



# **Dingwall Academy**

## **2022 - 2023**



## **Handbook**

The ongoing pandemic continues to affect the normal running of schools in many ways. This Handbook reflects the way the school usually runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please [visit our website](#) or make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the [Scottish Government website](#), which has helpful information about Coronavirus and its impact on education and children.

### **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

Pupil Support Ms J McClounan B Ed (Hons), PG Dip SfL

(Please note there will be changes to the Senior Management team before the start of next session)

The School Address is

Dingwall 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 – 1053

Stages Covered - S1 to S6

### **Adverse Weather**

Phone = Dial 0800 564 2272 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 .....	30 June 2022	16 August 2022
Autumn .....	07 October 2022	24 October 2022
Christmas .....	22 December 2022	09 January 2023
Spring .....	31 March 2023	17 April 2023
Summer .....	29 June 2023	

01 May 2023 will be a holiday. There will be 2 days holiday on 20 and 21 February and an in service day on 22 February 2023. Other in service days are 15 August, 12 and 13 September 2022 and 05 June 2023.

**These dates may be subject to change**

# Dingwall Academy

Welcome to the Dingwall Academy Handbook. 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 you will find the information contained useful, however if there is anything that you are still uncertain about, then please do not hesitate to contact the school at any time.



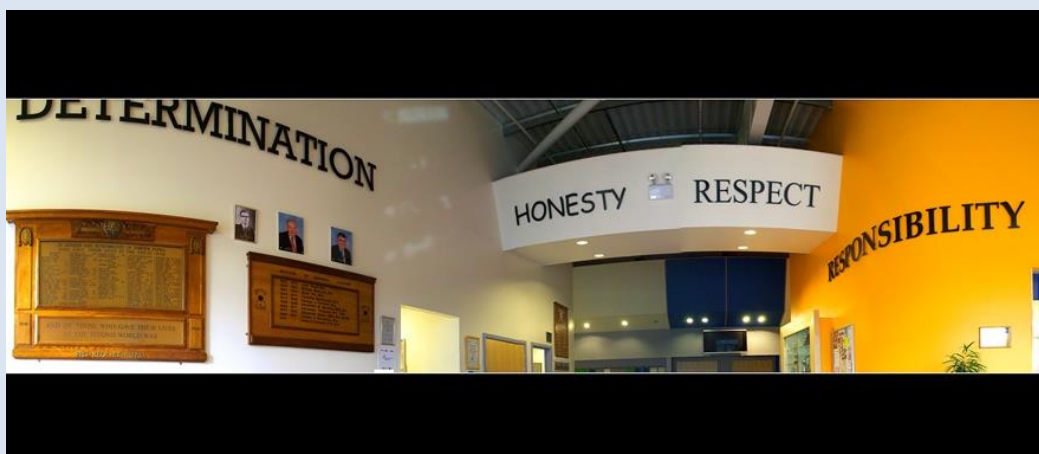
## School Vision & Aims

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 Curriculum for Excellence.

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



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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
Period 3	10.30am – 11.20am
Interval	11.20am – 11.35am
Period 4	11.35pm – 12.25pm
Period 5	12.25pm – 1.15pm

# Staff List

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

<b>Office</b>
<b>Mrs E Murray</b>
Mrs W Cuthbertson
Mrs C Earith
Mrs K MacKenzie
Mrs M Petrie
Miss A Alexander

<b>Guidance</b>
<b>Miss M Alexander</b>
<b>Mrs K Watson</b>
<b>Miss S Tullis</b>
<b>Mr G Trimble</b>
<b>Miss M Brooman</b>

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

<b>Business/Computing</b>
<b>PT Post - Vacancy</b>
Mrs B Mackie
Mrs K Calder
Mrs K Nakau

<b>CDT</b>
<b>Mr N Dobie</b>
Mr C Robertson
Mr M Ross
Mr G Zappas
Mr D Eadie
Mr J MacKenzie (Technician)

<b>English</b>
<b>Mr N Green</b>
Miss E Fyvie
Mr G Strathern
Mrs S Drummond
Mrs S Davidson
Miss A Munro
Miss L Scanlan

<b>Health/Nutrition</b>
<b>Mr M Dillon</b>
Mrs P Barlow
Miss L Bennie
Mrs C Dunsmuir
Mr K McKie
Mrs C Magowan
Mr R Rogan
Miss G Paterson
Miss H Bennie
Mrs A Callanan
Miss L Sumner
Mrs C McQueenie

