

# Annan Academy

Prospectus 2011-2012





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# Introduction



**Frank Davis**

**Rector**

## **Rector's Foreword**

At Annan Academy it is our 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.

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

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 an effective partnership exists between school and parents. Parents are always welcome in school, and should not hesitate to make contact if they have any questions or concerns.



# Aims

## For School Pupils

We aim to :

1. **Enable our pupils to attain their full intellectual, aesthetic, creative and physical potentials.**
2. **Aid them in their search for meaning, value and purpose in life.**
3. **Develop and encourage their individual and group skills.**
4. **Equip them for their present adolescent, and future adult, societies.**
5. **Our aspiration for all children and for every young person is that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work. By providing structure, support and direction to young people's learning, the curriculum should enable them to develop these four capacities. The curriculum should complement the important contributions of families and communities..**

If these aims are to be fully achieved, it is vital that, for each pupil, a close mutually supportive relationship should exist between school and home.

## For The Wider Community

A broader role for the school is emerging and we aim to develop as an Education Centre providing a broad range of educational and training facilities for the adult community.

Any visitor to Annan Academy will notice that while most of the school buildings are modern, there are parts that are of older origin. This reminder of the past is an appropriate starting point for a brief survey of the history of our school.

# 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. It is now used as local government offices.

Beginning in the 1960s a series of new buildings were erected beside the old at Greenknowe, resulting in the Annan Academy that we know today.

# 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 4.00pm.

## Address

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

Telephone No: (01461) 202954

Fax No: (01461) 205955

School Roll: 993

Rector: Frank D Davis

E-mail: [fdavis967@ea.dumgal.sch.uk](mailto:fdavis967@ea.dumgal.sch.uk)

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

9.00am - 9.50am	Period 1
9.50am - 10.45am	Period 2
10.45am - 11.00am	Interval
11.00am - 11.15am	Tutor-Time
11.15am - 12.10pm	Period 3
12.10pm - 1.00pm	Period 4
1.00pm - 1.45pm	Lunch
1.45pm - 2.40pm	Period 5
2.40pm - 3.30pm	Period 6

## School Holidays – Session 2011/2012

<b>August</b>	School re-opens on the morning of Wednesday, 24 August, 2011 Pupils resume on the morning of Thursday, 25 August, 2011
<b>October</b>	Close on the afternoon of Friday, 7 October, 2011 Re-open on the morning of Monday, 24 October, 2011
<b>Non-Pupil Days</b>	Wednesday, 30 November and Thursday, 1 December, 2011
<b>St. Andrews</b>	Friday, 2 December 2011
<b>Christmas</b>	Close on the afternoon of Wednesday, 21 December, 2011 Re-open on the morning of Thursday, 5 January, 2012
<b>Mid-Term</b>	Monday, 13 February, 2012
<b>Non-Pupil Days</b>	Tuesday, 14 February and Wednesday, 15 February, 2012
<b>Spring</b>	Close on the afternoon of Friday, 30 March, 2012 Re-open on the morning of Monday, 16 April, 2012
<b>May Day</b>	Monday, 7 May, 2012
<b>Summer</b>	Close on the afternoon of Friday, 6 July, 2012

# School Organisation

## **Rector**

Mr F Davis

## **Depute Rectors**

Mr D Muir

Mr B Asher

Mrs S Speight

Ms S Brown

## **School Support Manager**

Mrs M Heughan

## **Languages**

Ms L Brown (PT Curr)

## **English**

Mr N Wallace (PT Curr)

Mr K Garden

Mrs C Forrest

Mr G Cooper

Mrs G Craik (PT Pupil Support)

Mrs C Johnston

Miss L McCulloch

Miss S Watson

Miss E Lockhart

## **Drama**

Mr N Wallace (PT Curr)

Ms A Beynon

## **Modern Languages**

Mr S Macanulty

Mrs A Chistyakova (acting PT Curr)

Mr D Kerr

Mr A O' Halloran

Ms S Brown (Depute Rector)

## **I.C.T**

Mr I McMillan (PT Curr)

## **Computing Studies**

Mr I McMillan (PT Curr)

Mrs L Ferrie

Mrs S Stainthorpe

Miss L Hutchinson

## **Business Education**

Miss G McClymont

Mrs G Law

Miss L Hutchinson

## **Numeracy Faculty**

Mrs J McEwen (PT Curr)

## **Mathematics**

Ms E Macgregor

Mrs S Speight (Depute Rector)

Mrs J McEwen (PT Curr)

Mr C McClune

Mr B Mahon

Mr J Wilson

Mr D Muir (Depute Rector)

