



# Welcome to Annan Academy



December 2025

## Letter from Head of Education

Dear Parent/Carer

Thank you for reading this handbook which sets out the collective responsibilities our Council has for your child's education and I hope you find it helpful. Like you, we want the best possible future for your child. 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 and we make it our priority to remove barriers to learning whether these are related to the classroom or at home. 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.

One of the things that makes our region so special is the diversity of our communities. Our schools are all different too and reflect the variety of the towns and villages they serve - so schools might put plans in place slightly differently. Our headteachers will publish their own school handbook with information which is relevant to the pupils and parents of their school.

We know that when families and schools work together there are real benefits for children. We can make collective efforts on their behalf to meet

their needs and uphold their rights. 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 at **ExecutiveDirectorEducation SkillsCommunityWellbeing@dumgal.gov.uk**

Yours sincerely

Gillian

**Dr Gillian Brydson**  
**Executive Director**  
Education, Skills and Community Wellbeing

For more information on Education and Learning please visit **[www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)**

Dumfries and Galloway Council  
Education, Skills and Community Wellbeing  
Militia House, English Street  
DG1 2HR  
Call 030 33 33 3000  
or visit **<https://www.dumgal.gov.uk/article/15379/Contact-us>** for more ways to engage with the Council.



## 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: 909

Denominational Status: Non-denominational

Gaelic Speaking Status: Non Gaelic speaking

Headteacher: Ewan Murray

E-mail: [gw21murrayewan@ea.dumgal.sch.uk](mailto:gw21murrayewan@ea.dumgal.sch.uk)

The school operates a 7-period day (30 periods a week) as follows,

Monday to Friday	times
Period 1	8.50am to 9.35am
Period 2	9.35am to 10.20am
Tutor	10.20am to 10.35am
Interval	10.35am to 10.50am
Period 3	10.50am to 11.35am
Period 4	11.35am to 12.20pm
Period 5	12.20pm to 1.05pm
Lunch	1.05pm to 1.50pm
Period 6	1.50pm to 2.35pm
Period 7	2.35pm to 3.20pm

## Term Dates and Holidays

### Holidays

We recognise that some parents have difficulties in arranging their own holidays to suit school holiday periods. Whilst parents remain free, within reason, to remove their children for holidays during term time, you should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible and not fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what they have missed. Parents should always inform the school, in writing, of any such holiday plans.

The exception to this is when a family holiday is judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events.

A parent may be asked to come into school to explain the reason for their child's absence in line with the Authority's legal duty under the [Education (Scotland) Act 1980, Section 36].

Term dates can be found at [www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

### Current school year (2025/26)

#### Term 1

First day	Thursday 21 August 2025
Last day	Friday 10 October 2025
Autumn holiday	Monday 13 October to Friday 24 October 2025

#### Term 2

First day	Monday 27 October 2025
Last day	Friday 19 December 2025
Christmas holiday	Monday 22 December 2025 to Monday 5 January 2026

#### Term 3

First day	Tuesday 6 January 2025
Mid-term holiday	Thursday 19 February and Friday 20 February 2026
Last day	Friday 27 March 2026
Spring holiday	Monday 30 March to Friday 10 April 2026

#### Term 4

First day	Monday 13 April 2026
May Day holiday	Monday 4 May 2026
School closed for staff training,	Friday 29 May 2026
Last day	Thursday 1 July 2026
Summer holiday	Thursday 2 July 2026 to Wednesday 19 August 2026 (pupils return Thursday 20 August 2026)

# School Organisation

PT = Principal Teacher

**Headteacher** Mr E Murray

## Depute Headteachers

Mrs H Dalziel (Acting) Mrs S Speight  
Mrs L Clark Ms S Brown

## School Support Manager

Mrs M Heughan

## Languages

Miss L Russell (Acting PT Curr)

## English

Ms C Ford Mrs K Duffy  
Mrs F James Mrs E Farnhill  
Mrs H Whyte (PT Pupil Support) Mrs Murray  
Miss N Ross

## Modern Languages

Ms S Brown (Depute Headteacher) Miss E Pool  
Ms A Sanchez

## Business and IT

Miss D Grierson (PT Curr) Mrs L Ferrie  
Miss E Rae Miss K Hamilton  
Miss N Burns

## Technical Education

Mr P Johnston (PT Curr) Mrs K Taylor  
Miss T Lavery Mr R Kirkwood

## Mathematics

Mrs J McEwen (PT Curr) Miss A McLeod  
Mrs L Wylie Miss A Todd  
Mrs S Speight (Depute Headteacher)  
Miss E Macdonald Mrs A Pirstzel

