a manner in which they can be organised and well protected so that personal effects and study materials can be kept safe and text books etc. can be passed on to others in good condition.  |
| <b>Basic School Equipment</b>  | All pupils should carry with them the equipment required for the working school day. This includes (at least): writing implements, a ruler and a rubber and Student Organiser.   | Pupils should always be prepared for and have the correct instruments to carry out the tasks they are expected to undertake. This is a habit that is important for the future and particularly for the work place.   |
| <b>Sportswear for use at Physical Education</b>  | Pupils are required to bring their PE kit with them (as outlined by the PE Department) on the days that they are timetabled for Physical Education.  | As above – it is important to come prepared for the task.  |
| <b>Student Organisers/ Homework diaries</b>  | All pupils will be issued with a Student Organiser on the first day of the new session. Pupils are required to take their Organiser with them to all lessons and to record important information in it (ie homework, results etc.). Parents are also requested to scrutinize the Organiser regularly.  | If used correctly and consistently the Student Organiser helps pupils (and parents) to organise study, meet deadlines and communicate with staff in the school.  |
| <b>Latecoming in the morning and at Lunchtimes (pupils who go off the School campus for lunch)</b> | Pupils are reminded that school commences at 9 o'clock in the morning and at a quarter to two in the afternoon and that they should be on the school premises before the bell rings. Pupils who go off the school campus at lunchtime are reminded that they should take extra care when they are close to traffic, they should act sensibly and responsibly whilst in the community and they should place all of their rubbish in the bins provided.  | It is important that all of our pupils are aware of the safety risks when they are away from school. As citizens of the Annan Academy community we ask them to show consideration for others and to take care of their own immediate environment. Good time-keeping is an important life-skill that we wish our youngsters to develop. We will, therefore, monitor the situation, both in the morning and after lunch, for habitual late-coming.   |
| <b>Personal equipment : (Mobile phones, MP3 players etc.)</b>                                      | Whilst it is accepted that most pupils carry such devices 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 | As well as this piece of modern kit causing considerable disruption of pupils' learning, one of the unfortunate side-effects of this technological wonder is that the immediacy of messaging and response can be destructive to relationships, it can be used as a form of bullying and the advent of the photographic facility can be used to invade personal privacy. Such use of this equipment cannot be condoned by any educational establishment. We must educate our pupils to use such technologies (including the internet) responsibly. Such equipment is not required and can only act as a distraction to the work that is going on in the school. |