Mrs S Telford

Mrs W Coombes

Mr A Bell

## **Science**

Mrs J Breakenridge (PT Curr)

## **Biology**

Mrs J Breakenridge (PT Curr)

Mr N Gurney (PT Pupil Support)

Mr A Cowan (PT Pupil Support)

Mr D LeVin (PT Pupil Support)

Mrs J Dinnell

Mrs K Anderson

## **Physics**

Miss G Lucas

Miss N Clarkson

Mr R Gibson

## **Chemistry**

Mrs A Gibbard

Mrs B Currie

Miss J Martin (PT Pupil Support)

Mrs C Campbell

## **Social Subjects**

Mr J Harkness (PT Curr)

## **Geography**

Mr J Crawford

Mr D Jamieson

Mrs A Barclay

## **History**

Mr D G Munro

Mrs V Maxwell

Miss L Russell

## **Modern Studies**

Mr J Harkness (PT Curr)

Mrs V Maxwell

Mrs S Galbraith

Mrs A Barclay

**Religious Education**

Miss L Johnston  
Mr B Asher (Depute Rector)  
Mr A Johnstone

**Health & Fitness**

Mr A Craw (PT Curr)

**Home Economics**

Mrs L Cook  
Mrs S Edgar  
Mrs I Wallace

**Physical Education**

Mr A Craw (PT Curr)  
Mr C McCann  
Mr M Downie (PT Pupil Support)  
Mrs E McCann (PT Pupil Support)  
Miss N Douglas  
Mrs S Court  
Mr K Gallacher

**Creative & Aesthetic**

Mr J Brand (PT Curr)

**Art & Design**

Mr J Warwick  
Mr J Leitch  
Mr I Black  
Mr C Neill

**Music**

Mr J Brand (PT Curr)  
Mr J Boardman  
Miss F Chapman  
Mr F Davis (Rector)

**Technical Education**

Mr H Mallon  
Mr I Paterson  
Mr A Lamb

**Additional Support Needs**

Miss T Macartney (PT Curr)  
Mrs S Watson  
Mr L Fraser  
Mrs A Edgar  
Mrs S Duncan  
Mrs C Ratnam

**Behaviour Support**

Miss T Macartney (PT Curr)  
Mr I McKinnon

**Support Staff****Office Staff**

Mrs D Holliday  
Mrs S McIntosh  
Mrs E Rosado  
Mrs K Watret

**Support for Learning Assistants**

Mrs C Bell  
Mrs A McKie  
Mrs L Close  
Mrs R Dalglish  
Mrs D Grieve  
Mrs E Jack  
Miss K Walker-Jones  
Miss L Mann  
Mrs L Palmer  
Mrs L Ritchie  
Mrs L Shaw  
Mrs S Smith  
Mrs J Story  
Mrs M Watson  
Mr David Goodwin

**Librarian**

Mrs B Turner

**Janitorial Staff**

Mr I Bell  
Mr D Copeland  
Mr M Tully

**Technicians**

Mr R Price  
Mrs A Flett  
Mr G Hoffmann  
Miss C Myatt  
Mrs P Paterson  
Mr B Kelly  
Mr D Booth

**General and Classroom Assistant**

Mrs C Kirkpatrick  
Mrs S Armstrong

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, [www.annanacademy.org.uk](http://www.annanacademy.org.uk)

Membership of our Parent Council is as follows:

### Parent Members:

Eric Dunion (Chair)

David Stainthorpe (Vice Chair)

Gerry Baxter

Fiona Glass

Doreen Bingham

Kathleen McVeigh

Lorna Burgess

Alison Macgregor

Fiona Cumming

### Co-opted Members:

Jeff Kerr

Sharon Ledger

Keith McCorkindale

Hugh Steele

Sonia Thompson

### Clerk to the Parent Council:

Mr John Bicket (Treasurer)

### Rector:

Mr F Davis (Rector)

### Department for Education Representative:

Mrs Elizabeth Baxter

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 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 and School Office during registration. Pupils should report to their Class Teacher 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 Attendance and Liaison 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 / guardians. The school's policy is to stress the positive aspects 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) eg 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.

### **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 organized 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.

### **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 pupils. 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**

[www.annanacademy.org.uk](http://www.annanacademy.org.uk)

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.

