



Ardrossan Academy



P7 Parent and Carer Information Pack

Introduction

We would like to reassure you that although schools are closed, we are still working hard on the transition process to ensure that your child's journey from primary to secondary is as smooth as possible.

We want you to know that you and your children are very welcome to the Ardrossan Academy family. We will endeavour to answer any questions you have in this pack and give you information about the school in general and the transition process. We will be working closely with North Ayrshire Council to prepare for re-opening in August and will keep you updated about what that will look like in due course.

We will be delivering some information to your home address. Pupils will receive a letter along with this pack. Over the next few weeks we will also deliver a school tie and a pupil information booklet. Pupils will be added to our Transition GLOW blog <https://blogs.glowscotland.org.uk/na/ardacadp7transition> Information will be posted there and on the school website: www.ardrossanacademy.co.uk This will include some lessons for pupils to try.

Transition Process

The transition process has been taking place for some time. What does it involve?

- The majority of cluster primary pupils have visited Ardrossan Academy, either at the Open Evening in November, with their primary class at the STEM Day or other visits such as to the library or sporting and music events. Pastoral staff visited most cluster primaries and had been working with the P7 pupils.
- Members of the transition team have been in close contact with all the primary Head Teachers, Depute Head Teachers and class teachers to transfer information. This has involved attending some review meetings, discussion around which children require additional support for their learning, behaviour and health and wellbeing, and has given us a flavour of what each child may need when they start at Ardrossan Academy. Each pupil who has an additional need will have a profile which will be shared confidentially with staff to ensure that when pupils return, we are ready to give them the best support possible.
- All P7 teachers have completed an information grid for each of their pupils. This allows us to group the children in classes with a broad range of abilities and needs. Pupils and parents will be advised of which House group the child will be in.
- Unfortunately, our Enhanced Transition programme for pupils who may require extra support, the May Parents and Carers Evening, Breakfast Bletchers and the Induction Days had to be cancelled. There may be some opportunity in June to work with some of the pupils who require additional support.



School Information



The following information applies in the course of normal school life. Some of the practical information contained may be subject to change when we do return, depending on what measures we are asked to introduce to ensure the safety of pupils, staff and parents.

Our School Values

Our school is built on our values of Ambition, Respect and Excellence. At Ardrossan Academy we believe relationships should be positive and characterised by respect, kindness and consideration. As a Rights Respecting School all adults and young people have a responsibility to help each other to develop positive attitudes and behaviour, and to prevent bullying and allow everyone to learn. Everyone has the right to feel valued and respected, and to develop self-esteem, a sense of belonging, and a feeling of being safe. We have already achieved a Silver Rights Respecting School Award.



Support – get to know us

At Ardrossan Academy we believe it is very important that every pupil has the support they require to be a confident individual, successful learner, responsible citizen and effective contributor. Each pupil has the opportunity to regularly discuss their learning and wellbeing with an adult who knows them well.

Ardrossan's senior leadership team has responsibility for different remits and year groups. The school is split into four Houses: Annick, Barra, Lomond and Nevis. Each House has a Principal Teacher of Pastoral Support. Pastoral staff are the first points of contact for pupils, parents and carers. We also have a number of staff who offer additional support in a variety of ways.

For session 2020-2021	
Head Teacher	Mrs Anderson
Year Head of S1 and S4	Ms Reid
Year Head of S2 and S5	Miss McEvoy
Year Head of S3 and S6	Mr Milligan
Principal Teacher of Pastoral Support – Annick House	Miss Goddard
Principal Teacher of Pastoral Support – Barra House	Mrs Colville
Principal Teacher of Pastoral Support – Lomond House	Mrs King
Principal Teacher of Pastoral Support – Nevis House	Miss Henderson
Principal Teacher of Pupil Support	Mr Smith
Nurture Staff	Mrs Venman, Mrs Green
Area Inclusion Worker	Ms Floyd
Campus Police Officer	PC Gunn
School Counsellor	Mr Cochen
Educational Psychologist	Ms McMillan
Attendance Support	Mrs Curran
School Nurse	Ms Nichol
Family Learning Worker	Mrs Walker

If your child is worried or has a problem they would like to discuss, they should speak to their Pastoral Support Teacher in the first instance. Similarly, if you have any concerns about your child please do not hesitate to contact the Pastoral Support Teacher on **01294 461931**. Our Pastoral Support Teachers do have a teaching commitment; however, if you leave your name, child's name and telephone number, they will return your call as soon as possible. Our Pastoral teachers will also create Pastoral Google classrooms so that children can contact their Pastoral teacher online if required.

New S1 pupils are also usually supported very well by other pupils. They have S3 buddies who support them for the first few days of secondary school. There are also trained S6 mentors who support some of our young people throughout the session. We are exploring what will be possible given the new arrangements schools will be putting in place.

