

**WELCOME TO FORRES ACADEMY!**



**WE HOPE YOU ENJOY READING ALL ABOUT  
THE SCHOOL**

**ANY QUESTIONS,  
ALL YOU HAVE TO  
DO IS ASK!**



## WILL I BE ABLE TO FIND MY WAY AROUND?

Lots of students worry about getting lost when they first come to the Academy. There is a map of the school saved on this Transition Team so that you can have a look at where classrooms are situated. You will also be given a paper copy of the map when you come to school after the summer. For the first few weeks, we will have S6 buddies who will take you to and from your classes so they help you to find your way around.

*Here are a few tips to help you find your way:*



1. Keep your timetable handy! This will tell you where you are meant to be each day
2. There are signs on each floor telling you what departments are upstairs or downstairs. Just follow these to help you
3. The corridors are coloured with the corridors and classroom doors matching the colours on the map of the school. You can match these on the map to help you find your way around the building.
4. If you get stuck, ask a senior pupil or a teacher who will be happy to help you find your way around

## TOILETS

Pupil toilets are situated on the ground floor - **boys** on the green corridor beside the Hub and **girls** on the **left** beside the doors to Reception. You need a card to access the toilets - staff give you this if you need to use the toilets during class time. The toilets are open at intervals and lunchtimes so you don't need a card then.

Where possible, try to go to the toilet during intervals and lunchtimes rather than at class time.

## RECEPTION

The Reception area is found at the main public entrance of the school. It is where you go if you need to borrow a toilet card, hand in any letters or forms or sign in late. You also go to the school reception if you feel unwell as they will make arrangements for you to see a first aider and, if necessary, will contact your parents for you to be collected and sent home. The ladies in the office are always very happy to help and are looking forward to welcoming you to the school.

## WHAT RULES DO I NEED TO KNOW ABOUT?

There are school rules in place to ensure that the school is an orderly and safe place to work. These are very simple and probably the same as you had in primary school. They are:

1. Be ready
2. Be Respectful
3. Be safe

We find that most of our pupils follow the rules in school and just need very simple reminders to keep on track. If pupils do break the rules there are consequences that staff will put in place.

Everybody at Forres Academy wants you to do your best and to enjoy school. To help you understand the rules, over the first few weeks class teachers and your guidance teacher will go over them in subjects, PSE and SOS.

A copy of 'Positive Behaviour: the Forres Way' is on the files section of this website for you to read so that you can understand the system. Remember, if you have any questions please do just ask!



## WHAT WILL I STUDY IN S1?

One of the big differences you will meet at Secondary School is the number of subjects you will study in your first and second years. At Forres Academy you will study 15 subjects. In addition you will have a period of Personal and Social Education with your Guidance Teacher and a period of personal support called SOS (Spotlight on Success)



The subjects you will study are listed below:-

Art	Home Economics	RME
Drama	ICT	Science
English	Mathematics	Technological Studies
French/ German	Music	Personal & Social Education
Social Subjects	Physical Education	SOS

You can read more about the subjects you will study in S1 and S2 in the file called 'A course guide for pupils and parents' which is in the files section of this Microsoft Team.

With so many subjects to study you must be prepared. It is a very good idea, each evening, after doing your homework, to check your timetable for the next day and make sure that your bag is packed with the right books.



## THE NEW SCHOOL DAY

Period Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:35	1	1	1	1	1
9:35 - 10:25	2	2	2	2	2
10:25 - 10:40	INTERVAL	INTERVAL	INTERVAL	INTERVAL	INTERVAL
10:40 - 11:30	3	3	3	3	3
11:30 - 12:20	4	4	4	4	4
12:20 - 13:10	5	5	5	5	5
13:10 - 14:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00 - 14:50	6	6	6	6	
14:50 - 15:40	7	7	7	7	

## BELLS

Another difference you will notice when you come to Forres Academy is the number of times the bell rings. The most important bells are: **08:45 the first bell** of the day which tells you to go **quickly** to your Period 1 class; the **10:40 bell at interval** which again tells you to go quickly to your period 3 classroom and the **14:00 bell** which tells you to go quickly to your period 6 classroom. There are warning bells at 08:42 and at 13:57 to alert you to start moving towards your class. On a Friday afternoon, you are free to go home at the end of Period 5 or after you have had lunch. 😊



## HOW WELL AM I DOING?

Tracking and Monitoring helps you and your teachers know how well you are doing. During each term your teacher will record how well you are doing and this will be reported back to your parents. In addition you will have learning conversations with your class teachers as well as through PSE and SOS which will help you to improve and make progress as you move through the school.