### Reporting 2010-2011 (SEEMIS)

Reports will be sent home as follows:-

- S1    October (Tracking)  
       January (Tracking)  
       March (Full)
- S2    October (Tracking)  
       February (Full)  
       April (Tracking)
- S3    October (Tracking)  
       December (Tracking - with S3 targets)  
       January (Tracking)  
       May (Full)  
       June (Tracking - for new S4 with revised target for S4)  
       (S3 targets set in November - a tracking report indicating these targets will be sent home in December)
- S4    October (Tracking - with S4 targets))  
       December (Full)  
       March (Full)  
       (S4 targets will be set in September and reported in the October Report)
- S5/6    September (Tracking Report - with S5/6 targets)  
       November (Full)  
       January (Full)  
       March (Full)  
       (S5/6 Targets will be set in September and reported in the October Report)

### 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 an information evening for the parents of P7 pupils.

### 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, Woodbank, 30 Edinburgh Road, Dumfries, DG1 1NW. 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**

Assemblies are held on a rota system as follows :-

Week 1, 2 & 3

Year Assembly (Rector, Depute Rector, Member(s) of the Chaplaincy Team)

Information, Religious and Moral Issues.

Week 4

House Assembly (Members of House Pupil Support)

Information, matters relating to House and Whole School.

### **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 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.



Jennifer Chiu and Christina Baxter  
(Joint Senior Dux)



Andrew Pearson and Hilary Davis  
(Joint Intermediate Dux)



## Duxes 2010

Mr F Davis (Rector), our Dux Prize Winners and our guests of honour at the 2010 Prize-Giving, Mr Kenny Toal, broadcaster, journalist and university lecturer at Edinburgh Napier University and Mrs Toal.

## 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 (except for S6 pupils when they are not timetabled or pupils with appointments etc.)

At lunchtimes, again like most secondary schools, we do allow pupils who wish to do so to leave the premises. If pupils do this 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 House Head in writing – and arrangements can be made for the pupil to be kept on site under supervision.

## Charges In Certain Areas

- (i) **Art:** A charge is made to cover a proportion of the materials used in making pottery and for photography.
- (ii) **Clubs:** The school usually operates a wide range of clubs. Some payment may be necessary to help cover costs.
- (iii) **Games:** Pupils representing the school in away games are required to make a contribution to the cost of travel.
- (iv) **Health & Food Technology:** Throughout the Region, charges are made for the materials used in Health & Food Technology. For cookery classes, a proportion of the cost of ingredients is charged.
- (v) **School Excursions:** We organise a wide variety of outings both educational and recreational. Many of these are subsidised, e.g. Careers visits, trips abroad, German / French exchanges, etc.
- (vi) **Technical Subjects:** A charge, based on part of the cost of materials used, plus cost of fitments, is made. No charge is made for practice materials.

## **Instrumental Tuition**

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, trombone and tuba) instruments as well as guitar and bass guitar. There may be some spaces in drum kit and percussion instruments.

Please note as a result of budget savings the council has decided to charge for instrumental instruction lessons for session 2011/12. The lesson fees will be £130 per session. If you require to hire an authority instrument the cost will be £47.15. Pupils will be guaranteed a minimum of 30 lessons.

An invoice will be issued late August. Both fees may be paid in full or by 10 instalments from September to June. This will be £13 per month for lesson fees, or £17.71 per month for lesson fees and instrument hire.

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.

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, rubber, 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

## 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 / guardians to check on the frequency, amount and nature of the homework issued.

Parents / guardians 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.

We have four Houses - Bruce, Douglas, Kinmount and Solway. Each house elects representatives to the various year councils. We also elect Sports Captains who assist staff in the planning and running of a calendar of sporting events. House captains from S5/6 and Vice Captains are elected by staff.

## **Additional Support Needs**

If a young person needs extra support to help them gain the most from school then they may be considered to have 'Additional Support Needs'. The term Additional Support Needs means educational provision that is over and above the education that is normally provided to pupils of the same age in local mainstream schools.

A young person may have additional support needs on a short or long term basis. The Scottish Executive's Code of Practice suggests the following as examples of factors which may give rise to additional support needs:

Learning environment, family circumstances, disability or health need, social and emotional factors. This list is not exhaustive and a young person may fit into one or more of these categories. The additional support needs faculty at Annan Academy includes specialist teachers and non teaching staff.

We provide support in a variety of ways, the list below gives some examples.

- Specialist input from a teacher on an individual or a group basis.
- Advice and support from specialist services such as EAL and Sensory.
- Support in class form an ASL assistant or Communicator.
- Use of resources and equipment.
- Consultation and advice for teachers.
- Referral to partner agencies.
- Support in SQA exams.
- Assist with adaptation to teaching approaches.

If a young person has been identified as having additional support needs in primary school then this information would normally be transferred to the secondary before transition.

A young person can be identified as having additional support needs by their subject teacher or PT Pupil Support.

