



Welcome to Annan Academy



December 2023

Letter from Head of Education

Dear Parent/Carer

Our schools across Dumfries and Galloway have high expectations and high aspirations for pupils and staff. Like you, we want the best possible future for your child. We know that children do better at school and go on to achieve more in life when families and schools work together. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools. We have a shared interest in your child being happy, confident, and successful in school.



To help children reach their potential we focus on removing barriers to learning; meeting the needs of children and upholding their rights underpin all we do.

Again, this year we know that the increased cost of living will mean that many families have money worries - school should not add to those. There should be no costs involved in the school day which are a barrier to your child joining in. This handbook gives important information on the benefits you may be entitled to and how we can help you apply for free meals, free transport, free childcare, clothing grants and allowances, and to make sure you have the right financial advice.

This handbook sets out the responsibilities I have, as Director, for your child's education. While we have core values and shared ambitions, our schools put this into practice slightly differently to meet the needs of

the local community. Your schools headteacher will publish their own handbook to provide information which is on specific to your school.

I hope this information is helpful in setting out how we can work together to benefit your child's learning and make sure they have the best possible experience at school. Our schools are welcoming places at the heart of our communities and always want to hear from you about how we can do more to support you, so please talk to us. There are many useful contact numbers in this handbook or you can contact me on **DirectorSkillsEducationandLearning @dumgal.gov.uk**

Yours sincerely

Dr Gillian Brydson

Director, Education and Learning

Headteacher's Foreword

Dear Parent / Carer

I am delighted to introduce the Annan Academy handbook. On behalf of the school community, I extend a warm welcome to all our parents/carers and stakeholders, most particularly to those whose children who are joining us for the first time.



I hope that the Handbook conveys the sense of Annan Academy as a school community with a rich and vibrant culture and a strong and very positive ethos. It is important to us that we achieve and sustain our aim of being a caring school, one which values personal choice and difference, and which supports each pupil to attain and achieve at the highest possible level.

We strive to be a school which recognises and celebrates success, and which cultivates challenging and healthy attitudes to life, work, and learning. Curriculum for Excellence has been a major and substantial long-term reform of the education system in Scotland and here in Annan Academy we fully

embrace its aims of making learning more relevant to the modern world and giving young people the skills, knowledge and understanding they need to succeed in learning, life and work.

We strive to achieve positive outcomes for all our young people by developing their skills, confidence, and capacities to equip them to move on to positive destinations beyond school and prosper in an ever-changing modern society. Continuing to develop strong effective partnership working with pupils and parents/carers throughout the school career of each pupil is a key school priority.

Our self-evaluation processes ensure that the "pupils' voice" is heard and heeded: in learning and teaching matters and wider whole school issues and operations. The Annan Academy Pupil Council and Parent Council contribute directly to many aspects of the life and work of the school and so they play a very important role in the sustaining of the strong and positive ethos within Annan Academy.

We see our parents/carers as key partners in our school, and we actively seek to involve them in as wide a range of aspects of the life and work of the school as is feasible. We look forward to a continued and strengthened partnership in taking Annan Academy forward.

Ewan Murray
Headteacher

Visions, Values and Aims

Education Services Aims

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

Our Objectives

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

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

2. We will improve our partnership working

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

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

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

4. We will streamline our business processes

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

Vision

All young people in Annan Academy will have an excellent educational experience, in a safe and inclusive environment where we will provide them with the tools to realise their ambitions and aspirations.

Values

Respect

We value diversity and inclusion: treating others with courtesy and working cooperatively at all times.

Integrity

We do the right thing at all times and in all circumstances. We have the courage to do what is right, no matter who is watching or what the consequences may be.

Care

We ensure we create an environment that will promote the health, welfare and safety of all young people.

Compassion

We consistently treat others with empathy and understanding, supporting everyone to overcome barriers in learning and life.

Aims

We will achieve our Vision by ensuring that our values underpin everything we do in Annan Academy to allow us:

- To work in partnership with pupils, parents, staff, and partner agencies to ensure that Annan Academy is excellent and that every child meets their full potential.
- To have innovative and excellent learning and teaching that meets the needs of all learners.
- To ensure the school provides a flexible and progressive curriculum that enables all children and young people to develop the skills they need to succeed.
- To have respectful relationships and communication at all levels in our school community, so that everyone feels included, safe and valued.

Contact Us

If you need to find out routine information

Routine enquiries relating to the operation of the school or matters affecting your child which are causing you uncertainty or concern should be made via the school office. An appropriate member of school staff will then aim to respond to your enquiry.

