



ARMADALE ACADEMY



School Handbook

Session 2019-20

'Learning Together, Achieving Together'

Armadale Academy

School Handbook Information

Session 2019-20

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HEAD TEACHER'S INTRODUCTION

Welcome to Armadale Academy. This handbook, updated annually, is designed to give you some essential information about our school and to try to answer any questions you may have.

Our school handbook is made available to all parent/carers, to all parent/carers of new S1 students and to new enrolments in other year groups. Copies are available from the school office and on our website. *See page 3 for contact details.*

It is not possible to include every piece of information relating to the school or anticipate every question. Therefore, as a parent, you are always welcome to come into the school to talk over any issues with myself, or my staff.

In addition, I run a Head Teacher Drop-in session every Thursday from 4.30pm to 5.30pm, no appointment necessary.

I hope that you will find this handbook a useful guide and I look forward to meeting you during the period of your child's education in Armadale Academy.



Graham Paris
Head Teacher

CONTACT DETAILS

Armadale Academy
West Main Street
ARMADALE
EH48 3LY

Head Teacher: Mr Graham Paris
Telephone: 01506 282145
Website: www.armadaleacademy.co.uk
Council webpage: <http://www.westlothian.gov.uk/article/1843/Home>
E-mail: warmadale-ac@westlothian.org.uk
Present Roll: 1073

Armadale Academy is non- denominational and provides for stages S1 – S6.

West Lothian schools do not provide teaching by means of the Gaelic language as spoken in Scotland. A student whose parent wishes him/her to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. West Lothian Council will make transport provision to the closest available Gaelic language school in a neighbouring authority.

Armadale Academy admits pupils of both sexes.

Any parent wishing to raise issues at the Parent Council is asked to contact the School Office, Armadale Academy, via email warmadale-ac@westlothian.org.uk. In addition, the Chair of The Parent Council, Nigel Martin Law can be contacted via the following telephone number: 07903 049904.

Any parent wishing to raise a concern about their child should, in the first instance, contact the school office, 01506 282145, and ask for the relevant member of the Student Support Team. Each student has an assigned member of staff. This identified member of staff within the Support Team has an overview of a student's work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing. Generally, that member of staff will liaise with colleagues within the school and respond to a parental concern.

If parents wish to raise a complaint it is expected that they would contact the school in the first instance. Most issues are resolved by this contact. Any parent wishing to raise a complaint is asked to contact our Senior Leadership Team in the first instance, at the School Office, Armadale Academy, or via email warmadale-ac@westlothian.org.uk Office staff will direct parents to the most appropriate member of SLT.

For further advice on how to make a complaint, please refer to: <http://www.westlothian.gov.uk/complaints>

When it is known that your child is to be absent on a particular day, parents should write to their child's Register Teacher informing him/her of the proposed absence. Where absence

is unplanned, e.g., illness parents should make a phone call to the school office, before 9.00am, on the first day of any absence. If students are absent without an explanation parents will receive a Groupcall asking the parent to make contact with the school. School staff will attempt to follow up by telephone those who do not respond.

Students who become unwell during the school day report to Pupil Support Workers. A decision will then be taken to either keep the student in school or arrange, after consultation with parents or the emergency contact, for the student to be collected from school. Students must never leave the school without permission. Students should not circumvent this procedure and contact parents using their own mobile phones.

Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/article/2271/Attendance-and-Behaviour>

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

Further details of the policy and procedure for admission to secondary schools can be found here: Secondary School Admission Policy:

<http://www.westlothian.gov.uk/article/2232/School-Admissions>

Parents of children transferring from our catchment primary schools into S1 will be given the opportunity to be involved in our transition programme during the course of their child's P7. They will be informed of this programme via a series of letters distributed through their primary school.

Any parent wishing to enrol their child at Armadale Academy, out with the above circumstances, is asked to contact Mrs Ali Lewis, DHT, in the first instance at the School Office, Armadale Academy or via email wlarvadale-ac@westlothian.org.uk. A visit will then be arranged to view the school and go through the necessary formalities.

PARENTAL INVOLVEMENT

Armadale Academy is fortunate in having the support of an active Parent Council consisting of parents, staff and co-opted members. The Parent Council holds meetings on a regular basis in order to engage parents in discussions on school improvements and initiatives. This is an excellent opportunity for parents to become involved in the life and work of the school.

Parent Council Chairperson: Mr Nigel Martin Law

Clerk to the Parent Council: Mrs Catherine Gegan

Any parent wishing to become involved with the Parent Council is asked to contact the School Office, Armadale Academy, via email wlarmadale-ac@westlothian.org.uk. In addition Nigel Martin Law, can be contacted via the following telephone number: 07903 049904.

Information, support and advice on how a parent can support their child's learning can be accessed at any time during the school session by contacting the relevant member of our Student Support Team.