## Science

Mr E Murray (Headteacher)  
Mr D Kidd (PT Alternative Learning Pathways)  
Mrs C Campbell (PT Curr) Mr T Davies  
Mrs K Jordan (PT Pupil Support) Ms J Muir  
Mr D Le Vin (PT Pupil Support) Mrs C Gardette  
Miss S Davenport Mr J Aitken  
Miss J Martin (PT Pupil Support) Mrs V Towler

## Social Subjects

Mrs L Clark (Depute Headteacher) Miss D Grierson  
Mrs S Galbraith Miss L Russell  
Miss C Wishart Mrs J Galloway  
Mrs K Buchanan (PT Curr) Mr D Smith  
Mrs Dalziel (Acting Depute Headteacher)

## Home Economics

Mrs S Coupland Mrs L Murray

## Physical Education

Mr D Brown (PT Curr) Mr K Gallacher  
Miss E Ritchie Miss J Gardiner  
Mr F Gwynne

## Expressive Arts

Mr J Brand (PT Curr)

## Art & Design

Mr C Neill Miss K McKune  
Miss R Templeton

## 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  
Mrs L Hart

## Additional Support Needs

Mr B Snelling Mrs J Patterson (PT Curr)

## Support Staff

### Office Staff

**Administrative Assistant** Mrs D Holliday

### Clerical Assistants

Mrs J Bryden Ms D Edgar  
Mrs K Watret Mrs L Smith  
Miss L Tipler

### Support for Learning Assistants

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

### Alternative Learning Pathways

Mr D Kidd (PT Alternative Learning Pathways)  
Mrs J Story Mrs K Eden  
Mrs A Neil

### 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  
Mrs T Swallow

## 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:

Heather Smith (Chair)	Allan Hogg (Treasurer)
Amy Hoffman	Sarah Vallance (Secretary)
Isobel St John-Clare	Rachel Nicholson
Nick Martin	Julie Hott
Fiona Robson	Amanda O'Donnell
Stacey Wigham	Liane Simpson

**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](mailto:pcannanacademy@gmail.com)

## Home / School Partnership / Parental Involvement and Engagement:

Parental Involvement ([dumgal.gov.uk](http://dumgal.gov.uk))

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](http://www.educationscotland.gov.uk/parentzone). For local information please visit [www.dumgal.gov.uk/article/17608/Parental-Involvement](http://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](mailto:ParentalInvolvement@dumgal.gov.uk)

## Attendance / Absence Procedures

Dumfries and Galloway Council is committed to ensuring the best possible future for all our children and young people. We recognise the importance of attendance in ensuring all our children and young people reach their full potential.

It is the responsibility of parents/carers to ensure that their child/children attend school. For the safety of all children it is important for you to telephone the school office 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 the school in writing, send an email or by telephone of the appointment and arrange to collect your child from school.

## Unexplained Absences / Lateness

Parents are asked to ensure that:

The school is informed if the child or young person will be late.

Any legitimate absence is notified to the school by telephone before 9am on the first day of the absence without fail, and that further calls, before 9am, are made on every subsequent day of the absence. The school may contact you by phone if there are any concerns about a child's absence.

Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are generally numbers where a response will be received. This is particularly important with mobile phone numbers. Please update your child's school if you change your mobile number. This is essential as the school may need to contact you if your child is ill.

The school is kept informed of the absence and the likely return date.

Any planned absences are officially notified to the school, in writing, in advance.

School would be informed before 1.15pm if a child was not returning to school after lunch because of becoming unwell over that period.

Latecomers report to the school office on arrival at school.

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. Due to the amount of extra work involved and necessity of having the correct information we would ask you to make note of the above requirements and ensure that you follow

through the procedures to ensure the safety of all our children.

## Procedures regarding Absences

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.

## 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://www.respectme.org.uk/>

### 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 drugs, cigarettes, vapes 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. As a result, all schools have child protection co-ordinators who will work with children, families and supporting partners in matters relating to Safeguarding and Child Protection

### 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](mailto:GIRFEC@dumgal.gov.uk) or visit [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) to see the Dumfries and Galloway services plan.

## Educational Psychology Service

Dumfries & Galloway Educational Psychology Service is a statutory educational service for children and young people normally resident in, or looked after by, Dumfries and Galloway Council.