If you have a concern relating to your child

If you have something you would like to raise, we would ask that you to discuss any concerns / issues you have initially with:

- The Curriculum Principal Teacher if the enquiry relates to classroom practice in a particular subject.
- The Principal Teacher Pupil Support if the enquiry relates to a personal, social or emotional issue
- Depute Headteacher or Headteacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) if your enquiry relates to whole school matters linked to Parental Involvement.

Please call the main office on 01461 202954 and ask to be put through to the appropriate person as detailed above. If they are unavailable, the office staff will take a message and pass it to the member of staff you need to speak to. We would ask that you bear in mind that school staff have a teaching commitment and so may be unavailable to take your call immediately or to be able to meet straightaway.

History

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

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

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

The School Day / Year

Office Hours

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

Address

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

Telephone No: (01461) 202954

School Roll: 973

Denominational Status: Non-denominational

Gaelic Speaking Status: Non Gaelic speaking

Headteacher: Ewan Murray

E-mail: gw21murrayewan@ea.dumgal.sch.uk

Terms and Holidays

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

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

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

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

School Organisation

Headteacher

Mr E Murray

Depute Headteachers

Mrs K Buchanan (Acting)

Mrs S Speight

Mrs L Clark

School Support Manager

Mrs M Heughan

Languages

Mrs H Dalziel (PT Curr)

English

Mrs G Craik (PT Pupil Support)

Ms C Ford

Mrs L Kennedy

Mrs K Duffy

Mrs F James

Mrs E Farnhill

Mrs H Whyte

(PT Pupil Support)

Modern Languages

Miss E Pool

Miss N ROSS (Teacher of BGE)

Mr A O' Halloran

Computing Studies

Mrs S Lemmon (PT Curr)

Mrs L Ferrie

Miss E Graham

Miss E Rae

Mrs S Stainthorpe

Technical Education

Mr P Johnston (PT Curr)

Mrs K Taylor

Miss T Lavery

Mr I Drummond

Mathematics

Mrs J McEwen (PT Curr)

Mr B Snelling

Miss A McLeod

Mrs L Wylie

Miss A Todd

Mrs S Speight

(Depute Headteacher)

Mrs L Tipping

Mrs S Lemmon

Science

Mrs C Campbell (PT Curr)

Mr D Kidd

Mr T Davies

Mrs K Jordan

(PT Pupil Support)

Mr D Le Vin

(PT Pupil Support)

Mrs C Gardette

Ms J Muir

Miss S Ash

Mr J Aitken

Miss V Smith

Miss J Martin

(PT Pupil Support)

Social Subjects

Mrs K Buchanan

Miss L Beveridge

Miss D Grierson

Mrs L Clark

(Depute Headteacher)

Mrs S Galbraith

Miss L Russell (Acting PT Curr)

Mrs Dalziel

Miss C Wishart

Home Economics

Mrs S Coupland

Mrs K Taylor

Physical Education

Mr D Brown (PT Curr)

Mr K Gallacher

Miss L Thompson

Miss E Ritchie

Miss J Gardiner

Creative & Aesthetic

Mr J Brand (PT Curr)

Art & Design

Mrs N Ainslie

Mr C Neill

Miss K McKune

Drama

Mrs L George

Mr D McCracken

Mrs R Bennett

(PT Pupil Support)

Music

Mr J Boardman

Mr J Brand (PT Curr)

Miss F Chapman

Miss G Pryde-Firmin

Mr D Smith

Additional Support Needs

Mrs H Wells (PT Curr)

Mr C Hurley

Support Staff

Office Staff

Administrative Assistant Mrs D Holliday

Clerical Assistants Miss E Anderson
Mrs J Bryden
Ms D Edgar
Mrs K Watret

Support for Learning Assistants

Mrs L Palmer
Mrs J Story
Miss K Walker-Jones
Mrs D Grieve
Miss S Dalton
Mrs J Richardson
Mrs L Latimer
Mrs A Holliday
Ms R Carroll

Library Assistant Mrs G Dunne

Janitorial Staff Mr D Copeland
Mr R Mackay

Technicians Mrs L Woodman
Mr R Price

General and Clerical Assistants

Mrs C Kirkpatrick
Miss C Myatt
Mrs T Swallow

PT = Principal Teacher

Parent Council

The Annan Academy Parent Council was constituted on 1 February 2007. Its members take a keen interest in many aspects of the school and the way it operates. For further information on the Parent Council, a copy of the Constitution is on the school's website, <https://blogs.glowscotland.org.uk/glowblogs/annanacademy/>