Armadale Academy Student Support Structure

| Cochran House | | |
|-------------------------------------|--|---|
| DHT Link: Jack McKay | | |
| Head Of House: Caroll Gordon | | Teacher Of Wellbeing: Rosey Steele |
| S1 1C3 & 1C4 | | S1 1C1 & 1C2 |
| S2 2C3 & 2C4 | | S2 2C1 & 2C2 |
| S3 3C1 & 3C2 | | S3 3C3 & 3C4 |
| S4 4CB | | S4 4CA |
| S5 5CA | | S5 5CB |
| S6 | | |

| Honeyman House | | |
|--|--|---|
| DHT Link: Ali Lewis | | |
| Head Of House: Maureen McCafferty | | Teacher Of Wellbeing: Katarina Kennedy |
| S1 1H1 & 1H4 | | S1 1H2 & 1H3 |
| S2 2H1 & 2H4 | | S2 2H2 & 2H3 |
| S3 3H1 & 3H4 | | S3 3H2 & 3H3 |
| S4 4HA | | S4 4HB |
| S5 5HA | | S5 5HB |
| S6 | | |

| Wood House | | |
|-------------------------------------|--|---|
| DHT Link: Barry Speedie | | |
| Head Of House: Lynne MacLeod | | Teacher Of Wellbeing: Kristy Nimmo |
| S1 1W1 & 1W2 | | S1 1W3 |
| S2 2W2 & 2W3 | | S2 2W1 & 2W4 |

| | | |
|--------------|--|--------------|
| S3 3W1 & 3W2 | | S3 3W3 |
| S4 4WB | | S4 4WA & 4WC |
| S5 5WA | | S5 5WB |
| S6 | | |

Student Support –
Cochran House – Liz McGurk
Honeyman House – Katie Roy
Wood House – Lauren Brown

This member of staff plays a central role in issues such as subject choice. Any parent wishing to raise a concern about their child should, in the first instance, contact the school office and ask for the relevant member of the Student Support Team.

In addition, every year group has at least one Parents’ Evening throughout the school session. This provides the opportunity to meet with subject teachers. Parents will be made aware of the precise dates and details via the school calendar, reminder letters with reports and on the school website. Given the school roll it may not be possible for every student to gain an appointment with all of their teachers. In these circumstances parents should contact their child’s Student Support teacher to discuss progress in these subject areas.

Our regular written reports also allow parents the opportunity to become involved in supporting the learning of their child.

The subject choice process for students will always allow the opportunity for parental involvement.

SCHOOL ETHOS

Our **vision** is to inspire, challenge, support and empower our students to become successful learners, confident individuals, responsible citizens and effective contributors.

Our school offers the opportunity for all students to succeed. The facilities available, allied to commitment of our staff, allow us to offer all of our students the highest possible standard of education in a safe, caring and stimulating environment - an environment in which all members of the school community are valued and their achievements recognised. Our **values** are summarised as follows

- Achievement
- Ambition
- Equity
- Positive Attitude
- Community
- Respect

We aim to offer a range of opportunities that will allow students to achieve and encourage all members of our school community to pursue excellence in everything they do. Our mission statement is **'Learning Together, Achieving Together'**.

Experiences for our students are designed to help them build skills for learning, skills for life and skills for work. Leadership opportunities at all levels are part of this skills development. We aim to offer a range of opportunities that will allow students to experience success and encourage all members of our school community to pursue excellence in everything they do. We do all that we can to make school life relevant, challenging and enjoyable. We pride ourselves on the many extra-curricular opportunities we offer in sport, music, drama, activity clubs, theatre visits, charity events and international activities.

In line with National and Local Authority directives, we have implemented a strategic plan to develop courses and innovative learning strategies which match the needs and aspirations of all our learners. The curriculum delivery will challenge all ability levels and offer greater choice in National Qualifications from S4 onwards.

We celebrate the achievements of our S1-S3 students at our annual Broad General Education Awards Ceremony held in June, the achievements of our S4-S6 students at our annual Senior Phase Awards Ceremony held in September, through House and Year Assemblies and through our positive rewards system.

Armada Academy actively seeks to develop partnership working to motivate and inspire students to achieve to their best possible standard. As a result we work with a huge range of local, national and international organisations and individuals to support the experience of our students. This includes partnership working with Health, Social Policy and Police

Scotland. It includes work with training agencies, outdoor education, environmental groups, expressive arts groups and local businesses. We have a longstanding partnership with a Norwegian Education Authority and host Norwegian students in our school each session.

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence (CfE) is Scotland's national curriculum 3-18. It aims to provide coherent, progressive, relevant and flexible curriculum pathways for all young people that will enable them to improve their life chances by developing the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

Within Curriculum for Excellence, Literacy, Numeracy and Health and Wellbeing are the responsibility of all teachers as these are vital skills for everyday life for our young people.

The 'Broad General Education' is from nursery to the end of S3. Learning is divided into levels. The levels are as follows:

| LEVEL | STAGE |
|------------------|---|
| Early | the pre-school years and P1, or later for some |
| First | to the end of P4, but earlier or later for some |
| Second | to the end of P7, but earlier or later for some |
| Third and Fourth | S1-S3, but earlier for some |
| Senior Phase | S4 – S6, college or other means of study |

What will students learn from S1-S3?

