

Stranraer Academy

# PARENT HANDBOOK

2024-2025



**November 2024**

[WWW.STRANRAERACADEMY.ORG](http://WWW.STRANRAERACADEMY.ORG)

# OUR VISION & VALUES

## SCHOOL STATEMENT

A school in the heart of the community;  
A community in the heart of the school.

## VISION

Aim High

Work Hard

Be Kind

## VALUES

Mutual Respect

Kindness

Aspiration



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Although care has been taken to ensure that the information in this Handbook is correct at time of printing in September 2023 there may be changes during the year as we seek to continually improve the educational experience provided by Stranraer Academy. Updated versions of this Handbook will appear on the school website: <https://www.stranraeracademy.org>

*Parents/carers wishing to enrol their children in Stranraer Academy other than at the time of transfer from Primary 7, should call the school on **01776 706484** to arrange an appointment with the Depute Head Teacher responsible for new enrolments.*

# MR J FARQUHAR

## HEADTEACHER

Welcome to our School Handbook

Stranraer Academy is committed to realising every child's potential, providing the support and challenge each pupil needs. Stranraer Academy is an orderly, inclusive and supportive environment which prioritises the wellbeing and academic success of our young people.

Stranraer Academy has a rich curricular and extra-curricular offer and a proud sporting heritage. From straight As to international sporting honours; pupils at Stranraer Academy have the opportunity to excel.

Stranraer Academy is rooted in our community. We pride ourselves on the strength of our partnerships. Parents are always welcome to contact the school and should not hesitate to make contact if they have any questions or concerns. Our community trusts us to deliver a school we can all be proud of.

It gives me great pleasure to welcome you to our school community. I hope you find this handbook informative.

Jamie Farquhar  
Headteacher



If you would like to know any additional information regarding the Academy which is not in the handbook, please contact us directly on 01776 706484. Our school website, Twitter page and School App are also great sources of up-to-date information and photographs of the school. They can be viewed at:

[www.stranraeracademy.org.uk](http://www.stranraeracademy.org.uk)

[twitter.com/StranraerAcad](https://twitter.com/StranraerAcad)

Jigsaw School App





## SCHOOL CONTACTS

ADDRESS: MCMASTERS ROAD, STRANRAER, DG9 8BY

TELEPHONE: 01776 706484

E-MAIL: [gw08officestranraer@glow.sch.uk](mailto:gw08officestranraer@glow.sch.uk)

WEBSITE: [www.stranraeracademy.org](http://www.stranraeracademy.org)

### STRANRAER ACADEMY STAFF

HEAD TEACHER	Mr Jamie Farquhar	PARENT COUNCIL CHAIR	Mrs Susie Petrucci
DEPUTE HEAD TEACHERS		ASSOCIATED PRIMARY SCHOOLS	
Miss Kerrie Biagioni		Belmont, Castle Kennedy, Drummore,	
Mr David Hyslop		Glenluce, Kirkcolm, Leswalt, Park, Portpatrick,	
Ms Pamela Livingstone		Rephad, St. Josephs, Sandhead, Sheuchan	
Mr Rob Lockwood			
SCHOOL SUPPORT MANAGER	Mrs Louise Jamieson	POLICE SCOTLAND YOUTH ENGAGEMENT OFFICER	PC G McCutcheon
PRINCIPAL TEACHERS (CURRICULUM)		PRINCIPAL TEACHERS (PUPIL SUPPORT)	
Creative Arts & Design	Mrs R Smith	Dunskey House	Dr R Marshall
Healthy Living (Home Economics & Physical Education)	Mrs S Farquhar	Glenapp House	Miss S Fingleton
Languages & Communication	Ms F Fay	Inch House	Mrs C Dougan
Mathematics & Business Education	Mrs K Brown	Logan House	Mr D Halliday
Science	Mrs C White	Additional Support Needs - Aird	Mrs D Sisi (Acting)
Social Subjects	Ms G Bone	Additional Support Needs – Learning Centre	Mrs K McClelland (Acting)
PRINCIPAL TEACHER - DEVELOPING SCOTLANDS YOUNG WORKFORCE	Mrs C Edwards	HOME-LINK WORKER	Mrs M Jackson
OPPORTUNITIES FOR ALL	Mr G Burns	SCHOOL NURSES	Ms L Heughan
		01776 707754	Mrs D Brown

<b>LANGUAGE &amp; COMMUNICATION</b>	<b>MATHEMATICS &amp; BUSINESS EDUCATION</b>
<b><i>MRS F FAY (PT) (ENGLISH)</i></b>	<b><i>MRS K BROWN (PT) (MATHEMATICS)</i></b>
Mr J C Allan (English)	Mrs S Beggs (Mathematics)
Ms A Aston (English)	Miss M Bird (Mathematics)
Miss J Faux (English)	Miss E Grierson (Mathematics)
Mrs L Gibb (English)	Miss H McCrone (Mathematics)
Mrs L Kelly (English)	Mr N McCulloch (Mathematics)
Mrs A Little (English)	Mr J Stobo (Mathematics)
Miss K Parker (English)	Mr I Watt (Mathematics)
Mrs E Pearson (French & Spanish)	Miss R Baillie (Business Studies/ICT)
Mr P Szymik (French)	Miss K Biagioni (Business Studies/ICT)
	Mrs C Dougan (PT-PS Inch) (Business Studies/ICT)
<b>HEALTHY LIVING</b>	Miss S Fingleton (PT-PS Glenapp) (Business Studies/ICT)
<b><i>MRS S FARQUHAR (PT) (HOME ECONOMICS)</i></b>	Miss L Hutchinson (Business Studies/Computing/ICT)
Mrs C Edwards (PE)	Miss A McQuaker (Business Studies/ICT)
Miss M Forsyth (PE)	
Mrs E Heron (PE)	<b>SCIENCE</b>
Mr L Munro (PE)	<b><i>MRS C WHITE (PT) (CHEMISTRY)</i></b>
Mr M Shannon (PE)	Mr M Cameron (Chemistry)
Mr L Sloan (PE)	Mr D Halliday (Biology & PTPS Logan)
Mr C Wilkinson (PE) (Permanent Supply)	Dr R Marshall (Chemistry & PTPS Dunskey)
Mrs S Jamieson (Home Economics)	Mrs K McClelland (Biology & PTPS (Acting) SFL)
Miss M Mackenzie (Home Economics)	Mr L McCurry (Physics)
Mrs F Shannon (Home Economics)	Mrs L McHallum (Biology)
	Mrs C Nimmo-Scott (Biology & ASN/Aird)
<b>CREATIVE ARTS &amp; DESIGN</b>	Miss K Ramsay (Biology)
<b><i>MRS R SMITH (PT) (MUSIC)</i></b>	Mrs P Stobo (Biology & Chemistry)
Mr A Holland (Music)	Mrs D Trotter (Biology)
Mrs L Hyslop (Art & Design)	Mrs F Wither (Biology)
Mr R James (Art & Design)	
Mr S Lochrie (Art & Design)	<b>SOCIAL SUBJECTS</b>
Miss T Anderson (Art & Design)	<b><i>MS G BONE (PT) (MODERN STUDIES)</i></b>
Miss C Vallance (Drama)	Ms R Campbell (RME)
Mr K Ayres (CDT)	Mr M Dornan (RME)
Miss S Smith (CDT)	Mr D Harvey (Modern Studies)
	Ms G Bone (Modern Studies)
<b>SUPPORT FOR LEARNING &amp; INCLUSION</b>	Mr M Lane (History)
<b><i>MRS K MCCLELLAND (PT-PS ASN) (ACTING)</i></b>	Miss P Livingstone (Geography) (DHT)
<b><i>MRS D SISI (PT-PS AIRD) (ACTING)</i></b>	Mr R Lockwood (Geography) (DHT)
Mr P Baird (Nurture)	Mrs V Rankin (Modern Studies)
Mr C Donkin (Learning Centre)	
Mrs A Heatlie (Learning Centre)	
Mrs N Heppenstall (Inclusion)	Mrs D Ferguson (Aird)

## SUPPORT FOR LEARNING ASSISTANTS

Mrs K Dornan	Mrs L Loch	Mrs C Ross
Mrs E Bolik	Mrs F McColm	Mrs H Saul
Mrs S Bullivant	Miss N McCulloch	Miss L Smith
Mrs C Burns	Mrs M McKenzie	Miss H Steel
Mrs D Dalli	Mrs L McLean	Ms K Topping
Mrs J Dunlop	Ms S Murdoch	Mrs L Wilson
Mrs K Henderson	Mrs L Patterson	
Miss K Jolly	Ms M Rennie	

## ADMINISTRATIVE STAFF

Mrs K Reid (Administrative Assistant)
Mrs W Adair
Miss E Bradley
Miss T Dickson
Mrs C Garrett
Miss A Mungall
Mrs J Sloan

## TECHNICIANS / ASSISTANTS

Mrs K Castle (Library Assistant)
Mrs K Cook (Technician – Science)
Miss D Currie (Technician – Science)
Mr J Dunlop (ICT Technician)
Mrs N Kane (General Assistant – Home Economics)
Mrs F McColm (Technician – Science)
Mr I Paterson (Technician – CDT)
Mr L Pepper (Network Administrator)

## JANITORS

Mr L Simpson
Mr R Dewar
Mr D Osbourne
Mr J Smith

## SKILLS DEVELOPMENT SCOTLAND

Mrs Karen Skilling
Mrs Kim McIlwraith
Mrs Kathryn Stevenson

## School Roll at Census 2024

1007





Dear Parent/Carers,

Thank you for reading this handbook which sets out the collective responsibilities our Council has for your child's education and I hope you find it helpful. Like you, we want the best possible future for your child. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools.

We have a shared interest in your child being happy, confident and successful in school and we make it our priority to remove barriers to learning whether these are related to the classroom or at home. This handbook gives important information on the benefits you may be entitled to and how we can help you apply for free meals, free transport, free childcare, clothing grants and allowances, and to make sure you have the right financial advice.

This handbook sets out information which is specific to Stranraer Academy. I hope this information is helpful in setting out how we can work together to benefit your child's learning and make sure they have the best possible experience at school.