A parent and young person also have the right to request for an assessment if they feel they may have additional support needs.

We work to a specific staged process of ongoing assessment and intervention as outlined in the 'Framework for Support' Authority Guidelines 2006 and 'Supporting Children's Learning, code of practice 2010'.

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

The Education (Additional Support for Learning) (Scotland) Act 2004 introduced a new framework for providing support for children and young people who need some additional help with their learning. This Act has now been amended further by the Education (Additional Support for Learning) (Scotland) Act 2009.

The Act aims to ensure that all children and young people are provided with the necessary support to help them to work towards achieving their full potential. It also encourages all those supporting children and young people to work together.

### **A Guide for Parents and Carers**

The Authority is currently developing a range of information booklets outlining both policy and practice, which should be available online at [www.dumgal.gov.uk](http://www.dumgal.gov.uk) or from your local school in the coming months. In the meantime, if you would like any further information or advice, please contact the school in the first instance or contact the central support team at:

School Services  
Dumfries and Galloway Council  
Woodbank  
Edinburgh Road  
Tel 01387 260444

Further information and advice can also be obtained from Enquire - the Scottish advice service for additional support for Learning.

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service [info@enquire.org.uk](mailto:info@enquire.org.uk)
- an online enquiry service
- two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on to school'.

### **The Isolation Unit**

This is a room within the school which is supervised by members of the school management team. Pupils are sent to this area when they are preventing learning and teaching from taking place in the classroom. There is a very strict Code of Conduct which pupils must follow whilst in this area.

### **Meals**

"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 but if they then lose the replacement card they are required to pay £5 for any further replacement. Pupils on Free School meals who lose their Young Scot card should see Mrs Hazel Quinn (Canteen Supervisor) as soon as possible to get a new card.

### **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.

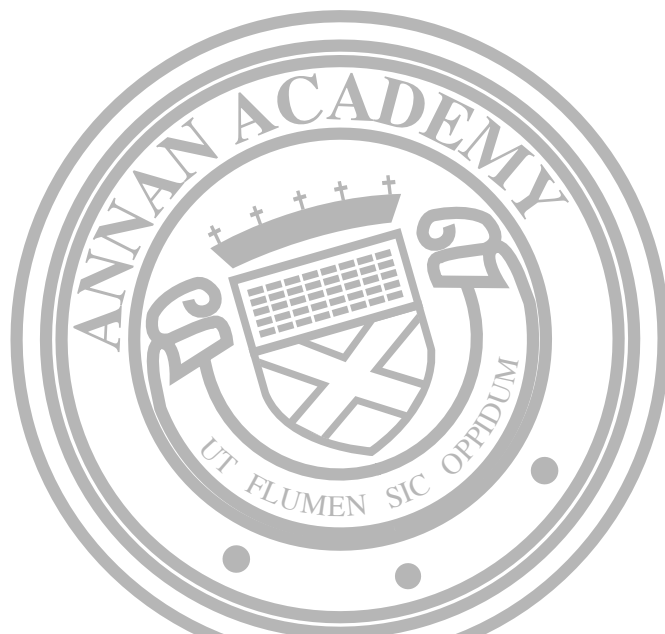
### **Lunches**

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 £1.80 is available every day, representing excellent value for money and a balanced diet. There are three service points in the Dining Hall - two supplying all items available and the other deals with "take-away" foods, e.g. filled rolls, hot pies, sausage rolls, pizzas, hot-dogs etc. and healthy eating bar.

A rota system is operated at school lunches, starting with First year in the first week of the session. Pupils queue up outside (under cover).

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.



# Achievements

## **National Achievements by Annan Academy Pupils**

### **Andrew Smith (Swimming)**

Represent Scotland in 100m Front Crawl - 1993.  
Scottish Junior Champion 100m Freestyle - 1993.  
Scottish Junior Mens Champion - 1993.  
Scottish National Junior Record Holder 100m Freestyle - 1993.

### **Mark Greenhalgh / Andrew Greenhalgh (Sailing)**

Represented Scotland in Mirror Class - 1993.

### **Graeme Reed / Stewart Reed**

Mathematical Challenge Competition run by the Scottish Mathematical Council.  
Winners in 1993.

### **Steven Toal**

(Football) Gained a Scottish Cap against Holland - 1993.  
Gained Caps against France and Switzerland - 1994.

### **Claire Edgar (Working Hunter Pony)**

British Points Champion 1993.  
Scottish Points Champion 1993.

### **Louise Anderson (Highland Dancing)**

United Kingdom Champion 1993.