Membership of our Parent Council is as follows:

Parent Members:

Vicky Keir (Chair)	Karin Hilton (Vice Chair/Secretary)
Allan Hogg (Treasurer)	Karen Smart
Julie Fletcher	Amy Hoffman
Isobel St John-Clare	Sarah Vallance
Rachel Nicholson	Craig Davidson
Gary Coupland	Nick Martin
Iona Copland	Lindsay-Anne Graham

Headteacher: Mr E Murray

Department for Education Representative:

A Chambers

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

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

The Chairperson
Annan Academy Parent Council
Annan Academy, St. John's Road
Annan, DG12 6AP
or confidentially by email at
pcannanacademy@gmail.com

Home / School Partnership / Parental Involvement and Engagement:

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

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

The type of things the parent council may get involved in include:

- Supporting the work of the school;
- Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;
- Promoting contact between the school, parents, pupils and the local community;
- Fundraising and organising events;

- Reporting to the parent forum; and
- Being involved in the appointment of senior promoted staff. For more information on parental involvement or to find out more about parents as partners in their child's learning, please contact the school or visit the Education Scotland website – www.educationscotland.gov.uk/parentzone. For local information please visit www.dumgal.gov.uk/article/17608/Parental-Involvement If you have any general inquiries relating to Parental Involvement and Engagement please contact your school in the first instance or email ParentalInvolvement@dumgal.gov.uk

Attendance / Absence Procedures

As a Council we have provided additional Attendance Guidance within the Context of COVID-19 to schools, in order to support their work with parents however it remains your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school absence line prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Attendance Support Team. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

Procedures regarding Absences

(a) If your child is going to be absent from school you are requested to contact the school via text to 07860 029320 or email gw08officeannan@ea.dumgal.sch.uk and leave the following information:-

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

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

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

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

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

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

Discipline, Privileges and Sanctions

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

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

Respect for All

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

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

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

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

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

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

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

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

Positive Behaviour - Anti Bullying

Scottish-based research indicates that schools, where attainment is higher than expected for their catchment area, demonstrate positive relationships throughout the school community and that children and young people are involved meaningfully in

decisions which affect them at all levels of the school. Adults should establish open, positive and supportive relationships where children and young people feel safe, secure, listened to, and secure in their ability to discuss sensitive issues. It is essential that adults model behaviour which promotes positive relationships and positive behaviours.

All schools should have an anti-bullying policy. This policy must reflect the Dumfries and Galloway guidance, and also Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People.

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

Privileges

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

Child Protection

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential.

The vision for all children and young people in Dumfries and Galloway is that they should be: safe, nurtured, healthy, achieving, active, respected and responsible and included.

Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <https://www.dumgal.gov.uk/article/16640/Support-for-children-and-families> Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

There is an expectation that drug, substance and weapons will not be brought onto the school environment "In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/ carers will be contacted, and their cooperation expected. The police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons.

All schools and early learning and childcare settings in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents or carers when issues of concern arise.

Getting it Right for Every Child

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time.

You are the expert on your child and what you think matters. Getting it right for every child means that the School will always seek to involve you, to listen to your opinions and take them seriously.

- Every child will have someone in the school who will be the point of contact. The named person function is there if needed, but children and families do not have to make use of their named person, and many children and their families will never need to do so.
- If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. In these instances, a 'lead professional' will be agreed from the within the network of practitioners who are working with your child and family and this person will coordinate the support for your child.

For more information on getting it right for every child email GIRFEC@dumgal.gov.uk or visit www.dumgal.gov.uk/girfec to see the Dumfries and Galloway services plan.

Enrolment in Our School

Parents / carers of children transferring to Annan Academy, other than directly from our associate primary schools, are advised, initially to contact the school office. Arrangements will be made for them to

visit the school and meet with the appropriate Depute Headteacher who will be able to provide them with full information e.g. facilities, courses, etc.

Newsletters

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

Annan Academy School Website blogs.glowscotland.org.uk/glowblogs/annanacademy/

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

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

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

Facebook

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

To access this page enter 'Annan Academy News' in the search bar on your Facebook page. Then

click 'Like' and this will provide you with all the information from our page on your newsfeed.

School App

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

Parents' Meetings

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

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

Pupil Focus

Accident Insurance Cover for School Children

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

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

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

Assemblies and Religious Observance

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

Personal and Social Development

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

Awards System

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

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

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

Duxes 2022-23



Hannah Robinson
(Joint Senior Dux)

Jake Mitchell
(Joint Senior Dux)

Eve Campbell
(Intermediate Dux)

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

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



Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website.

