

**RESPECT**

**RESPONSIBILITY**

**HONESTY**

**DETERMINATION**



# Dingwall Academy

# 2015



# Handbook

### **Rector**

Mrs K Cormack B Ed, B Sc

### **Depute Rectors**

Lower School (1st and 2nd years) Mr M Di Carlo Dip Tech Ed  
Middle School (3rd and 4th years) Mr D MacIntosh B Ed  
Upper School (5th and 6th years) Ms W Harrison M.A.  
Support for Learning Mr S Gaffney B Ed

The School Address is  
The Academy, Dingwall, Ross-shire IV15 9LT

Telephone 01349 869860  
Fax 01349 869886  
E-mail: [dingwall.academy@highland.gov.uk](mailto:dingwall.academy@highland.gov.uk)  
Website: [www.dingwallacademy.com](http://www.dingwallacademy.com)

Present Roll - 1103  
Stages Covered - S1 to S6

### **Adverse Weather**

Phone = Dial 0800 5642272 School PIN Code = 04 10 10  
Website: [www.highland.gov.uk](http://www.highland.gov.uk) click on Ready for Winter

### **Holiday Dates**

	School Closes	School Re-opens
Summer .....	2 July 2015	18 August 2015
Autumn .....	9 October 2015	26 October 2015
Christmas .....	22 December 2015	7 January 2016
Spring .....	24 March 2016	11 April 2016
Summer .....	1 July 2016	

2 May 2016 will be a holiday. There will be 2 days holiday on 15 and 16 February and an in service day on 17 February 2016. Other in service days are 17 August, 24 and 25 September 2015 and Monday 6 June 2016.

# Dingwall Academy

Welcome to the Dingwall Academy Handbook – and if this is your first child through Dingwall Academy, welcome to the Dingwall Academy Community. We are extremely proud of our school and in particular the strong partnership that we have with parents.

We hope that you will find the information contained in the handbook useful, however if there is anything that you are still uncertain about then please do not hesitate to contact the school at any time.



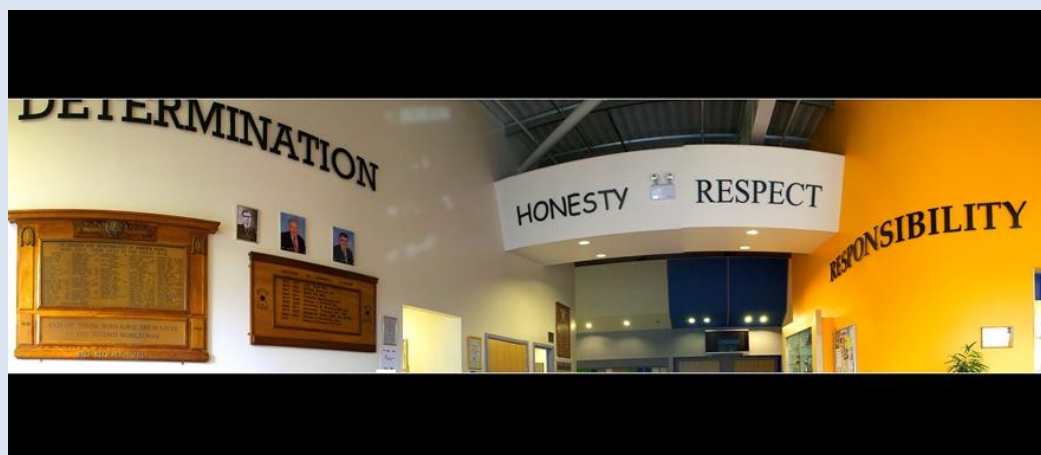
## School Vision & Aims

A school with a sense of community – a school where, by taking a collective responsibility, pupils and staff have the opportunity to achieve extraordinary things.

The values of the school are Respect, Responsibility, Honesty and Determination. These values are central to the ethos of the school and were chosen after consultation with staff, parents and pupils.

The aims of the school are to provide pupils with the opportunities and experiences that will allow them to develop the four capacities of a curriculum for excellence.

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributor



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## Daily Timetable

### Monday to Thursday

Period 1	8.50am – 9.40am
Period 2	9.40am – 10.30am
Period 3	10.30am – 11.20am
Interval	11.20am – 11.35am
Period 4	11.35pm – 12.25pm
Period 5	12.25pm – 1.15pm
Lunch	1.15pm – 2.00pm
Period 6	2.00pm – 2.50pm
Period 7	2.50pm – 3.40pm

### Friday

Period 1	8.50am – 9.40am
Period 2	9.40am – 10.30am
Interval	10.30am – 10.45am
Period 3	10.45am – 11.35am
Period 4	11.35am – 12.25pm
Lunch	12.25pm – 1.10pm
Period 5	1.10pm – 2.00pm

## Staff List

SMT
<b>Mrs K Cormack</b>
Mr M Di Carlo
Mr S Gaffney
Mr D MacIntosh
Ms W Harrison

Office
<b>Mrs E Murray</b>
Mrs J Cushnie
Mrs D Peebles
Mrs W Cuthbertson
Mrs C Earith
Mrs K MacKenzie
Mrs M Petrie

Guidance
<b>Miss M Alexander</b>
<b>Mrs K Watson</b>
<b>Mrs R Merrell</b>
<b>Mrs S Parke</b>
<b>Mrs E Fyfe</b>

Art/Music
<b>Mrs K Trimble</b>
Mrs E Wilson
Mrs L Sharp
Mrs K Slaven
Mrs K MacLennan
Mr R Brindle
Miss I Pendlebury

Business/Computing
<b>Mrs C Robertson</b>
Mrs L Grieve
Miss S Swallow
Mrs B Mackie
Mrs K Calder
Mrs L Barclay

