

# Welcome to Cumbernauld Academy

CUMBERNAULD



ACADEMY



# To all our new Primary 7 pupils

This year the transition will be slightly different to normal. We will have:

- Virtual tour of the school
- Twitter page
- School website
- School App
- Virtual School Assembly
- Contact from your Pupil Support Teacher
- Video messages from all the subject areas

It is important that you keep an eye on these in order to keep up to date and see all the exciting things that are happening.





# Let's meet some of the staff

Cumbernauld Academy has lots of staff in the building each day so it will take time to get to know them all:

- Head Teacher
- Depute Head Teachers
- Pupil Support Teachers
- Teacher
- Additional Support Needs Assistants
- Office Staff
- Janitors
- Dining Hall Staff
- Many more people who come in and out to support ALL our pupils

So let's meet some that are key to your transition and who you will get to know very well.



# What is Cumbernauld Academy?

This seems a strange question, it's a school?

Well yes, it is, but it is more than just a building with classes and teachers. To use Mr Cairns favourite phrase..."It's a community". But what does this mean? It means that we are a place where you:

- Can feel safe
- Have your voice and opinions heard
- Be looked after and cared for
- Engage parents and carers in your school life
- Be part of something





# House Groups

When in Cumbernauld Academy you will be sorted into houses...no sorting hat though (for you Harry Potter fans). You will be split between the three houses:

- Arran
- Islay
- Skye

Throughout the year there will be competitions and fun between the houses.

Don't worry, you may still be in classes with friends from other house groups.





# The LCSC

Your will hear this from time to time. It means Language and Communication Support Centre.

Cumbernauld Academy has specialised support for young people who have an ASD (Autism Spectrum Disorder). Having support in the school along with specially trained, and dedicated staff, help these young people succeed in mainstream classes as part of the community. It is just one part of what makes us an inclusive environment.





# Mr Cairns Head Teacher

Mr Cairns is in overall charge of the school. Along with his Senior Management Team (SMT), he makes all the important decisions to keep the school running.



# Miss Hart Depute Head Teacher



Miss Hart is the Depute Head Teacher who looks after the transition from your Primary school to Cumbernauld Academy. She also works as part of Skye House.

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# Mrs McGuigan Deputy Head Teacher

Mrs McGuigan looks after the curriculum for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year pupils. She also helps look after pupils in the LCSC.





# Mr Byers Depute Head Teacher



Mr Byers looks after the curriculum for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year pupils. He also works as part of Arran house





# Mr Hendry Depute Head Teacher

Mr Hendry has the job of looking after all the exams and qualifications for the older pupils. He also works as part of Islay house.





# Arran House

**Mrs Milliken looks after Arran 1**



**Mr Sheridan looks after Arran 2**





# Islay House

Miss MacLeod looks after Islay 1



Mr Waddell looks after Islay 2





# Skye house

Mrs McMillan looks after Skye 1



Mr Preston looks after Skye 2





# **Mrs Lamb Attendance Support**

**Mrs Lamb works with a variety of pupils to help them focus on their attendance and ensure that they are reaching their full potential**





# Jacqueline Love

Jacqueline supports many young people in a variety of ways. She links with parents and helps young people who may be finding school a bit too challenging at times.





# PC Mackie (Gregor)

PC Mackie, or Gregor as everyone knows him, is a Police Officer who works with many pupils, helping them and giving advice. He also speaks with classes about important issues.



He is a friendly face in the school, he is not here to arrest you!!!





# The School Week

The normal school week is made up of 33 periods with an earlier finish time on a Wednesday and Friday.

	Period 1 8.55am to 9.45am	Period 2 9.45am to 10.35am	Interval 10.35am to 10.50am	Period 3 10.50am to 11.40am	Period 4 11.40am to 12.30pm	Lunch 12.30pm to 1.15pm	Period 5 1.15pm to 2.05pm	Period 6 2.05 pm to 2.55pm	Period 7 2.55pm to 3.45pm
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									



When you get your timetable each box will have:

- Subject
- Level – CfE means 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year
- Teacher
- Room

Period 3 11.40am to 12.30pm	Period 4 11.40am to 12.30pm	Lunch 12.30pm to 1.15pm	Period 5 1.15pm to 2.05pm	Period 6 2.05pm to 2.55pm	Period 7 2.55pm to 3.45pm



Period 6 2.05pm to 2.55pm	Period 7 2.55pm to 3.45pm

French → *Subject*  
CfE → *Level*  
Miss Muir → *Teacher*  
Rm S006 → *Room*



# Finding my way around the school

It may seem complicated at first, but very soon you will be an expert on where everything is.

See the Virtual Tour of the School through the Transition Team on Glow.