All of our young people are offered a broad, deep and challenging general education from S1-S3 that will enable all to make progress in their learning across subject areas. They experience a wide range of subjects across eight curriculum areas – expressive arts, languages and literacy, health and wellbeing, mathematics and numeracy, religious and moral education, sciences, social studies, and technologies. This provides a good foundation for moving on to study for qualifications, at the right level for the student, in the later stages of secondary school. For most learners at Armadale Academy, formal study towards qualifications will begin in S4 although there are many opportunities for personal achievement to be recognised in the Broad General Education S1-S3 and learners will begin to collect SQA certified awards at this stage.

Opportunities for student personalisation and choice exist in S1 – S3 including limited subject choice at the end of S1 and a wider subject choice at the end of S2. This allows progression and depth of study as well as providing the students with ongoing challenge and enjoyment.

Armadale Academy operates a 33 period week, with 32 periods allocated to teaching & learning and 1 period split into 5 and used for registration. We are currently reviewing Registration time and as a pilot, S4 will not have Registration this session, with the time being used for Personal and Social Development instead.

In S1/S2 all students study a broad range of subjects working mainly within mixed ability classes. The subjects currently studied are:

- Art and Design
- Craft and Design Technology (CDT)
- Drama
- English
- Modern Languages (mainly French with some study of other languages e.g. Spanish)
- Business and Information Technology (BIT)
- Health & Wellbeing Across Learning, including Home Economics
- Mathematics
- Music
- Personal and Social Education
- Physical Education
- Religious, Moral and Philosophical Studies
- Science
- Skills Academy
- Social Studies

S1 and S2 Students take part in ‘Skills Academy’ for one period a week where they develop their own ‘skills for learning’, ‘higher order thinking skills’ and ‘skills for life and work’ through a range of practical activities. The course aims to support learners to develop the ability to reflect on their skills so that they can develop these further in the senior phase through our personal achievement pathways. These reflections are included in the S1 and S2 learning reflections that are currently issued twice per year, in December/January and in May/June.

In addition to these, in S2 students currently select personalised options for 2 periods a week from a range of subjects including enhanced options in Expressive Arts, PE and CDT. Options provide increased depth and challenge as well as enjoyment through personalisation and choice in the curriculum.

During S2 considerable attention is given to the selection of subjects for S3. The Student Support Staff introduce students to the options available, explain the choice procedure, consider the personal, curricular and vocational aspects of the choices, distribute information packages and offer advice to Parents. Parents are invited into school for further discussion before decisions are finalised.

In S3 young people currently study 8 subjects (English, French and Mathematics plus 5 others) as well as Personal and Social Education, core Physical Education, and Religious, Moral and Philosophical Studies. Students also work towards SQA Awards in Scottish Studies and personal achievement (options include Mandarin Chinese, Duke of Edinburgh Award, Employability Award and Crest Science award) in response to learner feedback so

that all have the opportunity to have their personal achievements recognised as well as having opportunities for academic study leading to formal qualifications. S3 provides a broad and balanced curriculum, relevant to students' interests and with multiple routes for progression in the senior phase. Students will reflect on their learning throughout S3 and build their S3 profile summing up their achievements in the Broad General Education prior to embarking on the Senior Phase.

What happens within the Senior Phase?

The Senior Phase (S4-S6 at Armadale Academy) aims to enhance knowledge, understanding and skills through SQA qualifications and awards. Staying in education after the age of 16 offers young people the best chance of long term employability and Curriculum for Excellence offers all young people appropriate, relevant and attractive choices to continue their learning when they reach 16. This individualised approach to learning will enable young people, including those in need of support, to achieve qualifications, skills and experiences to prepare them for learning, life and work. For schools, this is known as working towards a 'positive destination'. For students this typically means a place at university, college, employment, training, or voluntary work.

Students in S4-S6 currently choose to study up to 6 subjects each school session, as well as a wider achievement Award recognising Skills for Learning, Life and Work, to provide study in more depth. The number of subjects a student will work towards in each session will be based upon the needs of the individual student and not on the year group they are in. This may result, at times, in students from S4/S5/S6 being in the same class. Students work towards securing National Qualifications at N3/ N4/N5/Higher/Advanced Higher. In S4 English and Mathematics are compulsory subjects for all learners, as is the SQA Wellbeing Award. An extensive range of course, including Skills for Work courses, is on offer. This is enhanced by our partnerships with West Lothian College and the West Lothian Learning Campus, which allows learners to study courses at neighbouring schools or virtually.

We work in partnership with a range of agencies to secure a positive destination for our students. This includes LEAPs to assist with university applicants and West Lothian College. A range of speakers and events are organised to support students with applications, CVs and interview skills. We work closely with Skills Development Scotland to offer students career advice and individual support on an on-going basis.

Any parent wishing to discuss how we work to secure a positive destination for our students is asked to contact Mr Barry Speedie, DHT, in the first instance at the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk.