CDT
<b>Mr J Ross</b>
Mr C Robertson
Mr M Ross
Ms L Keenan
Mr J Fulton

English
<b>Mr N Green</b>
Ms T Fraser
Mr G Dolan
Miss E Fyvie
Miss M MacLeod
Miss C McCulloch
Miss L Buck

Health/Nutrition
<b>Mr M Dillon</b>
Miss L Bennie
Mrs P Barlow
Mr K McKie
Mrs C Magowan
Miss H Bennie
Mrs G Turner
Mrs A MacKenzie
Mrs M Windsor

Languages
<b>Mrs J Mackintosh</b>
Mrs J Drennan
Mrs C Reid
Mrs N MacLeod
Miss C Rowe
Mr N MacArthur

<b>Maths</b>
<b>Mr M Boardman</b>
Mrs V MacLennan
Miss J Campbell
Mr A Kilpatrick
Mr R Courts
Mrs A Hannah
Mr D Finney
Mr M MacBeath
Mr M Paton

<b>RMPS</b>
<b>Mr B McGee</b>
Miss G Smith

<b>Sciences</b>
<b>Mr K McKay</b>
Mrs A Cairncross
Miss F Dzialdowski
Miss S Canham
Mrs B Kendall
Ms E McCrow
Ms A Gould
Mr B Reid
Mr R Ferguson
Mr E Smart
Mr G MacFarlane
Mr S Dennett (Technician)
Ms R Walters (Technician)

<b>Social Subjects</b>
<b>Mrs S Reid</b>
Miss S Forsyth
Miss S Tullis
Mrs C Lewthwaite
Mr S Lyall
Mrs J Sinclair
Miss E Welsh
Miss H Fulton

<b>Pupil Support</b>
<b>Mrs H Carey</b>
Mr M Middleton
Mrs L Morton
Mrs M Kinsman
Mr K Gilchrist
Mr D Graham
Mrs A Campbell
Miss A Fraser
Mrs I Macleod
Mrs K Thomson
Mrs N McLean
Ms J Wilson
Mrs F Knotts
Mrs E Munro
Mrs M Deans
Ms J Lloyd
Miss K Battison
Mrs E Tweedie

<b>Auxiliaries</b>
Mrs J Tolmie
Mrs T MacGregor
Mrs E Locke
Mrs F Gilchrist
Ms M MacPherson
Mrs M Begg
Mrs A Costigane
Mrs E Wojtaszak
Mrs L Ross
Mrs L Shorrocks
Mrs S MacNab
Mrs W MacKenzie
Mrs A Tierney
Mrs L Tucker
Mrs F Dyer
Mrs M Stewart
Mrs M MacLean
Mrs N Maqsood
Miss K Majeed
Mrs F Will

# Catchment Area and Placing Requests

The catchment area for Dingwall Academy covers nine Associated Primaries -

Dingwall      Ben Wyvis      Strathpeffer      Tarradale      Mulbuie      Ferintosh  
Marybank      Strathconon      Strathgarve

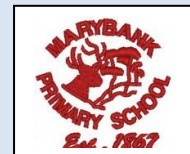
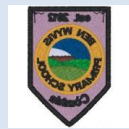
Pupils whose homes are located in our catchment area will have priority in being allocated a place.

Parents do have the right to specify the school in which they wish to place their child. Applications must be made to the Area Education Manager, Maurice McIntyre on 01349 863441. Placing request forms can be obtained from

[http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

Placing requests cannot be submitted until December. The exact date will be specified each year. If the school receives more placing requests than places then allocation will be made according to siblings in the school and date of receipt of placing request.

Transportation to and from school, for placing request pupils, is a parental responsibility. If pupils live outwith the school catchment area and their parents wish them to attend Dingwall Academy, they can contact Mr Di Carlo on 01349 869860 to arrange a visit.



## Transition Programme

PTs of Pupil Support and Mr Di Carlo will visit all our associated primaries in the summer term. All P7 pupils will spend 3 days in the Academy in June and there will also be transition activity days that pupils can opt to take part in during the summer.

During the first term S6 pupils organise a transition disco for P7 pupils. Parents of S1 pupils are invited to attend an informal 'time to chat' to meet their Child's Principal Teacher (Pupil Support) and have a brief tour of the school in October.



# Parent Information



## **Adverse Weather Conditions**

If school buses have to leave before 3.40pm (Mon to Thurs) or 2pm (Friday) because of bad weather, it is of course impossible to let you know. Parents must take responsibility for making arrangements whereby pupils know where to go in an emergency if they do not have a key to the house. Parents must use their judgement about sending pupils to school in wintry conditions.

To enquire about school closure in times of adverse weather, please telephone 0800 564 2272 (HC) and, when prompted, dial 041010 (School PIN). The website [www.highland.gov.uk](http://www.highland.gov.uk) (click on Ready for Winter) will also be updated with information regarding Dingwall Academy. MFR will also broadcast updates.

Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions, no pupil is expected to wait longer than 20 minutes past their normal "pick-up" time.

Early in the session, pupils will be issued with a form requesting the name and address of a friend or relative with whom pupils could stay in Dingwall in the event of serious road conditions preventing buses travelling home at the end of the school day.

## **Bullying**

The school operates an anti-bullying policy, copies of which are made available to all parents and pupils. In its simplest form, the policy is: **Bullying of any kind is unacceptable in Dingwall Academy.** This is taken to mean racial, sexual, homophobic and sectarian bullying and bullying because of disability or learning difficulty. Pupils and Parents should alert a member of the teaching staff, Support team, or Senior Management of any instances of bullying as soon as possible. Action will be taken immediately.