Educational Psychologists aim to improve the life chances of all children and young people. Working in partnership with families and other services, we use applied psychology and knowledge of child development to address inequalities, support vulnerability and enhance inclusion. We seek to ensure that children and young people realise their potential to become successful learners, confident individuals, effective contributors and responsible citizens.

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives
- Training and developing the skills of other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning
- Designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure

that children are safe, healthy, active, nurtured, achieving, respected, responsible and included

- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people

Further information about the service is available from the school or on our webpage - [www.dumgal.gov.uk/article/22434/Educational-Psychology-Service](http://www.dumgal.gov.uk/article/22434/Educational-Psychology-Service)

## 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 newsworthy items involving pupils and staff. Additionally, parents' letters are sent home as and when the need arises.

## Annan Academy School Website

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 [blogs.glowscotland.org.uk/glowblogs/annanacademy/](http://blogs.glowscotland.org.uk/glowblogs/annanacademy/)

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 2024-25



**Courtney Barbour**  
(Senior Dux)



**Evie Skinner**  
(Senior 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.



## Health and Safety

### Emergency Procedures Including Safer Together Guidance

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they would be better at home we will telephone you or your emergency contact. Minor accidents, eg, cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, ie, your own home and work number and a telephone number of an emergency contact. Please remember that if your child stays in more than one home setting contact details should take account of this. We will request such information at the beginning of each new school year. Please update this as necessary. There are some emergency situations, when a circumstance in the vicinity of the school could endanger the safety of the school community. Pupils, visitors and staff must stay within the school to remain safe during such a circumstance. The event could be a road accident outside of the school, intruders, a spillage/leakage, or a loose animal. Parents can request, from the school office, additional information regarding Education Support Services Safer Together Inside guidance and procedures, if needed. Schools should also reference Education Support Services Safer Together Inside guidance and procedures and make this available to parents on request.

### Health Care (inc First Aid)

We are committed to ensuring that all children can fully participate in the life of the school. Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

The First Aid Regulations do not require employers to provide first aid for anyone other than their own employees. However, schools provide a service to pupils and this may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a primary school or early learning centre (ELC).

Schools should make clear that they have staff with responsibility for first aid with appropriate training that includes administering first aid, reporting in line with the Accident and Incident Reporting procedures and keeping a record of first aid administered.

## 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](http://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](mailto: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](mailto:MusicService@dumgal.gov.uk)) with any instrument queries.

### Further Information

You can find out more by emailing [MusicService@dumgal.gov.uk](mailto: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](http://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.

## How is my child doing? (Assessment and Reporting)

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on so that schools can make sure that each child is progressing and developing according to their abilities and that their learning needs are well understood by the educational professionals who work with them. Your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings and takes a variety of different forms, for example what young people make, say, write or do can all contribute to building up a picture of their learning,

progress and possible next steps that can be shared in learning conversations with the young people themselves and with their parents/carers. Written work will be used to assess your child but so will their ability to take part in class discussions, make presentations, be in a production or team, produce drawings or projects etc. Parents/carers will be involved both informally in discussion with teachers, looking at their child's work and also formally through parent's nights, profiles and reports.

As an Authority some of our schools may wish to reference the Scottish National Standardised Assessments (SNSA) informing parents that pupils at P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of everyday learning and teaching.

The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement.

The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments.

There will be several opportunities for you to discuss your child's progress throughout their learning journey. This may be through informal discussion with the teacher or at Learning Conversations that might take various formats including the more traditional and familiar Parents Evening or Afternoon. For some this may be through more formal, focussed meetings with other agencies.

## 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.

## Pupil Profiles

A pupil profile is a snapshot of a child's or young person's best achievements at a given point in time. Profiles are primarily aimed at learners and their parents and draw together a range of information about a child or young person's learning. It is one of the ways in which a learner's achievements can be recognised. The process of profiling is ongoing and progressive for all learners throughout their school

years (2-18yrs). It is important that profiling is seen within the context of career education.

**This is a link to downloads on Parent zone.**

This provides information on how as a parent you can support your child's decisions by encouraging them to talk about their strengths, skills and interests.

In Nursery, your child will have a Personal Learning Plan (PLP) or 'Special Book'. This will be a record of your child's progress and achievements throughout their time in nursery and will include photographs, samples of work and staff comments. Your child will be involved in creating their PLP and talking about their learning. We would like parents/carers to add items and comments to the PLP and to contribute to planning for your child.

In Primary Schools, nationally it has been agreed that profiles will be produced at P7 although working towards profiles may start earlier than this. Parents are involved in supporting their child/children in this process.