We know that when families and schools work together there are real benefits for children. We can make collective efforts on their behalf to meet their needs and uphold their rights. Our schools are welcoming places at the heart of our communities and always want to hear from you about how we can do more to support you, so please talk to us. There are many useful contact numbers in this handbook or you can contact me at [ExecutiveDirectorEducationSkillsCommunityWellbeing@dumgal.gov.uk](mailto:ExecutiveDirectorEducationSkillsCommunityWellbeing@dumgal.gov.uk)

Yours sincerely

Gillian

**Dr Gillian Brydson**

Executive Director, Education, Skills and Community Wellbeing



**Education, Skills and Community Wellbeing**  
**Dumfries & Galloway Council**  
**Militia House, English Street, Dumfries, DG1 2HR**  
**Tel: 030 33 33 3000**

**Twitter: [@DGCEducation](https://twitter.com/DGCEducation)**

**Website: <https://www.dumgal.gov.uk/schools>**

**Education Authority Handbook**  
**<https://www.dumgal.gov.uk/article/20049/Education-Authority-Handbook>**

## THE SCHOOL

The original Stranraer Academy was opened in 1845 on the site of the present Dumfries & Galloway College Stranraer Campus. In 1965 a new Academy (old B Block) was built alongside a new High School (old A Block) and in 1970 the schools merged. A third block (old C Block) was built when the pupil roll increased to over 1600 pupils.

The opening of the first part of the new Academy during the autumn of 1997 saw a major advance in the quality of the school's built environment.



In January 2010 the long-awaited second phase was completed, following a 2-year building operation. Funded as part of Dumfries and Galloway's schools' PPP contract, the new building provides state-of-the-art accommodation for Art, Music, Drama, Home Economics, Science, Computing and Technical. It also includes a new reception and administration area, assembly hall and canteen, as well as new bases for Pupil Support and the Support Unit. As part of the programme, the first phase was fully refurbished. The final stage of the programme was the creation of the multi-use games area and the staff car park on the land formerly occupied by B and C Blocks.

Since then a new 3G games pitch has been added, with new floodlights, and incorporating a running track. This has been updated in Autumn 2022 and has been renamed in memory of Stuart Binnie, the late Physical Education and Healthy Living PT.

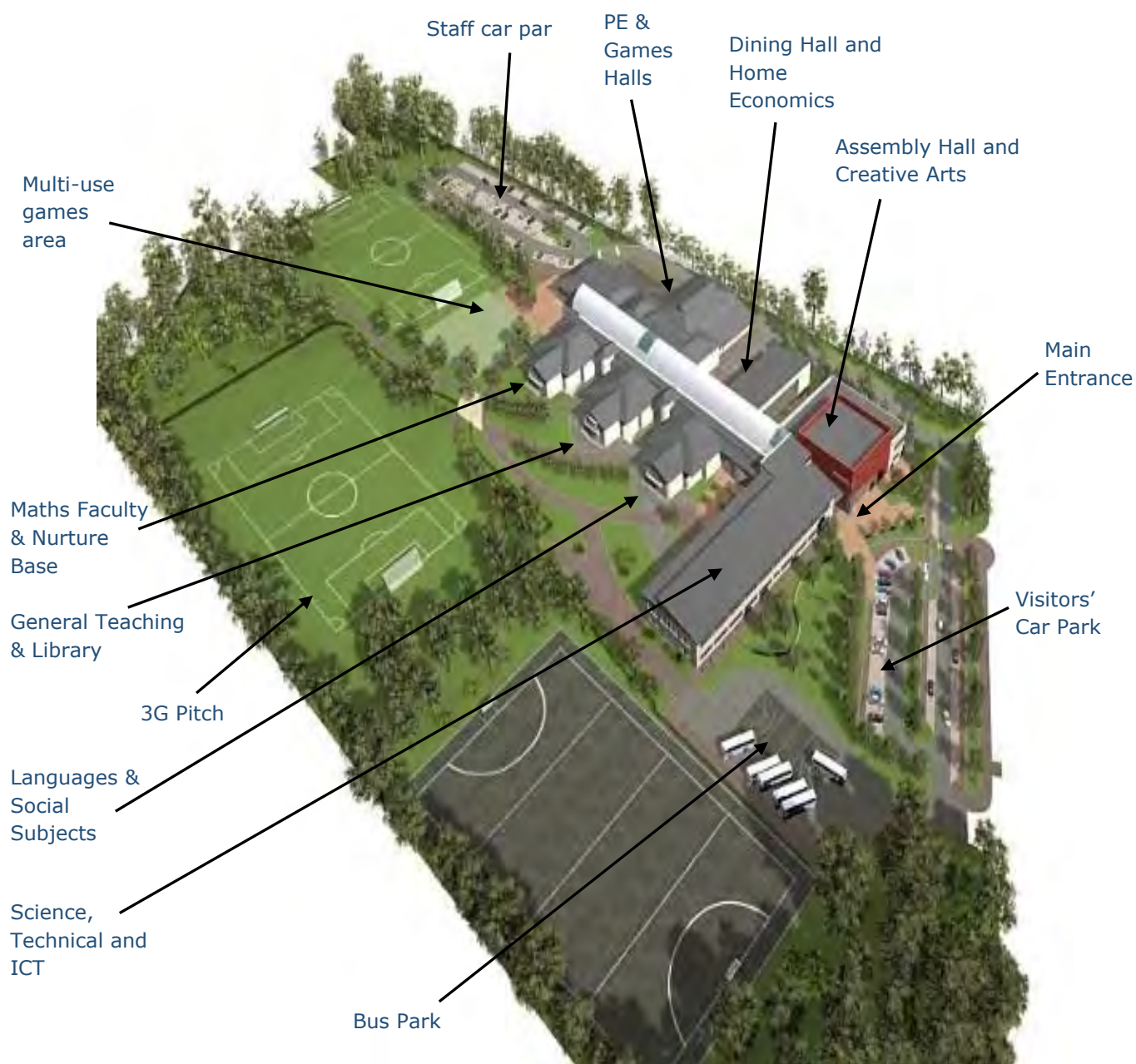
The whole building is fully equipped to meet the needs of people with additional support needs.

Around 70 full-time and part-time teachers work at the Academy. All are well qualified and committed to gaining the best for our students. Our teachers are aided by an enthusiastic team of support staff.





## STRANRAER ACADEMY – CAMPUS PLAN



## SCHOOL TERM DATES AND HOLIDAYS

The Education and Learning Directorate recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods. Whilst parents remain free, within reason, to remove their children for holidays during term time, you should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible and not fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what they have missed. Parents should always inform the school, in writing, of any such holiday plans. The exception to this is when a family holiday is judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events. A parent may be asked to come into school to explain the reason for their child's absence in line with the Education Authority's legal duty under the [Education (Scotland) Act 1980, Section 36]. Term dates can be found at <https://new.dumgal.gov.uk/schools-learning/schools/school-term-holiday-dates>

<b>Term 1</b>	<i>First day, Wednesday 21 August 2024</i> <i>Last day, Friday 11 October 2024</i>
<b>Autumn Holiday</b>	<i>Monday 14 October 2024 to Friday 25 October 2024</i>
<b>Term 2</b>	<i>First day, Monday 28 October 2024</i> <i>Last day, Friday 20 December 2024</i>
<b>Christmas Holiday</b>	<i>Monday 23<sup>rd</sup> December 2024 – Monday 6<sup>th</sup> January 2025</i>
<b>Term 3</b>	<i>First day, Tuesday 7 January 2025</i> <i>Mid-term holiday, Wednesday 19 February 2025 to Friday 21 February 2025</i> <i>Last day, Friday 28 March 2025</i>
<b>Spring Holiday</b>	<i>Monday 31<sup>st</sup> March – Friday 11<sup>h</sup> April 2025</i>
<b>Term 4</b>	<i>First day, Monday 14 April 2025</i> <i>Easter holiday, Friday 18 April 2025 and Monday 21 April 2025</i> <i>May Day holiday, Monday 5 May 2025</i> <i>Last day, Thursday 3 July 2025</i>
<b>Summer Holiday</b>	<i>Friday 4 July 2025 to Wednesday 20 August 2025</i>
<b>Pupils Return</b>	<i>Thursday 21 August 2025</i>

## THE SCHOOL DAY 2024-2025

The school day currently has 7 periods and Registration at the start of each day. The times are shown in the table below. Classes may be timetabled for single or double periods.

School Day	
<b>Registration</b>	8:55 – 9:10
<b>Period 1</b>	9:10 – 9:55
<b>Period 2</b>	9:55 – 10:40
<b>INTERVAL</b>	10:40 – 10:55
<b>Period 3</b>	10:55 – 11:40
<b>Period 4</b>	11:40 – 12:25
<b>Period 5</b>	12:25 – 13:10
<b>LUNCH</b>	13:10 – 13:50
<b>Period 6</b>	13:50 – 14:35
<b>Period 7</b>	14:35 – 15:20

## FREQUENTLY ASKED QUESTIONS

<b>My child feels ill?</b>	Your child should tell the class teacher who will send him/her to the Office. If the school cannot deal with the issue, you will be contacted. In serious cases, your child will be taken to hospital.
<b>My child misbehaves?</b>	Most of our pupils will never need to be sanctioned or spoken to because of their behaviour. On occasion some will need only polite guidance and will follow these instructions promptly and so avoid any further sanction. In the case of repeated misbehaviour in one subject the Principal Teacher of that subject may contact you. In those cases where behaviour is a concern in a number of classes, the child's Pupil Support Teacher will contact parents/carers.
<b>I need to contact my child?</b>	Telephone the school office and a message will be passed on.
<b>My child is being bullied?</b>	Encourage your child to speak to you and/or a teacher. If your child is reluctant to talk about it, please act on his/her behalf and contact his/her <a href="#">Pupil Support Teacher</a> .
<b>My child is not coping with coursework?</b>	Contact the <a href="#">Principal Teacher</a> of the subject your child is having problems with.
<b>My child cannot do class work?</b>	Write directly to the subject teacher asking for help.
<b>My child arrives late?</b>	Pupils are required to sign in at the School Office. Parents/Carers will be contacted if a pupil is persistently late, and the pupil may be placed on lunchtime detention.
<b>My child is absent?</b>	On the 1 <sup>st</sup> day of absence, you must contact the school before 10 am (preferably as close to 8.55am as possible.) If your child is absent and we have not heard from home, a 'Groupcall' text message will be forwarded to the contact numbers we have on your child's record. Please send a note to explain the absence when your child returns to school. If the absence is likely to be more than a week contact your child's Pupil Support teacher. Please note that all absence in term time, which is not medical, must be recorded as unauthorised or truanting which does not reflect well on your child's pupil record.
<b>My child has a doctor or dentist appointment?</b>	Please call the school office to advise of the appointment or send a note/appointment card with your child in order that he/she can sign out of school at the appropriate time. A telephone call will be made if the pupil tries to sign out without prior notification.
<b>My child has a bus pass problem?</b>	The School Office handles any difficulty with bus passes.
<b>Any other problem in school?</b>	Contact your child's <a href="#">Pupil Support Teacher</a> .