### **Stephen Rae**

(Senior Scottish Decathlon Cap) 1993

### **Lynn Dunlop**

#### **(Former Intermediate and Senior Dux)**

Gained First Class Honours at Cambridge University - won P.D. James prize for Creative Writing 1994.

### **Ewen Setti**

1st Class Honours in Engineering at Heriot Watt University. Winner of Watt Club Medal, Royal Scottish Art Prize and F.B. Waldron Prize 1994.

### **Scott Wortley (Former Intermediate and Senior Dux)**

Achieved a 1st Class Honours at Edinburgh University and was awarded Joint Class Medal for best Law Graduate of 1994.

### **Vicky Johnstone**

Scottish Schools Hockey Internationalist Under 16 - 1994-95 and 1996-97.

### **Michael Steele / Craig McCann / Scott Hardie / Andrew Eggleton / Michael Williamson / Sean Bell**

Scottish Schools Cross-Country Champions (Boys under 14) 1997.

### **Lisa Smith / Ashley Legg / Amy Myatt / Christine Somers / Elizabeth Thomson / Lee Templeton**

Scottish Schools Cross-Country Championships (Girls under 14) 1997.

### **First Year Girls Basketball Team**

Scottish Schools Basketball Championships (Girls) 1997.

### **Lisa Smith / Gemma Weild / Ashley Legg**

Scottish Schools Cross-Country Road Relay Championships 1997 / 98.

### **Kelly Jamieson**

2004 Scottish Ladies FA under 17

### **Ross Newton**

Winner of the 50m Breaststroke in Scottish Schools Swimming Championships 1995.

**Andrew Mayor**

Winner of the 50m Breaststroke (under 12) in the Scottish Swimming Championships 1998

Year 2000 1st place 100m Breaststroke - at Scottish Schools in Edinburgh

1st place 50m, 100m, 200m Breaststroke - at Inverness

1st place 100m, 200m Breaststroke - Scottish Nationals at Edinburgh

1st place 100m, 200m Breaststroke - Scottish Winter Nationals at Tollcross

1st place 100m Butterfly at Tollcross in Scottish Nationals

**Robert Mayor**

Year 1997 1st place 200m Breaststroke - Scottish Nationals at Edinburgh

1st place 200m Breaststroke - Scottish Nationals at Tollcross

Year 1999 1st place 100m Breaststroke - in 15 / 16 age group at Edinburgh

**Iain Russell**

Scottish Schools Football Internationalist (15 years old) 1997.

**Dean Little**

Scottish Schools National Tennis Championships Tennis (under 18) 1996 / 97.

**Danny Mills**

Member of the Dumfries and Galloway Schools Team which won the Scottish Golf Championships 1997.

**Stuart Barbour**

Dumfries and Galloway Ploughing Champion (Junior) 1997.

**Paul Johnston**

Second in Britain ACU British Youth Clubman Championships (Motocross) 1995.

**David English**

Scottish Schools Swimming Team for the Visually Impaired, 1995, 1996, 1997, 1998, 1999.

**Judith Barbour**

1997 : Represented Scotland in the Pageant of the Horse

1998 : British Champion - Home Produced Show Pony

**Under 15 Girls**

Scottish Schools Cross Country Championships 1998.

**Duncan Smith / Lee Henderson / Cameron Bell / Cameron McKay**

Scottish Schools Athletics 4 x 100m Relay (Boys under 14) - Gold medallists and Record Performance.

**Melissa Irving**

Gold Medallist - Scottish Schools Athletics, Group D Girls Hurdles 80m

**Liam McDougall**

2001/2002 Scottish Schools Football (under 18s)

**David Hamilton**

2003 Member of the National Youth Orchestra of Scotland.

**Andrew Gibson**

2005 Member of Scottish Schools Athletics Squad.

2006 Scottish Schools Cross Country Team Member

2007 Scottish Schools Cross Country - 5th

2007 Chosen for Scottish Schools International Cross Country (Scotland)

2007 Chosen to represent Scotland for UK Schools for 1500m

2007 Chosen to represent Scotland at U18 Celtic Games for 1500m

**Andrew White**

2007 Scottish Rugby Under 18 Squad.

**Amy Lindsay**

(British Tae Kwando Championships)

