

# Kilmarnock Academy



**Session 2024 – 2025**

## **Information for Parents**

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## Contacting the School

We like to work in partnership with parents and carers. If you wish to get in touch to discuss an issue, please phone the school and ask to speak to your child's Pupil Support teacher. They will assist you if they are available and if not you can leave a message for a return call. If you come to school without an appointment it is unlikely that the appropriate person will be available to talk with you.

Please telephone first and make your first point of contact your child's Pupil Support teacher or if you wish, you can email [eakilmarnock.ac@eastayrshire.org.uk](mailto:eakilmarnock.ac@eastayrshire.org.uk), rather than call as this may save time and inconvenience if you prefer.

### School Information:

We are always looking to provide as much information as possible to parents and carers on a regular basis.

We have several outward facing communication platforms for you to access.

- School App: This is hosted by Safer Schools Scotland, this platform will contain day to day information and should be your main point of accurate information. The QR code is below as well as access codes. **Please note the "reporting of absence" link within the App is not up and running, you still need to report a pupil absence via the school's telephone system.**
- Satchel One: This is an App which allows you as a parent/carer to keep track of your child's homework, assessments and assignment deadlines etc. All new S1 pupils will receive this information in a timely manner following full enrolment.
- The School Blog / Website: Here you will find all relevant school information in a lot more detail.
- Twitter: This is for you to keep abreast of school events as they happen.

### Contact Information:

Telephone number: 01563 558500

Email Address: [eakilmarnock.ac@eastayrshire.org.uk](mailto:eakilmarnock.ac@eastayrshire.org.uk)

Twitter: @WMCKilmarnockAc

Blog: <https://blogs.glowscotland.org.uk/ea/wmckilmarnockacademy/>

School App:



Codes:

Parents and Carers Secondary	7250
Secondary S1-S2	3746
Secondary S3-S4	0913
Secondary S5-S6	6010

## House Heads

Burns – Mr Johnston

Fleming - Mrs Mossie

Orr - Mrs Wallace

Wallace - Mrs Brownlie

## Pupil Support Staff

House	
Burns 1	Mr Colville
Burns 2	Mr S Cartner
Fleming 1	Mr C Cowan
Fleming 2	Mrs A Simpson
Orr 1	TBC
Orr 2	Mrs L Snodgrass
Wallace 1	Mrs K Dalgleish
Wallace 2	Mrs G Clark

## School Times

Monday, Tuesday	
Wellbeing	8.40 - 8.50
1	8.50 – 9.40am
2	9.40 – 10.30am
Break for S1-3	10.30 – 10.45 am
3 for S1-3	10.45 – 11.35 am
3 for S4-6	10.30 – 11.20am
Break for S4-6	11.20– 11.35am (15 min)
4	11.35 – 12.25pm
5	12.25 – 1.15pm
Lunch	1.15 – 1.55pm (40 min)
6	1.55 – 2.45pm
7	2.45 – 3.35pm

Wednesday, Thursday & Friday	
Wellbeing	8.40 - 8.50
1	8.50 – 9.40am
2	9.40 – 10.30am
Break for S1-3	10.30 – 10.45 am
3 for S1-3	10.45 – 11.35 am
3 for S4-6	10.30 – 11.20am
Break for S4-6	11.20– 11.35am (15 min)
4	11.35 – 12.25pm
5	12.25 – 1.15pm
Lunch	1.15 – 1.55pm (40 min)
6	1.55 – 2.45pm

## ParentPay

Kilmarnock Academy is a cashless school. Payment for school meals, school trips, tickets for school concerts etc. are now all paid through ParentPay. All pupils have been given a letter with their parents' activation code and if you have not already registered please do so now. If you have lost your activation details, or have any problems activating your account, please contact the school.

If you do not have access to the internet and wish to pay for school meals, school trips, etc please contact the school office who will give you information on how to pay cash by Paypoint at local convenience stores.

The school café serves healthy food options at the morning break and lunchtime. The cost for a two course meal within the school is £2.15.

Money should be loaded to your child's account using ParentPay and amounts spent in the school café are deducted from the account balance. Parents are able to log in to their

account to check remaining balances and also to check what your child has purchased to eat in the school café.

Those who receive free school meals will have £2.15 uploaded to their account automatically on a daily basis. Free school meal money not used will be removed at the end of each day. If your child, who is entitled to free school meals spends more than £2.15 a day, this should be paid by parents on ParentPay. If you wish a limit put on the amount of money spent on food, please contact the school office.