Parents can help the school by planning for any potential school closure by monitoring weather reports and checking on the Council Website: www.dumgal.gov.uk/article/15240/Emergency-school-closures

It is the responsibility of parents to make sensible decisions on behalf of their children when weather conditions are severe. If they have concerns about their children travelling between home and school, they should “play safe” and keep them at home. Parents must also set up a support network where a trusted friend can look after their children. These emergency contacts will be logged in SEEMIS against the child and called in the event of school closure if the parent cannot call to collect their children or be at home when they arrive

Intervals and Lunchtimes

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

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

Instrumental Tuition

We offer lessons in Brass, Woodwind, Strings, Percussion and Guitars. However, if you would like more information on learning an instrument that we do not offer through the IMS (i.e. bagpipes, pipe band drumming, piano, voice etc), please email MusicService@dumgal.gov.uk as we may be able to signpost you to a community group/organisation or private instructor.

Lessons

The aim of the IMS in Dumfries and Galloway is to give children from Primary 5 the opportunity to learn to play a musical instrument.

Lessons for primary pupils can take place after school at a secondary school or in some cases, lessons will take place during the school day in the primary school. Delivery will be online via Microsoft Teams or in person, if the instructor can travel to the school. Secondary pupils will be taught during the school day and timetables will be on a rota basis where possible. This is to try to ensure that your child does not regularly miss any one subject. Lessons are usually planned around groups of 4/5 pupils.

Lessons will follow a structured course of study which is suited to the pupil's abilities as well as SQA, local authority and school requirements. They support learning through to Advanced Higher level and external music examinations where required.

Charges

Lessons are currently funded by the Scottish Government however places are limited.

The IMS is able to loan orchestral instruments to pupils free of charge. Please ensure that loan instruments are covered by household insurance. Routine repairs will be carried out by instrumental staff, but parents are responsible for any repair required due to negligence by their child. Please note that drum sticks, mallets, replacement strings and reeds are required to be purchased by parents. Guitars and percussion instruments are not available for loan, however, they may be available for use in school at lessons. Please contact the Music Service (MusicService@dumgal.gov.uk) with any instrument queries.

Further Information

You can find out more by emailing MusicService@dumgal.gov.uk

Employment of Pupils

If your child intends to take up part-time employment you and your child should inform the school and look at the following Scottish Government Guidance on Employment of Children www.gov.scot/Publications/2017/08/4185/1

Anyone who employs a young person on a part-time basis (aged between 13 and 16) must obtain a Permit to Undertake Employment. Parents, young people, the school and the employer should ensure that all relevant paperwork held at the school is completed.

Exemption from Certain Subjects

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

Equipment

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

Physical Education Kit

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

Swimming

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

Outdoor Games Activities

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

Indoor Activities

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

Running

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

All Activities

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

Homework

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

- to encourage individual pupil responsibility.
- to develop good habits of work and study.
- to encourage self-discipline.
- to develop skills in good planning.
- to provide an opportunity for the teacher to give praise.
- to allow work completion without direct supervision.
- to encourage parental involvement in the educational process

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

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

House System

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

Additional Support for Learning

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

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

The Authority aims to remove barriers to learning for all children with additional support needs through a range of offers. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher, for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base

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

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

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

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

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

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

This may include a request for assistance to the supporting learners team as part of the work of the Autism Outreach Support Officers and Looked After Children (LAC) Support Officers. It may also involve your child being referred onto staff in external agencies such as Health staff (Speech and Language Therapist, Occupational Therapist, Physiotherapist etc.). As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate your child will have an educational plan agreed which will identify how they are to be supported.

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

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

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

Further information on the above is available from the school or on the Council website www.dumgal.gov.uk/ or from the following sources:

- Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527 enquire.org.uk/
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 www.siaa.org.uk/; or

- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 www.sclc.org.uk/

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

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

School Meals

In Dumfries and Galloway Council, Economy & Resources, Facilities Services – Catering, are bound by The Schools (Health Promotion and Nutrition) (Scotland) Act 2007, which means they have to create a balanced nutritious menu over the week.

By following these guidelines Facilities Services – Catering Services:

- Places health promotion at the heart of school activities
- Ensures that food and drink served in schools meets nutritional requirements
- Ensures their local authority promote the uptake and benefits of paid and free school meals

The Naturally D&G brand promoted by Facilities Services – Catering ensures that:

- Meals are freshly prepared, with seasonal ingredients

- Eggs are from free-range hens and our meat is from animals farmed to British welfare standards
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients

In addition to the menus handed out in school, Facilities Services – Catering has a NaturallyD&G website www.dumfriesandgalloway.scottishschoolmeals.co.uk/ that provides supplementary information.

Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register.

For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

Free school meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary pupils can save £370. You'll also be helping your child's school if you qualify for free

school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit www.dumgal.gov.uk/schoolmeals

Cross Border Students and Education Maintenance Allowance.

This provides a weekly allowance of £30 payable to eligible young people aged 16 to 19. You can apply online and view guidance on Education Maintenance Allowance at the Dumfries and Galloway Council website: - <http://www.dumgal.gov.uk/article/15247>. Detailed guidance on Education Maintenance Allowance can be found on the Scottish Government website: - www.mygov.scot/ema

Local information can also be found at: www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance

Application forms and guidance leaflets are available through the links below:-

www.dumgal.gov.uk/media/17522/Form-application-for-Education-Maintenance-Allowance/pdf/0082-18_EMA_Form.pdf

www.dumgal.gov.uk/media/17521/Guidance-notes-Educational-Maintenance-Allowance/pdf/0082-18_EMA_Guidance_Notes.pdf

For more information on eligibility and application forms please visit www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance

Wider Curriculum Opportunities

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

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

These include:-

- | | |
|------------------------|------------------------|
| Choir | Eco Group |
| Fitness Suite | Football |
| Gender Sexual Alliance | Guitar Group |
| Gymnastics | Hockey |
| Junior Show | Language Club |
| Music groups | Music Groups (S1-5) |
| MVP | Netball |
| Percussion Group | Pupil Council |
| Regional Youth Choir | Rugby (Boys and Girls) |
| Running Club | S1 Maths Games |
| School Band | Science Club |
| Senior Show | Sports Leadership |



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

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

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

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

Pupils' Property

1. No property should be left in corridors, etc.
2. All items of clothing should have some means of identification, such as a name tag. Remember there may well be several hundred pupils wearing similar items and it can be extremely difficult to establish ownership. Equipment should also be labelled and, where appropriate (e.g. an electronic calculator), its serial number should be noted.
3. Articles of value should never be left in a cloakroom.

4. All coats, books etc should be taken home each night.
5. Whilst it is accepted that most pupils carry mobile phones these days it should be noted that these must be switched off in school and must not be used during class time. Pupils operating phones during lesson times will have them confiscated and returned at the end of the school day. Neither the school nor Dumfries and Galloway Council accept any responsibility for the theft or damage of such equipment. Accordingly, our advice to pupils is that they should not bring such equipment to school.

Fitness Suite

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

Year Council

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

The Year Council meets regularly, and is attended by one of the School Vice-Captains. Each Year Council will discuss and agree which member(s) will be responsible for chairing and taking minutes of

meetings. An allocated staff member attends each meeting to act as an advisor.

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

Pupil Council

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

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

School Transport

By Bus

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

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

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

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

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

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

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

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

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

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

School Dress Code

School Policy

All Dumfries and Galloway schools must have a School Uniform policy which encourages pupils to dress in a way appropriate to attendance at

school. This policy must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability.

We will encourage pupils to follow our school uniform policy by working closely with parents, pupils and our Parent Council. We will remind pupils of our uniform policy at assemblies, newsletters and in our School Information Booklet

We aim to be consistent and fair. We understand there may occasionally be instances when it is impossible for your child to come to school in uniform. In these cases, please send a note with your child to explain the reason. Our priority is to see your child in school, learning and developing their social skills with their friends

If a pupil has no justifiable reason for not wearing school uniform, we will contact parents/carers by phone, text or letter. In extreme or persistent cases a pupil may be sent home to change into their uniform after contact has been made with home.



Parental Support

Annan Academy Parent Council fully supports our policy on uniform. We hope that parents/carers appreciate the benefits of this policy for our pupils and that all parents/carers will support us in implementing it

What are the benefits of a school uniform policy?

There are many advantages in having a clear and easy to follow uniform policy.

These advantages include:

- encouraging a sense of belonging and pride in our school
- enhancing the image of our school in the community
- reducing pressure on families to provide expensive designer clothes
- discouraging competition between pupils to wear specific designer labels and fashion clothes
- discouraging bullying behaviours which may arise from pupils not having certain clothing or footwear
- improving school security through easy identification of pupils
- encouraging a purposeful attitude to school work and extra-curricular activities
- improving safety in the classroom and in practical areas such as science labs and technical workshops
- improving security on excursions through the easy identification of pupils

Uniform policy

School uniform, correctly worn, should be clearly visible at all times whilst pupils are in, coming to and going home from school. All clothing should be appropriate for a school setting.