For further information regarding the curriculum at national level visit: www.education.gov.scot

At times our Personal and Social Education programme involves learning around themes of sexual health and relationships. This programme begins in S1. Parents are informed by letter, via their child, prior to a sensitive programme of work beginning. Any parent who

does not wish his or her child to participate in any of the activities described above should apply in writing to Mr Barry Speedie, DHT, or make an appointment to discuss with him possible grounds for withdrawal.

Religious and Moral Education at Armadale Academy is of a non-denominational nature and is designed to foster students' understanding of other religious, moral and philosophical thinking from various traditions so that they are able to show respect for others' beliefs.

As outlined in government and regional policies, 'Time for Reflection' assemblies are held for all year groups in which staff, senior students, chaplains and visiting speakers talk with students on moral and ethical issues. These are not acts of worship but rather opportunities to reflect and explore themes from the world around us, drawing upon the values of the main world religions such as Christianity, Islam and Buddhism.

Parents have the right to withdraw their children from religious observance and/or religious and moral education. For national and West Lothian advice please refer to on religious observance and religious and moral education please refer to:

Religious Observance:

<https://beta.gov.scot/publications/curriculum-for-excellence-religious-observance/>

Religious and Moral Education:

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/curriculum-areas/Religious%20and%20moral%20education](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/curriculum-areas/Religious%20and%20moral%20education)

West Lothian Instrumental Music Service

As well as musical development, the many general benefits gained from learning to play a musical instrument include: enhanced listening and concentration, discipline, co-ordination, language development, memory and social skills. It helps your child to become part of a team and to respect other team members whilst increasing your child's confidence and participation in the wider school and community.

How much will it cost?

West Lothian Council has introduced an annual charge for instrumental tuition in Music of £354 per year. This charge is waived for learners in certain circumstances e.g. those in receipt of free school meals. A 50% reduction is applied where two or more children in the same family are receiving lessons.

How can my child become part of this?

We aim, within the available resources, to provide opportunities for pupils to learn to play a musical instrument in all primary and secondary schools. Instrumental music teachers provide instruction in a range of instruments including strings, brass, woodwind, guitar, bagpipes and percussion. Availability of specific instruments varies in different cluster areas. Demand usually exceeds availability so children are selected using established musical

selection procedures. Your child's instrumental music teacher will recommend the most appropriate instrument. Depending on resources, an instrument may be provided on loan without charge for an initial period of tuition, but it is also possible to purchase an instrument through your child's school using (AIPS) - the Assisted Instrument Purchase Scheme. AIPS Enables you to buy a musical instrument without paying VAT.

When are the lessons and how do I check on progress?

Lessons are once a week during the school day but are, wherever possible, provided on a rotational basis so that no particular curriculum subject is affected. The length of the lesson can vary. Individual learning plans/targets are agreed with pupils, their progress is checked weekly and a written report is issued each year. Children are also encouraged to take part in nationally recognised music exams such as Music Medals to boost their sense of achievement.

Is there anything I can do to help?

Your role in supporting your child is an important one.

- Encourage regular practice in a quiet place and listen to them playing from time to time.
- Be positive, especially in the early stages.
- Encourage your child to attend lessons regularly.
- Be prepared to buy music and accessories.
- Don't hesitate to contact your child's instrumental teacher if you need advice.
- Encourage your child to take up opportunities to perform solo and in groups.

What happens as my child progresses?

All the way through instrumental music teaching, your child will be encouraged to assess themselves, first with Music Medals, then by sitting SQA and external examinations. Music exams passed at grades 6, 7 or 8 also score valuable points on University and College application forms (UCAS). There are bands and ensembles in most schools that usually play weekly after school hours. There are also Area Ensembles playing all kinds of music from popular to jazz to classical. These bring young musicians from different schools together to perform, often with professional musicians at prestigious venues around the world.

Where can I get more information?

The Instrumental Music Service team from Education Services will be happy to talk to you about any questions you may have. The following link provides more information.

<https://www.westlothian.gov.uk/article/2241/Instrumental-Music>

Alternatively you can contact the instrumental music teacher at your child's school.

You can also contact:

Hugh Foster
Instrumental Music Service Support Officer
Tel 01506 281145
Email hugh.foster@westlothian.gov.uk

Steven Gray
Co-ordinator of Instrumental Music
Tel 01506 281996
Email steven.gray@westlothian.gov.uk

ASSESSMENT

Assessment is an integral part of effective teaching and learning. It aims to improve the support students receive and help increase their levels of performance and achievement.

Assessment in the Academy

- gives students information about their attainment, progress and potential;
- helps teachers plan for future learning for individuals and groups
- helps teachers monitor progress of individual learners and set next steps for them
- provides motivation and encouragement to students;
- helps identify learning difficulties;
- is linked to reporting to parents – in writing and discussions to help them understand their child’s progress and what parents can do to help their child’s learning;
- is linked to formal recognition of learners’ achievements through profiles and qualifications.