## BEHAVIOUR AND ETHOS POLICY

This policy seeks to ensure that Stranraer Academy provides an environment in which learning, safety and positive relationships are respected. In designing this policy, it is acknowledged that almost all Stranraer Academy pupils are kind, well behaved and want to do well in school.









Teachers and support staff in Stranraer Academy are highly skilled and committed to achieving the best outcomes for our pupils.

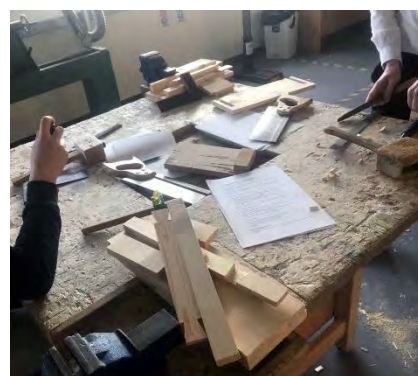
The small minority of pupils who do not meet our expectations around safety and respect of learning or who regularly fail to follow instructions will be supported through a variety of approaches as captured in their individual plans. However, this is a serious discipline issue.

It is never acceptable to disrupt learning or make other unsafe at Stranraer Academy.

Most of our pupils will never need to be sanctioned or spoken to because of their behaviour. On occasion, some will need only polite guidance and will follow these instructions promptly and so avoid any further sanction.

### OUR EXPECTATIONS

-  Always treat others with respect and kindness
-  Follow Instructions
-  Arrive to class on time and prepared to learn
-  Use Mobile Phones responsibly and with permission to support learning
-  Attend timetabled classes – keep any toilet breaks etc to a minimum
-  Move around the school calmly and quietly
-  Show you are part of our school community, wear our uniform and represent our school
-  Do and be your best



## TRANSITION - MOVING FROM PRIMARY TO SECONDARY

Stranraer Academy has twelve associated primary schools: five located within the town of Stranraer and seven in outlying communities. We make every effort to ensure that the move from primary to secondary school is as smooth and as anxiety-free as we can possibly make it.

The Primary/Secondary Liaison Group comprising primary and secondary school teachers meets regularly in the course of the school year with the aim of ensuring continuity of educational practice and experience. Before pupils move to the Academy in August, the Primary 7 teachers complete a transfer form on every individual pupil. This information is used to ensure continuity of progress and recognition of needs.



*P7 pupils visit the Academy during May and June*

HT/DHT will visit each primary school between February and the Easter holidays to undertake assemblies with P7 Pupils and to meet with relevant staff. This will allow an opportunity to discuss some of the daily processes e.g. daily timetable, break and lunch time, afterschool activities etc, with pupils and to offer a chance for pupils to ask questions as well as to discuss what pupils are most looking forward to.



Meetings will be held between relevant Stranraer Academy staff and Primary colleagues to collate information about which pupils from each school go together so that they have at least one friend in their class and ensure that pupils who don't work well together are kept apart.

Each P7 pupil will be assigned to an S1 Registration and Practical Set.

Staff aim to ensure P7 pupils who have siblings already at the school, are in the same PT-PS remit wherever possible.

Once class lists have been organised and each PT-PS has a designated class, PT-PS and Head of Year will undertake a short video clip where they introduce themselves, which house group they represent and what subject they teach for example.

### **Familiarisation visit (Mid to late June)**





Pupils from P7 will visit the Academy for a familiarisation and settling in visit when they will follow their S1 timetable. This will allow pupils to experience first-hand what it will be like for them in August.

### **Pupils with Additional Support Needs**

In addition to this transfer of information, members of the Academy's Pupil Support Team and Learning Support staff visit all the primary schools to meet pupils and to discuss the support that these pupils may need when they come to the Academy. Primary teachers provide a full pupil profile, which is managed and updated by Support for Learning staff at the Academy and made available to all necessary staff. Additional familiarisation visits to the Academy by pupils and parents can also be arranged.

## THE CURRICULUM

Scotland's curriculum – [Curriculum for Excellence](#) (CfE) – helps our children and young people gain the knowledge, skills and attributes needed for life in the 21st century. It is divided into two phases: the broad general education and the senior phase. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at helping children and young people to become:

-  Successful learners
-  Confident individuals
-  Responsible citizens
-  Effective contributors

These aims have never been more important as they are currently as the whole education system responds to the challenges of recovery from the Covid-19 pandemic. The needs of many young people and their families have shifted because of the pandemic and the goal of responding and adapting flexibly to meet the needs of all learners has never been more vital. Curriculum for Excellence (CfE) principles and aims offers education professionals, children, young people, and their families the flexibility required to respond and rise to the challenges brought about by the pandemic to ensure that all of our young people are able to maximise their potential through a rich, vibrant and responsive curriculum.



### How does Curriculum for Excellence work?

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement



### Curriculum levels and stages

- The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).
  - The broad general education has five Curriculum levels (early, first, second, third and fourth).
  - The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests.

**Broad General Education.** Throughout the Broad General Education phase, children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (early, first, second, third and fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education phase. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

**Experiences and Outcomes** are what the learner will be able to understand, a skill they have developed or what they are able to do. There are detailed Experiences and Outcomes for all subjects available on the [Education Scotland website](#); teachers work to deliver these, and the progress of learners is measured in how a young person responds and achieves in relation to the Experiences and Outcomes. Teachers are able to use a series



of benchmarks to help them better understand and make judgements about a young person's journey through the Experiences and Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the levels at which they are working.

**Senior Phase** learners work towards qualifications in the Senior Phase. Available qualifications and awards include National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work, National Progression Awards and Modern Apprenticeships. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training.

## BROAD GENERAL EDUCATION (S1-3)

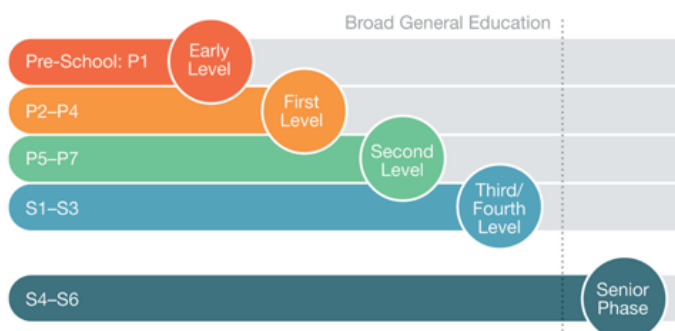
In S1/2 pupils follow a timetable which ensures that the eight curricular areas are experienced i.e. Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies.

In S3, a degree of subject choice allows pupils to select English and Mathematics along with 5 other subjects: together with a core provision of Physical Education, RMPS and Health & Wellbeing.

In S4, pupils continue with the core subjects of Physical Education, RMPS and Health & Wellbeing along with English, Mathematics and the 5 subjects from their S3 curriculum. This gives a total of 7 subjects which may be presented to SQA at National Level 3, 4 or 5.

## 2023-2024 PERIOD ALLOCATIONS FOR S1 – S4

Subject	Period Allocation		Subject	Period Allocation 2023-24	
	S1	S2		S3	S4
English	6	6	English	5	5
Mathematics	6	6	Mathematics	5	5
French	2	2	Subjects	7 subjects x 3 periods	5 subjects x 4 periods
Social Subjects	4	4	PE	3	3
RMPS	1	1	RMPS	1	1
Science	4	4	Health & Wellbeing*	1	1
PE	3	3	<b>Total</b>	<b>35</b>	
Home Economics	2	1			
ICT	1	2			
Technical	1	1			
Music/Drama	2	2			
Art	2	2			
Health & Wellbeing*	1	1			
<b>Total</b>	<b>35</b>	<b>35</b>			



The S5/6 curriculum gives pupils the opportunity to make further individual progress with their subjects, whether that is developing at National 3, 4 or 5 or taking their subjects to new levels at Higher or, in S6, to Advanced Higher. Experience of taking a new subject may be available to pupils. Pupils take 5 courses in S5 and up to 5 subjects in S6; giving them every opportunity to meet the entrance requirements for college and university.

## 2023-2024 PERIOD ALLOCATION FOR S5 &amp; S6

S5 & S6	
Subject	Period Allocation
5 subjects @ 6 periods	30
Physical Education	2
Health & Wellbeing	1
Private Study	2
<b>Total</b>	<b>35</b>

## SUBJECT CHOICE S3 – S6

## 2023 – 2024 OPTIONS AVAILABLE IN S3 AND S4

Students entering S3 in 2024 were offered the following subjects as options for study. In S4 they will continue with 5 of their chosen subjects, along with English and Maths, through to national certificate exams and awards.

<b>Expressive Arts</b> <i>with a focus on...</i>	<b>Science</b> <i>with a focus on...</i>	<b>Social Subjects</b> <i>with a focus on...</i>	<b>Technologies</b> <i>with a focus on...</i>	<b>Elective</b>
Art & Design <input type="checkbox"/>	Biology <input type="checkbox"/>	Business Management <input type="checkbox"/>	Admin & IT <input type="checkbox"/>	Admin & IT <input type="checkbox"/>
Business & IT <input type="checkbox"/>	Chemistry <input type="checkbox"/>	Geography <input type="checkbox"/>	Chemistry <input type="checkbox"/>	Art & Design <input type="checkbox"/>
French <input type="checkbox"/>	Physics <input type="checkbox"/>	History <input type="checkbox"/>	Computing Science <input type="checkbox"/>	Biology <input type="checkbox"/>
Health & Food Technology <input type="checkbox"/>	Science & Technology <input type="checkbox"/>	Modern Studies <input type="checkbox"/>	French <input type="checkbox"/>	History <input type="checkbox"/>
Music <input type="checkbox"/>		Religious, Moral and Philosophical Studies <input type="checkbox"/>	Graphic Communication <input type="checkbox"/>	Modern Studies <input type="checkbox"/>
Physical Education <input type="checkbox"/>			Practical Woodworking <input type="checkbox"/>	Physical Education <input type="checkbox"/>



## 2023 – 2024 Options Available in S5 and S6

Students continuing into S5 and S6 in 2024 were offered the following subjects as options for study.