# MEET OUR SENIOR LEADERSHIP TEAM!

**Mrs Sinclair  
Head Teacher**



**Mrs McCulloch  
Deputy Head**



**Mr Burchell  
Deputy Head**



**Mrs Reilly  
Deputy Head**





## MEET OUR GUIDANCE TEAM !!

When you come to the High School, you will be placed in one of four houses - Altyre, Culbin, Darnaway and Edinkillie. Each house is run by a House Team which has a Guidance Teacher and a House Head. If you have an older brother or sister, you will usually be placed in the same house and have the same Guidance teacher as them.

**Mrs Slater  
Altyre (A)**

**Mondays and Tuesdays**



House Head  
Mrs McCulloch

**Mrs Williams  
Altyre (A)**

**Wednesday- Friday**



House Head  
Mrs McCulloch

**Mrs Shepherd  
Culbin (C)**



House Head  
Mr Burchell

**Mrs Stevenson  
Darnaway (D)**



House Head  
Mr Burchell

**Mrs Green  
Edinkillie (E)**



House Head  
Mrs Reilly

## **SUPPORT AT FORRES ACADEMY**

Your Guidance Teacher will help you settle in when you arrive at the High School, keep an eye on your progress and help you if you have problems. They will also help you with course choices towards the end of second year and at later stages will discuss your options for the future.

If you have any problem in school or even out of school that you want to talk over with someone who can advise and help, go and have a chat with your Guidance Teacher. Don't keep problems to yourself - that way they just grow and get worse. The real cure is to talk them out. (Of course a problem with a subject should be talked over with the subject teacher first.)

We have lots of people with whom you can discuss any worries - apart from your subject teachers and guidance teachers, there are also the staff at The Hub who are happy to meet and talk with you. The Hub is open every day for breakfast club which is available and free for all pupils. It is also open at intervals and lunchtimes and you can meet friends and enjoy a chat or a game. We run different groups such as 'Seasons for Growth', social skills and anxiety groups and we even have a parent support group for your mums and dads to come along to! If you need some extra help settling into school or at any time through your school life, ask your guidance teacher to refer you for additional help and you can then meet with Gillian or Rachel on a 1-1 or in a small group setting.

Duncan McCook is our Inclusion Project Co-ordinator and you will often see him at The Hub, around corridors or in his room which is in the main pupil foyer. Duncan runs sessions such as martial arts and outdoor learning with groups of young people who are referred by guidance to him. Together with Rachel and Gillian, he provides a friendly face and a listening ear if you need it.

## **CLASSES**

Your practical or house class will be named after the house you are in. For example 1A is a class in Altyre house. This year the practical/ house classes will be: 1A1, 1A2, 1A3, 1C1, 1C2, 1D1, 1D2, 1E1 and 1E2.

In S1 your practical classes are Science, HE, Technical, ICT, Art, Drama and Music.

House classes combine to make non practical classes of 1F, 2F, 3F, 4F, 5F and 6F. In these classes you will attend PSE, Social Subjects, PE, French/ German, SOS and RME classes. English and Maths classes are organised within departments - you will know people in your class and will also have your teacher clearly marked on your timetables.

## **MEET SOME OF OUR SIXTH YEARS!**

### **Prefects**

Prefects for session 2020/2021 can be identified by their prefect badge. They help in lots of ways around the school including keeping good order in corridors and the quad. If you get lost and are not sure where to go, you can always ask one of the Prefects. They will be happy to help.

### **School Captains**

We have a school captain team of S6 pupils who organise lots of activities in the school. They have representatives from each of the 4 houses and you will get to know them when you come up to the school as their job is to help you settle into your new school and classes

### **Peer Supporters/ Buddies**

Peer supporters are specially trained S6 pupils who provide support for S1 pupils. They will be around to help on induction days and throughout S1. The peer supporters may also use some of their study time to help in subject areas and within the ASfL department and The Hub.

## **HAVE YOUR SAY!!**

### **Pupil Voice**

If you would like your voice to be heard, why not become part of the Pupil Forum? Interested pupils can become part of the Pupil Forum and this will play a role in developing pupil voice at Forres Academy. Your guidance teacher will tell you more about this and you will have the opportunity to put yourself forward as a class representative during S1.