<b>Languages</b>
<b>Mrs J Mackintosh</b>
Mrs J Drennan
Mrs C Reid
Mrs N MacLeod
Miss C Rowe
Mr N MacArthur
Miss A Macleod
Ms D Slaughter

<b>Maths</b>
<b>Mr M Boardman</b>
Mr M MacBeath
Miss J Campbell
Mr A Kilpatrick
Mrs K Birnie
Mrs A Hannah
Mr D Finney
Mrs R Miller
Mrs K Macleay

<b>RMPS</b>
<b>Mr B McGee</b>
Mrs G Finney

<b>Sciences</b>
<b>Ms S Canham</b>
Miss F Dzialdowski
Mrs A Cairncross
Mr G MacFarlane
Ms S MacKenzie
Mr R Urquhart
Mr J Maxwell
Mr M Sharkey
Mr A Boa
Mr S Dennett (Technician)
Ms R Walters (Technician)

<b>Social Subjects</b>
<b>Mrs S Reid</b>
Mr S Learmont
Miss S Forsyth
Mr L Capps
Mr D Hilton
Mrs C Lewthwaite
Mr M O'Connor

<b>Pupil Support</b>
<b>Mr L Williams</b>
Ms N Lipp
Ms J Wilson
Mrs A Campbell
Mrs A Gardner
Mrs R Wylie
Miss A Munro
Mr A Whiteford
Miss R Mohin
Mrs M Downie
Miss J Lloyd
Mrs C Clough
Mr D Graham
Mr K Gilchrist
Mrs S Lundberg

<b>Pupil Support Assistants</b>
Mrs C Aiton
Ms S Bedwell
Mrs M Begg
Mrs E Boyle
Mrs A Costigane
Ms D Docherty
Mrs F Gilchrist
Ms F Gray
Mrs B Lynch
Mrs W Mackenzie
Mrs M MacLean
Mrs N Maqsood
Mrs V Main
Mrs L Ross
Mr D Scott
Mrs A Tierney
Mrs J Tolmie
Mrs L Tucker
Mrs C Young
Mrs E Williamson
<b>Attendance Support Officer</b>
Mrs J MacDonald
<b>DYW Co-ordinator</b>
Sarah McLenan
<b>MCR Co-ordinator</b>
Asiya Cunningham



# 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			

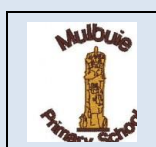
Pupils who live in our catchment area will have priority in being allocated a place.

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 on 01349 868692. 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.



# Parent Information

## Administration of Medicines

Staff will only administer medication when there is clear written guidance from the parents on:

The name of the medicine, the quantity of the medicine to be given, and the time it has to be given.

Prescriptive medication should be given at home by parents.

## Adverse Weather Conditions

If school buses have to leave before 3.40pm (Mon to Thurs) or 1.30pm (Friday) because of bad weather, it is of course impossible to let everyone 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. Moray Firth Radio 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.

## Chrome Books

Dingwall Academy has now issued Chrome Book devices to all pupils.

Pupils are responsible for their own devices, and will be expected to bring the Chrome Books to school each day and to charge them at home each evening. No initial parental contribution has been required; however should pupils lose or damage the devices, then parents may be required to make a contribution for the replacement or repair.

Pupils are now able to use the Chrome Books both in the classroom and at home to support their learning.

## **Communication with parents**

An email is sent to parents and carers every Friday of term time. Before returning after holidays, updates are posted on Google communication classrooms.

## **Complaints / Concerns / Comments**

The school has a strong commitment to self evaluation and feedback is always welcome. 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. Latecoming detentions usually take place at 1.30pm on Friday.

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

We also act to promote positive behaviour. Praise Postcards are sent home from Guidance and Senior Managers. Departments may choose to operate different reward schemes.

## **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 S3 - 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. 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>

## **Gaelic Medium**

The school has a Gaelic Medium unit. This enables pupils who have been taught through the medium of Gaelic at primary school, to continue to do so. Pupils in S1 are all given the opportunity to experience Gaelic Learners, and this subject is offered up to Advanced Higher level.

## **Google Classroom**

Google Classroom is an online resource that allows staff to share information with pupils, and school to share information with home.

All parents can receive a summary of work posted.