	Column A	Column B	Column C	Column D	Column E
<b>SCQF Level 6/7</b>	Advanced Higher English Higher Biology Higher English Higher Modern Studies Higher P.E. Higher R.M.P.S. NPA Business & IT/Personal Finance	Higher Admin & IT Higher Art & Design Higher Business Management Higher Graphic Communication Higher Maths Higher P.E. NPA Customer Service/Barista Music Performance Units	Higher English Higher Geography Higher Health & Food Technology Higher History Higher Modern Studies NPA Cyber Skills	Advanced Higher Biology Advanced Higher Music Higher Admin & IT Higher Biology Higher Chemistry Higher French Higher Music Higher Photography Higher Physics Higher Sociology (S6)	Advanced Higher Art & Design Advanced Higher Chemistry Higher Art & Design Higher Biology Higher Business Management Higher Chemistry Higher History Higher Maths
<b>SCQF Level 4/5</b>	N5 Biology NPA Business & IT/Personal Finance N5 English N5 P.E. N5 R.M.P.S. NPA Agriculture NPA Rural Skills	N5 Art & Design N5 Business Management N5 Graphic Communication N5 Maths N5 Application of Maths N5 P.E. NPA Customer Service/Barista Music Performance Units	NPA Cyber Skills N5 English N5 Health & Food Technology N6 Modern Studies NPA Photography N5 Physics	N5 Admin & IT N5 Biology N5 Chemistry N5 Hospitality N5 Practical Woodwork N5 Travel & Tourism	N5 Business Management N5 Maths N5 Application of Maths N5 Practical Metalwork N5 Bakery
<b>College Academy and Others</b>	<b>College Academy:</b> Professional Cookery (L4/5)	<b>SWEIC Courses:</b> Advanced Higher Physics (Online) Advanced Higher Biology (In school and Online)	<b>College Academy:</b> Early Learning & Childcare (L5) Sport & Recreation Management (L5) Construction Crafts (L5) Hair & Beauty (L4/5) Automotive Skills (L4)  <b>SWEIC offer</b>	Foundation Apprenticeships are also offered by DGC. Further information is available from their website.	<b>College Academy:</b> NPA L5 Digital Media Animation (online) L4 Renewable Energy Practical Skills  <b>SWEIC offer</b>





Our school benefits from an Additional Support Needs Principal Teacher, who has responsibility for co-ordinating support for pupils with Additional Support Needs. These pupils may be in mainstream school, the Learning Centre or in our Aird, Severe and Complex Needs Unit. The department is staffed by Support for Learning Teachers and Support for Learning Assistants.

Pupils in mainstream classes are supported academically by both Support for Learning Teachers and Assistants who work collaboratively with the pupils' subject teachers. Where necessary, pupils also have access to technology to allow them to fully participate in the curriculum and to aid in the presentation of their work.

Students may be withdrawn from certain mainstream classes to enable them to have individual or small group study periods where extra time and tuition can be given to these students. These tuition periods are staffed by Support for Learning Teachers and mean that each child receives the specific support necessary for his/her needs.

Pupils who need more detailed individualised programmes of study may have a portion of their timetable in the Learning Centre where teaching is in small groups and is specifically tailored to individual needs.

During S1 and S2 all pupils follow an appropriate Curriculum either in mainstream classes or through the Individualised Educational Programmes in the Learning Centre.

From S1 to S3 all pupils have an entitlement to a Broad General Education. In third year pupils select subjects to study which may lead to the award of National 1, 2, 3, 4 or 5 at the end of fourth year. National 1 and 2 awards are delivered by Support for Learning staff.

During examinations pupils who have additional needs are considered for special provisions to allow them to achieve their potential in their examinations. These provisions may take the form of an extra time allowance, readers, scribes, transcription of papers or the use of a computer. The co-ordination of this provision is done by the Support for Learning Department in conjunction with the SQA and mainstream staff.



**Parents/carers who think their child may have additional support needs should in the first instance contact their child's Pupil Support teacher.**

## ADDITIONAL SUPPORT FOR LEARNING

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility in order to ensure that all children and young people have access to quality learning opportunities and experiences.

The Authority aims to remove barriers to learning for all children with additional support needs through a range of offers. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher, for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

This commitment to meeting the needs of all children is based on the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009. The Presumption of Mainstream ([www.gov.scot/publications/guidance-presumption-provideeducation-mainstream-setting/](http://www.gov.scot/publications/guidance-presumption-provideeducation-mainstream-setting/)) means that most children will be supported in their local school.

What is Additional Support for Learning (ASL)? If your child has a barrier to learning they can be said to have 'Additional Support Needs'. Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

Disability or Health	Down's syndrome	Visual Impairment	Language or speech disorder	Autism Spectrum Disorder
	Attention deficit hyperactivity disorder	Health needs	Physical and motor impairment	Selective mutism
	Deaf and hearing impaired			
Learning environment	Highly able pupils	English as an additional language	Dyslexia	
Family circumstances	Young carers	Travelling communities	Looked after by the local authority	Interrupted learning
Social and emotional factors	Experiencing bullying behaviour	Social and emotional behavioural needs	Bereavement	Restorative approaches

In the main, needs are identified at primary school and communicated to the Academy at the point of transition. However, information received from primary schools is cross-referenced to information gathered early in S1 to ensure appropriate provision for all. Furthermore, all members of staff have a duty of vigilance with regard to pupils' needs and will inform the Support for Learning Department of any concerns, in order that assessments can be made and appropriate support offered.

If you have any concerns about your child, you should speak to a member of staff in the school in the first instance. The majority of children with additional support needs have them met in the classroom by their teacher, through differentiated teaching approaches.

Individuals and groups of children work with our Support for Learning staff, usually in the classroom. However, pupils can occasionally be withdrawn for one-to-one tuition or assessment purposes and an Individualised Education Programme can be created for specific targets. Sometimes a pupil will have a Co-ordinated Support Plan if several agencies are working together to meet educational objectives for an individual child or young person.

## SCOTLAND READS PROGRAMME

Scotland Reads is a paired reading programme designed to support pupils with their reading and literacy skills. Stranraer Academy has been running the programme since 2012 and, as a result, we have seen improvements in pupils' reading skills, confidence and motivation.

Teachers identify pupils in S1 who would benefit from the programme and these pupils read, on a one-to-one basis, with a trained volunteer. The programme runs in the library during registration time and pupils typically attend four times a week.



If you would like more information regarding any aspect of Scotland Reads please contact Mrs Gosling or Mrs Fay.

## AIRD

Aird is situated within the main building of Stranraer Academy and caters for pupils with Severe and Complex Learning Difficulties. The pupils follow the Equals Curriculum and, where appropriate, are included in mainstream classes. A good number of senior Academy pupils regularly opt to do a work experience placement in Aird.

Accommodation within Aird includes two teaching areas, a multi-sensory room, hydrotherapy pool, a spacious kitchen for life skills, and a dining/play area. It has ready access to the rest of the school.

The pupils also benefit from the expertise of a multi-disciplinary team made up of visiting specialists, teaching staff, educational psychologist, paediatrician and paediatric nurse.

## HOME/SCHOOL PARTNERSHIP

We strive to be a caring community where warm personal relationships lead to mutual respect and understanding. We believe that a pupil's education should be based on and is enhanced by a sound partnership between home and school.

There is considerable evidence to suggest that the better the quality of home/school support for the child the more that child will gain from the experience of being at school. Consequently promoting this partnership between home and school is an important part of our work.



An important link between school and home is the Pupil Support Teacher; formerly known as the Guidance Teacher. The Pupil Support Team at present consists of 4 [Principal Teachers](#) who have responsibility for the personal, curricular and vocational support of a specific class in house groups. Assemblies, either in House groups or for year groups, are a means of passing on important information to pupils and addressing individual year group and/or whole school issues.

## PUPIL ENTITLEMENT

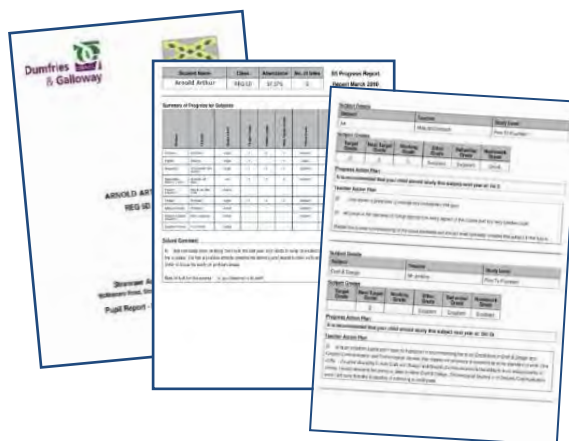
Each pupil is entitled to 2 interviews with their Pupil Support Teacher during each academic year. One of these interviews may be in the form of a small group interview but the other should be on a one-to-one basis between the pupil and his/her Pupil Support Teacher.

## PUPIL SUPPORT ACTIVITIES

Pupil Support is delivered through a range of activities such as:

- Developing the Health and Wellbeing Course, which covers topics such as health, relationships, smoking/vaping, alcohol and drug abuse and sex education.
- Developing a Careers Education Programme.
- Being the Named Person for most young people on their caseload.
- Contributing to the year group assemblies.
- Contacting home and arranging meetings if appropriate.
- Interviewing pupils twice per year.
- Meeting with pupils and parents/carers for target setting and when curricular choices are being made, e.g. at end of S2, S4 and S5.
- Advising senior students on completion of university application forms.
- Monitoring behaviour and attendance.
- Monitoring attainment and progress of each child.
- Liaising with partnership agencies.