## **Complaints / Concerns / Comments**

The school has a strong commitment to self evaluation and feedback is always welcome at any time. Please feel free to either email the school, or contact the appropriate Depute, or the Rector.

The school will always endeavour to resolve issues as soon as possible.

## **Discipline – Sanctions**

The school operates a discipline system which begins with a clear warning about behaviour. If pupils fail to change their behaviour after a warning then a Level One Consequence (which involves copying out a paragraph regarding school discipline) is issued. If this is not effective or is not returned, a 10 minute detention at the start of lunch is given. If it appears that a pupil is giving regular cause for concern, the parents will be invited to come to the school to discuss the problem.

In the most serious cases the Rector may exclude a pupil for a shorter or longer period according to the procedures laid down by the authority. The school has a Behaviour Support Base where trained staff supervise pupils who would otherwise be excluded or are referred by Senior Management for inappropriate behaviour. If a teacher decides to use 30 minutes lunch or 1 hour after school detention as a sanction, the parent will usually be informed in writing in advance of the date and time when the detention will take place. Detention will usually take place during the second half of the lunch hour, or immediately following close of school. Parents are encouraged to discuss any problem(s) of which they become aware.

A full copy of the Behaviour Code is available to view on the school website.

### **Email Contacts**

All parents are asked to provide the school with an email address. Newsletters and other information will be issued via email.

We are keen to share good news, so if you have any items / achievements for inclusion in the Newsletter please email or phone at any time.

### **Examinations**

All pupils in S4 - S6 work for presentation in national examinations, normally those under the auspices of the SQA. Pupils will be advised by subject teachers and Pupil Support teachers of their potential for success and the requirements of any careers envisaged. The school will offer advice and recommendations, but at the end of the day, the school policy is that the pupil and the parents will make the final decision about presentation. For more information on the new National Qualifications, please visit the SQA website at the following link -

<http://www.sqa.org.uk/sqa/58062.html>

### **Homework**

Homework is an integral part of the life and work of the school. A Learning Log is provided for all pupils in S1-S3 and parents/carers are encouraged to check this regularly.

As pupils move through secondary school it is important that they start to take responsibility for their own learning. Pupils should therefore get into an early habit of study and revision at home – even on those nights where there is no set homework. Studying is a skill and pupils need to be shown how to study properly. To help with this an information evening for S1 parents is held early in the session. This evening is called “Don’t you have any homework tonight?” and aims to provide parents with advice that will help them support their child’s learning.

Homework is an extension of work begun at school, and presents an opportunity for parents to understand some of the working of the school, in addition to providing a vehicle for communication with their children about the curriculum. If a pupil repeatedly fails to complete homework then parents will be informed of this by one of the following methods

- Letter home
- Comment on report card
- Phone call

## **Learning and Teaching Policy**

The school follows the Highland Learning and Teaching Policy, copies of which are available from the Main Office. Although primarily intended for teaching staff, there is an important role for parents to play in the process of learning and teaching and the following responsibilities for parents are mentioned in the body of the policy. Parents should ensure that

- they monitor homework, note deadlines and take an interest in work
- they provide, where possible, study facilities
- pupils attend school regularly
- they attend parents evenings
- a proper balance is kept between school work/part-time employment/social life
- they keep the school informed of any factors which might affect their child's progress at school

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seeks to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: [www.educationscotland.gov.uk/parentzone/](http://www.educationscotland.gov.uk/parentzone/)

Parents who wish to have specific reports on their child's progress at any time are welcome to make an appointment with the appropriate Depute Rector or the Rector.

## **Monitoring, Tracking and Reporting**

### **Assessment and Reports**

The school has an ongoing system of monitoring and tracking. Twice each session staff will be asked to comment on pupil progress.

The tracking system will alert the school to any concerns. Parents will also receive one full report each session.

### **Monitoring and Tracking S1 – S3**

In S1 – S3 pupil progress will be judged against how hard the pupil is working and how well they are performing compared to the expected standard for their age. This system will alert the school to any areas of concern and contact will be made with parents. This system also allows the school to identify pupils who are working hard and performing well, pupils will be praised for this.

### **Monitoring and Tracking S4 – S6**

In the Senior Phase pupils and staff will be asked to set targets for National Qualifications. Pupils will then be tracked to see how they are performing against this target. Parents will again be alerted where there is cause for concern. Prelim

examinations take place just after Christmas and the results of these examinations will be reported to parents. Target grades may be revised after the prelim examinations.

There will be a contact evening for each year group. The exact dates will be detailed on the website. Parents are also reminded that they are welcome to contact the school at any point to discuss pupil progress. A number of information evenings will also be held throughout the session.

### **Newsletter**

The School Newsletter is published every month. The newsletter includes school news, forthcoming events and also celebrates the success of pupils both at school and in the community. Pupils are invited to submit articles and information for the Newsletter. The Newsletter is issued via email and is also available on the school website. If you would like to request a paper copy then please let the office know.

### **Parental Involvement / Visits to School**

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Contact evenings
- Monitoring and Tracking
- Course choice/ Options evenings
- Information evenings
- Information on the school website
- Contact via email

### **Parent Council**

The function of this body is to:

- support the school in its work with pupils
- represent the views of parents
- promote contact between school, parents, pupils and the community
- report to the parent forum

Current members are : Helen Cameron (Chair), Linda Watson (Secretary), Laura Ross (Treasurer), Sam Blyth, Nigel Greenwood, Sandra Rea, Anita Munro, Gary Kerr, Dawn Morgan, Mike Evans, Alison MacLeod, Jo Downie, Carol Seaton, Alan Radin, Linda Moir, Floica Stewart, Judith Arnaud, Lindsay Ramsay, Ruth Oulton, Gillian Johnstone and Stephen Mackenzie.