Personal Support

Personal Support is another way we support our young people. Each pupil has a 10 minute period each day with their Personal Support teacher. This teacher is a daily contact and their role is to get to know each child well and help identify early signs of any problems and communicate these with your child's Pastoral Support Teacher. Every pupil has the right to receive support around their wellbeing as well as their learning. Having a system where an individual teacher sees the same pupils on a daily basis builds up positive relationships and allows support to be targeted where it is required. Over the course of the week the pupils work with their Personal Support teacher on whole school themed tasks and foster a good working relationship with their teacher and each other. Information is also shared via the Daily Bulletin.

Learning

Classes are usually mixed ability. Practical class sizes are 20 and other classes usually take up to 30 pupils. S1 pupils will get a range of subjects throughout S1. Additional help will be given to support difficulties in literacy and numeracy. Some pupils will receive intensive support through our Phoenix Club. It supports young people to improve their literacy and numeracy skills to allow them to access the full curriculum more readily.

Each pupils has a GLOW account. Through this they can access some of their work and information. It also allows access to Google classroom, the system we use to support online learning. Classes are set up by teachers and pupils are invited to join. This allows pupils to contact teachers and submit work. Teachers post work and can contact pupils as a class or individually.

Each subject decides how much homework is given. S1 pupils will get regular homework.

Each subject faculty or department is led by a Faculty Head or Principal Teacher	
Faculty Head of Design	Mr Allison
Faculty Head of English and Literacy	Mrs Carter
Faculty Head of Health and Wellbeing	Mr Johnston
Faculty Head of ICT	Mrs Ramsay
Faculty Head of Math's and Numeracy	Mrs Harkin
Principal Teacher of Modern Languages	Miss McFarlane
Principal Teacher of Music	Mrs Ross
Principal Teacher of Pupil Support	Mr Smith
Faculty Head of Science	Mrs Monteith
Faculty Head of Social Subjects	Miss Graham

The School Day

We have two long days of seven 50 minute periods (Monday and Tuesday) and three short days of six 50 minute periods (Wednesday, Thursday and Friday). Interval and lunchtimes are at different times for each.

Ardrossan Academy class times are as follows:

Day	Pers. Support	Period 1	Period 2	Period 3	Interval	Period 4	Period 5	Lunch	Period 6	Period 7
Monday	08.45 - 08.55	08.55 - 09.45	09.45 - 10.35	10.35 - 11.25	11.25 - 11.40	11.40 - 12.30	12.30 - 13.20	13.20 - 14.00	14.00 - 14.50	14.50 - 15.40
Tuesday	08.45 - 08.55	08.55 - 09.45	09.45 - 10.35	10.35 - 11.25	11.25 - 11.40	11.40 - 12.30	12.30 - 13.20	13.20 - 14.00	14.00 - 14.50	14.50 - 15.40

Day	Personal Support	Period 1	Period 2	Interval	Period 3	Period 4	Lunch	Period 5	Period 6
Wednesday	08.45 - 08.55	08.55 - 09.45	09.45 - 10.35	10.35 - 10.50	10.50 - 11.40	11.40 - 12.30	12.30 - 13.10	13.10 - 14.00	14.00 - 14.50
Thursday	08.45 - 08.55	08.55 - 09.45	09.45 - 10.35	10.35 - 10.50	10.50 - 11.40	11.40 - 12.30	12.30 - 13.10	13.10 - 14.00	14.00 - 14.50
Friday	08.45 - 08.55	08.55 - 09.45	09.45 - 10.35	10.35 - 10.50	10.50 - 11.40	11.40 - 12.30	12.30 - 13.10	13.10 - 14.00	14.00 - 14.50

At 8.40am each day, a bell will ring as a signal for pupils to start making their way to their Personal Support class or Assembly.

Uniform

Establishing a school dress code has many benefits. These include improvement in equality, safety, security, discipline, school and community spirit and a decrease in bullying and expense for parents.

Our dress code was decided upon by a committee of pupils, parents and staff.

It is as follows:

Black jumper or cardigan

Black trousers or skirt (leggings are not suitable)

Black or white shirt with school tie

Black footwear

Blazers (optional although preferred) can be ordered via the school office.



PE UNIFORM

Black or Navy shorts or tracksuit trousers

White, black or blue t-shirts (Vest tops are not suitable)

Suitable footwear to offer support during physical activity

Sweatshirts may be worn for outdoor activities

Ardrossan Academy polo shirts and t-shirts can be purchased from the school office to be worn during PE.

It should be noted that the following items are **NOT** permitted: Combat trousers, ¾ length trousers, Leggings, Jeans of any colour

Each pupil will be given an Ardrossan Academy tie. This will be delivered to the pupil's home address by Mr Smith of the Pupil Support department and classroom assistants.

Blazers can be ordered on the link below

<https://www.border-embroideries.co.uk/schools/ardrossan-academy.html>

Parents receiving benefits will normally be entitled to grants for footwear and clothing for their children. Information may be obtained from the office, or from the **Education and Youth Employment department, Cunninghame House Irvine, KA12 8EE and www.north-ayrshire.gov.uk**. Applications can usually be made from 1st June.

It is appreciated that parents and pupils can become distressed over the occasional loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items of clothing or personal belongings are not brought to school. Parents should note that the authority does not carry insurance to cover the loss. It would be helpful if you could label your child's clothes with their full name.