## **Homework**

Homework is an integral part of the life and work of the school.

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.

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

## **House Tutor**

S1 and S2 pupils regularly discuss learning during House Tutor. Key features of their learning are recorded in their e-portfolio. Parents can view e-portfolios via google.

## **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:

<https://education.gov.scot/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.

### **Minor injuries**

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied if necessary.

### **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 and these reports will be issued to parents.

#### **Monitoring and Tracking S1 – S2**

In S1 – S2 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. All pupils will have a learning conversation with their House Tutor to discuss progress.

#### **Monitoring and Tracking S3 – 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 these targets. 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. These events are currently being held online. The exact dates will be detailed on the website; an electronic system is used to make bookings. 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.

### **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
- Parental involvement in self evaluation

## **Parent Council**

Dingwall Academy Parent Council would like to extend a warm welcome to all parents and carers of young people attending the school. They are a group of parents who meet, generally once a term, to discuss matters arising within the school, and initiate ideas and suggestions for enhancing our children's experience at school.

For more information on Parent Councils please follow this link to the Scottish Parent Council Website: <https://connect.scot/>

Any parents interested in joining the Parent Council are encouraged to contact them at [dingwallacademypc@gmail.com](mailto:dingwallacademypc@gmail.com)

## **Podcast**

We have recently introduced a school podcast. Each edition is shared with pupils and parents.

## **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 can be found online at [https://www.highland.gov.uk/info/878/schools/12/school\\_transport](https://www.highland.gov.uk/info/878/schools/12/school_transport)

Any parent who might require financial assistance with transport of children to school should contact the Area Education Office, High Street, Dingwall (Telephone 01349 868532).

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

## **Social Media**

The school has a Facebook page that is used to celebrate pupil successes and achievements. Senior pupils run the school instagram page which, again, is for sharing success.

## **Website**

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

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



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 S3 pupils continue to follow a broad general education but make 7 subject choices to continue into S4.

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

Details of all courses available can be viewed or downloaded from the school website.

Parents who wish to have their child withdrawn from Religious Education should inform the Head Teacher. An appointment will be made to discuss the request further with the PT RMPS, 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.



# PUPIL SUPPORT

Pupil Support at Dingwall Academy follows the Highland Practice Model. This is based on *Getting it Right for Every Child* and means the right support at the right time by the right people. It also means that people providing support work together putting the young person and their family at the centre. Pupils are supported in a variety of ways by many different people throughout their time at Dingwall Academy by teaching and non-teaching staff.

## Pupil Support Team

Depute Rector Pupil Support	Ms J McClounan
Principal Teacher of Additional Support Needs	Mr L Williams
Principal Teacher of Guidance Brahan	Miss M Alexander
Principal Teacher of Guidance Novar	Miss S Tullis
Principal Teacher of Guidance Tulloch	Mrs K Watson
Principal Teacher of Guidance Wyvis	Mr G Trimble
Principal Teacher of S1	Miss Brooman
Additional Support Needs Teachers	
Pupil Support Assistants	

Principal Teacher Deaf Education/Deaf Studies	Mrs S Lundberg
Teachers of the Deaf	
PSAs of the Deaf	

## Pupil Support Areas in the School

Autistic Spectrum Disorder Base – An Caladh	Rooms 1 & 2	Pupils are allocated a place in this 'resourced provision' through the Joint Admissions Group.
Arach		Nurture base
Deaf Base	Room 8	Managed by the Highland Deaf Education Service
Guidance Bases and meeting rooms	Rooms 14a–d & 15	A place to talk to your Guidance Teacher.
Side rooms/quiet spaces	Room 2a, 4, 9	Quiet time, time out.
Support Base	Room 13	Support for pupils with social, emotional, family and/or behaviour needs struggling with the classroom or school environment.
Tutorial Rooms	Rooms 3, 5, 14	For pupils with specific learning difficulties in Tutorial or other courses and classes.

## Universal Support and the 'Named Person' at Dingwall Academy

All young people and their families are entitled to advice and support if they need it. This is known as *Universal Support* and the *Named Person* is one point of contact for this:

S1 & S2	Mr M Di Carlo
S3 & S4	Mr D MacIntosh
S5 & S6	Ms W Harrison
Pupils with ASN Level 3 or 4	Ms J McClounan

## House Groups and the role of the Guidance Teacher

Pupils are allocated to a House Group: Brahan, Novar, Tulloch or Wyvis. Each year group is further split into two classes eg 1B1, 1B2 etc. Each Principle Teacher of Guidance is responsible for the care of pupils in their house group. The PT Guidance teaches PSE to their Guidance groups once a week and is a point of contact for pupils, parents/carers. Miss Brooman takes responsibility for S1.