All pupils are expected to wear:

- a plain white or black school shirt with stiff collar
- an Annan Academy school tie
- plain black: trousers, shorts, skirt, leggings (no see through panels), combat trousers or joggers
- predominately black footwear

In addition pupils may choose to wear:

- a plain black jumper, cardigan or hooded top
- black blazer
- school branded hooded top

School branded hooded tops

These can be ordered through the school office by completing an order form.

Looking Smart

Our school uniform policy extends beyond what our students wear to how our uni form is worn. Students are therefore expected to look smart.

- Ties should be visible and worn at all times.
- All outdoor clothing should be removed in classrooms or teaching areas - this does not include school branded clothing.

PE Kit

Pupils should bring equipment appropriate to the activity that they are taking part in.

Swimming

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

Outdoor Games Activities

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

Indoor Activities

- Shorts/tracksuit trousers & T-shirt or long sleeved top
- Footwear that is close fitting with soles that provide good traction

Running

- Footwear that is suitable for running on grass, path and pavement
- Shorts or Tracksuit trousers
- T-shirt and Long Sleeved top that can be worn in layers
- Plain woollen hat and thin gloves
- Change of socks & underwear
- Towels

School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £150 per Secondarychild. Guidance and more information is available at www.dumgal.gov.uk/article/15246/Schoolclothing-grants

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

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

can be found at <https://www.dumgal.gov.uk/article/15246/Schoolclothing-grants>

Work Shadowing

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

Dumfries and Galloway Youth Guarantee

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

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

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

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

The Young Person's Guarantee is the Scottish Government commitment to bring together employers, partners and young people and connect every 16 to 24 year old in Scotland to the opportunity of a job, placement, training or volunteering with employers committed to the Guarantee. Dumfries and Galloway are committed to delivering this via:

- the right learning - taking up work based learning, finding employment including and an Apprenticeship with a range of options on personalisation and choice. This will include staying on at school, entering further or higher education, taking up an Apprenticeship,

participating in training, or taking part in personal skills development in a community learning and development setting or a third sector organisation

- the right support to remove barriers that might restrict young people's learning choices and provision of information, advice and guidance; to help young people take up and sustain their offer. For more information visit: <https://www.dgtap.co.uk/youth-guarantee>

Youth Guarantee Universal Support for all Learners

All learners are supported to consider their plans for the future from S3 onwards. This information is saved by the school and can help young people choose relevant subjects and plan for choices and transitions. It is also shared with post school partners which is crucial to enable partner organisations to plan for provision of relevant pathways beyond school.

Young people are asked about their anticipated school leave date, preferred route (e.g employment, FE/HE/apprenticeship) and top three preferred sectors. This information is updated annually as young people change and consider different options. Final destinations secured on leaving school are recorded on a leavers form.

For more information and to see copies of the questions visit: <https://www.dgtap.co.uk/planning-your-future>

Young Persons Targeted Support for Learners

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

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

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

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

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

Responsibilities

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

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

Parents

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

Pupils

1. To attend school regularly, on time, ready to learn and take part in school activities.
2. To aim at the highest standards in all aspects of school life.
3. To co-operate with the school staff and to accept the authority and rules of conduct of the school.

4. To consider and respect the feelings and property of other people both in school and in the wider community.
5. To care for the grounds, buildings, furniture, equipment and books provided for the school.

School

1. To develop each pupil's talents as fully as possible in accordance with the aims of school and to prepare each child for his / her role in current adolescent and future adult societies.
2. To teach effectively and to set the highest standards in work and behaviour.
3. To care for each child as would a good parent of a large family.
4. To establish regular communication with you as a basis for close co-operation between home and school.

Comments, Complaints and Compliments

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

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

- Headteacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.

- Parent Council and/or Connect (the membership organisation to support your Parent Council) If your enquiry relates to whole school matters linked to Parental Involvement.
- In Secondary, the teacher with responsibility for Personal Social and Emotional Supervision followed by the Headteacher.