## WHAT CAN I HAVE FOR MY LUNCH?



Lots of pupils look forward to 'going up the street' when they come to the academy. This is certainly a good thing to be able to do but why not leave it to one day at the most and use the school canteen for the rest of the week.

The school canteen provides good value healthy meals. A sample menu is shown below:

Sweet & Sour Chicken  
Shepherd's Pie  
Macaroni Cheese  
Vegetable Curry

Roast Chicken  
Homemade Sausage Roll  
Steak and vegetable casserole  
Cheese and Tomato Pizza

Boiled Potatoes  
Pasta  
Rice

Mixed Salad  
Coleslaw  
Turnips  
Carrots  
Baked Beans

Leek and Potato Soup

Vegetable Soup

Fresh Fruit Salad  
Selection of Yoghurts

Sticky Toffee Pudding  
Iced Apple Cake

A main course costs £1.35

Two courses costs £2.05

These prices are correct for the academic year 2019/2020.

There is also a baguette and salad bar where you get to choose your fillings for £1.45.

Snack items are available which are individually priced.



**Smartcards** - You will have received your smartcard before you come to the academy. You will be shown how this works and will get a chance to put money on your when you come up to school. Your parents are able to put money on your card by using their debit/credit card from home.

If you lose your smartcard let the office staff know and they can order a replacement card and issue you with a temporary pin number.



## EXTRA CURRICULAR ACTIVITIES

Doing well in your studies is very important but we also encourage you to take part in some of our extra curricular activities. Activities change each year but these are some that have been offered to pupils: during lunchtime, after 3:40pm and at weekends. Details of those running at present will be found on the various noticeboards throughout the school and on the plasma screen in the pupil foyer



### CLUBS/ACTIVITIES

*Tennis/ Softball*

*Cricket*

*Chess Club*

*Football*

*Dodgeball*

*Rugby Skills*

*Science Club*

*Netball*

*Art therapy*

*Rock Groups*

*Cheer leading*

*Games Workshop*

*Drama*

*Homework/Study*

*Orchestra*

*Badminton*

*Senior Choir*

*Debating*

*Guitar Group*

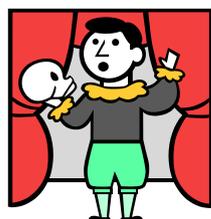
*Film Club*

*Duke of Edinburgh*

*Woodwind Group*

*Creative Writing*

*Library clubs*



## BICYCLES



You are actively encouraged to bring your bike as a healthy way of travelling to school. A bike shed is available at the side of the school so your bike can be stored safely during the day.



## LOCKERS

We have lockers in the school that you can hire to use throughout your time at Forres Academy. They cost £10 which is a deposit fee - this is paid back to you when you leave the school and return your locker key. If you lose your key you will have to pay for a replacement - this can be organised through the office.

## COATS

Outdoor clothing must be removed in classrooms. Please wear a jumper in the cold weather as you will be asked to remove your coat or hoodie



## REMEMBER

Valuables should not be brought to school and the school is not responsible if they are lost or stolen. Use security measures for money and jewellery in P.E. and H.E.



## LIBRARY

The library is open 8am to 4pm Wednesday and Thursday and 8am to 2pm on Friday but open all of lunchtime. We stock fiction and non-fiction for all levels including tablets with read-back facilities, Books on CD for group listen and read, a Health and well-being section, Manga section and a dyslexia friendly reading section. There are 14 computers that can be accessed by all pupils and staff with a Promethean board that help teachers to take classes, show films/videos and give presentations.

The library is open the whole of the lunch period with clubs running each day. At lunch time we have quiet reading areas, games, art club, knitting club, manga club and book clubs running constantly and pupils have access to the computers to finish homework or go online. There is a printer available for work to be printed off in black and white only. We have an area dedicated to careers with most University/colleges prospectus' and career guidance materials.

There is a 'quiet room', in the wellness area available for any pupils needing time out for anxiety/stress or any other problem. It is used by students that have permission from their guidance teachers only and is available on request.

On days that Mrs Munn, the librarian, is not at school there is a book return box outside the library so there is no need for pupils to carry library books in their bag all the time.

First year pupils will have a welcome session with Mrs Munn, it will be a fun get to know the library session and they will all attend at least one period every two weeks with their literacy or English teacher. The library is a valuable resource and even the most reluctant reader will find it a friendly and safe area to be in.