## **Targeted Support and Additional Support Needs (ASN) at Dingwall Academy**

Pupils with identified needs are allocated an ASN Link Teacher, who shares the following information with class teachers:

- The factor(s) that gives rise to the additional support need
- The ASN Level
- How learning and teaching is affected
- Suggested strategies for classwork and tests/exams

The goal is for pupils to be as independent in their learning as possible for school and as a 'life' skill. Needs and therefore support can change over time and so this is closely monitored and updated as required. A 'staged approach' to support is used:

1. Learning needs are met by the class teacher using suggested strategies e.g. seating arrangements, differentiating work, use of ICT etc.
2. Some direct in-class support from a Pupil Support Assistant and/or ASN Teacher. Direct teaching from ASN Teacher e.g. Tutorial, ESOL.
3. Moderate, direct in-class support in class and direct teaching from ASN Teacher e.g. subject specific.
4. High level of in-class support, direct teaching in ASN Department.
5. Pupils with significant support needs may have an Individualised Education Plan, a Child Plan, and Co-ordinated Support Plan with input from other partners.

Please note that all concerns about a pupil's learning will be investigated and can be shared with the PT ASN, ASN Link Teacher, Guidance Teacher or Year Head.

### **Pupil Support During Transition**

The Pupil Support Team work closely with Primary Schools for pupils needing support in Secondary school. There are Child Plan meetings, Transition Meetings, sharing of information, meeting the pupils, extra visits to the Academy etc.

The Pupil support team work closely with pupils, their families, Skills Development Scotland and other partners when support is required for leaving school. Questions such as *When will I leave school?*, *What will I do when I leave school?* And *Who will support me when I leave school?* are addressed through Transition Planning.

### **Further information:**

Enquire

Scottish advice service for additional support for learning.

0345 123 2303

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

CHIP+

Highland support and advice service for families of young people with additional support needs.

01463 704419

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

[Support for Learners Website](#)

### **Child Protection**

All children should be Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible and Included. Children have a right not to be abused, and to be protected from abuse and neglect.

Anything that concerns us about the well-being of a young person is shared. Ms J McClounan, Depute Rector Pupil Support is the designated person in Dingwall Academy. Child Protection concerns are then discussed and shared with Practice Lead for Schools or Practice Lead for Care and Protection on a Child Concern Form for further investigation and support as required. These types of concern may be around neglect, physical abuse, sexual abuse and emotional abuse. Highland Council Child Protection Guidelines are followed and school staff are trained in Child Protection Procedures.

Should a parent feel that their child requires additional support for any reason, they should contact the appropriate Depute Rector or their child's Pupil Support Teacher to discuss the situation.

Parents can obtain further information and advice on what defines additional support needs from :

(a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527; <http://enquire.org.uk/>

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

## 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 Advisers linked to Dingwall Academy are Aimee Campbell and Kay Hume. One of them is in school each day 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 855245

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/>

## **Community Partnerships**

We recognise that learning takes place in a variety of contexts. We work to develop partnerships with the community, employers and external agencies to enhance the learning experience. We are always keen to hear from any potential partners.

## **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**

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities)

In summary, our 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.

## **HighLife Staff**

The school works in partnership with a number of Highlife staff including our Active Schools Co-ordinator and our Youth Development Officers. These staff work closely with the school to support pupils with their learning in both curricular and extra-curricular work.

## **Integrated Community School**

As part of the Executive's New Community School initiative, Dingwall Academy has 2 Children's Service Workers, based in the school. They help 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 they are 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, Children's 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 – S2 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 for 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.**

## **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 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.

## **Data Protection Legislation**

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 data protection legislation and may only be disclosed in accordance with the codes of practice.

## **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. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here: <http://hi-hope.org/directory/listing/16plus-planning>

## **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.**

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: [https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

### **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 data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation 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

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

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.

### **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.



# Information for Pupils

## Absence

Each day of absence, a text message will be sent home unless we have received a phone call from parents explaining the absence. We have an attendance support officer who works with pupils and families where we identify any attendance concerns.

