



# Ardrossan Academy



## P7 Parent and Carer Information Pack

### Introduction

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 may have in this pack, and give you information about the school in general and the transition process. We would like to reassure you that although some Covid restrictions remain in place, 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.

### Transition Process

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

- Pastoral staff have visited all cluster primaries and have been working with the P7 pupils. Visits to non-cluster primaries are also taking place.
- 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 start at Ardrossan, we are ready to give them the best support possible.
- All P7 teachers have assisted us in gathering relevant information for each pupil. 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 before the end of term.
- Our Enhanced Transition programme for pupils who may require extra support will involve additional visits and activities designed to help pupils prepare for the move.
- We will be holding online parents events to allow you to ask questions about Ardrossan Academy. Also watch out for further video presentations.
- All p7 pupils will be added to our Transition GLOW blog. It gives information about the school and subjects. They must sign into their GLOW account to access: <https://blogs.glowscotland.org.uk/na/p7transition2021/>
- Pupils will also receive a pupil information booklet. All information for pupils and parents and carers will be posted on our school website: [www.ardrossanacademy.co.uk](http://www.ardrossanacademy.co.uk)
- Pupils will be given an Ardrossan Academy school tie and a welcome pack before the end of term.



## 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 their self-esteem, a sense of belonging, and a feeling of being safe.

## Ardrossan Academy Core Values



**Respect:** treat others the way you would like to be treated.



**Ambition:** aspire to succeed, whatever that means for you.



**Excellence:** be the best version of yourself in everything that you do.

## 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 2021-2022	
Head Teacher	Mrs Anderson
Year Head of S1 and S4	Mr Milligan
Year Head of S2 and S5	Ms Reid
Year Head of S3 and S6	Miss McEvoy
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	Mrs Foster (Miss Henderson)
Principal Teacher of Pupil Support	Mr Smith
Nurture Staff	Mrs Winning, Mrs Green
Area Inclusion Worker	Ms Floyd
Campus Police Officer	PC Gunn
School Counsellor	Mr Cochen
Educational Psychologist	Mrs Nowek
Attendance Support	Mrs Curran
School Nurse	Ms Watson
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.

## 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 pupil 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.

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

## 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.

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

Assemblies are held weekly (subject to removal of Covid restrictions). Pupils may have an assembly with the Head Teacher, their Year Head, our school chaplains or a House Assembly where all pupils from that house group across year groups attend.

## 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 online.



### 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

It should be noted that the following items are **NOT** permitted: Combat trousers,  $\frac{3}{4}$  length trousers, Leggings, Jeans of any colour.

**Each pupil will be given an Ardrossan Academy tie. This will be given to primary schools to give to pupils.**

**Blazers can be ordered on the link below:**

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

School blazers can also be purchased directly from the shop below:

BE Schoolwear, Ayr  
75 Dalblair Road, Ayr KA7 1UQ  
01292 291024

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

It is appreciated that parents and pupils can become distressed over the occasional loss of pupils' clothing and/or personal belongings. Parents and carers are asked to assist in this area by ensuring that valuable items of clothing or personal belongings are not brought to school. It would be helpful if you could label your child's clothes with their full name. Parents and carers should note that the authority does not carry insurance to cover the loss. The same applies to mobile phones – these should be in a school bag and not out in class unless a teacher has given permission.

## **Pupil Absence Procedures**

It is the responsibility of parents and 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 4.00pm. 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.





# Count ME in

Every school day matters; every lesson counts...

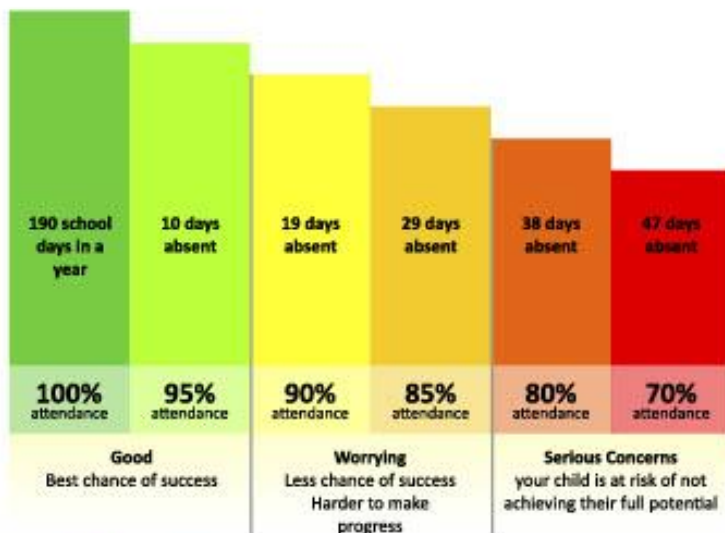
## Every school day matters; every lesson counts...

- Come to school every day
- Be on time every day
- Be the best that you can be

And everyone around you will help, support and encourage you to come to school every day.

North Ayrshire Council's vision for attendance is that all children and young people in our educational establishments attend school every day.

Children and young people who regularly miss school without good reason are more likely to be isolated from their friends, to underachieve in examinations and/ or become involved in criminal or anti social behaviour.



Give yourself the best chance in school by:

- Planning and preparing
- Getting up and getting out
- Getting plenty of rest
- Restricting the use of technology
- Eating a balanced diet, avoiding fatty, sugary foods or drinks which are high in caffeine
- Being responsible!

Did you know?..

... there are 175 non school days a year! ideal days for holidays, visits, shopping, appointments and household jobs



## 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 main office to be marked late. 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](http://www.north-ayrshire.gov.uk)**. Applications can usually be made from 1<sup>st</sup> June.

## Interval and Lunchtime

**All pupils in the school remain in the school during interval times. They should not leave the school grounds during this time.**

**For their own safety, all S1 pupils MUST 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. 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 (if Covid restrictions allow)

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 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](http://www.ardrossanacademy.co.uk)
- Twitter at @ardacademy

### You can contact us by:

- Calling the main office on **01294 461931** for all enquiries unrelated to attendance. Open 8.30am-4.00pm.
- Calling the absence line number on **01294 467826** for attendance issues.
- Using the school e-mail address - [ardrossan@ea.n-ayrshire.sch.uk](mailto: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.