A range of methods of assessment are used in Armadale Academy, for example, observing students carry out tasks like practical investigations; performances, presentations and discussions; student assessment of their own work and comparisons with others; written responses like tests; and evaluation of a final product e.g. a piece of artwork, report or a project. Alongside this are the specific assessments related to National Qualification courses.

Prelims for Senior Phase National Qualifications will be held between December and February. This gives students experience of examination conditions. Assessment is also carried out continuously throughout courses. Students’ achievements are recorded and reported upon as they successfully complete each stage of their journey through the Academy.

In each curricular area Principal Teachers Curriculum collate assessment information generated on each student and class. At subject team meetings the progress of individual students and classes is discussed and strategies agreed to improve performance.

Senior Leaders and Heads of House have specific responsibilities to monitor and track the progress of individual students across all their subjects. This can result in parental contact and interventions designed to improve performance.

REPORTING

Reporting in Armadale Academy takes the form of

- short tracking reports which give an overview of learning and progress
- more detailed written reports with teacher comments (known as Full Reports)
- parents' evenings
- on-going learning conversations between school staff/the learner/parents
- profiling in S1-S3, which learners build with support from their teachers

Reports provide clear, positive and constructive feedback about children's learning and their progress against national standards and expectations. The timetable for reporting is published on the website and shared with parents at the start of each year.

Each student at the end of S3 will complete an S3 Profile. This document, written by the students, is a statement of their strengths and achievements.

Every year group has at least one parents' evening throughout the academic year. These evenings usually begin at 4.30pm and end at 7.00pm. You will be made aware of the precise dates and details via the school calendar, reminder letters with reports and on the school website.

We use an online booking system for parents' evening appointments, accessible from the school website.

Given the school roll it may not be possible for every student to gain an appointment for every subject. In these circumstances parents should contact their son/daughter's Student Support teacher to discuss progress in these subject areas.

TRANSITIONS

P7/S1 Transition

For the majority of Primary 7 pupils, the prospect of the move from their primary school to a large secondary school is exciting and the changeover is relatively trouble free.

We aim to reassure all the incoming students and try to make the transfer as smooth as possible. To achieve this, we have developed a programme involving parents, students and school staff.

This process begins with a Parents' Evening for P7 in early November. Student Support staff visit each primary to meet with the P7 teachers to discuss every child. Curricular and

Pastoral information is collated and used as the basis for allocating students to Houses and classes. This information is also used to provide the best possible Support for Learning for each individual child at Armadale Academy.

Contact with P7 pupils and primary school staff begins in earnest in December prior to transition the following August. In June each year Primary 7 pupils take part in activities at the Academy during their Transition Days. Several Parents' Evenings for parents of 'new' S1 students are also held between January and June prior to S1 to give information that will be needed.

Dates are confirmed by a letter home to each parent nearer the time.

Any parent wishing to discuss P7/S1 transition is asked to contact Mr Barry Speedie, DHT, in the first instance at the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk.

Positive Destinations

Through the Student Support system each student undergoes a programme of learning that prepares them for life after school. For schools, this is known as working towards a 'positive destination'. For students this typically means a place at university, college, employment, training, or voluntary work.

We work in partnership with a range of agencies to secure a positive destination for our students. This includes LEAPs to assist with university applicants and West Lothian College. A range of speakers and events are organised to support students with applications, CVs and interview skills. We work closely with Skills Development Scotland to offer students career advice and individual support on an on-going basis.

Any parent wishing to discuss how we work to secure a positive destination for our students is asked to contact Mr Barry Speedie, DHT, in the first instance at the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk

STUDENT SUPPORT

All staff have responsibility for the health and wellbeing of our students. Student Support seeks to support this responsibility through our House System and Additional Support Needs Team.

House System

In Armadale Academy there are three houses with a range of staff who have particular responsibility for the care, welfare and progress of students. The three Houses are Cochran, Honeyman and Wood.

Mr Barry Speedie, DHT, has overall responsibility for the Student Support Team. This team seeks to work in partnership with you and your child to enable all students to enjoy the full benefits of their educational career.

Each House comprises:

- A Head of House
- A Principal Teacher of Wellbeing who assists the Head of House in supporting your child
- A Pupil Support Worker aligned to each House, who acts as a first point of contact for your child
- Registration Teachers

The Support Team for each House has an overview of a student's work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing. Heads of House have specific responsibilities in relation to student wellbeing matters.

Pupil Support Workers are a vital part of the team and as non-teaching members of staff are responsible for day to day pastoral matters relating to attendance, late-coming, dress code, and first aid.

Additional Support Needs

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

The 'Focus on Inclusion' policy is designed to help schools in partnership with parents/carers, students and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for students with additional learning needs. The policy can be accessed online at:

<http://www.westlothian.gov.uk/media/2200/Focus-on-Inclusion/pdf/focusoninclusion.pdf>

Support for Learning staff support students with additional needs. This generally takes place in subject classes or in a small group situation, but where appropriate students can attend our Support for Learning base, including our Nurture Base.