**The application process for school clothing grants and free school meals is now online** – see East Ayrshire Council's website. This can be done from a smart phone, PC, laptop or tablet. If you, or someone you know does require additional help, please call Callum McMichael (Financial Inclusion Officer based at Kilmarnock Academy) on 07823536404 or you can contact him by email which is as follows: callum.mcmichael@east-ayrshire.gov.uk.

## **School Attendance**

One of the most significant indicators of success in school is a high attendance rate. For most, attendance at school should be at, or near, 100%.

Where possible, all medical or dental appointments should be made outwith school hours.

In particular, holidays taken during term time are recorded as **Unauthorised Absence** on your young person's record. Reasons such as cost, parental holiday dates, weather conditions or availability of accommodation or travel arrangements are **not** considered valid reasons for holidays in term time.

The Head Teacher cannot give permission for holidays taken during term time.

## **Absence from school**

Schools are becoming increasingly vigilant about informing parents of absence from school. We operate an automated system which contacts parents/carers 3 times per day at 09.30am, 12.00pm and 2.00pm. These texts inform you of any unexplained absence's throughout the school day. From August we will have an Attendance Support worker in place who will solely look after attendance within the school. It is therefore very important that:

- We have an up-to-date contact number for your child.
- Parents/carers inform us as soon as possible if your child is absent.
- Parents/carers contact us to explain about an absence if they receive a call from the school.

Please note that if your child fails to register with their class teacher, or does not sign in at the school office, you will receive a call from the school. Please emphasise to your child that they must follow all school procedures.

It is also important to note we require a written letter of explanation following a return to school from absence. This is a legal requirement even if you have phoned to inform the school. All notes should be handed in to the school office which is open from 8.30 am onwards.

## Mobile Phone Numbers and Email Addresses

As indicated above, Kilmarnock Academy uses an automated telephone system to contact parents/carers if there is an unexplained absence from school. This system is much more effective, and much cheaper if a text message is sent to a mobile phone number rather than a recorded message sent to a landline. Also, with mobile numbers, it is possible to send text messages regarding other school issues such as emergency closures or changes to timetabled events.

**We therefore require a mobile number and email address for every child so that we can communicate with parents/carers as effectively as possible.**

We have started the annual data check exercise so that we have the most up to date information for the start of term in August. If you have not included a mobile phone number and email address in the past, please do so. Any changes throughout the year should be emailed to the school at [eakilmarnock.ac@eastayrshire.org.uk](mailto:eakilmarnock.ac@eastayrshire.org.uk)

Thank you for your help with this.

## Latecoming

The disruption to lessons caused by latecomers is detrimental to the learning experience and is unfair on the other members of the class. We welcome your support in ensuring that your child arrives on time for school. Your child's Pupil Support Teacher will be in touch if your child is continuously late to school / class.

## Uniform

There are a number of reasons why it is important for children to wear school uniform.

- Security – intruders are easily identified.
- Safety – tracksuit materials are flammable and trainers do not protect feet in practical classes.
- Appearance – uniform presents a smart image for your child and the school as a whole.
- Cost – this is the cheapest way to outfit your child for school.
- Confidence – children need not worry that they have the most fashionable clothing, or a large number of clothes.
- Bullying – children will not be picked on or abused because of their clothing. For this reason football tops, etc. should not be worn.

For the reasons listed above we place great emphasis on the wearing of uniform and we welcome your support.

<b>Uniform</b>	<b>Not acceptable</b>
<b>White</b> shirt & tie	Black shirt or a polo shirt/ T-shirt
<b>Plain Black</b> jumper/ cardigan	Hoodies/ sweatshirts/ other colours
<b>Black</b> school trousers / Skirt	Black jeans/ leggings/ jeggings/ joggers/ mini skirts
<b>Black</b> school shoes	Any other colour or trainers
<b>Blazer</b> black with school badge (S4, 5 and 6). Prefects will wear a braided blazer with school badge.	

Please encourage your child to wear school uniform.

Please note that any child wearing trousers or jackets made from tracksuit type materials, or wearing trainers, may not be allowed to participate in certain practical activities in classrooms, for health and safety reasons.

We will contact you if your child is not in uniform or has been prevented from a classroom activity because of inappropriate clothing.