## Absence Request

If you know you will 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

Two 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. These were not able to take place in 2020 and 2021 ; we all hope they can return in 2022.

## Announcements

These are available for pupils to read on their chromebooks. They are also displayed on the TV screens at the front of the school and the canteen area. The tannoy is used to relay urgent information.

## 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. During COVID restrictions, assemblies are held via google classroom.

## 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 asks 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, notebooks and Chrome Book.

## 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. Mears 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 2021/2022 pupils born between 1<sup>st</sup> March 2002 and 30<sup>th</sup> September 2005 can receive payments from August 2021. Pupils born between 1<sup>st</sup> October 2005 and 28<sup>th</sup> February 2006 can receive payments from January 2022.

Further information on full eligibility criteria and the online application process can be obtained from the school.

[https://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance](https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)

## **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/info/1125/licences\\_permits\\_and\\_permissions/23/employment\\_of\\_children](http://www.highland.gov.uk/info/1125/licences_permits_and_permissions/23/employment_of_children)

## **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 –

Drama, The Duke of Edinburgh Award Scheme, Lego Club, Orchestra, Signing, Scripture Union, Young Engineers, Rock Challenge, 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, trampolining, 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 iPods 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 four Houses linked to Pupil Support and each has its own colour.

Brahan - Red  
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 pupil is too unwell to remain in school then parents will be contacted to arrange transport home. If a pupil 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 the School Office several days beforehand. Have it signed by all your teachers to confirm that you have handed your books and chromebook 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 2007 may leave on 22 December 2022 and pupils born on or before 30 September 2006 may leave on 31 May 2022.

## **Library**

Pupils can make use of the library during lunchtimes and intervals. Pupils must remember that it is a public library and high standards of behaviour are expected at all times.

## **Lockers**

The school has 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 Core Physical Education. Pupils in S1 and S2 receive 3 x 50mins per week and pupils in S3–S6 receive 2 x 50 mins per week. In addition, Certificated PE is offered at National and Higher level and Dance is offered at National 5 level in the Senior Phase. Pupils in S3 can also elect courses in sport education and dance.

### **Core PE**

The core Physical Education curriculum comprises six week activity blocks. Pupils are offered a wide range of activities. Pupils in S1 and S2 will follow a set curriculum of activities with pupils in S3 having some input and choice throughout the year. As pupils move into the Senior Phase they will receive more choice and will be able to personalise their Core PE experience throughout the year.

## PE Kit

In order to take full part in Core PE lessons, all pupils are expected to be organised and bring the following kit. *(Please note that we do not permit any clothing with alcohol sponsors displayed to be worn in PE classes)*

### Indoor PE

Change of T-Shirt (preferably Dingwall Academy Logo)

Shorts

Change of Socks

Indoor Trainers that are clean and dry.

### Outdoor PE

Appropriate well supported footwear - Trainers, Astro Shoes, Football Boots.

Change of T-Shirt (preferably Dingwall Academy Logo)

Shorts/Tracksuit Bottoms

Change of Socks

Warm clothes such as Hoodie or a training top for cold days.

### Swimming

Towel

Boys – Swimming Trunks or Swimming Shorts

Girls – One piece swimming costumes (Bikinis should not be worn during class)

In the interests of hygiene pupils **must have a change** of footwear and clothing for PE. Pupils may well be outside during winter months for PE so it is important that they dress appropriately for the weather. We actively encourage warm tops, gloves etc.

### Class Procedures

Valuables - Physical Education staff collect valuables (ie jewellery, money, phones) at the start of each lesson and ensure they are locked away safely in the PE office. Pupils must not leave valuables unattended in the changing rooms, as they will do so at their own risk.

Injury - 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. Pupils should still bring their PE kit to school, as on most occasions alternative or modified work can be done.

### Inter House

The school run an Inter House competition that includes four main events. Pupils and teams will earn points for their house which will contribute to the overall house championship trophy that is awarded at the end of each year.

Term 1 – Hockey and Football

Term 2 – Swimming Gala

Term 3 – Cross Country Running

Term 4 – School Sports (Track and Field Athletics)

There are other events organised throughout the year and we are always open to suggestions for new activities that may be popular amongst pupils.