Every room has a code like:

- **G033** (Mr Lawson's Technical room)
  - **G** means **Ground floor**, room 33
- **F058** (Mrs Murrays Geography room)
  - **F** means **First floor**, room 58
- **S034** (Ms Farrow's Art room)
  - **S** means **Second floor**, room 38





# Ground Floor

On this floor you will find:

- School Office
- Janitors
- Careers Officer
- Dining Hall/Social Area
- LCSC
- Theatre
- Physical Education
- Technical





# First Floor

On this floor you will find:

- Head Teacher's Office
- Deputy Head Teachers Office
- Jacqueline love (HSPO)
- Support for Learning
- Pupil Support Office
- Music
- Home Economics
- English
- Humanities
  - Geography
  - History
  - Modern Studies
  - Religious Education





# Second Floor

On this floor you will find:

- Library
- Science
- Business
- Computing
- Modern Languages
- Maths
- Art





# Breaks and Lunch

## Morning Interval

- Lasts for 15 minutes
- You must stay in school during this time
- You can use the social area/dining hall or the playground/yard
- Food can be bought from the kitchen or bring your own snacks

## Lunchtime

- Lasts 45 minutes
- We prefer you to stay in school if you can (for safety)
- Use all the same areas as morning interval
- May also be able to access library at certain times with a pass





# Who do I go to for support?

Try the Pupil Support question on the Transition Team on Glow to learn more about what a Pupil Support Teacher is and how they can help you.



There are many people who you can go to see for support. You should normally go to your Pupil Support Teacher first. You can also speak to the Depute Head Teacher for the house or Mr Cairns the Head Teacher.

## Arran 1

Mrs Milliken

## Arran 2

Mr Sheridan

Mr Byers DHT

## Islay 1

Miss MacLeod

## Islay 2

Mr Waddell

Mr Hendry DHT

## Skye 1

Mrs McMillan

## Skye 2

Mr Preston

Miss Hart DHT



# Who else can help me in the school?

## **Home School Partnership Officer – Jacqueline Love.**

Jacqueline is a great support for young people and can often link in with Pupil Support and home to try and support you

## **Support for Learning – Mr McGuinness**

Mr McGuinness will speak to you if you need a little extra support in class, but you can also go to him if you need to speak to him.

## **LCSC – Language and Communication Support Centre**

Young people linked to the LCSC will access this support throughout the day.





# Questions

**Some of the usual questions that new pupils ask are:**

## **What if I get lost?**

Older pupils will be there and will help you, senior pupils can be identified as they have purple (not tartan) ties and S6 pupils have purple braiding around their blazers.

If you do get lost the important thing to remember is not to panic and that you can get help

- Other pupils will help you to find your way
- You can ask any member of staff to help you
- Go to the main office or Pupil Support office if it is near you and ask for directions
- Go to the nearest classroom and ask for directions

## **Will I get bullied?**

The school will not stand for bullying so if you are having issues (or you know someone else who is having an issue) then see your Pupil Support teacher, DHT or class teacher immediately. You can speak to us in confidence.





# Questions

continued...

## Will I have lots of homework?

You will be issued homework from a variety of teachers and this may seem difficult at first as you are normally only used to getting it from one teacher. So **TOP TIPS:**

- Write it in your planner (with the date that it is due) and try to complete it as soon as possible.
- Always complete the work that is due the earliest first, don't just go to your favourite subject first.
- Speak to your family to help you find a quiet space and maybe they can support you.
- If you are finding it too difficult then speak to the teacher before it is due.
- If you cannot do a piece of homework (for any reason) then get your parents/guardians to write a short note (you can use your planner for this).





# Questions

continued...

## **What if I am late?**

Try not to be late as it disrupts the learning going on in the class for all pupils. However, if this happens then you **MUST** report to the school office before going to class. This is the same if you are late after lunch.

## **What if I feel unwell during the day?**

You should speak to your teacher who will send you, with a note, to the Pupil Support office. They will speak to you and see if you need to be sent home. If so, then your parents would come to the school to collect you.





# Questions

continued...

## What if I have an appointment during the school day?

You must bring a note in or your parents must call in advance to give details to your Pupil Support Teacher. You will be given a note then to allow you to leave the class. You should then report to the school office where your parent/guardian can collect you. You cannot leave the school without an adult collecting you.

## What if I need first aid – I have hurt myself

You should report to the School office or nearest member of staff who will call for a first aider to help you. It is **really important** that your parents/guardians have given up to date contact information in emergencies. If phone numbers etc change then we need to know this information.

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# Absences

**We look to each pupil being in school whenever they can, ideally with attendance at 95% or higher in the year. If you are going to be absent then:**

- Give as much notice as possible.
- Phone call in the morning to alert us that you are going to be absent, telling us the reason and how long it is expected for.
- If you are absent longer than expected, then a further call so that we know when to expect you back.
- The same process should be followed for afternoon absences.
- Please note that the school is not allowed to permit holidays during term times. There are procedures that we must follow for this.





# School Uniform

## All pupils should wear:

- White shirt
- School tie
- Black trousers or skirt
- Black jumper or cardigan (optional)
- Black blazer with school badge
- Black shoes

All items can be orders through our suppliers Baru at <http://www.kitmykid.co.uk/Cumbernauld-Academy/>

## Items that should not be worn are:

- Jeans
- Leggings/jeggings/jogging bottoms
- Shorts
- Hoodies
- Clothing with heavy branding or football colours

More info can be found on the school website. This includes the PE uniform.





# Contact Info

Information can be found in the following:

**School website**

<https://blogs.glowscotland.org.uk/nl/cacad/>

**School Twitter**

@CumbernauldAcad

**Download our school app**

- **Secondary School App**

**Phone**

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**Email**

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