In Secondary Schools, the end of S3 represents an important milestone in every young person's education. By the end of S3 all young people will have completed the Broad General Education (BGE) Phase of Curriculum for Excellence. Young people should have produced their own profile, supported by staff, which gives a reliable and full account of their progress and achievements to date. It should include a focus on what they feel are their latest and best successes and the skills they have developed. Parents should know why this is produced and support their child/children in the process.

## Additional Support for Learning

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For nearly all 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 access to a school with a learning centre or an inclusion base.

The provision of additional support for learning is a legal duty for all Councils and schools through the education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009. Additional support should be tailored to the child's individual needs, build on their strengths and help them overcome any difficulties they are experiencing.

The Presumption of Mainstream ([www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/](http://www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/)) means that most children will be supported in their local mainstream school.

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

Disability or Health	Down's syndrome	Visual Impairment	Language or speech disorder	Autism spectrum disorder
	Attention deficit hyperactivity disorder	Health needs	Physical and motor impairment	Deaf and hearing impaired
Learning environment	English as an additional language	Dyslexia	Highly able pupils	
Family circumstances	Young carers	Separated families	Looked after by the local authority	Interrupted learning
Social and emotional factors	Experiencing bullying behaviour	Social and emotional behavioural needs	Bereavement	Restorative approaches

If you are worried 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 them met in the classroom by their teacher, through differentiated teaching approaches.

If worries become concerns, the staged intervention process will escalate the response to an appropriate level of support, **Stages of Intervention Booklet**.

There are several ways in which concerns about your child's progress can be followed up. This may



involve the input of other educational professionals such as Specialist Teachers, Inclusion Specialists, Impairment Specialists and Educational Psychologists. This may include a request for assistance to the Supporting Learners Service or to the Care Experienced Education Team for support from a Care Experienced Teacher or Care Experienced Officer. 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 process and your views sought

throughout. If, after discussion with all concerned, and agreed as appropriate your child will have an educational plan which will identify how they are to be supported. This plan would likely be either an Individual Education Plan (IEP) or Child's Plan.

Your child's progress will be kept under review and any plans and support will be changed as agreed with you. 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 (CSP) process is overseen by the Supporting Learners Service with responsibility for Additional Support for Learning. Any additional support needs of your child will first and foremost be addressed by access to excellent classroom teaching.

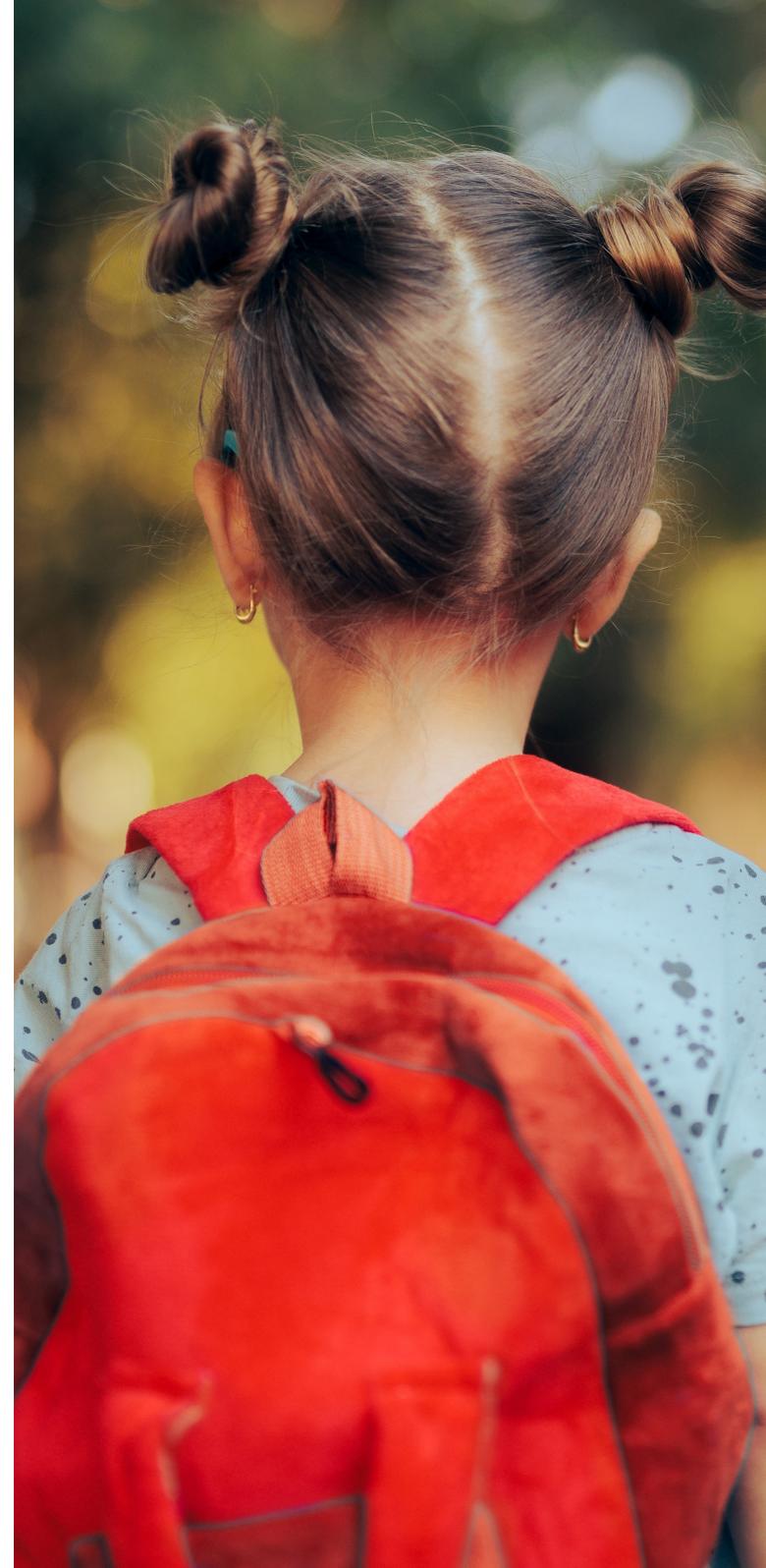
Further information on the above is available from the school or on the Council website [www.dumgal.gov.uk/article/16163/Additional-support-for-learning](http://www.dumgal.gov.uk/article/16163/Additional-support-for-learning) or from the following sources:

- 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/](http://enquire.org.uk/)
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 [www.siaa.org.uk](http://www.siaa.org.uk); or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

- Parents may also access further support through mediation services provided by Common Ground Mediation [www.commongroundmediation.co.uk/](http://www.commongroundmediation.co.uk/)

Or advocacy support by searching:

- Let's Talk ASN is a free service that helps parents and carers of children with additional support needs handle education disputes. Children aged 16 or 17 years old with additional support needs can also use the service directly. [www.disabilityscot.org.uk/organisation/lets-talk-asn-scotland/](http://www.disabilityscot.org.uk/organisation/lets-talk-asn-scotland/)
- My Rights, My Say is 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/](http://myrightsmysay.scot/)
- Parents Inclusion Network (PIN) [www.parentsinclusionnetwork.org.uk/](http://www.parentsinclusionnetwork.org.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/](http://www.dgadvocacy.co.uk/)



# Financial Support for Children and Families

## Grants and Bursaries

### Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £27.15 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website or call us on 0800 182 2222.

### Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website

### Clothing Grant

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 presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: [Free school meals and associated payments - Dumfries and Galloway Council \(dumgal.gov.uk\)](http://www.dumgal.gov.uk)

Our Education, Skills and Community Wellbeing Directorate are committed to supporting families through our Dumfries and Galloway Poverty and Inequalities Partnership Strategy 2021-2026. Full details of all of the Projects which we deliver to support families are available on the following link: [Poverty - Dumfries and Galloway Council](http://www.dumgal.gov.uk)

Schools should also make parents aware of the School Uniform Donation and Collection Points and further information can be found on the above link.

Our Dumfries & Galloway Poverty and Inequalities Partnership have also developed a new Cost of Living Website which offers a huge amount of information to help all families at this time. The following link will take you to this site: [Cost of Living - Cost of Living DG](http://www.dumgal.gov.uk)

### Maintenance Allowance (EMA)

Students could get financial support to stay on at school dependant on their household income and meet certain criteria. This is called an Education Maintenance Allowance (EMA). Students must apply/reapply each Academic Year.

EMA is a means tested termly weekly allowance of £30, payable to students aged 16 to 19 for a

maximum of 3 years. Students must achieve 100% attendance per week of the agreed attendance within their EMA Learning Agreement completed at school level.

It is payable in arrears, during term time only, generally on a 2-weekly basis. No payments are made for school holidays. Students can apply if they attend a school in Dumfries and Galloway or have a history of being Home Educated, attend a Young Persons Activity with Employability and Skills D&G Council or travel daily to a Cross Border facility.