### Extra-Curricular and Competitive Sport

Sport is BIG at Dingwall Academy! The school runs an extensive extra-curricular sporting program that includes a range of activities which will enable pupils to lead an active and healthy lifestyle. We encourage pupils to join as many clubs as possible so they can experience the many mental, emotional, social and physical benefits that sport can offer.

Pupils and parents can find out what's on from the schools face book page, our extra-curricular board or by asking any member of staff in the PE dept.

The school also enters a range of local, regional and national sporting competitions throughout the year. We understand the geographical nature of our school can at times limit sporting opportunity for our pupils. Therefore, we feel strongly about providing pupils with the opportunity to extend themselves in their chosen sporting field.

#### **Achievements**

We feel that sporting achievements are incredibly important to recognise. This happens in a variety of different ways at Dingwall Academy and although we are always aware of what our pupils achieve in school sport we don't always hear about achievements outside of school. If you feel your child has achieved something of note please, please let us know.

#### **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 be eligible to 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 result in a monitoring programme where pupils are expected to make up any lost time at detention.

#### **School Dress**

The school uniform code is currently being reviewed. Up to date information will be provided to parents as soon as it is available.

#### **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.

Applications for free school meals and assistance with school clothing can be made online - [https://www.highland.gov.uk/info/899/schools-grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](https://www.highland.gov.uk/info/899/schools-grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

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 – currently £2.55. 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.

### **Target Setting**

All pupils are asked to set targets for their learning.

### **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.

### **Wellbeing Buddies**

S6 pupils act as wellbeing buddies to younger pupils. They carry out regular checks to see if pupils feel happy and safe at school. They will follow up any concerns with SMT and Guidance staff as appropriate.

## **Wellbeing Checks**

Pupils are routinely encouraged to take part in online wellbeing checks, which allow pupils to submit any concerns in confidence.

## **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)

<https://education.gov.scot/inspection-reports/highland>

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

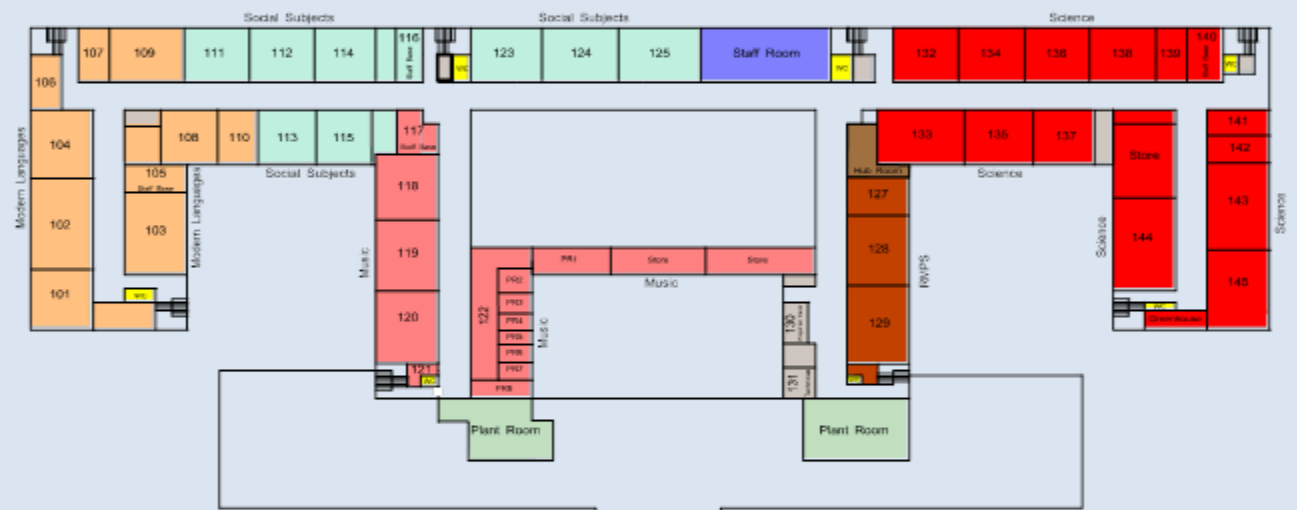
<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

[Information for School Leavers](#)

# Dingwall Academy



## Ground Floor



## First Floor



31  
Second Floor

Not drawn to scale

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.

Dingwall Academy  
Dingwall  
Ross-shire  
IV15 9LT  
Tel: 01349 869860  
Fax: 01349 869886  
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**