Any parents interested in joining the parent council are encouraged to contact the school.

### **School Transport**

Free transport to school is provided for pupils living beyond a 3 mile radius, provided they live within the school's catchment area. Application forms are available from the Main School Office, or you can apply online at

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Any parent who might require financial assistance with transport of children to school should contact the Area Education Office, Castle Street, Dingwall (Telephone 01349 863441).

Please note that any transport queries should be addressed to the Local Transport Officer, Caro Munro on 01479 812992

### **Website**

The school website is kept up to date with school news and information.

[www.dingwallacademy.com](http://www.dingwallacademy.com)

## curriculum for excellence



In S1 and S2 most pupils follow a common course which includes English, Mathematics, History, Geography, Science, Craft Design and Technology, Home Economics, Art, Music, Physical Education, Religious Education, Social Education and Information Technology. Subject descriptions are given in the booklet 'Courses in the Broad General Education' which every P7 pupil receives prior to enrolment. In S1 and S2 pupils also follow 4 interdisciplinary courses throughout the session. These courses have a strong practical base and encourage pupils to make links between subject areas.

All pupils in S1 experience French, German, Gaelic and Spanish. Pupils then opt into their chosen language at the end of S2.

In S3 pupils continue to follow a broad general education but make subject choices within curriculum areas. At the start of S4 pupils finalise their 6 subjects for National exams.

Pupils in S4, S5 and S6 follow courses leading to presentation at Higher, National 3, 4 or 5.

In S6 pupils may study for the Advanced Higher if they have already passed the Higher in these subjects. Details of all courses are contained in the booklet 'Courses in the Senior Phase' which is issued to all pupils in S3, S4 and S5 in the third term. Course booklets and Option Forms are available to view or download from the website.

Most courses in S3 - S6 have elements of Physical Education, Religious Education and Personal, Social and Health Education (PSHE) in them.

Parents who wish to have their child withdrawn from Religious Education should inform the Rector, and arrangements will be made for Private study in the Religious Education period.

### **Policy in relation to development of pupils' spiritual, moral and social and cultural values**

Dingwall Academy bases its policy for the above on Christian values and traditions, which have also much in common with many other religious faiths. Its Religious Education programmes are based on national curricular guidelines for Religious Education. Worship is normally conducted in regular Christian Assemblies and at Christmas and Easter for all year groups. The development of pupils' spiritual, moral, social and cultural values also permeates the school's Personal and Social Education programmes, which are delivered by Pupil Support teachers. The same principles underlie the whole ethos of the school.

# Meeting Pupils' Needs

The aim of the Support Team is to ensure that the pupils are fully supported to allow them to reach their full potential, both in and out of school.

The Team is led by Mr Gaffney, the Depute Rector (Support for Learning) and he is supported by five Principal Teachers (Pupil Support) and one Principal Teacher Learning Support( Mrs Carey)

Each Principal Teacher (Pupil Support) is responsible for one of the five houses –

Brahan: Miss Alexander

Fairburn: Mrs Watson

Novar: Mrs Merrell

Tulloch: Mrs Parke

Wyvis: Mrs Fyfe

The Principal Teachers Pupil Support are responsible for the Pastoral, Curricular and Vocational care of pupils in that House.

During a pupil's school career, they will be interviewed at least once per session by their PT Pupil Support. Where any problems have become apparent, the pupil should make contact with the Principal Teacher, who is also the designated person for parents to contact.

Their role is also to help the pupil with any personal problems or worries and to be the first line of contact between school and home. Parents are encouraged to get to know their child's Principal Teacher (Pupil Support) and to keep the school informed of anything affecting their child's progress.

While the PT will liaise closely with school staff, there may be situations where other agencies may be asked for advice/assistance and this will be in line with GIRFEC procedures.

The Pupil Support Offices are located on the ground floor.

A considerable amount of the Principal Teacher's time is devoted to teaching Personal and Social Education. Information and advice on school courses and links to careers are explained and discussed. The advice will be based on a realistic appraisal of the pupil's prospects and considerations of their career aspirations.

The pupil will also receive advice and assistance on completing application forms for the workplace/colleges/universities and interview techniques.

A wide range of Health and Social Issues are also covered within the programme.

## **Additional Support Needs**

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing , identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child, please contact your child's Principal Teacher Pupil Support.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at :  
[http://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/)

There are also Information sheets available at: [www.chipplus.org.uk](http://www.chipplus.org.uk) click on Education.

Pupils have additional support needs when they experience barriers to their learning, achievement and full participation in the life of the school. The barrier or barriers may also relate to pupils' physical, sensory or intellectual disabilities, to emotional and social needs, challenging behaviour, autistic spectrum disorders and communication difficulties and to chronic illness and absence from school. The spectrum of additional support needs range from those which are long term, profound and complex to those which are short term and quickly met.

Dingwall Academy aims to work with the pupil and his/her parent(s) and carer(s) to ensure that the barriers are removed, overcome or minimised to enable pupils with additional support needs to fulfil their potential.

To enable the school to do this, a Principal Teacher Learning Support – Mrs Carey, leads a team of specialist teachers and auxiliaries whose task is to support pupils with additional support needs.

The aim of the team is to assess and identify pupil needs at the earliest opportunity. Through effective liaison with Associated Primaries, this can begin as early as Primary 6/7 so that support is in place on entry to the Academy. If a pupil develops needs at any stage, the team will be responsible for helping to identify these needs and if required, introduce Individual Education Programmes, Child Plans and Coordinated Support Plans to ensure all partners are aware of the approach being taken..