Any parent wishing to discuss how to identify and address additional needs for our students is asked to contact Mrs Christine Ferris, PTC, in the first instance at the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk

In addition, Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service - www.enquire.org.uk (for parents/carers and practitioners)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

The Parents' Guide to Additional Support for Learning is now available to download at <http://enquire.org.uk/publications/>

Interviews can be arranged with the Student Support Team by telephoning the school. Parents must recognise that Principal Teachers do, however, have a teaching commitment and they should not expect to see them without first making an appointment. Please do not hesitate, however, to seek their help.

Through our Student Support Team, access can be had to various individuals and agencies such as the:

- School Medical Service / Mental Health Link Worker
- Educational Psychologist
- Children and Young People's Team
- Social Work Service
- Skills Development Scotland
- Drug and Alcohol Service
- Police Scotland

Child Protection

West Lothian Council has issued Child Protection Procedures and Guidance, which all staff must follow to promote the welfare of children and to protect them from harm. All staff, because they are in regular and frequent contact with children, are required to report any concerns. Staff will treat the matter sensitively, and information will only be passed on to those who need to know in order to protect and support the child.

Any parent wishing to discuss child protection and the safety of children is asked to contact Mr Barry Speedie, DHT and our Child Protection Co-ordinator within the school, in the first instance at the School Office, Armadale Academy or via email wlarvadale-ac@westlothian.org.uk

SCHOOL IMPROVEMENT

The main achievements of the school over the last 12 months can be found in our Standards and Quality Report. This report can be accessed via the school website, www.armadaleacademy.co.uk.

Our plans for improvement are outlined in our annual school improvement plan. This plan can be accessed via the school website, www.armadaleacademy.co.uk

Information regarding the school's performance at national level can be obtained by accessing:

<https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/SchoolInformationDashboard-Secondary/Introduction>

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=1452>

SCHOOL POLICIES and PRACTICAL INFORMATION

Policies

A selection of school policies and documentation can be accessed from the School Office, Armadale Academy or via email wlarmadale-ac@westlothian.org.uk

Education Services policies can be accessed online at:

<http://www.westlothian.gov.uk/article/2607/Education-Policies>

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre upon request.

Student Activities and Clubs

Information on activities, groups, clubs and opportunities for students to be involved in the school including sports and outdoor activities are communicated to students on a daily basis through the school 'Advertiser'.

A summary of the sporting and extra curricular clubs can be accessed on request by contacting the School Office, Armadale Academy or via email wlarmadale-ac@westlothian.org.uk

Student Voice

Student Leadership is very important in Armadale Academy and we value the skills that all of our young people offer, from S1 to S6, through the Armadale Leadership Academy.

The Leadership Academy is divided into a number of teams aligned to the school improvement plan, each with specific areas of responsibility. Students from each year group are invited to apply, via registration time, to become part of these teams.

In the Senior School, we formally recognise Leadership in the school through the S6 Leadership Team and posts of Head Boy/Head Girl, Depute Head Boy/Girl and House Captains. There is an application process for each of these roles and all students in the school have the opportunity to vote for our Heads and Deputes of school.

Catering Arrangements

Armada Academy runs a cafeteria-style service that operates in the morning, at interval and during lunch. A good selection of hot and cold dishes are on offer. The canteen is open to all students as a social area before Registration, at interval and lunchtime. The area is supervised by staff.

A cashless catering system is used in the canteen. Students access the system with either their National Entitlement/Young Scot Card or pin number. Students will receive instructions on the use of the cashless catering system upon their arrival in August. A two-course lunch would normally cost around £2.00.

Special dietary requirements will be catered for. Please contact the school to discuss your child's requirements.

Please also advise the school immediately should your child have any allergies.

Our Breakfast Club provides students with a health breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn.

Students entitled to free school meals are also entitled to free breakfasts.

Any parent wishing to discuss Breakfast Club arrangements is asked to contact Mr Barry Speedie, DHT, in the first instance at the School Office, Armada Academy or via email warmadale-ac@westlothian.org.uk

Pupils with parents in receipt of either:

Income Support, Income-Based Jobseeker's Allowance, any Income Related element of Employment & Support Allowance, Child Tax Credit (with no working tax credit) and whose annual income is £16,105 or less, Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

For further information please refer to the School Meals and Milk Policy:

<https://www.westlothian.gov.uk/school-meals-menu>

or by contacting Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing educationbenefits@westlothian.gov.uk.

School Uniform

Dress Code

Armadale Academy has a school uniform and expects all students to comply. The school's dress code is based on West Lothian Council Dress Code for Schools Policy:

The following dress code is expected.

GIRLS

Black skirt or trousers (not leggings/jeans)
Plain white or black shirt
School tie
Black blazer
Plain black shoes/plain black trainers
Plain black jumper or cardigan if desired

BOYS

Black trousers (not jeans or joggers)
Plain white or black shirt
School tie
Black blazer
Plain black shoes/plain black trainers
Plain black jumper or cardigan if desired

The above items of clothing are the acceptable minimum in dress code.

All students are expected to bring a school bag.