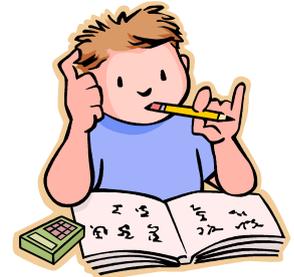
We look forward to seeing the new faces in the coming year.



## HOMWORK

You obviously want to do as well as you can with your work when you come to Forres Academy and you want your parents to receive as good a report as possible about you. One important way of doing this is through homework. Homework is posted on 'Show My Homework' App which you and your parents have access to. You will get a set amount of time to complete, usually a week. Homework can take a number of forms;

- projects done over a longer time
- finishing a piece of work started in class
- reading
- preparing for a talk
- learning work completed in school
- a special task given for doing at home
- going over and revising work done earlier



You'll hear more about how to do homework in your PSE class but one of two important points are listed below:

1. Set aside time to spend on work for school. Routines and structure build good habits so try to keep to the same time each night.
2. Don't leave written work to the last minute; plan your week in advance.
3. Follow the homework programme given to you by each subject.
4. Remember to spend a bit of time each day on learning and reading over work you have done in class.

It is your responsibility to complete homework on time. Departments have arrangements to ensure that support is provided for those having difficulty.

## ADDITIONAL SUPPORT NEEDS

Many people need extra help at some time or other when they find some part of their school work difficult. You may be given help by a Support Teacher or PSA (Pupil Support Assistant who may be in your normal class or give you help in the Support Base, with a small group, or even on your own. The Support Teacher is there to help you do better at school and most of us need help at some time. If at any time during your school career you wish any additional help, consult your subject or Guidance Teacher or any member of the Support For Learning Department.



## PE

Physical Education is a practical activity that requires you to always have the correct kit. This allows you to safely take part in all activities. A general guide on kit:

Swimming - swim costume/trunks, towel.

Outdoors - warm top/tracksuit/shorts/trainers/boots.

Indoors - shorts/T-shirts/trainers.

We have 2 gyms and a games hall as well as access to the swimming pool and gym in the community centre next door. Our school is on a lovely outdoor campus so there is also lots of opportunity to get outside for PE.

### *Remember*

1. If you are unable to take part in PE always bring a note to excuse you.
2. On PE days leave expensive valuables at home.
3. Do hand in any valuables to your PE teacher at the start of the lesson.
4. Always try your best, in all activities. This in turn will increase your enjoyment of Physical Education.
5. No spray deodorants are allowed to be used in the PE changing rooms - it must be a roll-on.



## SCHOOL BUSES



If you travel on school buses you must observe certain rules. You must carry your bus pass at all times in case an Inspector wishes to see it. Pupils have been issued with a Moray Council Parent/Pupil Charter as this document clearly states the behaviour expected of pupils. A pupil who persistently misbehaves may have their bus pass removed and parents then have the responsibility of getting the pupil to school. Seat belts are fitted on all school transport. Pupils are expected to wear them at all times. Buses leave at around 8:10am from the designated bus stops. Make sure you are at the stop in plenty of time.

### ***WHAT IF I MISS THE BUS ON MY WAY TO SCHOOL?***

Go back home and ask your parent/carer to phone the school (01309 672271) and let the Office know what has happened. You must then arrange to come to school on your own, either by bus or perhaps your Mum/Dad may run you in. **NEVER HITCH HIKE.** Missing the bus is not a reason for staying off school.

### ***WHAT IF I MISS THE BUS AFTER SCHOOL?***

Report to the School Office and your parent/carer will be contacted and arrangements will be made to get you home.



### ***WHAT IF I AM LATE?***

Getting into school on time is considered very important at Forres Academy. You may be put in detention if you arrive late persistently and without good reason. If you are late, you are required to sign into the school office and go straight to class.

If you are late in the afternoon you must also report to the School Office

### ***WHAT IF I LOSE MY BUS PASS?***

Report that you have lost it as soon as possible to Mrs McCulloch, or if you are unable to find her notify the School Office. A duplicate pass will cost £3.00.

## UNIFORM

**All S1 pupils will be provided with a free tie when they begin at Forres Academy. Please make sure that you wear it every day.**

We wish you to take a pride in your new school and one of the ways you can show this is by wearing your school uniform just like the rest of our pupils.