Further information and an application can be made at: [www.dumgal.gov.uk/ema](http://www.dumgal.gov.uk/ema)

### Edinburgh Dumfriesshire Scholarship

This scheme awards financial assistance to secondary school pupils who have been mainly educated in Dumfriesshire and are looking to enter higher education. Members select one student to benefit from the Trust from applications received. Preference may be given to students entering the University of Edinburgh. The award currently stands at £500 per annum for up to four years. The Award is based on S5 examination results together with a report from the Head teacher at the school. Usually only one award is made from any applications received. Further information and an application can be made at: [www.dumgal.gov.uk/det](http://www.dumgal.gov.uk/det)

Also see [page 20](#) for Scottish Child Payment and Bridging Payments information

## Meals and Snacks – Nursery and Childcare Setting

In Dumfries and Galloway, Economy & Resources, Facilities Services - Catering are bound by the Food and Drink in Schools (Scotland) Regulations 2020 which means they must create a balanced nutritious meal daily. By following these guidelines Facilities Services – Catering:

- 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

### Naturally D&G

Our naturally D&G local provenance brand is about more than just food but everything we do as a school meals service from food sustainability, legislation and climate change. Which ensures that:

- Meals are freshly prepared, with seasonal ingredients
- Eggs are from free-range hens and our meat is from animals farmed to certain British and EU standards
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients

For further information on school meals, visit [www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)

### 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 Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact [DGSchoolmeals@dumgal.gov.uk](mailto:DGSchoolmeals@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

**All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.**

### Universal provision

In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

In Nursery and Childcare settings, The Scottish Milk and Healthy Snack Scheme will fund a daily serving of plain fresh milk (or specified non-dairy alternative) and a healthy snack (a portion of fruit or vegetables) for children who attend childcare settings for 2 hours or more, per day, in registered settings. More information can be obtained from your childcare provider.

**Free school meals** are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to P6 & P7 from the Scottish Government has yet to be confirmed.

### Online ordering

All primary schools are now operating a pre-order system for school lunches for free and paid school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child. Pupils can be supported to pre-order their meals at home or in the class base or by their school cook. For pupils registered as a special diet further information on the ordering system will be communicated upon registration.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

For further information on school meals, visit [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

### Free School Meals

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 and secondary school 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](http://www.dumgal.gov.uk/schoolmeals)

### Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family. The weekly value of this award is £25.

Visit [Dumfries and Galloway Council website](http://www.dumgal.gov.uk) for further information.

## 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 its 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.

Schools should note the Act on the use of Seat Belts on School Transport (Scotland) 2017. The purpose of the Act is to improve road safety for school children by imposing a duty upon school authorities to ensure that each motor vehicle which the authority provides or arranges to be provided for a dedicated school transport service has a seat belt fitted to each passenger seat, i.e. one seat belt per pupil. See Seat Belts on School Transport <https://www.transport.gov.scot/media/42287/seat-belts-on-school-transportscotland-act-2017-guidance.pdf>. For the purposes of the Act two kinds of transport service are dedicated school transport services, namely a "home-to-school transport service" and a "school trip transport service". Schools should note however that registered local bus services even if used for the transport of pupils are excluded.

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.

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland.

You can apply for free travel online from today at [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

If you already have a National Entitlement Card or Young Scot National Entitlement Card, you must apply for a new or replacement card to travel by bus for free, however, all children who are currently in P7 will have forms sent home from school for the school to apply for the Young Scot Card on their behalf as part of the transition to secondary. These cards will all have the free travel applied automatically as long as the form is returned to school and signed by the parent/guardian.

If you do not wish for your child to have the free travel applied to their card you will have to apply for a card without travel either online at [www.getyournec.scot](http://www.getyournec.scot)

For more information on this and other entitlements through KIDZ card or Young Scot Card please visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk) or speak to your school for any help.

## 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 or branded polo-shirt
- 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



- black blazer
- school branded hooded top

### **School branded clothing**

The school has branded hooded sweatshirts and branded polo shirts available to 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

## In school and post school support for young people

Partners across Dumfries and Galloway are committed to the vision that all young people should receive an appropriate offer of post-16 learning, training, employment or personal skills development. This is underpinned by the ambition to achieve 100% positive destinations for our all our school leavers in the region, an ambition supported by our Employability and Skills Partnership.

A significant amount of planning takes place to ensure there are opportunities available for young people on leaving school. These plans are designed to identify the most appropriate offer that matches young people's needs and aspirations.