1st place in Sparring coloured belt level

2nd place in Patterns Age 10+

**Colette Irvine (Athletics)**

2006 Scottish Athletics U14 Girls Shot Putt Silver Medal

2006 Scottish Athletics U14 Girls Discus Gold Medal

2006 Scottish Schools Under 17 Indoor Shot Putt Silver Medalist

2006 Scottish Schools Under 17 Discus Silver Medalist

2006 Scottish Schools Under 17 Javelin Bronze Medalist

2006 National Athletics Squad

**Josh Crawford (Athletics)**

2006 Scottish Schools Under 17 Indoor 400m Gold Medalist

**Sam Pattinson (Swimming)**

British Down Syndrome National Championship

25m Front Crawl Silver Medalist

25m Back Crawl Bronze Medalist

"Speeding Ticket" 50m Front Crawl

Represented Great Britain at the Downs Syndrome World Swimming Championship in Portugal

**Claire Towers (Table Tennis)**

Scottish Schools Under 16 & Under 18 Table Tennis

**Zara Awde (Dance)**

2nd place in National Dance Competition

**Chloe Slater**

Scottish Junior Show Jumping Team

**Katie McCracken**

Scottish Junior Girls Golf Performance Squad

**Kirsty Hamilton**

Represented Scottish Schools Cross Country Team 2005

**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**

Will be representing Annan Academy at Scottish National Swimming Championships in January 2011 in 200/400m individual medleys.

**Emily McCall**

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



## **Duke of Edinburgh Award Scheme**

The Duke of Edinburgh Award Scheme was reintroduced into Annan Academy in 2005. Each year the number of participants grows, with around one hundred young people from S3 to S6 taking part. A total of 170 Awards have been completed in the first five years: our first Gold Awards were presented at Holyrood Palace in 2010. The continuing success of the Award in school depends on the voluntary involvement of Adult Helpers (staff, parents and members of the community) who are prepared to share their expertise, enthusiasm and time in helping the participants through the various sections of the Award.

The school is always happy to hear from such people.





## Out of School Activities

A wide variety of extra-curricular clubs and activities are offered. These are organised by staff and take place either at lunchtimes or after normal school hours.

These include:-

Glee Club

Football (Boys & Girls)

Photography

Swimming

Yearbook Production

Running

Cheerleading dance

Badminton

Duke of Edinburgh Award Scheme

Golf

Rugby (Boys & Girls)

Table Tennis

Dance

Cheerleading stunts

Basketball

Netball

Hockey

Study Facility

Young Enterprise

Athletics

Gymnastics

Other extra curricular opportunities including Summer Band, Senior Band, Jazz Group, Junior Show, Senior Show, String Group, Percussion Group and a variety of residential trips and day excursions.

These groups participate in various activities throughout the academic year.





## **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 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.

## **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, attended by the relevant Depute (and the Rector whenever possible), to act in an advisory role. It is also 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.
- 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.

## **School Council**

- This forum consists of representatives of parents, staff, pupils, partner agencies, chaplains etc. and will offer all parties the opportunity to discuss issues relevant to the life and work of Annan Academy.

## **Travel To and From School**

### **By Bus**

Where appropriate, the Education Authority will provide bus season tickets for pupils to travel to school. At present, those who live more than three miles from school are entitled to free transport to and from school. Parent / carers are reminded that the behaviour of their children on buses is very much their responsibility and that if a pupil misbehaves he / she may have his /her bus pass withdrawn.

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.

### By Bicycle

Pupils are permitted to leave bicycles in a specially-designated area in the school grounds. They are strongly advised to lock their cycles. This privilege is granted on the understanding that :-

1. cycles are roadworthy;
2. the cyclist concerned obeys the rules of the road;
3. no cycling is allowed anywhere within school grounds in the interests of the safety of all pupils.

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

The recommended school wear for our school is:-

1. school ties
2. black or white shirt or blouse
3. black or grey trousers or skirt
4. sensible footwear (black)
5. school sweatshirt, sweater or cardigan
6. school polo shirt

Furthermore, it is required that:-

1. anoraks / jackets / coats / jenkins should be relatively plain coloured and unadorned with pictures, slogans or brand names.
2. jewellery, make-up and hairstyles should be unobtrusive.



Extreme styles and fashions are not considered suitable for school and so should not, therefore, be worn at school.

The wearing of the following items of clothing is NOT ACCEPTABLE:-

1. tracksuits (tops and / or bottoms)
2. denims (jackets and / or jeans)
3. sports tops and t-shirts
4. football club scarves
5. baseball caps
6. any clothing decorated with pictures or slogans (except school badges and logos).

Girls, in particular, should not wear clothing which is so tight, so short or so revealing that it may give offence to others.

What this means in practical terms is that in school:

- ties should be visible, including the knot
- short or skirts should be of reasonable length, ie knee length or longer
- leggings are not appropriate unless worn with skirts/shorts of suitable length
- trousers / blouses / shirts should not be worn in such a way as to be revealing.