This will allow the appropriate support to be put in place in mainstream classes, tutorials, bases and for assessments.

Where such pupils are placed full-time or part-time in mainstream classes, it is expected that mainstream teaching staff will receive the necessary support and advice from their colleagues in the team, through consultation and/or through team or co-operative teaching and/or through withdrawal.

Pupils with Additional Support Needs will be integrated as much as possible depending on each pupil's individual needs.

A number of pupils with greater and/or more complex needs will be placed under the care of the Principal Teacher Learning Support who will have specific responsibility for ensuring that their needs are met.

Pupils may approach the Rector, the appropriate Depute Rector, Principal Teacher or Support Teacher at any time for advice or to make appointments. If parents wish to discuss anything, they are asked to write or telephone the school to make an appointment (Dingwall 869860).

### **Careers Advice**

During their time at Dingwall Academy all pupils will participate in a planned programme of careers education delivered by a range of people including PSE teachers, school librarian and representatives from Skills Development Scotland. At key stages such as option choice decision-making, most staff will be involved in making recommendations or giving general



advice. We rely on the good links between home and school to ensure that through open dialogue, the most appropriate decisions for individual pupils are arrived at.

There have recently been significant changes in the operation of Skills Development Scotland in terms of working in schools and the overall emphasis is now on career planning. The strategic aim of Skills Development Scotland is to equip individuals with the skills to make well-informed, realistic career decisions throughout their working lives. Specialist careers staff can offer services in various ways that will allow the pupil flexibility while helping Careers to differentiate levels of service according to need:

- high priority pupils are those identified as not likely to make a smooth transition from school to further/higher education, training or employment
- medium priority are those not at risk but nevertheless requiring career planning support
- low priority are pupils able to self-help

The key Careers Adviser linked to Dingwall Academy is Nicola Madej. Nicola is available in school every Monday, Tuesday and Thursday to advise on matters relating to career and curricular choice. The Careers Team can also be contacted by parents or pupils at: Skills Development Scotland, 69-71 High Street, Invergordon IV18 0AA  
Tel: 01349 855 245

The school will encourage all pupils leaving school to have a positive destination. Parents should spend time with their child looking at the world of work website:

<http://www.myworldofwork.co.uk/>

## **Child Protection**

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Education Service staff **must** report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

The School has a Child Protection Policy, copies of which are available to parents on request.

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Pene Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN – Telephone 01463 703483, Fax (01463) 713237.

## **Entitlement**

Because pupils are entitled to participate fully in a learning community which promotes equality of opportunity and seeks to protect against all forms of individual and institutional discrimination, we seek to base this entitlement on the following legislation:

- Children (Scotland) Act 1995
- Education (Additional Support for Learning) (Scotland) Act 2004 and 2009

- Education (Scotland) Act 1980
- Human Rights Act 1998
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975
- Standards in Scotland's Schools Act 2000

### **Equality and Inclusion**

Please see <http://www.highland.gov.uk/livinghere/equalopportunities/> for up information, in summary, out activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

### **Integrated Community School**

As part of the Executive's New Community School initiative, Dingwall has a Childrens' Service Worker, based in the school. She helps to provide an inclusive approach to pupil welfare by linking with school, home and external agencies. This provides a very valuable link with parents, and she is able to meet with parents/carers and pupils in their home. The Depute Rector, Pupil Support coordinates a fortnightly meeting of Academy staff and other agencies including Health, Educational Psychologist, Childrens Services to consider how best to meet the needs of pupils experiencing significant difficulties. This group uses a Solution Focused approach involving both parents and pupils.

### **Tutor Time**

Pupils in S1 – S3 receive one period of Tutor time. Tutor Time provides an opportunity for pupils to reflect on and discuss their learning progress. Tutor Time is also used to reinforce the school values and for pupils to consider how they are meeting the four capacities of Curriculum of Excellence.

# Data

**At the start of each session parents will be asked to complete a data capture form. It is extremely important that the information provided is accurate. This will include a request for a home email address. The school uses email as an important method of communication with parents, if unable to provide one, could you please let the office know.**

## **Access to Pupil Records**

The school pupil records (Scotland) Regulations 1990 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

## **Concerns**

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at [ScotXed@scotland.gsi.gov.uk](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, 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.

## **Data policy**

Information about pupils' education is collected through our statistical surveys 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 through the Pupil Census is used for statistical and research purposes only.**

## **Data Protection Act 1998**

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from [www.scotxed.net](http://www.scotxed.net).

## **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the Pupil Census 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 Skills Development 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 which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

### **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 Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This 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. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

# Information for Pupils



## Absence

When you return to school you must bring an Absence Note signed by your parent or guardian and hand it in to the school office.

Each day of absence, the School would appreciate a phone call from your parents telling us what is wrong with you. A group call system of text messages and/or answerphone calls to homes operates to give an immediate check on absence, if parents have not phoned the school.

## Absence Request

If you know you will have to be off school for some reason, bring a note from home explaining why and asking permission. This letter should be taken to the Depute Rector, and if permission is granted, handed to your pupil support teacher.

## Activity Days

2 Activity Days are held during the last week of summer term. Pupils are given the opportunity to take part in a range of activities including residential trips and on site activities. Further information is issued during the 3<sup>rd</sup> term.

## Announcements

These are read out in class during Period 3 (Mon – Thurs) and Period 2 on a Friday. The tannoy is used to relay urgent information. Announcements are also displayed on the TV screens at the front of the school and the canteen area.