Students should also note that hooded tops, hats or caps, scarves, jeans, leggings, jogging bottoms or training shoes with visible logos or white soles should not be worn in school.

Please note that the Dress Code will be rigorously enforced and students not in Dress Code may be sent home, after contact with parents, to change.

School ties (£6.00), school blazer badges (£6.50) and blazers, with the school badge woven in, (£32.00) are available directly from the school. S6 students pay an additional £10.00 to have braiding added to their blazer.

PE Kit

Indoor Kit: Plain T-shirt, shorts/tracksuit or jogging bottoms, sports socks and gym/training shoes. No football tops.

Outdoor Kit: Kit should be appropriate for the outdoor activity in which students are taking part. The kit needed for most outdoor activities includes a suitable long sleeved jersey, shorts/tracksuit bottoms, long sports socks and boots with studs, training shoes are not appropriate for wet grass pitches. Training shoes or boots with moulded studs are suitable for the 3G pitch. No football tops.

Appropriate kit may vary due to weather conditions, in cold weather for example, extra jerseys or tracksuit trousers may be worn with the class teacher's permission.

Swimming: Swimming costume or trunks, towel.

PE kit should be brought to every lesson. If kit is not brought, it will be provided by the department in order that students may take part.

Clothing Grants

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £16,105 or less) who submit a completed application form automatically receive a clothing grant for each student of school age. The current grant is £110 for students of secondary school age.

Students staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants.

Students will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store. For further information please contact Mr Barry Speedie, DHT, in the first instance at the School Office, Armadale Academy or via email w/armadale-ac@westlothian.org.uk

For further information please refer to the School Clothing Grants Policy:

<https://www.westlothian.gov.uk/mealsandclothing>

The School Day/Term Dates

The school has four 'long days' each with seven periods and one 'short' day, a Friday with four periods. Registration is from 08.35 – 8.45am each morning. Each lesson lasts 50 minutes. Please note that S4 do not currently have registration; their Period 1 begins at 8.35 am.

Timings Monday-Thursday

| | |
|--------------|---------------|
| Registration | 08.35 – 08.45 |
| Period one | 08.45 – 09.35 |
| Period two | 09.35 – 10.25 |
| Break | 10.25 – 10.40 |
| Period three | 10.40 – 11.30 |
| Period four | 11.30 – 12.20 |
| Period five | 12.20 – 13.10 |
| Lunch | 13.10 – 13.50 |
| Period six | 13.50 – 14.40 |
| Period seven | 14.40 – 15.30 |

Timings Friday

| | |
|--------------|---------------|
| Registration | 08.35 – 08.45 |
| Period one | 08.45 – 09.35 |
| Period two | 09.35 – 10.25 |
| Break | 10.25 – 10.50 |
| Period three | 10.50 – 11.40 |
| Period four | 11.40 – 12.30 |

School term dates and holidays can be accessed online at:
<http://www.westlothian.gov.uk/schoolholidays>

Health and Safety

Within the general policy laid down by West Lothian Council, the Education Department has prepared a series of statements of safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that students will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

Any parent wishing to discuss health and safety is asked to contact Mrs Sharon Ross, Area Schools Business Manager, in the first instance at the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk

Data Protection

Information relative to students, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties.

The information is protected by the EU General Data Protection Regulation and may only be disclosed in accordance with the Codes of Practice.

Any parent wishing to discuss data protection is asked to contact Mrs Sharon Ross, Area Schools Business Manager, in the first instance at the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk

West Lothian Council's policy on Data Protection is available from the following link:

<https://www.westlothian.gov.uk/dataprotectionandprivacy>

Information Sharing

Information will be shared within the council and with partner organisations in order to allow the council to discharge its statutory and other responsibilities with regard to the education, health and wellbeing and protection of all children.

FREQUENTLY ASKED QUESTIONS

This section is a reflection of typical questions asked by parents over recent years. Those listed are not exhaustive and parents with any additional questions may find information on our website or can contact the school office for further details.

1. Who do I contact if I have concerns about my child?

In the first instance you should contact the school office, 01506 282145, and ask for the relevant member of the Student Support Team.

2. Can I contact subject teachers directly?

As above, please make contact with the Student Support Team in the first instance, who can then facilitate contact with a specific department if this is required and arrange a meeting with the relevant Principal Teacher Curriculum. Usually the relevant member of the Student Support Team would also be present at such meetings.

3. What is the Student Support Team?

The Student Support Team has a particular responsibility for the care, welfare and progress of students. When students enter school they are allocated to a House. They will usually remain in the same House until they leave school. Staff in each House has an overview of each student's work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing.

4. What happens if my child is late?

All students are expected to report in good time for school and classes. A student who is late is required to report to the school office to collect a "late slip". Pupil Support Workers play an active role in monitoring late coming and parents are informed in the morning and after lunch, by Groupcall, if students are late. Heads of House become involved in cases of persistent late coming with disciplinary action considered and implemented as appropriate.

