



ARMADALE ACADEMY



SCHOOL HANDBOOK 2011 - 2012

*Building Opportunities
for Achievement and
Pursuing Excellence*

Armadale Academy

School Handbook Information

Session 2011-2012

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HEAD TEACHER'S INTRODUCTION

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

Our school prospectus, including this publication as an insert, is issued to all parent/carers of new S1 pupils and to new enrolments in other year groups. Copies are available from the school office and on our website. See below for contact details.

It is not possible to include every piece of information relating to the school or anticipate every question. Therefore, as a parent, you are always welcome to come into the school to talk over any issues with myself, or my staff. In addition, I run a Head Teacher Drop-in session every Thursday from 5.00pm to 6.00pm, no appointment necessary.

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

Campbell Hornell
Head Teacher

SCHOOL CONTACT DETAILS

Armadale Academy
West Main Street
ARMADALE
EH48 3LY

Phone: 01506 282145
Fax: 01506 282113
E-mail: armadale.ac@wled.org.uk
Website: www.westlothian.org.uk/armadaleacademy

STAFFING

The Senior Management Team

Head Teacher
Depute Head Teacher
Depute Head Teacher
Business Support Manager

Mr Campbell Hornell
Mrs Elma Birrell, Student Support
Mr Andrew Sharkey, Curriculum
Mr Robin Fleming

Mrs Birrell substitutes for the Head Teacher in his absence.

The Extended Management Team

The EMT consists of the above plus eight Principal Teachers, Curriculum and our Pupil Support Manager. This team meets on a regular basis and each member contributes to the strategic and operational leadership and management of the school. This includes decision making in relation to the implementation of Curriculum for Excellence.

Members of EMT

Mrs F Bradley
Mr D Glencorse
Miss M Lafitte
Mrs K Lewis
Mrs C McDonald

Mrs L McNulty
Mr S McKay
Mrs I Orr
Mr R Orr

The following two pages list the teaching and non-teaching staff who work within Armadale Academy. A list of abbreviations is offered and should be used in conjunction with these lists.

KEY TO ABBREVIATIONS

PTC	PT Curriculum	PTS	PT Subject	PT I	PT Scale Point I
DHT	Depute Head	PSM	Pastoral Support Manager		
PTM	PT Monitoring & Tracking				

The Non-Teaching Team (December 2010)

The non-teaching team provide a range of invaluable support to staff, students and parents as appropriate. Without their work the student experience in Armadale Academy would suffer.

Business Support Manager

Mr Robin Fleming

Office Staff

Mrs Jan McKay, Admin Officer
Mrs Lorraine Tutty, Admin Assistant
Mrs Corinne Costello, Clerical Officer
Mrs Linda Ralston, Clerical Officer
Mrs Ann Smith, Clerical Officer

Librarian

Dr M Carter

Pupil Support Manager

Mrs L McInulty

Pupil Support Workers

Mr J Boyle
Mrs V Hutchison
Mrs L Murphy
Mrs K Roy

Support for Learning Assistants

Mrs D Clements
Mrs H Hyde
Mrs L Lee
Mrs H Matthews
Mrs A Morgan
Mrs M Sneddon

Music Instructors

Mr A Farquhar
Mr N Humphrey
Mr M Marzella
Mrs C Simpson

Network Manager

Mr S Hampton

Technicians

Mr D Jamieson
Mr J Campbell

Auxiliaries

Mrs I Pollock
Mrs J Reid
Mrs J White

The Teaching Team (December 2010)

The teaching team is the principal group of staff who deliver the experiences and outcomes relating to the eight curricular areas within Curriculum for Excellence.

Expressive Arts. Includes teachers of Art & Design, Drama and Music.
Mr R Balmain
Mrs C Gordon
Ms J Nelson
Ms J Morton (also within Languages and literacy)
Mrs A Skelton (also within Languages and literacy)
Mr A Hastie, PTS - Music
Ms J Humphrey
Mr J MacKinnon

Language and Literacy. Includes teachers of English and Modern Languages.
Mrs A-M Docherty
Mrs M Easter
Mrs L Gordon
Mrs C Hunter
Ms J Morton (also within Expressive Arts)
Mrs A Skelton (also within Expressive Arts)
Ms K Reilly
Ms M Laffitte, PTC
Mrs T Armstrong
Mrs Z Bathgate
Ms D Xercavins-Guarro

Health and Wellbeing. Includes teachers of Home Economics and Physical Education.
Mr B Speedie, Acting PTS - PE
Mr M Molloy
Miss H Moar
Miss A Neilson
Ms L Gilland, PTS-HE (also within Technologies)
Mr I Dibdin (also within Technologies)