## Appointment Out of School Book

If a pupil needs to leave during the school day for an appointment etc., pupils need to bring with them a note from parent or guardian. **Before Period 1**, go to the Main Office and write your Name, Class, Time of Appointment and Destination in the **Out of School Book** which is on the counter. If you have to walk to the Hospital/Surgery/Clinic, you are allowed to leave 15 minutes before your appointment. Before leaving school, return to the office and put the time of your departure in the correct column. On your return to school, sign in by recording the time of your return.

Anyone unable to carry out these procedures at the correct time because of late buses should do so immediately after signing the **late book**.

## Assembly

There are regular assemblies for all year groups and special assemblies are held at Christmas and Easter. They are held in the Assembly Hall and pupils should sit by register class.

## **Bells**

The school bell will sound at the start of the day and at the end of interval and lunchtime. No bells sound between periods and pupils are expected to behave in a responsible way and move onto the next class in time.

## **Books**

Books and jotters are provided for your use. They are becoming very expensive, so please treat them carefully for everyone to get the longest possible use out of them.

Mark books and notebooks with your name, class and session. You don't need to cover your notebooks unless your teacher tells you to.

If you damage or lose a book tell the appropriate teacher straight away.

Provide yourself with a suitable schoolbag in which to carry your books and notebooks.

## **Buddy System**

Sixth year volunteers are given a day's training in June to enable them to link with new First Year pupils as 'buddies'. Their function is to befriend and assist the newcomers and to generally act as a guide and mentor. Sixth year pupils also support S1 pupils as Book Buddies and Subject Buddies.

## **Corridor Discipline**

When using corridors:-

- Keep to the **Right**.
- Do not move more than two abreast.
- Move smartly but do not run.
- During the interval and lunch hour, no one must loiter in the teaching areas. All pupils should use the Social Areas, Canteen or outside facilities.
- When you have bought what you want at the Café Bar, move away.
- Drop any litter in one of the litter bins, not on the floor. No food or drink should be consumed in any corridor or classroom.
- If you have been playing football, hockey etc after school on a muddy playing field, take your boots off at the back door before coming in. On no account use the **front door when wearing football boots, spikes etc**.

## **Damage**

If you damage any part of the School, eg break a window, or see damage being done, report immediately to a Depute Rector what has happened. Morrisons provide a monthly report of damage to school property. In certain circumstances pupils may be charged for damages.

## **Discipline on School Buses**

You are under the School's authority while on these buses and must obey any instructions given to you by teachers or drivers. Seatbelts must be worn. The drivers have been told to report any cases of misbehaviour to the school. Care must be taken when going to and from the buses. Do not board, or jump from, a moving bus. It is highly dangerous for pupils to run towards a bus while it is still moving.

Persistent poor behaviour on the bus will result in a pupil's bus pass being removed.

### **Education Maintenance Allowance (EMA)**

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

In session 2014/2015 pupils born between 1st March 1995 and 30th September 1998 can receive payments from August 2014. Pupils born between 1st October 1998 and 28th February 1999 can receive payments from January 2015. Further information on full eligibility criteria and application forms can be obtained from the school.

<http://www.highland.gov.uk/learninghere/grantsandallowances/ema/>

### **Employment of Children**

The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information:

[http://www.highland.gov.uk/download/downloads/id/94/employment\\_of\\_children\\_guidance\\_notes](http://www.highland.gov.uk/download/downloads/id/94/employment_of_children_guidance_notes)

### **Extra-curricular Activities**

Dingwall Academy has in recent years offered its pupils a wide variety of extra-curricular activities. Through school groups and clubs pupils have pursued the following interests:-

Diggers Gardening Club, Chess, Drama, The Duke of Edinburgh Award Scheme, Lego Club, Orchestra, Young Enterprise, Signing, Scripture Union, Choir and Ceilidh Band.

We believe that extra curricular activities greatly enhance school life and enrich pupils experience. Many staff invest a great deal of time in encouraging pupils to become part of the extra curricular programme. It is hoped that in the future many pupils will take advantage of the programme and continue the school's reputation for providing excellent extra curricular opportunities.



## Extra Curricular Sport

The school offers a wide range of extra curricular sporting opportunities to all pupils. We are proud of the number of pupils who take part and of the standard of performance achieved.

Clubs currently running include football (boys and girls), hockey, shinty, athletics, badminton, cross country running, netball, ski-ing, sub aqua, gymnastics, rugby, mountain biking, basketball and table tennis.

Notice boards and the daily information bulletin are used to inform pupils of club training nights and fixtures.



## General Discipline

You must obey instructions given by any of the Staff or Facilities Managers in or around the School or by Drivers on the School buses.

You are not allowed to smoke in or around the school, on your way to school or on your way home from school. Smoking is both dangerous to health and a possible source of fire. No cigarettes, tobacco or matches may be brought to school.

**No aerosol sprays may be taken to school. You are expected to provide yourself with basic writing equipment (pen/pencil, ruler and rubber). Chewing gum is forbidden in school. Its careless disposal leads to damage to clothes and furniture. Mobile phones and personal CD/MP3 players may be brought to school but should not be used, except at break times. Phones **must** be switched off in class.**

Snowballing in winter must be done well away from school buildings and snow must not be brought inside.

## House System

The School's pupils are divided among the current five Houses linked to Pupil Support and each has its own colour.

Brahan - Red  
Fairburn - Purple  
Novar - Blue  
Tulloch - Green  
Wyvis - Yellow

The School Sports are organised on an Inter-House basis and normally throughout the session various sports hold Inter-House competitions eg football, basketball and hockey. These competitions are organised by the PE department with teams chosen by pupil representatives. There are a variety of non-sporting competitions which are organised by interested staff.