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

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

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

School Focus

Accommodation

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

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

Sports Facilities

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

Curriculum

Curriculum for Excellence

Curriculum for Excellence Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful no matter what their background or circumstances. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

These aims have never been more important as they are currently as the whole education system responds to the challenges of recovery from the Covid 19 pandemic. The needs of many young people and their families have shifted as a consequence of the pandemic and the goal of responding and adapting flexibly to meet the needs of all learners has never been more vital. There are eight curriculum areas with CfE. Literacy, numeracy and health and wellbeing are recognised as being particularly important - these are seen as being the 'responsibility of all' staff. CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school lies with Headteacher of your school.

How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

Curriculum areas and subjects

Interdisciplinary learning

Ethos and life of the school

Opportunities for personal achievement

Curriculum levels and stages

The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests

Broad General Education

Throughout the Broad General Education phase, children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education phase. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Experiences and Outcomes are what the learner will be able to understand, a skill they have developed or what they are able to do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in how a young person responds and achieves in relation to the experiences and outcomes. Teachers are able to use a series of benchmarks to help them better understand and make judgements about a young person's journey through the experiences and outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the Levels at which they are working.

Senior Phase learners work towards qualifications in the Senior Phase. Available qualifications and awards include National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work, Progression Awards. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training

At Annan Academy

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

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

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

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

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

Excursions

a. At Home

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

The following are regular events :-

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

The list is endless.

Examples are:

Non-residential

S1 Crichton Farm Visit

S2 Edinburgh Trip

Regional Youth Choir

Residential

London Trip

S6 Leavers Trip

Regional Music Courses

b. Abroad

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

Examples are:

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

Fund (School)

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

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

Library / Resource Centre

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

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

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

Pastoral and Health Care

Pupil Support System

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

The school operates a vertical pupil support system.

There are currently six members of the Pupil Support Team.

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

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

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

The Pupil Support Teachers establish a close link with the pupils in their care. They give advice on personal and school matters, and coordinate the Personal and Social Education course. The Pupil Support Teacher also monitors the pupils' progress in school and

communicates with parents should there be any concerns. The Pupil Support Teachers are helped by the Tutor Teachers who meet the children daily and also deliver weekly lessons of PSE. Pupils should find their Tutor Teacher and their Pupil Support Teacher invaluable sources of help and advice.

The Pupil Support Department maintains close links with a number of partner agencies including Smarter2gether, Youth Enquiry Service, Skills Development Scotland, School Nurse Service, Social Work and the Regional Psychological Services. Contact with these partners is made through prior discussion and consultation with parents.

Health Education and Health Care

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

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

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

Religious Moral and Philosophical Studies

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

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

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

1. To help pupils identify the area of religion in terms of the phenomena of religion and the human experiences from which they arise.
2. To enable pupils to explore the nature and meaning of existence in relation to the questions religions pose and the answers they propose.
3. To encourage pupils to develop a consistent set of beliefs, attitudes and practices which are the result of a personal process of growth, search and discovery.

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

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

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

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

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

Physical Education

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

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

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

The department objectives are to:-

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

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

Information and Communication Technologies

Digital Citizenship, Pupil Safe and Responsible Use of Technology

Digital Images Policy

The Authority has an overall Policy and Procedure for the use and application of ICT in Schools. We recognise that social media and mobile phone technology has potential benefits for learning and teaching. It is unreasonable and impractical to attempt to impose a ban on mobile devices in schools therefore the authority has produced guidelines for Digital Citizenship, Use of Technology, Mobile Phones, Digital Images and Use of Social Media.

Schools take images of pupils for various reasons e.g. the prospectus; ceremonies (recognition of achievement, Prize giving, Sports Day etc.); functions (discos, charity events etc.); curricular activities (Communication Passports, performance in sport/dance, field trips etc.); extra-curricular activities (school sports fixtures, school excursions, class outings etc.). Images are also used to create a record of an event to show to participants, other pupils and parents/carers. To do this, photographs are displayed throughout the school; videos and photographs are shown to parents/carers, staff and others; media coverage arranged; prospectuses are published and distributed

The Authority has a policy on the use of images of pupils. You will be asked to read this when your child enrolls and to clarify your consent about the publication of images of your child, but you can amend your permission at any time by contacting the school office. Please ask at the School Office to see a copy.

We also provide additional guidance for parents and families on how we use Digital Learning in learning. For more information on what is used and how you can support your child's learning please visit Safe Digital Learning and Social Media **Safe Digital Learning and Social Media**

Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

Exemption from Physical Education

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

School Rules

School rules must be reasonable, enforceable and justifiable. The reasoning behind them must be clear and reflect our school values. Our code of conduct is straightforward and based on our values and common sense, courtesy, personal safety and the protection of learning and teaching.