Plans are based on ensuring that support is:

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

In Dumfries and Galloway this is delivered via:

### Employability Co-ordination Groups (ECG)

Opportunities for young people who don't have a destination, but are planning to leave school, will be discussed at school Employability Coordination Groups (ECGs). Each school has an ECG which meets regularly to consider all pupils (S4- S6). Young people who may not secure a positive destination 6 months prior to leaving will be identified and a personalised plan developed. They will be offered support from a key partner who will work with the young person and the school to appropriate support is in place.

Young people who have been given extra support in

school will automatically be considered as part of the ECG to enable the support to continue post school if needed.

### DG Works

DG Works is delivered by a team within DG Council and other services across the region. Service support individuals throughout Dumfries and Galloway aged 16-67 who are unemployed, economically inactive or under employed to move into or return to work, upskill or retrain. The service offers one-to-one support from an Employability Key Worker who works with people to access employment opportunities, training courses and programmes, develop employability skills and much more.

Please email for more information on post school support, the Workplace Skills Award or DFN Project Search – see below:

Website: [DGLEP](#) or [Skills Training Network](#)  
Email: [DGEmployabilityreferrals@dumgal.gov.uk](mailto:DGEmployabilityreferrals@dumgal.gov.uk)

### Project Search

Support for some individuals with autism and other additional support needs is provided by the two DFN Project Search sites in region. Places are available at the Stranraer and Dumfries sites for up to 12 individual per course. The programme is delivered jointly between DG Council Employability and Skills Service and Dumfries and Galloway College. It delivers in-depth pre-employment training, up to three supported work experience placements and ongoing support the individuals to secure sustained and permanent employment. The programme runs from September to June and recruitment for the programme begins in May each year

Website: [Project Search](#)  
Email: [Projectsearch@dumgal.gov.uk](mailto:Projectsearch@dumgal.gov.uk)

## Skills Development Scotland (SDS)

Careers support in schools is delivered by professionally qualified Careers Advisers from the national skills agency "Skills Development Scotland".

Careers Advisers work with school pupils in all secondary schools across Scotland, helping them to develop their Career Management Skills and make plans for their next steps after school. We want all young people to be effective lifelong career planners who can make informed and confident decisions about their future.

SDS offer a range of activities to support school pupils including group work sessions, face-to-face career guidance interviews and optional drop-in appointments. SDS **school services** provides additional detail of the support on offer.

For those who have left school recently (and not so recently), ongoing support is available from SDS network of careers centres.

SDS centre services include:

- Career information, advice and guidance on career choices
- Advice on the routes into career including jobs, apprenticeships, training, and learning
- Help with CVs, application forms and interviews
- Insight into the local labour market
- Redundancy support
- Support for parents and carers

Check [SDS contact us page](#) to find details of your local careers centre.

## 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 **EducationandLearningParentalInvolvement@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](http://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](http://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 (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.

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, National Progression Awards, Foundation Apprenticeships etc. Learners may also gain additional awards during their time at Annan Academy. 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, Modern European Language (French and Spanish), Expressive Arts, (Art, Music, Drama), Health and Wellbeing (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 and participate in Interdisciplinary Learning (IDL).

In S3, while the Broad General Education is maintained and pupils continue to study a variety of 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 certification at appropriate level from SQCF Level 2 to 7. These courses will be selected based on a pupils intended pathway towards their planned post school destination.

## Choices

Pupils will be able to make subject choices at specific points during their time at Annan Academy. This will be done through a dialogue with parents/carers, teachers and PT Pupil Support where appropriate.

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 five 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 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 Head teacher of your school to make this request. An "Educational Record" means any record of information (**Excluding a Record of Needs**) which relates to the school education of the pupil in question and which originated from a teacher, any other employee of the Authority, the pupil or his/her parent. It will, in most instances, be the information held in the pupils' personal file (PPR) and in their electronic SEEMiS record.

### **Schools Privacy Notice**

[www.dumgal.gov.uk/media/24263/Privacy-Notice-Schools](http://www.dumgal.gov.uk/media/24263/Privacy-Notice-Schools)

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

Data about children and young people 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 (ELC)/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 a 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 to other services/departments within 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](mailto:miss@dumgal.gov.uk).

Dumfries and Galloway 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 Dumfries and Galloway 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 [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

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](mailto:dataprotection@dumgal.gov.uk)

Under the data protection law, you have the right to access and receive a copy your and/or your child's personal data and other supplementary information. This is commonly referred to as a subject access request or 'SAR'.