## ASSESSMENT

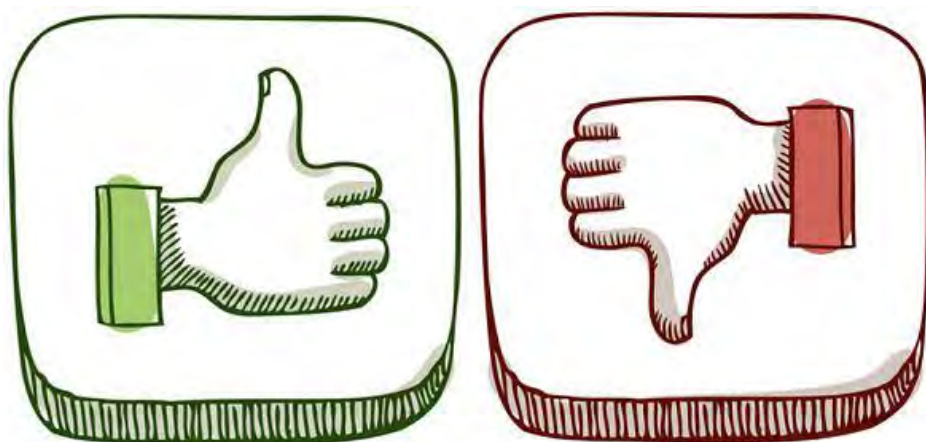
Assessment is an ongoing, helpful and essential part of the learning and teaching process and one which supports the task of matching the curriculum to an individual pupil's attainment, ability and interest.

S1 and S2 pupils are assessed at regular intervals throughout the year. This continues in S3, with the addition of more formal assessments in late April/early May in some subjects.

In S4, S5 and S6 – assessment is continuous throughout the year but formal [Scottish Qualification Authority](https://www.sqa.org.uk/) (SQA) Preliminary examinations are held late in the Winter Term for students in S4, and early in the Spring Term for those in S5 and S6 following National 5, Higher and Advanced Higher courses.

## MERITS AND DE-MERITS

A system of merits and de-merits is also used to recognise good progress, effort, behaviour, co-operation etc., while de-merits are used to record concerns. A system of referrals is used to communicate and manage more serious issues.



## HOUSE STRUCTURE

There are 4 houses in Stranraer Academy. The names were chosen by a poll of pupils and staff. They are, Dunskey, Glenapp, Inch and Logan. The houses comprise 2 classes in each year group and pupil support principal teachers maintain their contact with pupils through the house system.

House	Head of House
Dunskey	Dr R Marshall
Glenapp	Ms S Fingleton
Inch	Mrs C Dougan
Logan	Mr D Halliday

As far as the senior pupils are concerned, within each house group we have house captains and vice captains as well as prefects from our S5 & S6.

## SENIOR PUPIL REPRESENTATIVES

We have also appointed a head boy and girl along with deputies from the senior pupils. All pupils in positions of responsibility contribute to the school in many ways for example, through supervision duties around the school and attendance at information evenings.



**Innes Jack**

**Head Boy**

Jack Barrett

Depute

**Violet Raphael**

**Head Girl**

Ellie Miller

Depute

## PUPIL LEADERSHIP TEAM 2024-2025

## AWARD CEREMONIES

Annual award ceremonies were introduced in 2007. These are an opportunity to recognise and celebrate pupil achievement across a wide range of activities – academic, extra-curricular, citizenship, attendance etc.

Award Ceremonies are held for S1/2, S3/4 and S5/6. Awards include 'Student of the Year' in each year group, presented to the individual who has made the most notable contribution across a wide range of areas of school life.

Winners receive an engraved glass trophy to keep and also a shield which they keep for a year.



## MAKING CONTACT WITH THE SCHOOL



There are opportunities for parents/carers to discuss their child's progress during parents' nights and parents/carers are also welcome to contact the school at any time to make an appointment to meet with their child's Pupil Support Teacher. (Please note that appointments are necessary as all Pupil Support staff also have a significant teaching commitment.) The school also endeavours to highlight issues of concern by writing directly to parents/carers or, on occasion, by running evening sessions on a particular topic from time to time.

House	Principal Teacher Pupil Support	Email address
<b>Dunskey</b>	Mr R Marshall	<a href="mailto:gw21marshallross@glow.sch.uk">gw21marshallross@glow.sch.uk</a>
<b>Glenapp</b>	Ms S Fingleton	<a href="mailto:gw11fingletonsara@glow.sch.uk">gw11fingletonsara@glow.sch.uk</a>
<b>Inch</b>	Mrs C Dougan	<a href="mailto:gw08douganclaire01@glow.sch.uk">gw08douganclaire01@glow.sch.uk</a>
<b>Logan</b>	Mr D Halliday	<a href="mailto:gw08hallidaydouglas2@glow.sch.uk">gw08hallidaydouglas2@glow.sch.uk</a>
<b>Additional Support for Learning</b>	Mrs K McClelland (Learning Centre, Acting)	<a href="mailto:gw08mcclellandkirst2@glow.sch.uk">gw08mcclellandkirst2@glow.sch.uk</a>
	Mrs D Sisi (Aird, Acting)	<a href="mailto:gw18sisidiane@glow.sch.uk">gw18sisidiane@glow.sch.uk</a>



## Stranraer Academy Parent Council

All parents are encouraged to attend Parent Council meetings. These take place in the school and all parents/carers are welcome to attend. Dates of the meetings are published on social media channels and in the previous minutes.

Further Parent Council contact details can be found on the school website:

<https://stranraeracademy.org/parent-council/>

Chairperson	Susie Petrucci
Vice-Chairperson	Harry Harbottle
Treasurer	Jenny Macdonald
Secretary & Social Media Administrator	Louise Jamieson
Co-opted Member	Robert Downie

Email: [parentcouncilstranraeracademy@gmail.com](mailto:parentcouncilstranraeracademy@gmail.com)

Facebook: [Stranraer Academy Parent Council](#)

Twitter: [Stranraer Academy Parent Council](#)

Instagram: [Stranraer Academy Parent Council](#)

*The Parent Council regularly contribute to and fund many programmes and schemes for the benefit of all our pupils.*



# Stranraer Academy School Uniform



**Black school blazer with school badge**

**Black school tie with school logo**










**White shirt/blouse**

**Black trousers/skirt**

**Black Shoes**

The new school uniform was chosen after full consultation and **all pupils** are expected to wear it. We hope that pupils will wear the uniform with pride, will present a smart and tidy appearance at all times and will be at once identifiable as Stranraer Academy pupils.

## Uniform guidelines

-  Jackets and outer garments should be removed when entering the school building.
-  Blazers should be worn in and around the school but can be removed during classes.
-  Trousers should be school type trousers and plain black (not leggings nor denim/skinny jeans).
-  Skirts should be plain black school type skirts.
-  Shirts/blouses should have collars and sleeves and should be buttoned.
-  Ties should be worn at all times except in subjects where, for safety reasons or ease of working they can be removed. Ties should cover every button.
-  Plain black v neck jumpers/cardigans can be worn.
-  Shoes should be **plain** black, including laces (canvas type shoes/trainers are acceptable **without** designs/logos).
-  The usual guidelines exist for bringing school bags and equipment to school and for inappropriate clothing (please see the [authority handbook](#))

Stranraer Academy Parent Council and the school Senior Leadership Team fully support the uniform policy. It is not optional, and we expect all pupils to follow the guidelines as detailed above. If pupils fail to follow these guidelines in the first instance parents will be contacted and asked for their help in supporting the school.

It is not normal policy for the authority to remove a pupil from school solely based on her/his dress. However, a persistent refusal to respond to a reasonable dress code could be deemed a challenge to the Headteacher's authority and as such be detrimental to the good order of the whole school community. In such circumstances a Headteacher could justify the use of other school disciplinary procedures.



## STUDY SUPPORT

Many departments and individual teachers provide after school sessions to assist pupils in S4 – S6 in preparation for exams. Some sessions run throughout the year; other from January in the lead up to the SQA exams. Dates and times will be shared with pupils in school.



Pupils in the BGE (S1-S3) have the opportunity to attend other clubs both after school and during break times to support them in their learning. Details will be shared in school.

## EASTER SCHOOL

During the Easter break students from S4 – S6 are offered the opportunity to take part in an Easter School programme, which is designed, to offer extra quality supported study immediately prior to the SQA examinations.

Staff from a wide range of subject areas offer their services and a timetable is drawn up which indicates where and when in school each subject will be available. Students are then able to focus their study by choosing which subjects to attend. As a result, students are better prepared and more confident as they approach the diet of examinations in May/June.



Students are not expected to attend Easter School 'full time' although they would be welcome to do so. For some of the more 'popular' subjects, it may be necessary to offer several sessions to ensure that all who wish to take part have the opportunity to do so. Space is also available in the school library for those who require a quiet place to study.

Students often find the thought of sitting the SQA examinations very daunting and stressful and having teachers on hand to offer counselling and practical advice is usually greatly appreciated.

## ANNUAL SENIOR EVENTS



### SNOWBALL

The Christmas 'Snowball' is one of the most popular events in the social calendar for 5<sup>th</sup> and 6<sup>th</sup> year students. This annual event is always well attended, and our Seniors look forward to it every year.

### SENIOR PROM

The senior prom gives Senior Pupils the opportunity to celebrate the end of the school year in style. This event was very well attended and is a fitting end to Secondary school for outgoing students.

## MOBILE PHONES

Parents/carers are asked to note the school's [policy](#) for dealing with the use of mobile phones in class. Mobile Phones or Smart Watches should not be used, seen or heard in classes unless with express permission from teachers for educational purposes. If this policy is breached, the teacher will confiscate the phone which will then be kept safely in the School Office and a groupcall sent home to advise that it should be collected by a parent/carer at the end of the day. A record of the incident is kept.






## GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

Getting it Right for Every Child Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. The 'named person service' is part of our local GIRFEC approach and how we support children and young people in Dumfries and Galloway. For you and your child, GIRFEC means that:

You are the expert on your child and what you think matters. Getting it right for every child means that the school will always seek to involve you, to listen to your opinions and take them seriously.



-  Every child will have someone in the school who can be the point of contact. The named person function is there if needed, but children and families do not have to make use of their named person, and many children and their families will never need to do so.
-  In Stranraer Academy, your child's 'named person' is their child's pupil support teacher. These are members of school staff who already have existing roles in providing help and support to children and their families.
-  If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. In these instances, a 'lead professional' will be agreed from within the network of practitioners who are working with your child and family and this person will coordinate the support for your child. Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

For more information on getting it right for every child in Scotland visit [www.gov.scot/policies/girfec/](http://www.gov.scot/policies/girfec/)

For any local enquiries please email [GIRFEC@dumgal.gov.uk](mailto:GIRFEC@dumgal.gov.uk)

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, nurtured, healthy, achieving, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

There is an expectation that drugs, substances and weapons will not be brought onto the school environment. 'In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/carers will be contacted, and their cooperation expected. The police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons'.

All schools in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents/carers when issues of concern arise. The wellbeing of children and young people is a priority for all schools. As a result, all schools have child protection coordinators who will work with children, families and supporting partners in matters relating to Safeguarding and Child Protection.