**White shirt & tie**

**Plain black jumper/ cardigan**

**Black school trousers / skirt**

**Black school shoes**

**Black blazer – S4, S5 and S6**

**Black braided blazer – Prefects only**

You can request school uniform or any other school supplies using the e-form below or by using this link: <https://forms.office.com/e/GxfNzL5ie2>



**The Summer Pop Up Shop will be available in reception area with new and nearly new clothing from Tuesday 5<sup>th</sup> August to Friday 16<sup>th</sup> August 9am-3pm.**

### **PE Kit**

Please be aware that PE kit in Kilmarnock Academy will be shorts or sports leggings and T-shirt (no football colours). Your child will be asked to remove tracksuits, jogging bottoms and

hoodies whilst participating in indoor PE. Only when timetabled for PE outside will your child be allowed to wear these items.

## **Pupil Property**

The school cannot be responsible for the personal property of your young person. Children should not bring valuable items to school, or wear expensive items of clothing. We do not have insurance cover for personal property. If items are lost, damaged or stolen it is highly unlikely that any compensation will be paid unless the authority has been negligent in some way. Therefore, young people should leave valuable items at home.

## **Homework**

It is very important that young people develop the habit of completing homework. It has been proved time and again that regular homework:

- improves results at all levels from S1 to S6.
- trains your young person in useful study habits.
- promotes a more positive attitude to school.
- encourages your young person to feel successful in school and take an interest in improving.

For all of these reasons, your young person will be expected to undertake regular homework in Kilmarnock Academy.

Normally you should expect:

- S1/S2 children up to 1 hour each night
- S3/4 children up to 1½ hours each night.

For S5/6 the amount of homework will depend on the number of Higher and National courses being studied. Homework will include assigned tasks plus time spent on study and revision.

Remember parents can access this on Satchel One.

## **What you can do**

For S1 pupils - Check if your child has homework using Satchel One. This will be issued to parents/carers once all S1 pupils have been fully enrolled.

Take an interest in homework and review homework tasks with your child.

Provide a quiet place for homework to be completed.

Encourage your child to complete homework tasks.

Respond to information from school that homework has not been completed.

If you have any queries or concerns about your child's homework, or progress in general, please contact the Pupil Support teacher in the first instance.

## **Pupil Support**

### **The aims of the pupil support system**

- To give each child a member of staff to whom they can turn to for advice on a wide range of matters.



- To operate a link between the school and parents to ensure that parents are kept fully informed on all matters concerning their young person.
- To try to ensure that each child is following the course best suited to their abilities and ambitions, and to monitor their progress through the entire course.
- To prepare each child for adult life through a Personal and Social Education programme with topics which are not normally covered in school subjects, for example Careers, Health, Lifeskills, Study Skills, Leisure, etc.
- To give the entire staff a point of reference for each young person. The Pupil Support Teacher is the member of staff with the widest knowledge of each child, covering such matters as attendance, behaviour, progress, exam results and ambitions.
- To give a known point of contact for each child in the school to parents and outside agencies such as the Children's Reporter, the Police and employers.

### **What your pupil support teacher does for you!**

- Helps with the changes from Primary to Secondary.
- Gives subject choice and career advice.
- Encourages regular attendance and time-keeping.
- Encourages good behaviour and manners including dealing with any issues.
- Provides information for outside agencies when needed, Skills Development Scotland, Social Services etc.
- Organises and encourages extra-curricular activities
- Helps to write and teach the PSE programme of work.
- Advises on My World of Work Profiles.
- Writes references for UCAS, colleges or employers.
- Helps to make the school a friendly and supportive place.
- Gives advice and support, whether it is school-related or personal.

### **Book Return**

All children should return textbooks and revision notes to school so these can be used again.

### **Student Finance**

Pupils considering future applications to higher education can find information regarding finance issues at <https://www.gov.uk/further-education-courses/financial-help> or contact our schools Financial Inclusion Officer (Callum McMichael) on 07823536404 or you can contact him by email which is as follows: callum.mcmichael@east-ayrshire.gov.uk.

### **Educational Maintenance Allowance (EMA)**

For senior pupils in receipt of an EMA please note the following.

- You receive the EMA only for the weeks in which you have 100% attendance. If you are absent at any point during the week, the allowance stops for that week.
- You may have one paid absence per term provided you have a medical certificate. You must hand the medical certificate into the school office to have your absence record altered. If you do not do this you will not receive the payment.