Mathematics and Numeracy
Mrs K Lewis, PTC
Mr S Rogan, PT I
Miss J Brockway
Mr J McCord
Mrs P Millar
Mr K Milligan
Mrs R Steele

Religious and Moral Education
Mr S Hunter, PT I

Science. Includes teachers of Biology, Chemistry and Physics.
Mr R Orr, PTC
Mr S McKay, PTC
Mr J Thyne, PTS - Biology
Mr J Comerford
Mrs Y Dow
Mr C Forster
Mr I Letham
Miss Y Simmonds
Dr L Webster

Social Studies. Includes teachers of Geography, History and Modern Studies.
Mrs I Orr, PTC
Mr T Hill, PTS - Geography
Ms M McCafferty, PTM
Mrs J Stewart, PT I
Mr D Lundberg

Technologies. Includes teachers of Computing, Business Management, Administration, Home Economics Graphics and Craft and Design.
Mr D Glencourse, PTC
Mr B Irvine
Mrs C Ferris, PTM
Mr G Johnston
Mr S Skinner
Ms L Gilland, PTS-HE (also within Health and wellbeing)
Mr I Dibdin (also within Health and wellbeing)
Mr H Donald, PTS – Craft and Design
Mr W Smolak, PT I
Mrs K Kennedy
Mr R McLuckie

Support for Learning
Mrs F Bradley, PTC
Mrs C McDonald, PTC
Mrs H Craig, PTM
Mrs W Leckie
Mrs S MacPherson

CURRICULUM FOR EXCELLENCE

Session 2010/11 saw the introduction of Curriculum for Excellence within the Academy. This government led initiative is designed to prepare the young people of Scotland for learning, life and work in the twenty-first century.

What is Curriculum for Excellence?

Curriculum for Excellence aims to develop all young people as successful learners, confident individuals, effective contributors and responsible citizens. At secondary, this means offering inspiring learning opportunities to explore new subjects and ways of learning, kindle ambition, extend talents and interests.

What will students learn from SI -3?

All students in Armadale Academy are offered a broad, deep, general education from SI-S3, building on previous learning. They experience a wide range of subjects across eight curriculum areas – expressive arts, languages and literacy, health and wellbeing, mathematics and numeracy, religious and moral education, sciences, social studies, and technologies. This provides a good foundation for moving on to study for qualifications, at the right level for the pupil, in the later stages of secondary.

Literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers have a responsibility to teach literacy and numeracy.

The 'Broad General Education' is from nursery to the end of S3. Learning is divided into levels that replace the 5-14 levels that you may be familiar with. The new levels are as follows:-

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

What happens from S4 onwards?

The senior phase – from around age 15-18 – aims to enhance knowledge, understanding and skills through qualifications and other learning. Staying in learning after 16 offers young people the best chance of long term employability and Curriculum for Excellence offers all young people appropriate, relevant and attractive choices to continue their learning when they reach 16. This individualised approach to learning will enable young people, including those in need of support, to achieve qualifications, skills and experiences to prepare them for learning, life and work.

Timeline for Qualifications

2012 – 2013	last Standard Grades
2013 – 2014	first new and revised qualifications at Access and National 4 and 5
2014 – 2015	first revised Higher qualifications
2015 – 2016	first revised Advanced Higher qualifications

OUR CURRICULUM: SESSION 2011/12

Armadale Academy operates a 33 period week, with 32 periods allocated to teaching & learning and 1 period split into 5 and used for registration. A diagram of the subjects and numbers of periods allocated to them is shown below.

Stage	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
S1	English (5)		Maths (4)			Mod Lang (3)		Science (3)		Social Sci (3)		Expressive Arts (3) Music (1) Drama (2)		Technologies (4) CDT (2) DT (2)		PE (3)		RWB (3) HE (3)		PSD (1)		RREP (1)										
S2	English (4)		Maths (4)			Mod Lang (2)		Science (3)		Expressive Arts (3) Music (1) Art (2)		Technologies (3) CDT (1) HE (1) DT (1)		PE (3)		RWB (3) SA (1)		PSD (1)		Options Opt (2)		Opt (2)		RREP (1)								
S3 & S4	English (3/4)		Maths (4/5)			Opt (2)		Opt (2)		Opt (2)		Opt (2)		Opt (2)		Opt (2)		RWB (2) PE (2)		PSD (1)		RREP (1)										
S3 - S4	Choice A (5)			Choice B (6)			Choice C (8)			Choice D (9)			Choice E (6)			PE / PE / Swim Skills (2)																

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

- Art and Design
- Craft and Design Technology
- Drama
- English
- French
- Geography
- History
- Home Economics
- Information Technology
- Mathematics
- Modern Studies
- Music
- Personal and Social Education
- Physical Education
- Religious, Moral and Philosophical Studies
- Science

In addition to these, in S2 students select personalised options for 4 periods a week from a range of topics ranging from 'CSI – Science' and 'Our History' through to 'Foods of the World' and 'Life and Sport'. These change on a yearly basis to suit the individualised needs and interests of our students as we strive to widen their experiences. Pupils also take part in 'Skills Academy' for 1 period a week where they develop their own 'skills for learning' and 'skills for life and work' through a range of practical activities.