## **Illness or Injury**

If you feel ill, tell the teacher. **Do not leave school without permission.** If a pupils is too unwell to remain in school then parents will be contacted to arrange transport home. If a pupils reports to the school office with a serious concern, or if a pupil is injured during school then the school may make arrangements for transport to hospital. On the rare occasions where this happens the school will contact parents as soon as possible. If you suffer from any disability or allergies then the school must be alerted to this. If pupils have temporary conditions that make school difficult then the school should also be informed. We will always work to find a way round any problem. Please let your teachers know about it, or get your parents to write a letter to the Rector.

## **Leavers**

When you leave Dingwall Academy, obtain a Leaver's Form from your School Office several days beforehand. Have it signed by all your teachers to confirm that you have handed your books back and, after it has been signed by the Rector, return the form to the appropriate Depute Rector.

## **Leaving Dates**

The Leaving Dates are determined by the Scottish Executive and the School has no authority to allow a change. The parents are responsible for the attendance of a pupil up to and including the leaving date except when it falls during a school holiday when the pupil may leave on the last day of the previous term.

eg pupils born on or before 28 February 2000 may leave on 22 December 2015 and pupils born on or before 30 September 1999 may leave on 31 May 2015.

## **Library**

Pupils can make use of the library during lunchtimes and intervals. Pupils using the library at these times will require a library pass, this can be applied for from the school office. Pupils must remember that it is a public library and high standards of behaviour are expected at all times.

## **Lockers**

The school has 644 lockers which are available to pupils on payment of a small fee. The lockers are to be used only at break times, not between periods. Applications should be made to the main school office.

## **Lost Property**

Hand anything you find to the Main Office and if you lose anything, ask here.

## **Packed Lunches**

Pupils can bring packed lunches into the social area end of The Canteen.

## **Physical Education**

All pupils have compulsory periods of Physical Education. In addition, Certificated PE is an option in the Senior Phase.

The core Physical Education curriculum comprises six week activity blocks. Pupils are offered a wide range of activities including football (boys), hockey (girls), swimming, basketball, badminton, gymnastics, athletics, rugby, cross country and Scottish Country Dancing. In order to take part in all of these activities pupils are expected to have the following kit

### **Boys**

Indoor training shoes, football boots, white shorts, white football socks, swimming trunks, T-shirt or football shirt (NOT ADVERTISING ALCOHOL).

### **Girls**

Indoor training shoes, football/hockey boots, black shorts, white t-shirt, white football socks, one piece swimsuit.

In the interests of hygiene pupils should have a change of footwear and clothing for PE. Pupils are encouraged to wear track suits and/or sweatshirts, particularly for outdoor lessons and warm-ups. During cross country blocks, pupils are expected to take a shower and should, therefore, bring a towel.

Physical Education staff collect valuables (ie jewellery, money) at the start of each lesson and ensure they are kept safely. Pupils who leave valuables unattended in the changing rooms do so at their own risk.

In the event of a pupil being unable to take part in PE due to illness, injury or for any other reason they are expected to provide the teacher with an explanatory note from home.

The Department is keen to keep such pupils as involved as possible during lessons. Often alternative or modified work can be done so even if a pupil is unable to take full part in the lesson they should bring their kit.

If pupils forget their kit, they will be able to borrow clean kit in the Department, but only on a limited number of occasions.

The school has the following sports facilities:-

A sports hall, gymnasium, fitness suite and playing fields. We also make use of the games hall and swimming pool in Dingwall Leisure Centre.

## **Pupil Voice**

This allows pupils to express concerns, contribute ideas and suggestions and share in the ownership and development of the School Community. Various pupil groups will be asked for their thoughts and opinions throughout the session.

## **Refund of Travelling Expenses**

If you participate in any school activity held after school or at weekends you may apply for refund of your travelling expenses in the following ways:-

### *Bus Tickets*

Purchase your bus ticket and retain it for presentation next day to the teacher in charge of the activity you attended. It is your responsibility to check that the price on the ticket corresponds to the fare you paid.

Write clearly your name and class and the activity attended on the back of the ticket, which will be countersigned by the teacher, confirming that you attended the activity. You will then present the countersigned ticket for payment at the main school office.

## **Registration**

Registration is taken period by period throughout the day. Discrepancies are notified to the Office. This is done electronically and a report is produced for the purpose of the fire drill. If you are late, you must obtain a late slip from the Main Office. Lateness will be recorded as valid or invalid, depending on the circumstances.

Persistent lateness will lead to a Level 1 Consequence. Continued lateness will result in a monitoring programme where pupils are expected to make up any lost time at detention.

## **School Dress**

School Uniform is the expected mode of dress for all pupils attending Dingwall Academy.

### School colours

- black, white and grey

### S1- 4

- polo-shirt with school logo
- t-shirt with school logo
- fleeced zippies/hoodies/sweaters with school logo
- cardigan/pullover with school logo
- shirt and tie
- blazer with school logo – optional

### S5-6

- shirt and tie
- cardigan
- pullover
- blazer with school logo
- blazer with silver braiding and school logo for prefects

The following would be unacceptable:

- tracksuit bottoms
- faded black jeans
- leggings
- jeggings
- short shorts
- black/white/grey stripes, spots or checked garments – pure black, white or grey only
- white Sports 'airmax' trainers

Where a pupil continues to disregard the uniform code of practice, parents will be asked to sign a letter confirming that they are aware their child is not conforming to school dress policy and they support this action. The school's dress policy has been discussed at length within the pupil council and the parent body and they are very supportive of the school's approach.

The uniform can be viewed and purchased at National Schoolwear Centre, Academy Street, Inverness, Schoolwear Made Easy, Harbour Road, Inverness and Calman Trust Limited, Coulpark, Alness.