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



# 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.

# School Focus

## Accommodation

During the past 20 years our school has been rebuilt in phases. There are now 30 General Classrooms, 11 Science rooms - all recently refurbished, 4 Home Economics rooms, 3 Business Studies rooms, 5 Refurbished Technical rooms, 4 Art Rooms, 2 Computer rooms, 4 Specialised Language rooms, 3 Music 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 Sick 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.

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. The close proximity of the river Annan has allowed canoeing to be developed within the school. All PE changing areas have been recently refurbished.

## Charities

Charities supported By Annan Academy are as follows :-

Children in Need, Comic Relief, Goodwill Children's Home - India, Cancer Research - Billie's Crusade, Shoe Box Appeal - Eastern Europe, Malawi Appeal - in connection with Annan's Rotary, Fairtrade Fortnight, Annan's Academy's General Committee - to name but a few. We also donate to topical or current fundraisers throughout the year.





## Curriculum

### Years 1 and 2

All pupils have classes in English, Mathematics, Science, Social Subjects, (Geography, History and Modern Studies), a modern European language (French, German or Spanish), Art, Music, Health & Food Technology, Technical Education, Religious Studies, Physical Education and Personal and Social Education (PSE) and Information and Communications Technology.

We have introduced a sliding scale for English and Modern Languages which means that, through discussions with Cluster primaries, we determine how a pupil will receive his or her Language provision. Pupils who have been identified as needing consolidation of literacy skills will receive more periods of English per week than others and this affects how many Modern Language periods he or she will receive. Every pupil does receive his or her Modern Language entitlement. Some pupils receive two Modern Languages.

We have also introduced a limited option choice for S2. Our S1/S2 curriculum is subject to some changes in line with our Curriculum for Excellence development.

### Years 3 and 4

The subjects offered follow the broad recommendations of national guidelines, ie each pupil will follow courses in English, Mathematics, Science and a Social Subject. Four further courses are chosen from a wide variety of subjects. Pupils also follow courses in Physical, Religious, Personal and Social Education (PSE). Most of these courses lead to awards from the Scottish Qualifications Authority.

Many Standard Grade courses are enhanced by incorporating a range of cross-curricular issues eg Equal opportunities, Economic Awareness, European Awareness and Technology.

### Years 5 and 6

Pupils are prepared for Scottish Qualifications Authority examinations Access, Intermediate 1, Intermediate 2, Higher and, in S6, Advanced Higher. Modular type provision, generally in the form of 'Units' associated with the Higher Still programme, is available in a number of subject areas.

## **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 visits

University Open Days

Visits to Local Industry

Botanic Garden visits

Conferences and lectures

. . . The list is endless.

### **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.

## **Fund (School)**

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

This Committee's objectives are :-

- (i) To regulate the extra curricular activities of the school.
- (ii) To initiate, encourage and support such activities.
- (iii) 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 all school organizations.
- (iv) To consider requests from individual staff and pupil organizations 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 8.45am until 3.45pm. 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, music and story tapes which pupils may borrow for a period of up to a fortnight. There is a fine on overdue items. 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.

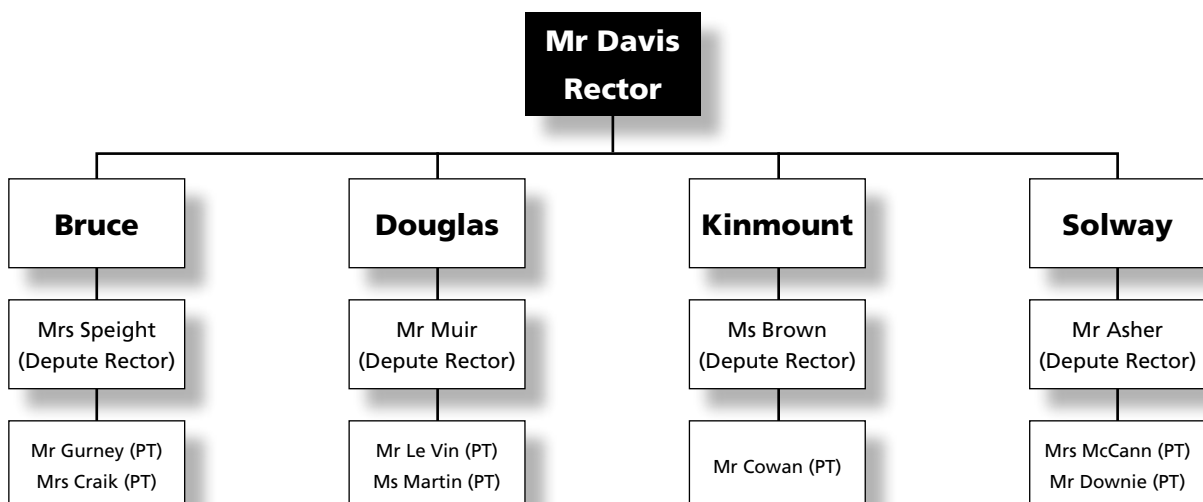
The Resource Base is an area where staff and pupils can get to grips with the latest technology provided to support the curriculum.