### CHILD PROTECTION CO-ORDINATORS

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#### Child Protection Co-Ordinator and LAC Champion

Pamela Livingstone



[Stranraer Academy Safeguarding, Child  
Protection and Wellbeing Policy](#)

#### Depute Child Protection Co- Ordinator

Claire Dougan



[Dumfries & Galloway Council Child  
Protection](#)

#### Depute Child Protection Co- Ordinator

Jamie Farquhar



## YOUTH ENGAGEMENT OFFICER – PC GARY MCCUTCHEON



Police Scotland is a government organisation, founded in 2013.

**Location:** Area Police HQ

Cornwall Mount  
Dumfries  
DG1 1PZ

**Telephone:** 101

Stranraer Academy Campus Officer  
contact:

E-mail:  
[gary.mccutcheon@scotland.pnn.police.uk](mailto:gary.mccutcheon@scotland.pnn.police.uk)

Our Campus Police Officer is PC Gary McCutcheon. To contact the Police in non-emergencies, dial 101. Remember to call 999 in an emergency.

Police Scotland uses the campus police officer's page on the Stranraer Academy website to raise awareness of our work in the area particularly involving children and young people at Stranraer Academy. It is used as an additional means of communicating with the people we serve in Wigtownshire and in particular, parents and carers of pupils at Stranraer Academy.



## EXTRA CURRICULAR SPORTS CLUBS & ACTIVITIES







Alison Murray is the Active Schools Officer for our Stranraer cluster and is responsible for the organisation of after-school sports and activities.

Staff and local coaches give up and volunteer their time to be involved in the extra-curricular programme, and this is supplemented by parent volunteers and qualified coaches from external agencies. This allows for a varied programme of sporting clubs to be held after school and several clubs also give pupils the opportunity to participate in Regional leagues and events and also National championships. A list of these clubs can be found on the PE Noticeboard.



Extra-curricular activities at Stranraer Academy aim to:

-  Develop their sporting and recreational interests of pupils across a wide range of activities.
-  Promote personal and social development of pupils through co-operation and interaction with others.
-  Foster closer links between pupils and staff through a relaxed working environment.
-  Offer links to clubs and sports in the community.

Every effort is made to include and encourage a wide range of abilities and interests. Pupils who attend the clubs find the experience both enjoyable and rewarding.

## EXTRA CURRICULAR GROUPS

The school offers a wide range of other extra-curricular activities. These include the Duke of Edinburgh's Award Scheme (Bronze, Silver and Gold), Eco-Schools and the Dandelion Project, Fairtrade and Young Enterprise. Additional weekly extra-curricular activities consist of: an S1 CDT Craft Club, Warhammer, Boys Rugby, Boys Football, Badminton, Girls Rugby, Girls Netball, LGBTQ+ drop in and others







### Stranraer Academy Pupil Council

Stranraer Academy's Pupil Council is made up of enthusiastic members from each year group with the purpose to give students a voice in the running of the school.

This Council meets monthly and is made up of student representatives elected from S1-S6 to discuss important issues and suggestions brought up by fellow pupils. The Pupil Council can then meet with the Senior Management Team and the Parent Council to suitably deal with issues and ideas put forth by pupils.

The Pupil Council is organised and run by the Student Leadership Team of Head Girl and Head Boy along with their deputies and is overseen by Acting DHT Mr Hyslop.

## HEALTH AND SAFETY



### SAFETY WITHIN THE BUILDING

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Pupils and staff are encouraged to regard their own and other's safety as of paramount importance. Everyone is advised that doorways, stairways and walkways are required to be kept clear of all obstacles at all times e.g. schoolbags, equipment etc. Movement round the school campus should take careful consideration of others, particularly younger, smaller individuals and those with disabilities.

## FIRE ALARM SYSTEM



The fire alarm system in the new building is directly connected to the town's fire-fighting service. This means that if our alarm is set off, the fire-fighting service is automatically alerted however the school is **still** required to dial 999 in the event of an emergency.

Each term, the school carries out a practice evacuation of the buildings to ensure that pupils and staff are familiar with the procedures of vacating the buildings in the event of a fire.

If the fire alarm is deliberately set off without legitimate cause, the person responsible may –

- i) be excluded from school
- ii) be charged with a criminal offence
- iii) have to meet the financial cost of the fire-fighting service call-out, approximately £340.00 plus V.A.T. per appliance (fire engine)

## CCTV

The school has a full CCTV system within the campus grounds which provides additional security to all users of the school campus and buildings.



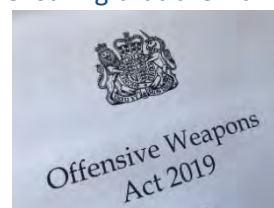
## VISITING THE SCHOOL

All visitors are required to sign in at the School Office where they will be given a visitor's badge.



## OFFENSIVE ITEMS

It must be clearly understood that items of an offensive nature e.g. weapon (including replicas) or drugs etc. must not be brought into the school by any person. Parents/carers have the responsibility of ensuring that their child does not bring into the school any item which may be deemed to present a danger to the safety of others. In responding to such incidents, the school will follow Authority guidelines and may also involve the police.



## BULLYING

The term bullying is used to cover physical or verbal abuse or any actions which inflict social exclusion upon an individual. Given its potential to damage the physical and/or mental well-being of individuals and consequently hinder their educational progress, bullying is taken very seriously in Stranraer Academy.

Through our programme of assemblies and personal and social development lessons, we encourage pupils who are being bullied to self-refer and/or other pupils to inform us if they know of anyone who is being bullied. We also operate a buddying scheme where senior students provide support for younger pupils who self-refer because of bullying.

Where a pupil is reluctant to come forward, the school invites parents/carers to contact any member of the Pupil Support Team with any problem that their child might be experiencing in terms of being bullied.

All instances of bullying are dealt with by the school's Pupil Support Team as a matter of urgency. In all cases where bullying is proven to have taken place, the parents/carers of both victim and bully will be involved. It should be noted that serious sanctions will be put in place for those who persistently bully others. All reported instances are recorded.

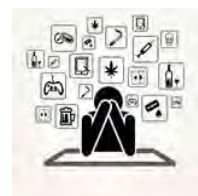
In view of the fact that Stranraer Academy is committed to providing a learning and social environment which allows every youngster to develop free from anxiety, fear and intimidation, our anti-bullying policy is currently being reviewed in order to ensure that our procedures are being carried out effectively.

This policy is currently under review and will be final for session 2024-2025.



## PUPILS AND DRUGS





In responding to drug related incidents, the school will follow Authority guidelines. In all such circumstances, parents/carers will be involved and their co-operation expected. It should be understood by pupils and parents/carers that the police **will** be involved if drug misuse is suspected.



## NO-SMOKING/VAPING POLICY

The school is committed to providing a healthy, comfortable and productive work environment for our pupils. It is important to recognise that smoking/vaping will not be permitted in any school buildings or on school grounds. This is a Non-Smoking/Vaping Statement within a wider Tobacco Control Policy.

What the policy means:

-  Pupils will not be allowed to smoke or vape at any time in the school buildings or on school grounds, or around the entrances to the school grounds.
-  It will not be permitted to smoke or vape on trips organised by the school or Dumfries and Galloway Education and Community Services.
-  Pupils will not be permitted to carry smoking or vaping material on school grounds or within the school building. This includes, for example, cigarettes, vapes, lighters, matches and cigarette papers.
-  The policy applies to all school pupils, including those over 16 years of age.



**There are no areas on the campus where smoking or vaping is permitted by anyone.**

## GENERAL INFORMATION

## ATTENDANCE

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Great importance is placed on pupil attendance at Stranraer Academy. It is your responsibility as parents/carers to ensure that your child(ren) attends school regularly. Parents/carers are required to inform the school in advance of foreseeable absences of pupils, e.g. hospital appointments, family occasions etc.

On the first day of an absence due to illness parents/carers are asked to phone the school. Absences are recorded on class registers each period, which highlights any unexplained absences from classes immediately. Frequent or irregular absences, not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Attendance Support Team. **The school uses the Groupcall texting system to alert**










**parents/carers to their child's absence if no reason has been communicated to the school.** On return to school following a period of absence, pupils **must** bring a note from a parent/carer to their Register teacher. It is accepted that parents/carers do generally notify the school about reasons for absence, but may not be aware of the cumulative effect of absences on their child's potential attainment.

If possible, please try to make dental/medical appointments out with school hours. However, if this is not possible, please inform the school of the appointment in writing, by sending an email or by telephone and the arrangements to collect your child from school.

### Unexplained Absences/Lateness.

Parents are asked to ensure that:

-  The school is informed if the family are running late.
-  Any legitimate absence is notified to the school by telephone before 9am on the first day of the absence without fail, and that further calls, before 9am, are made on every subsequent day of the absence. The school may contact you if there are concerns about a child's absence.
-  Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are generally numbers where a response will be received. This is particularly important with mobile phone numbers. Please update the office if you change your mobile number. Again, this is essential as the school may need to contact you if your child is ill.
-  The school is kept informed of the absence and the likely return date.
-  Any planned absences are officially notified to the school, in writing, in advance.
-  School would be informed before 1.15pm if a child was not returning to school after lunch because of becoming unwell over that period.
-  Latecomers (after 9.10am) report to the school office on arrival at school.

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. Due to the amount of extra work involved and necessity of having the correct information, we would ask you to make note of the above requirements and ensure that you follow through the procedures to ensure the safety of all our children.

## PUPILS LEAVING THE SCHOOL DURING THE SCHOOL DAY

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Pupils who need to leave school during the school day for any purpose whatsoever (i.e. doctor/dentist appointments) are required to sign out at the School Office and give their reason for leaving. They must also report to the office on their return to school. The school requires a written notification of any absences. The school also requires a notification of any planned absences, and this can be provided several ways: to the school office, the child's register teacher or their pupil support teacher by a letter, phone call or an email.



## ARRANGEMENTS FOR HEALTH CARE

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Pupils who take ill during the school day must report to the School. Pupils will only be sent home when it is established that there is someone at home ready to receive. On those few occasions when a pupil requires immediate medical attention, every effort will be made to notify parents/carers as quickly as possible. Pupils already showing signs of being unwell should be kept at home rather than sent to school. There are a few members of staff who can offer emergency First Aid but there are no medically qualified personnel on site.