5. What should I do if my child is absent?

Progress at school is dependent on regular attendance. It is essential that home and school work together to maximise attendance. When it is known that your child is to be absent on a particular day, parents should write to their child's Register Teacher informing him/her of the proposed absence. Where absence is unplanned, eg, illness parents should make a phone call to the school office, before 9.00am, on the first day of any absence. If students are absent without an explanation parents will receive a Groupcall asking the parent to make contact with the school. School staff will attempt to follow up by telephone those who do not respond.

6. What is groupcall?

Groupcall is a messaging service that sends short text messages from the school to the mobile phone of the student's 'main contact', usually a parent. Messages are converted to voice messages for those with land lines only. Armadale Academy uses Groupcall for attendance, severe weather, student detentions and other items of school information. It is important that parents communicate mobile phone numbers to the school as and when they change.

7. What happens if my child becomes ill during the school day? Can school staff administer prescribed medication?

Students who become unwell during the school day report to the Pupil Support Base. A decision will then be taken to either keep the student in school or arrange, after consultation with parents or the emergency contact, for the student to be collected from school. Students

must never leave the school without permission. It is very important that parents provide the school with accurate and up to date emergency information.

It is requested that you should administer any necessary prescribed medication to your child before and/or after school hours when at all possible.

Should your child require medication during the school day you should complete the appropriate medical consent form form, which is available from staff in the Pupil Support Base. There can be no administration of medication without parents completing the appropriate form.

Please note the school does not provide medication. We securely store medication supplied by parents and issue it under the terms of the completed form.

8. What happens if my child gets bullied?

At Armadale Academy, we aim to create an environment in which bullying is less likely to occur. As with many issues, we feel that the best way to tackle this problem is through a partnership between school and family. If you are concerned that your child is being bullied the following points may be useful.

- Reassure your child that it is not his/her fault.
- Encourage your child to talk about it.
- Explain to your child that the school must be contacted.
- Inform your child's Student Support teacher so that a plan of action can be worked out.

Armadale Academy has an Anti-Bullying policy which is available from the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk

9. How much homework will my child get?

The school has a commitment to a homework programme. The nature and extent of homework varies with subjects, students and age groups. It is difficult to quantify the amount of homework to be expected by a child or the time to complete it. Students are encouraged to use a range of apps on their mobile phone to keep a record of homework due. We can also help with the provision of a paper homework planner if your child prefers this. It is anticipated that homework should increase as students progress through the school. The school has a Homework Policy which is available from the School Office, Armadale Academy or via email warmadale-ac@westlothian.org.uk

10. How do I get appointments with teachers at Parents' Evenings? What should I do if I can't attend a Parents' Evening?

Armadale Academy operates an online booking system for Parents' Evenings. The system is accessible from our website.

If you cannot attend a Parents' Evening you can contact your child's Student Support teacher to discuss progress.

11. Is my child allowed to leave the school premises at lunch? Are students supervised at lunchtime?

Students can leave the school premises at lunch if they wish. However the school canteen is available for students who wish to take lunch. Given its length, students are currently allowed to leave the school premises on Friday at interval. The school canteen area is supervised by staff. S1 students are expected to stay on school grounds for lunch until Christmas of S1. Any student leaving the school premises at lunch is expected to act in a responsible and respectful manner towards our local community, as they would in school.

12. How does my child get a locker?

The school has individual student lockers available to Senior Phase Students. Lockers are purchased from school funds and hired out to students on an annual basis. Locker hire charges, £5.00 per session, are used to maintain the locker provision. Details and the opportunity to apply will be made available through Registration Teachers.

13. What happens if the school closes due to severe weather?

The decision to close due to severe weather involves West Lothian Council Headquarters personnel and is based on a risk assessment balancing health and safety against the need to continue with teaching and learning.

If during school hours a decision to close the school is required you will be informed by Groupcall. You will be informed of arrangements regarding school transport, school closure times and other relevant information. It is important that these messages are read thoroughly and accurately. Some information may not apply to every parent.

Parent/carers should ensure that telephone contact numbers held by the school are accurate/up-to-date and put in place procedures for your child to ensure they know where to go in the event of a school closure, home, to extended family, a friend's house etc. You should discuss this as a matter of priority with your child.

If out with school hours a decision to close the school is required you will be informed via the media and/or Groupcall. In these circumstances please try to listen to local radio and if possible visit the West Lothian Council website. The council website contains links to Facebook and Twitter that allows messages, such as school closures, to be forwarded directly to a mobile phone.

14. Who do I contact about issues regarding school transport?

West Lothian Council has agreed to provide free transport for all secondary pupils living more than two miles from their designated catchment school. The home is defined as that of the parent or legal guardian. The distance is measured as the shortest walking distance from home to school using public footpaths between the house gate (or door where this does not apply) to the school gate. Responsibility for the provision of free transport to mainstream schools rests with Transportation, Public Transport, Whitehill House, 7 Whitestone Place, Bathgate. Telephone: 01506 282322.

<https://www.westlothian.gov.uk/article/8691/School-Transport-Policy>