We expect pupils to:

- Arrive on time to all classes
- Try their best in class
- Be respectful to all
- Follow all instructions first time.

Data Protection

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

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

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

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

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

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

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

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

When we record and use personal data, we will

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

Sharing Pupil data

If a child/young person moves Early Learning and Childcare Centre (ELCC)/School, we have a legal obligation to pass on information to their new ELCC/School/education authority. Sometimes we also receive information about child/young person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

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

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

For more details about this processing please contact miss@dumgal.gov.uk.

The Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only. The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they

handle personal data appropriately and that suitable organisational security measures are in place. To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

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

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

More Information or Concerns

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

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

or data protection officer at the Council via dataprotection@dumgal.gov.uk

Useful Links

Staff, parents and pupils can access key policies for the Authority at www.dumgal.gov.uk

Parents can access more information by visiting Dumfries and Galloway Council's Home page and clicking on schools or clicking www.dumgal.gov.uk/schools. From this one page you can access information on schools, school meals, transport and Parental Involvement. We would also suggest that parents are aware of the following local and national websites to support parents/carers and children and young people on their journey through school life.

Youth Democracy: Youth Democracy and Youth-Participation

My Rights, My Say: a free support service for children and young people aged between 12 and 15. It offers advice and information, advocacy support, and legal representation. It also gives children a chance to share their own views about their support. myrightsmysay.scot/

DGvoice: the voice of disabled people in D&G www.dgvoice.co.uk

Cool to talk: aged 12-25? Your questions answered. cool2talk.org/

Some children and young people need extra help in school to make progress. Independent advice and information is available from:

Enquire: the Scottish advice service for additional support needs enquire.org.uk

Govan Law Centre supporting pupils' and parents' rights in education govanlawcentre.org

Scottish Independent Advocacy Alliance
Safeguarding vulnerable people www.siaa.org.uk

My World of Work: www.myworldofwork.co.uk

Youthlink Scotland: www.youthlinkscotland.org

Dumfries and Galloway Council support

(also see page 23). Additional contact for information for staff and parents include:

For **DG Workplace Skills Award:**
DGEmployabilityAward@dumgal.gov.uk

For all **Employability (Employability and Skills Service)** referrals: ESS.referrals@dumgal.gov.uk

For **Project Search:** Projectsearch@dumgal.gov.uk

For **Youth Guarantee:** dgyppg@dumgal.gov.uk

Dumfries and Galloway Advocacy Service is a registered charity and voluntary organisation who offer a free, confidential and personal independent advocacy www.dgadvocacy.co.uk/

Citizens Advice Dumfries and Galloway:
www.cas.org.uk

Dumfries and Galloway Children's services plan: a commitment to improving lives of children, young people and their families. **Children's Services Plan**

Visit www.dumgal.gov.uk to see a range of services and support which focus on the safety of our most vulnerable children, young people and families.

CALL Scotland help children and young people across Scotland to overcome disability and barriers to learning created by their environment, and to fulfil their potential www.callscotland.org.uk

Parental Involvement and Engagement Partners

For **Support from Education and Learning Directorate** please visit dumgal.gov.uk

PIN Parental Involvement Network
www.parentsinclusionnetwork.org.uk/Parents working together to share information/advice on disability issues

Dumfries and Galloway Parent Council Forum
dandgparentforum@gmail.com Facebook
Dumfries and Galloway Parent Council Forum

Parent Council Support CONNECT (formerly Scottish Parent Teacher Council)
Parent and Parent Council Support, Independent Advice and training opportunities. Insurance Cover and Training Opportunities connect.scot

Education Scotland/Scottish Government

Further information on all aspects of education is available on education.gov.scot/parentzone/

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. **Free Downloads for parents/carers** These guides explain important aspects of Curriculum for Excellence.

Education Scotland education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement/ gives background information on assessment in Curriculum for Excellence.

Dyslexia Scotland www.dyslexiascotland.org.uk to find details of the Dyslexia Scotland Southwest Group




Parentzone

SCOTLAND

Information and advice on education and learning for parents in Scotland

Be at the heart of your child's learning . . .

Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.

edscot.org.uk/p/LQE-391/subscribe
 Email: enquiries@education.scotland.gov.scot

education.gov.scot/parentzone



August 2020



Parents as Partners in School Improvement Plans



Dumfries & Galloway

August 2020



Volunteering in Schools

**VOLUNTEERS
NEEDED**



Dumfries & Galloway

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Positive Behaviour in School



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August 2020



Safe Digital Learning and Social Media



Dumfries & Galloway



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