## TAKING MEDICATION IN SCHOOL

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Any medication to be administered in school should be clearly marked with the pupil's name, should be brought to school by the parent/carer and should be delivered together with the completed medical consent form to the school office. **Please note that the school is not permitted to administer medication of any kind other than that brought from home covered by a completed medical consent form.**

It is the responsibility of the parent/carer to check that the medication is not out-of-date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each school year. If the administration of medication is to continue all relevant information must be supplied on a new medical consent form at the commencement of the next session.

If a parent/carer considers their child to be responsible enough to carry and administer their own medication, they should be allowed to do so. In this event, the school must be informed what the medication is and what condition/illness the child is suffering from.

A student over the age of 16 has full legal capacity to consent to medical treatment, or to refuse consent.



## SCHOOLBAGS

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Parents/carers may be aware that there has been concern nationally that children who regularly carry schoolbags which are too heavy or poorly designed are at risk from back pain both now and in later life.

The National Back Pain Association recommends that the best bags are rucksacks with two thick straps and Stranraer Academy recommends that parents/carers provide this type of bag. The NBPA recommends that children should not carry weights of more than 10% of their own bodyweight. The maximum advised for 17-year-olds is 6kg. Pupils are advised to use both shoulder straps when carrying their rucksacks, in order to achieve an even distribution of the load.





## LOST PROPERTY

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Lost property is logged and kept at the School Office or in the PE base. Items are listed in the Daily Notices (read to students each morning by their Registration teacher and posted on noticeboards around the school). Any



clothing handed in which has been named will be returned to the student therefore it would be beneficial to you to ensure all your child's clothing is clearly marked.

Unclaimed lost property is donated to charity at the end of each term.

## ITEMS OF VALUE

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Pupils are advised not to bring items of value and large sums of money into the school. If it is absolutely necessary to do so, such items should be left at the school office at the beginning of the day and picked up again at the end of the day.



## TRAVEL TO AND FROM SCHOOL

Organised school transport is available for some school children attending Stranraer Academy if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>. All young people are now entitled to free bus travel through their National Entitlement ([Young Scot](#)) Card.



### WHO IS ENTITLED TO SCHOOL TRANSPORT?

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- Pupils who live 3 miles away from their catchment school if they are 8 years and over
- Roman Catholic children attending the denominational school for their address and live the above statutory distances from that school.

However, it is the Parents responsibility to ensure that that their child reaches the designated pickup point or the school safely. With respect to the safety of any route to a designated pick-up, the Transport Policy states that "All routes are assessed on the assumption that the child is accompanied by a responsible person."

### HOW DO I FIND OUT IF MY CHILD WILL RECEIVE SCHOOL TRANSPORT?

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When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using [Near Me](#) on D&G website. Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school. However, the parents/carers of pupils moving into the area must apply to Jane Shaw, School Transport, Commerce Road, Stranraer. Tel: 01776 707566 to benefit from this provision.

Any alterations to transport arrangements that occur during the school year will be communicated prior to any changes being made. If school bus passes are required these are issued at school.

### FREE TRAVEL FOR 5 - 22 YEAR OLDS

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From 31 January 2022 all children and young people aged 5-22 are entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.getyournec.scot](http://www.getyournec.scot) (this cannot be done through your school).

If you already have a National Entitlement Card or Young Scot National Entitlement Card, you must apply for a new or replacement card to travel by bus for free, however, all children who are currently in P7 will have forms sent home from school for the school to apply for the Young Scot Card on their behalf as part of the transition to secondary. These cards will all have the free travel applied automatically as long as the form is returned to school and signed by the parent/guardian.

If you do not wish for your child to have the free travel applied to their card you will have to apply for a card without travel either online at [www.getyournec.scot](http://www.getyournec.scot).

For more information on this and other entitlements through KIDZ card or Young Scot Card please visit <https://www.dumgal.gov.uk/article/15933/YoungScot-cards> or speak to your Pupil Support teacher for any help.

When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using [Near Me](#) on D&G website

On the subject of behaviour in the school buses the Director of Education wrote to all parents/carers:

*"We believe that parents more than anyone else, have the power to influence their children towards good behaviour so you are earnestly asked to impress on your child(ren) the importance of respect for property and for the well-being of others.*

*For our part we have outlined our steps to be taken by bus drivers, Head Teacher, and bus companies in the event of behaviour likely to endanger the safety of passengers and the condition of equipment on buses. Head Teachers, in particular, have been asked to apply these steps rigorously as they would if it were their own school rules being threatened.*

*In this regard, in addition to the sanctions normally open to Head Teachers, your attention is drawn to the fact that more serious action will be taken in cases where there is persistent misbehaviour. This includes the withdrawal of the right to travel by bus provided by the Education Department and in the case of other bus owners, Season Tickets withdrawn; in some cases incidents may be reported to the Police, while continued misbehaviour can cause a report to be sent to the Reporter to the Children's Hearing."*

## EDUCATION MAINTENANCE ALLOWANCE (EMA)

The Education Maintenance Allowance (EMA) is a means tested weekly allowance payable in two week instalments in arrears. Payments are made during term time only. The programme aims to increase participation and retention in post-compulsory education

### Eligibility

You can [apply](#) for an EMA if you attend a school in Dumfries & Galloway, are Home Educated, live in Dumfries & Galloway and travel daily to attend a school or college out-with Scotland or participate in an Activity Agreement.

Students 16 years of age or over before 30 September 2023 may be eligible from the beginning of term starting August 2023

Students 16 years of age between 1<sup>st</sup> October 2023 and 28<sup>th</sup> February 2024 may be eligible for an EMA from January 2024.

**IS SOMETHING  
KEEPING YOU  
BACK FROM  
STAYING IN  
EDUCATION?**








## FREE SCHOOL MEALS / CLOTHING GRANT

Free [School Meals](#) can lead to a large saving each year, parents of secondary pupils can potentially save £370. You will also be helping your child's school if you qualify for Free School Meals. Some Scottish Government funding provided directly to schools is linked to the numbers of pupils who are registered as entitled to free school meals.

In addition to this you will receive extra payments linked to Free School Meal entitlement including Family Bridging Payments and Holiday Food Payments and you may be entitled to a clothing grant.

### QUALIFYING CRITERIA

Your child will receive free school meals if you are in receipt of the following:

-  Income Support
-  Job seeker's Allowance (Income based)
-  Employment and Support Allowance (Income based)
-  Child Tax Credit on its own, with an annual taxable income of less than £17,005 (subject to change)
-  Child Tax Credit and Working Tax Credit with an annual taxable income of less than £7,920 (subject to change)
-  Support under Part VI of the Immigration and Asylum Act 1999
-  Universal Credit with a monthly earned income of not more than £660



For further information please contact visit the [Dumfries and Galloway Council website](#) or speak to your child's Pupil Support Teacher.

## SCHOOL MEALS

In [Dumfries and Galloway](#), Economy & Resources, Facilities Services - Catering are bound by the Food and Drink in Schools (Scotland) Regulations 2020 which means they must create a balanced nutritious meal daily.

By following these guidelines Facilities Services – Catering Services:

- Places health promotion at the heart of school activities
- Ensures that food and drink served in schools meets nutritional requirements
- Ensures their local authority promote the uptake and benefits of paid and free school meals The Naturally D&G brand ensures that:
- Meals are freshly prepared, with seasonal ingredients
- Eggs are from free-range hens and our meat is from animals farmed to British welfare standards
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients



**As your child goes through the transition from P7 to S1, it's important they have access to healthy and nutritious meals each day.**

Correct nutrition helps enhance performance. Eating a good diet and drinking enough fluids can help provide energy needed for all school and sporting activities. Young people are likely to be tired and poorly when they're not eating or drinking enough right sorts of 'fuel'.

Café DG offers a range of healthy and nutritious hot and cold food each day.

- Meals can be pre-ordered each day, using easy-to-use forms, removing the need to queue.
- Meal deals offer added value and include soup/dessert + main course + drink.
- Meals can also be pre-paid by cash or cheque at the school (using a cashless catering envelope) or online at [ipayimpact.co.uk](http://ipayimpact.co.uk)

**Meal Deal & Pre-Order**

**PRE-ORDER HOW IT WORKS...**

- 1 Complete the pre-order form (available in the Café).
- 2 Hand to cashier at morning break and pay for your order.
- 3 Uplift from designated area at lunchtime.

**No need to queue at lunchtime!**

**SAMPLE MENU**

Soup	65p
Meal Deal	£1.85
Main Course	£1.80
Sub Central	£1.80
Pasta King	£1.80
Baked Potato plus one filling	£1.47
Treats & Sweets	
Desserts	95p
Fresh Fruit	42p
Fresh Fruit Pot (small)	42p
Fresh Fruit Pot (large)	79p
Yoghurt	42p
Danish Pastry	72p
Muffins	63p
Home Baking from	47p
Drinks	
Milk	37p
Flavoured Milk	47p
Various cold soft drinks from	37p
Nestle Hot Drink	79p

**Meal Deal = Soup or any Dessert + Any Main Course + Selected Drink £1.85**

[www.dumgal.gov.uk/schoolinfo](http://www.dumgal.gov.uk/schoolinfo)

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

Stranraer Academy Canteen provides a very high standard of accommodation. It offers a range of nutritious full meals as well as sandwiches, baguettes and other snack items. The menus have a strong emphasis on healthy eating.

A two course meal and drink can cost as little as £2.00. The Canteen is supervised by teaching staff. Pupils are not allowed to take food out of the Canteen.

The Canteen is also available before the start of the school day and during the morning interval. There is a selection of food available for morning break. Lunch can be pre-ordered using the Fusion App, alternatively, pupils can choose and pay for their meals in the Canteen to pay for meals using their Young Scot Card.

Free Meals are supplied to pupils whose parents/carers have made the necessary arrangements by [application](#) to Education Support Services, Children, Young People & Lifelong Learning, (☎ 030 33 33 3000).

## SEVERE WEATHER CONDITIONS (DUMFRIES & GALLOWAY COUNCIL POLICY)

Head teachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/phone calls and emergency contact arrangements. All school closures will be notified on the Council Website. Parents can help the school by planning for any potential school closure by monitoring weather reports and checking on the [Council Website](#).



## EQUAL OPPORTUNITIES

Stranraer Academy seeks to provide not only equality of access to all courses, but also equality of opportunity to all young people during their education so that they may realise their full potential as individuals.