## Pastoral and Health Care

### Pupil Support System (under review)

Pupil Support Staff have the specific duty of getting to know a particular group of pupils from the Primary 7 stage onwards, monitoring their progress and development and arranging help and advice on matters relating to curricular, personal or vocational guidance. Specific questions on careers are dealt with by our local careers officer, who organises interviews and is present in school on a regular basis. Principal Teachers of Pupil Support have additional organisational duties relating to different areas of school life.

On arrival in school in first year, each pupil is assigned to a Pupil Support teacher who retains pastoral responsibility for the pupil throughout his or her school life. The Pupil Support teacher is the main means of communication between the school and the parent.



## How Pupil Support is Organised

Each pupil entering S1 is allocated to one of four Houses (Bruce, Douglas, Kinmount or Solway), and within that House, to a Principal Teacher (Pupil Support). The pupil will remain under the Pastoral Care of that Principal Teacher (Pupil Support) until he / she leaves school. This allows the Principal Teacher (Pupil Support) to monitor all aspects of the pupils school life. Each session, the Principal Teacher (Pupil Support) will meet with each pupil on an individual basis. Pupil Support Staff are available for consultation by both pupils and parents at mutually convenient times during or outwith school hours.

The Primary / Secondary liaison between us and our Associate Primary Schools is excellent and this helps greatly to ensure that the transition from P7 to S1 is smooth and enjoyable. Pupil Support Staff visit the primaries prior to transfer to answer pupil questions and hand out booklets informing pupils and parents about various aspects of life at our school.

Pupils also have the opportunity of a 3.5-day "induction" where they follow a normal timetable in the secondary with their new class prior to summer vacation. A Parents' evening after the 3.5-day visit allows discussion with Pupil Support Staff on any aspects of school life which may affect your child.

## 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. Copies of the syllabus may be made available on request.

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 Guidance Staff. The school nurse 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 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 :-

- a. To help pupils identify the area of religion in terms of the phenomena of religion and the human experiences from which they arise.
- b. To enable pupils to explore the nature and meaning of existence in relation to the questions religions pose and the answers they propose.
- c. 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. School Focus / Pastoral and Health Care (contd)

## **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, and using small and large 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 continue to work towards the provision of at least two hours of good quality physical education for every child, every week. Therefore, all pupils are expected to be prepared, with kit (1), 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 17 and 18.

## 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. Pupils wishing to be excused from Physical Education because of injury, sickness etc should bring a note signed by a parent / guardian. 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, rubber 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.

# Adult Education

The Adult Education Service in Annan Academy gives adults the opportunity to return to studying. This can range from attending evening classes to take a qualification course (SQA) or a non-qualification course which can range from cooking, musical instrument, languages, arts and crafts and healthy activities eg getting fit and yoga. Adults are also being offered places to return to day school, they join in with 5th and 6th year classes. The subjects on offer are run on a conventional school timetable.

Adults who cannot give their time during the day could try the Distance Learning Packs. These are ideal for people working or on shifts and cannot attend regularly. Completed work is sent to the Tutor, who in turn marks it and returns it to the student. Assessments are arranged locally.

If you, or someone you know has a problem with reading, spelling, arithmetic, or would like to brush up on the basic skills we can also help.

Adult Education can now offer 'First Step', 4 week / 10 week courses. These are free, friendly and fun and designed to encourage the development of self confidence of the group members.

We also carry information on local college courses, Open University, Access courses for university. In general, if we haven't got the information you need, we will certainly point you in the right direction or obtain the information you require.

Education opportunities for adults is very varied. After the initial decision that you would like to try something new, please get in touch with Adult Education, at the Academy or phone (01461) 206293, we will help as much as we can. Education the second time around can be fun, as much as it is a learning experience.



## **Transferring Educational Data About Pupils**

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils.

We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils,
- Plan and deliver better policies for the benefit of specific groups of pupils,
- Better understand some of the factors that influence pupil attainment and achievement,
- Share good practice,
- Target resources better.

### **Data policy**

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and

is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only.

### **Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.