Pupil Absence Procedures

It is the responsibility of parents/carers to contact the school if their child is absent. You can do this by phoning the dedicated phone line **01294 467826** before 10.00am on the day your child is first absent. Please leave your child's name, class, reason for absence and the date when he/she is likely to return. Please be aware that the school office opens each day at 8.30am and closes at 4.30pm. Calls cannot be answered outside these times.

If your child is off longer than you anticipated, please re-contact the school and inform staff of the intended day of return. It is important that you continue to keep us informed of your child's absence. If no explanation for a child's absence is given by parents/carers the absence will be recorded as unauthorised. A text message will be sent home seeking an explanation. On day two of an absence and at regular intervals thereafter, a personal call will be made along with a follow-up text message. When your child returns to school, he or she should bring a note stating the dates and reason for your child's absence.

Please make every effort to avoid family holidays during term time as this disrupts pupils' education. If your child does go on holiday during term time, please inform the school of the unplanned dates before the holiday takes place. This absence will be recorded as unauthorised unless certain very specific circumstances exist.

Attendance registers are taken each period. If your child is not in class then you will be informed by text or phone call.



Late Coming

Every time your child is late to school they are missing part of their education and when he/she enters the classroom late, this may disrupt teaching and learning. It is very important that your child arrives to school on time and travels between classes promptly to ensure that he/she is not late.

However, we do realise that there are occasions, due to special circumstances, pupils will be late. Therefore, if you know your child is going to be late please contact the school absence line and inform the office the expected time your child will arrive at school.

Once your child arrives to school, they must report to the Medical Room to be marked late on the register. Your child should then return to class immediately. Late-coming will be monitored by the Principal Teachers of Pastoral Support and the Depute Head Teachers.

Medical Concerns

The school should be made aware of any medical concerns and medication that has to be taken during school time. Forms are available at the office that must be filled in to allow us to store medication securely and for it to be administered to the child safely. If there is a care plan, the school keep several copies and adhere to it closely. Plans will be in place for those with more complex medical needs. Medical information is shared with all staff so that we can best support your children.

If your child is ill they should alert their teacher and go to the medical room. A decision will be made on whether they should be sent home. Parents/carers will be contacted if a child is unwell and needs to be collected.

School Dinners

The canteen offers hot and cold foods before school and at interval and lunchtime. We use a cashless system of payment. Pupils each receive a Personal Identification Number (PIN). This allows them to top up their account at two machines in the dining area and see their balance. Parents can also pay remotely through Parent Pay. This can be accessed through North Ayrshire Council's website in the Education and Learning section under School Meals. You can also apply for free school meals. Information may be obtained from the office, or from the **Education and Youth Employment department, Cunninghame House Irvine, KA12 8EE and www.north-ayrshire.gov.uk**. Applications can usually be made from 1st June.

For their own safety, all S1 pupils are expected to remain in the school at lunchtime for at least the first term, up until the October holidays. After this they are allowed to go out of the school but only after a note has been received from parents giving them permission to do this. There is no specific outdoor space for S1. However, there is plenty of room in the playground and in the canteen for S1 to meet socially. There are no lockers at Ardrossan Academy so pupils have to carry their school bags with them.



Extra-Curricular Activities

We want your child to get involved in the life of the school. There are plenty of opportunities for every pupil to get involved in something that suits their skills and talents. It is a great way to participate and a chance to meet lots of new friends. These will be advertised on the school website, notice boards and through the daily bulletin which is read out during Personal Support. Please encourage your child to take part.

Some examples:

- **Drama Club**
- **Warhammer Club, Dungeons and Dragons**
- **Library Development Group**
- **Choir**
- **Sports – Handball, Netball, Rugby, Basketball, Gymnastics etc.**
- **Science Club**
- **School Show**
- **Eco Committee**
- **Student Council**
- **LGBTI+**
- **Rights Respecting School**



Parental volunteers

If you would like to get involved in our school community we would love to hear from you. We are always looking for parent helpers to get involved by helping to run activities or even drive our mini bus. All volunteers would require to be PVG (Protecting Vulnerable Group) checked. So if you have some spare time and would like to contribute to our school community, please contact our Family Learning Worker, Elaine Walker at the school. There are numerous opportunities to get involved. We offer 'Parents in Partnership' classes and Accredited Learning for parents as well as opportunities for volunteering.

If you are interested in joining the parent council, please contact the school. New members are always welcome.

Contact us:

We contact and communicate with parents and carers through:

- Telephone calls
- Text Messages
- Xpressions App (can be downloaded)
- Letters
- The school website - www.ardrossanacademy.co.uk
- Twitter at @ardacademy

You can contact us by:

- Calling the main office number on **01294 461931** for all enquiries not related to attendance.
- Calling the absence line number on **01294 467826** for attendance issues.
- Using the school e-mail address - ardrossan@ea.n-ayrshire.sch.uk

If you have any concerns or questions about your child moving to Ardrossan, please do not hesitate to contact us by email and we will get back to you as quickly as possible.