- The EMA learning agreement sets out clear expectations in terms of attendance, coursework and progress.
- The system is sometimes slow to stop payments. Do not assume that your absence has been ignored if you continue to receive payments – you will be obliged to pay the money back once the system catches up.
- You must return to school until the end of term for the payments to continue.
- This is a national system. If you have concerns about EMA, please contact [ema@east-ayrshire.gov.uk](mailto:ema@east-ayrshire.gov.uk).

### **Applications to Medical School**

Seniors intending to apply to study medicine must sit a clinical aptitude test. Pupil Support staff can provide further information if required.

### **Parent Council**

All parents are automatically members of the Kilmarnock Academy Parent Forum and may volunteer to join the Parent Council. The AGM of the council will be held on Monday 4<sup>th</sup> of September. If you wish to join the council please contact Mr Rose on 01563 558500 or via the school email.

## **Kilmarnock Academy - Session 2024 -2025**

**Parent Council AGM – Tuesday 3<sup>rd</sup> September at 6.30pm, all Parents/ Carers welcome.**

Wednesday 15 <sup>th</sup> January 2025	S1, S3, S4 and S5 Progression Pathway Workshop (Option Choices) Information Evening
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P7	Parents' information Evening	Tuesday 11 <sup>th</sup> March 2025	6.30 – 8.00pm
S1	Parents' Evening	Wednesday 26 <sup>th</sup> February 2025	4.00 – 6.30pm
S2	Parents' Evening	Wednesday 30 <sup>th</sup> October 2024	4.00 – 6.30pm
S3	Parents' Evening	Monday 3 <sup>rd</sup> February 2025	4.30 – 7.00pm
S4	Parents' Evening	Tuesday 21 <sup>st</sup> January 2025	4.30 – 7.00pm
S5/6	Parents' Evening	Thursday 14 <sup>th</sup> November 2024	4.00 – 6.30pm

### **IMPORTANT DATES**

S3 exams begin	Monday 4 <sup>th</sup> November 2024
Senior Phase Prelims begin	Monday 2 <sup>nd</sup> December 2024
Prize-giving	Tuesday 3 <sup>rd</sup> June 2025
Celebrating Success	Tuesday 10 <sup>th</sup> December 2024
SQA Exams 2024	Monday 28 <sup>th</sup> April – Thursday 30 <sup>th</sup> May 2025

## School holidays 2024/25

Please note that all dates are inclusive.

<b>Date</b>	<b>Holiday</b>
<b>August</b>	
Monday 19 August 2024	In-service day
Tuesday 20 August 2024	In-service day
Wednesday 21 August 2024	Pupils return
<b>September</b>	
Friday 20 September to Monday 23 September 2024	Local holidays (Ayr Gold Cup weekend)
Tuesday 24 September 2024	Pupils return
<b>October</b>	
Monday 14 October to Friday 18 October 2024	October holidays
Monday 21 October 2024	In-service day
Tuesday 22 October 2024	Pupils return
<b>December/January</b>	
Monday 23 December 2024 to Friday 3 January 2025	Christmas and New Year
Monday 6 January 2025	Pupils return
<b>February</b>	
Monday 10 February 2025	Local holiday
Tuesday 11 February 2025	In-service day
Wednesday 12 February 2025	Pupils return
<b>April</b>	
Monday 7 April to Monday 21 April 2025	Easter holidays (Good Friday – 18 April 2025)
Tuesday 22 April 2025	Pupils return
<b>May</b>	
Monday 5 May 2025	Local holiday (May Day)
Tuesday 6 May 2025	In-service day
Wednesday 7 May 2025	Pupils return
<b>June/July/August</b>	
Monday 30 June to Friday 15 August 2025	Summer holidays
Monday 18 August 2025	In-service day
Tuesday 19 August 2025	In-service day
Wednesday 20 August 2025	Pupils return



## Kilmarnock Academy is a cashless school

### What can you do with ParentPay?

- **School Dinners** – pay for school meals and view your child's eating
- **Pupils on free school meals** – check what your child is eating. Spending over the daily allowance of £2.15 – pay on ParentPay
- **Cap spending on school meals** – contact the school office to limit amount your child spends on meals
- **Trips** – Pay for school trips through ParentPay
- **Tickets** – pay for events within the school eg Christmas concert, ghost tours etc
- **Communication** – Receive important messages from school via email and text.
- **Payment Options** – Debit and credit cards, American Express and PayPoint from over 28,000 shops across the country

If you require any help or support please contact the school office.