The current uniform consists of a white shirt, black jumper, black trousers or skirt and a school tie. You can wear black jeans but these must be dark black and have no rips or tears. We appreciate that school uniform can be a big expense for families and so we do not insist on branded items and all uniform is easily purchased from local supermarkets and stores. If you need help to access school uniform please speak to your guidance teacher as we have links with Moray School Bank who are able to help in these situations.

### Items not allowed in school

Hoodies are not allowed to be worn in class - they will be counted as outdoor clothing which you will be asked to remove in classrooms. Leggings, football scarves, t-shirts with slogans on the front or back or any garish and unsuitable clothing should not be worn to school.



## WHAT TO DO IF



***I HAVE A DOCTOR'S OR DENTIST APPOINTMENT?*** – Before the first bell rings, report to the School Office preferably with your appointment card or a letter from home, and you will be given a release slip. Show this to your Teacher/s at the start of the period you need to be released. Try to make appointments after school hours.

***I AM ABSENT?*** – Your parent/carer must ring the school on day 1 with the reason for your absence. If you are absent for more than 1 day your parent/carer must contact the school again for each day in which you are absent. If you return in the afternoon, report to the office. On return to school your reason for absence should be confirmed in writing

***I AM LEAVING SCHOOL, CHANGING ADDRESS?*** – The School Office and SQA need to know if you've moved house; have a new telephone number; have changed your doctor etc. Write any such changes on a slip of paper and give it to the School Office. If you'll be leaving Forres Academy let your Guidance Teacher know at once as you will be issued with either a Transfer Form or a School Leavers Form.

***I AM BEING BULLIED?*** – Tell your Guidance Teacher, one of your subject Teachers, a prefect, a senior pupil you may know or one of the Depute Heads as soon as possible.

***I SEE ANY VANDALISM?*** – Report it QUIETLY to any member of staff or a Prefect. Remember if the school is vandalised then visitors may think badly of ALL our pupils. It's your school – keep it in good condition.

***I WISH TO GO TO THE TOILET?*** – As far as possible you should visit the toilet during interval or lunchtime but if you need to go at another time ask your teacher who will give you a toilet card to access the facilities. Don't be late for your classes.

***I HEAR THE FIRE ALARM?*** – If you are with a member of staff, then do exactly as he/she says. If you are outside then obviously don't go into any building for your bag. Go to your assembly point. If you are in the building then leave as quickly as possible by following green arrows. Don't run, walk smartly in double file out of the building to your assembly point.

***I FEEL SICK?*** – If you feel sick in class tell your teacher who will notify the School Office. If you feel sick during interval/lunch break or on your way to school ask one of your friends to take you to the School Office. If you need to get sent home the Office staff will contact your Emergency Contact Person to ask them to come and collect you. You **MUST NEVER** go home without a member of staff's permission and notifying the School Office. If you do, we have no idea what has happened to you and will spend a lot of time searching for you.

***I LOSE SOMETHING?*** – Search for it yourself (but not during class time without your Teacher's permission) and if you are still unable to find it go to the Reprographics room as all the lost property is stored there. If you ensure that your personal items have your name on them, we can then get them back to you.

***I AM HAVING DIFFICULTY WITH A SUBJECT?*** – Tell your subject teacher first so that they can help you. If you are still experiencing difficulties, talk to your Guidance Teacher.

***WHERE CAN I GO AT INTERVALS?*** – We have a large school campus that is fully accessible to pupils at intervals. Obviously if the weather is reasonable you will want to be outside in the fresh air and so can use the playground at the front of the school and the grounds at the back of the school to play in. You should not play in the school car park at the back of the building. If you wish to remain inside then the designated S1 social area is the canteen. You can also visit the Hub which is open most intervals and lunchtimes (opening hours displayed on the door). The Library is also open for pupils during lunchtimes. You are allowed access to corridors to use the toilets, the Library or The Hub only and should not congregate in corridors or locker areas. Eating is allowed in the canteen or outdoors only.

***WHERE CAN I GO AT LUNCHTIME?*** – You may use any of the areas listed above. You can of course leave the school grounds but remember not to misbehave in shops or anywhere else in the town. We want the school to remain on good terms with our local community. You may also use the Hub and the Library. S1 pupils will be expected to remain in school grounds at lunchtime until the October holidays.

If you have any questions, please note below or overleaf.

Thanks.