In addition, an apron is required by all pupils for cookery classes.

British Standard Code of Practice (BS 4163: 1984) makes the following recommendation:- "Dangers to feet arise from heavy falling objects and sharp tools, from spillages of hot or hazardous liquids, etc. It is essential that pupils should wear substantial footwear at all times in the School Workshop. The wearing of open-toed sandals or light canvas shoes should be banned". In this connection, it is strongly recommended that all pupils, when in the workshops, should follow this rule when possible and wear strong footwear and not 'trainers' or similar light footwear.

Face adornment (eg nose rings, eyebrow rings) is not acceptable nor are extreme hair colours.

### **School Meals**

The canteen operates on a self-service cafeteria system. A wide range of meals and snacks are offered. Each item is clearly priced and you may buy as much as you please. In common with other Highland Schools, a "smart-card" system operates whereby pupils credit a plastic card with money in advance and top it up as necessary. The canteen is cashless and pupils can only use their National Entitlement Card which can be credited at machines or at a till. Any pupil who does not have their NEC card can obtain a PIN number from the school office. Vending machines are also available but not during classes. You collect your meal on a tray and carry it to the cash desk to pay for it. You are then free to sit at any table. When you have finished your meal, replace your chair and return your tray, dishes and cutlery to the trolley, taking care to leave each item in the correct place. Should you spill anything, mop it up immediately with a cloth which you can obtain from the canteen staff.

If your parents wish to apply for free school meals and assistance with school clothing you should obtain an application form from the Main School Office. To qualify, parents must be receiving Income Support or Income-Based Job Seekers Allowance and supply documentary evidence of this when the completed application form is returned. Pupils receiving free meals will be entitled to receive a meal up to the stipulated value. Anything above that price will have to be paid for.

First Year pupils are dismissed from class for lunch 5 minutes early during the first few days of the new session. All S1 pupils will be expected to remain on school premises during the lunch break for the first and second term. After Christmas S1 pupils may be allowed to go down into the town for lunch.

## **Senior Pupil Leadership**

Sixth Year pupils can apply to become prefects. Application forms are available in June and require a staff reference.

Prefects are positive role models for young pupils and assist staff in the smooth running of the school. Prefects have many opportunities to take on leadership roles and gain a great deal from the added responsibility they are given.

Pupils and staff are also asked to elect School Captains, including a Head Girl and Boy.

## **The Café Bar**

You can buy healthy snacks and drinks from the Café Bar which is near the canteen. This is open to pupils at morning break and at lunchtime.

## **Valuables**

You must not carry sums of money or valuables around in school. You should deposit these for safety at the Main Office to be collected later. At PE all valuables must be handed to the PE staff – the school cannot be held responsible for any valuables left in changing areas.

## **Useful Links**

[www.dingwallacademy.com](http://www.dingwallacademy.com)

[www.highland.gov.uk](http://www.highland.gov.uk)

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

[www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

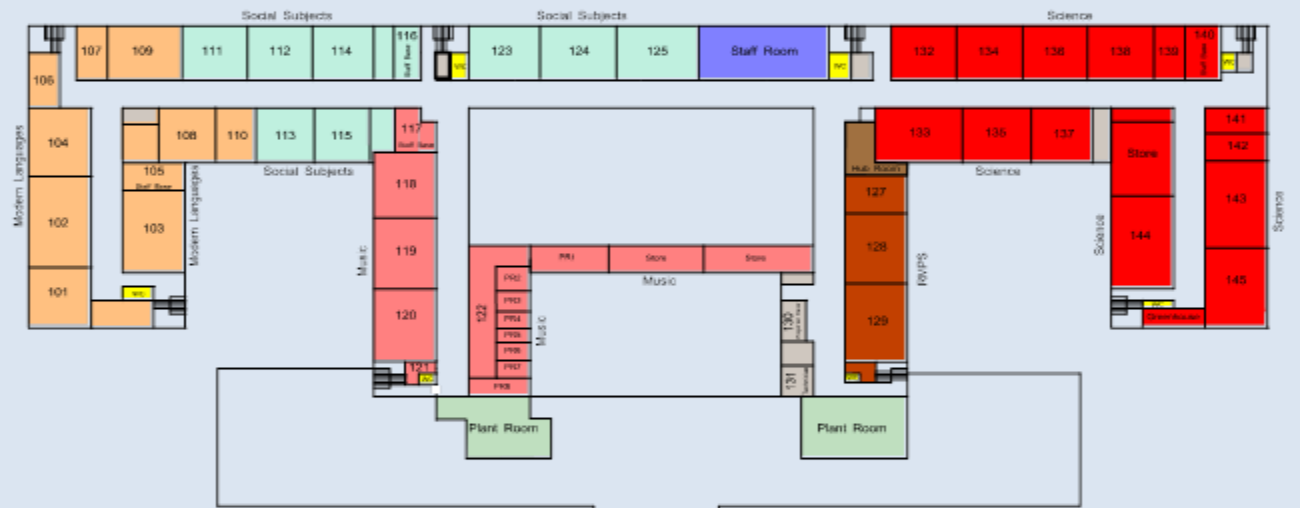
[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

<http://www.highland.gov.uk/learninghere/16pluslc/>

# Dingwall Academy



Ground Floor



First Floor



Second Floor

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

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Dingwall.Academy@highland.gov.uk  
Web: [www.dingwallacademy.com](http://www.dingwallacademy.com)

## Dingwall Academy

*A school with a sense of community—a school where by taking collective responsibility, pupils and staff have the opportunity to achieve extraordinary things.*

**Headteacher: Mrs K. Cormack**