You can make a SAR on behalf of a child only if they are your child and are too young to make the request themselves (under 12 years of age); you have their written permission to do so; or you have a power of attorney for the person concerned.

For your own protection we must make sure that the request is genuinely from you to protect your personal data, therefore proof of ID will be required.

The Authority is required to make the SAR available within one calendar month. If you wish to submit a SAR, please visit [www.dumgal.gov.uk/article/15129/Data-protection](http://www.dumgal.gov.uk/article/15129/Data-protection)

## Helping your Child

Parents can support their child by listening, talking, and encouraging – this can have a big influence on children’s learning:

- Encourage your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that
- Talk to your child about their strengths/interests and how they are progressing
- Encourage your child to talk to you about their next steps in learning and find out how you can work with the school to support this
- Ask for help if you think your child needs it for any reason
- Praise your child if he/she is working hard at something or has achieved something within or out of school
- Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, encouraging reading, writing, understanding instructions, questioning information
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- Help them work on tasks on their own and then talk about it with you afterwards
- Do things together where appropriate – learn together e.g. if your child has a project or task to do, take an interest and discuss with them what he/she is doing or offer support if this is needed

- Help prepare for change particularly at key transitions – talk together
- Talk to them about how they are feeling
- Work together with the school by taking part in discussions about your child’s learning and progress e.g. at parent’s nights, reviews

Parents and carers should be given opportunities to become familiar with and understand the approach that schools are taking to develop a positive culture and ethos and promote positive relationships and behaviour and model this approach at home to support Better Relationships Better Learning.



## Family Learning

The Lifelong Learning Service offers support to improve life chances for children and families through the delivery of a wide range of family learning programmes. Family Learning offers families the opportunity to learn together during relaxed and ‘fun’ learning sessions.

Your school will be able to confirm specific Family Learning programmes that may be available for you and your child/children. Parents/carers who have taken part in Family Learning programmes report that they feel more confident in their ability to support their child’s learning. Research shows that when parents support children’s learning at home then children do better at school and in the future.

Lifelong Learning staff are also responsible for the delivery of adult learning opportunities, and therefore relationships established with staff through Family Learning supports the smooth transition between Family Learning and other adult learning opportunities where appropriate.

For more information please visit [Lifelong Learning](#). This link provides more detail of courses and programmes on offer.

## Useful Links

Staff, parents and pupils can access key policies for the Authority at [www.dumgal.gov.uk](http://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](http://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/](http://myrightsmysay.scot/)

**DGvoice:** the voice of disabled people in D&G [www.dgvoice.co.uk](http://www.dgvoice.co.uk)

**Cool to talk:** aged 12-25? Your questions answered. [cool2talk.org/](http://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](http://enquire.org.uk)

**Govan Law Centre** supporting pupils' and parents' rights in education [govanlawcentre.org](http://govanlawcentre.org)

**Scottish Independent Advocacy Alliance**  
Safeguarding vulnerable people [www.siaa.org.uk](http://www.siaa.org.uk)

**My World of Work:** [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

**Youthlink Scotland:** [www.youthlinkscotland.org](http://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](mailto:DGEmployabilityAward@dumgal.gov.uk)

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

For **Project Search:** [Projectsearch@dumgal.gov.uk](mailto:Projectsearch@dumgal.gov.uk)

For **Youth Guarantee:** [dgyppg@dumgal.gov.uk](mailto: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/](http://www.dgadvocacy.co.uk/)

**Citizens Advice Dumfries and Galloway:**  
[www.cas.org.uk](http://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](http://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](http://www.callscotland.org.uk)

## Parental Involvement and Engagement Partners

For **Support from Education and Learning Directorate** please visit [dumgal.gov.uk](http://dumgal.gov.uk)

**PIN Parental Involvement Network**  
[www.parentsinclusionnetwork.org.uk](http://www.parentsinclusionnetwork.org.uk)/Parents working together to share information/advice on disability issues

**Dumfries and Galloway Parent Council Forum**  
[dandgparentforum@gmail.com](mailto: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](http://connect.scot)

## Education Scotland/Scottish Government

Further information on all aspects of education is available on [education.gov.scot/parentzone/](http://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/](http://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](http://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](https://edscot.org.uk/p/LQE-391/subscribe)  
 Email: [enquiries@educationscotland.gov.scot](mailto:enquiries@educationscotland.gov.scot)

[education.gov.scot/parentzone](https://education.gov.scot/parentzone)



August 2020



### Parents as Partners in School Improvement Plans



Dumfries & Galloway

August 2020



### Volunteering in Schools



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August 2020



### 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.