At Stranraer Academy we aim to provide an environment within which discrimination does not occur, within which steps are taken to counteract the external pressures often placed on children by society as a whole to conform to roles and attitudes.

We especially try to give adequate recognition to the talents of individuals and the positive aspects of the multitude of cultures and different social backgrounds which help to ensure that our curriculum materials are free from bias (e.g. racial, religious or gender-related).



We believe in Equality. Stranraer Academy are proud to be one of only two schools in Scotland to receive the Silver Charter from LGBT Scotland.

We send positive messages to LGBT staff and learners that they are included, valued and supported, and are treated fairly at school. We make it clear to other learners that equality and diversity are central to our school ethos. Our programmes in Health & Wellbeing include information on supporting and including trans young people.

## WORK EXPERIENCE

We are currently reviewing arrangements for work experience and any desire to benefit from work experience placements should be discussed with your child's Pupil Support Teacher. The main objectives of a work experience placement are to promote the development of:

1. the personal and social skills necessary for adult life in employment
2. competence in communication skills
3. awareness of the demands and difficulties involved in full-time employment
4. a positive attitude to co-operation and team work
5. the qualities of self awareness, self-respect, confidence and initiative



In the senior school (particularly S6) extended Work Experience placements are encouraged, particularly for those students who have a clear view of the type of work they wish to do when they leave school/college/university.

## LINK COURSES

Pupils in S5 who cannot leave school until Christmas are offered the chance to apply to complete a vocational course in care, hospitality, construction or motor vehicle maintenance at the Stranraer Campus of Dumfries and Galloway College for the August – December period.



## CAREERS EDUCATION

A programme of careers education is followed from S1 to S6. In the early years it consists mainly of raising awareness of skills, interests and aptitudes, along with the opportunities available in terms of career paths. In the spring term of S2 and S4, the programme focuses on course choice for S3 and S5 respectively. In S5/6, pupils are made aware of all the options available when they leave school, both through careers seminars and through one-to-one interviews with both Pupil Support staff and our Skills Development Scotland Adviser.



In September and October of S6 there is a thorough programme of preparation for university application through UCAS.

There is an annual careers evening for pupils and parents/carers, attended by representatives of universities, further education colleges and employers.



## EMPLOYMENT OF SCHOOLCHILDREN

If your child intends to take up part-time employment you and your child should inform the school and look at the following Scottish Government Guidance on Employment of Children <http://www.gov.scot/Publications/2017/08/4185/1>

Anyone who employs a young person on a part-time basis (aged between 13 and 16) must obtain a Permit to Undertake Employment. Parents, young people, the school and the employer should ensure that all relevant paperwork held at the school is completed. The school feels that it is important to bring to parents/carers' attention that evidence suggests that there is a direct link between the number of hours spent in paid employment and relative lack of success in examinations.



**Young people who take up a job can find it difficult to sustain regular patterns of study and they can lose focus at crucial stages of their education.**

1. Pupils aged under 16 who wish to be employed in part-time work are required by law to have a **work permit**. **Please note that without a work permit, if an accident occurs at work the pupil is not covered by insurance.**
2. Application forms for Work Permits are available from the school office with summary details of legislation and byelaws relating to the employment of children.
3. The Application Form for the Work Permit requires the signature of the appropriate Pupil Support Teacher and the signature of the parent or the legal guardian of the child.
4. The school may seek advice from the Council's Environmental Health Department about the appropriateness/safety of particular jobs for which work permits are requested. The school has the right to refuse to issue or to withdraw a Work Permit. The parent/guardian has the right to ask the Director of Education to reconsider a decision.
5. It is the responsibility of the employer to ensure that a proper risk assessment is made in connection with all the duties that their employees are expected to undertake. **The school strongly suggest that parents/carers who permit their children to take up employment should satisfy themselves that the risk assessment has been carried out.**

## STATUTORY LEAVING DATES

**Christmas** – Pupils who reach the age of 16 on or before the last day of February may leave school on the last school day in December of the preceding year.

**Summer** – Pupils who reach the age of 16 years on or before the last day of September may leave school on 31<sup>st</sup> May of that year.



**NB** These leaving dates are dictated by the Scottish Government and the school cannot vary them.

## CHANGE OF SCHOOL

Any pupil leaving Stranraer Academy to attend a school in some other area should report this to Reception as soon as possible where a form will be issued for completion during the last week of attendance at Stranraer Academy.






## COMMENTS, COMPLAINTS AND COMPLIMENTS

YOUR SUGGESTIONS CAN HELP SHAPE AND IMPROVE THE SERVICE YOU RECEIVE.

It is important for us to understand your experience of dealing with Dumfries and Galloway Council. If there is an area where we could do better, we want to learn from your experience and improve how we deliver our services. Your feedback helps us to understand what you think about the service you have received.

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your:



-  Child's Principal Teachers Pupil Support followed by the Head of Year.
-  Head Teacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
-  Parent Council and/or Connect (the membership organisation to support your Parent Council) if your enquiry relates to whole school matters linked to Parental Involvement.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting [ParentalInvolvement@dumgal.gov.uk](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>.

IF YOU REMAIN DISSATISFIED AND WISH TO MAKE A FORMAL COMPLAINT

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at <http://www.dumgal.gov.uk/article/15382/Complaintsprocedure>.

## COMPLIMENTS

It is important for us to know when we are getting it right. If you have positive feedback about a service or staff member, it is useful for us to know. When we receive a compliment, it is passed on to the relevant manager and fed back to the staff involved in delivering that service.







### MAKE A COMMENT OR COMPLIMENT

If you don't want to speak to us directly and you want to provide feedback on how we have handled a situation or delivered a service, or you want to give us a compliment you can do this online <https://www.dumgal.gov.uk/complaints>

## STATISTICAL INFORMATION

Statistical information about schools is now published on the '[Parent Zone Scotland](#)' section of the Education Scotland website.

School level data includes:

-  Positive leaver destinations.
-  Attainment in literacy and numeracy
-  Attainment in context of deprivation
-  Overall attainment of school leavers
-  Awards gained by level
-  Attendance and absence



The link for Stranraer Academy statistical information is:

<https://education.gov.scot/parentzone/find-a-school/dumfries-and-galloway/5903130>

## FOR YOUR OWN NOTES

**Registration Class:**

**Practical Class:**

**House:**

**Pupil Support Teacher:**

**Other Information**

## USEFUL LINKS

Staff, parents, and pupils can access key policies for the Authority at [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

Parents can access more information by visiting Dumfries and Galloway Council's Home page and clicking on schools or clicking [www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools). From this one page you can access information on schools, school meals, transport and Parental Involvement. We would also suggest that parents are aware of the following local and national websites to support parents/carers and children and young people on their journey through school life.

Youth Democracy: [Youth Democracy and YouthParticipation](#).

My Rights, My Say: a free support service for children and young people aged between 12 and 15. It offers advice and information, advocacy support, and legal representation. It also gives children a chance to share their own views about their support. [myrightsmysay.scot](http://myrightsmysay.scot)

DGvoice: the voice of disabled people in D&G <https://dgvoice.co.uk/>

Cool to talk: aged 12-25? Your questions answered. [cool2talk.org/](http://cool2talk.org/)

Some children and young people need extra help in school to make progress. Independent advice and information is available from:

Enquire: the Scottish advice service for additional support needs [enquire.org.uk](http://enquire.org.uk)

Govan Law Centre supporting pupils' and parents' rights in education [govanlawcentre.org](http://govanlawcentre.org)

Scottish Independent Advocacy Alliance: Safeguarding vulnerable people <https://www.siaa.org.uk>

My World of Work: <https://www.myworldofwork.co.uk/>

Youthlink Scotland: [www.youthlinkscotland.org](http://www.youthlinkscotland.org)

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### DUMFRIES AND GALLOWAY COUNCIL SUPPORT.

Additional contact for information for staff and parents include:

For DG Workplace Skills Award: [DGEmployabilityAward@dumgal.gov.uk](mailto:DGEmployabilityAward@dumgal.gov.uk)

For all Employability (Employability and Skills Service) referrals: [ESS.referrals@dumgal.gov.uk](mailto:ESS.referrals@dumgal.gov.uk)

For Project Search: [Projectsearch@dumgal.gov.uk](mailto:Projectsearch@dumgal.gov.uk)

For Youth Guarantee: [dgyppg@dumgal.gov.uk](mailto:dgyppg@dumgal.gov.uk)

Dumfries and Galloway Advocacy Service is a registered charity and voluntary organisation who offer a free, confidential and personal independent advocacy [www.dgadvocacy.co.uk/](http://www.dgadvocacy.co.uk/)

Citizens Advice Dumfries and Galloway: [www.cas.org.uk](http://www.cas.org.uk)

Dumfries and Galloway Children's services plan: a commitment to improving lives of children, young people and their families. [Children's Services Plan](#)

Visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk) to see a range of services and support which focus on the safety of our most vulnerable children, young people and families.

CALL Scotland help children and young people across Scotland to overcome disability and barriers to learning created by their environment, and to fulfil their potential [www.callscotland.org.uk](http://www.callscotland.org.uk)

## PARENTAL INVOLVEMENT AND ENGAGEMENT PARTNERS

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For Support from Education and Learning Directorate please visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

PIN Parental Involvement Network [www.parentsinclusionnetwork.org.uk/](http://www.parentsinclusionnetwork.org.uk/) Parents working together to share information/advice on disability issues

Dumfries and Galloway Parent Council Forum [dandgparentforum@gmail.com](mailto:dandgparentforum@gmail.com) Facebook 'Dumfries and Galloway Parent Council Forum'.

Parent Council Support CONNECT (formerly Scottish Parent Teacher Council) Parent and Parent Council Support, Independent Advice and training opportunities. Insurance Cover and Training Opportunities [connect.scot](http://connect.scot)

Education Scotland/Scottish Government Further information on all aspects of education is available on <https://education.gov.scot/parentzone/>

The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. [Free Downloads for parents/carers](#). These guides explain important aspects of Curriculum for Excellence.

Education Scotland [education.gov.scot/parentzone/learning-in-scotland/assessmentand-achievement/](http://education.gov.scot/parentzone/learning-in-scotland/assessmentand-achievement/) gives background information on assessment in Curriculum for Excellence.

Dyslexia Scotland <http://www.dyslexiascotland.org.uk/> to find details of the Dyslexia Scotland Southwest Group.

## FEEDBACK

Please let us know what you think of our handbook by completing the form [here](#) or by scanning this QR code.



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