During S2 considerable attention is given to the selection of subjects for the S3 and S4. The Student Support Staff introduce pupils to the options available, explain the choice procedure, consider the personal, curricular and vocational aspects of the choices, distribute information packages and offer advice to Parents. Parents are invited into school for further discussion before decisions are finalised.

In S3 and S4, students choose to study up to 9 Standard Grades or National Qualification subjects. They choose from a number of areas reflecting the school, local authority and national curriculum policies which ensure that they have a broad and balanced curriculum.

In S5 and S6, students reduce the number of subjects to five and study these in more depth and detail. National Qualifications for senior students are available at a number of levels broadened by the opportunity to take a course at a further education college or neighbouring secondary school.

Where can I get information or ask a question?

The progress towards the Curriculum for Excellence will lead to many changes in the curriculum for our students. Parents will be kept up-to-date about any changes to the curriculum through our usual communication channels with information also available via the school website and at www.parentzonescotland.gov.uk



ASSESSMENT AND PROGRESS REPORTS

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

Assessment in the Academy

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

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

Prelims are held in November and December for S4 (and some S3) and National Qualifications Prelims in February and March, for S3 – S6. This gives students experience of examination conditions. Assessment is also carried out continuously throughout courses. Students’ achievements are recorded and reported upon as they successfully complete each stage of their journey through the Academy.

Reporting

Reporting in Armadale Academy takes the form of written reports, students presenting their learning to parents, parents’ evenings and on-going discussions.

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

The 2010/11 reporting calendar is shown below, this is currently subject to review.

September	S4 Reports to Parents		S3 Music Parents' Night
October	S2 Reports to Parents	March	S2 Parents' Night
November	S5 / 6 Reports to Parents		S5 / 6 Reports to Parents
	S1 Reports to Parents		S4 / 5 / 6 Parents' Night
December	S1 Parents' Night	April	S4 Reports to Parents
January	S4/S5/S6 Music Parents' Night	May	S3 Reports to Parents
	S4 Reports to Parents		S1 Reports to Parents
February	S5 / 6 Course Choice booklet issued	June	Primary Visit / Parents' Night
	S2 Reports to Parents		Awards Ceremony
	S3 Course Choice booklet issued		

SCHOOL TERM AND HOLIDAY DATES

Session 2011-2012 (All dates inclusive)

Term 1

Staff resume	Monday, 15th August 2011
Students resume	Tuesday, 16th August 2011
Autumn Holiday	Monday, 19th September 2011
Staff In-service	Tuesday, 20th September 2011 (students should not attend)
Students resume	Wednesday, 21st September 2011

Mid-term	Monday, 17th October – Friday, 21st October 2011
Staff In-service	Monday, 24th October 2011 (students should not attend)
Students resume	Tuesday, 25th October 2011

Term ends Thursday, 22nd December 2011

Term 2

Staff and students resume	Monday, 9th January 2012
Mid-term	Monday, 13th February – Friday, 17th February 2012
Staff In-service	Monday, 20th February 2012 (students should not attend)
Students resume	Tuesday, 21st February 2012

Term ends Friday, 30th March 2012

Term 3

Staff and students resume	Tuesday, 17th April 2012
May Holiday (1)	Monday, 7th May 2012
Staff In-service	Tuesday, 8th May 2012 (students should not attend unless sitting a SQA Exam)
Students resume	Wednesday, 9th May 2012
May Holiday (2)	Monday, 21st May 2012
Term ends	Friday, 29th June 2012

Session 2012-2013	Staff resume Monday, 20th August 2012
Session 2012-2013	Students resume Tuesday, 21st August 2012

FREQUENTLY ASKED QUESTIONS

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

1. How is the school day organised?

The school has four 'long days' each with seven periods and one 'short' day, a Friday with four periods. There is a registration period of ten minutes first thing every school day. Each lesson lasts 50 minutes. For the precise timings please see the School Day section on pl6.

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

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

3. Can I contact subject teachers directly?

Teachers can be contacted directly by letter. If appropriate, a meeting can be set up. Usually the relevant member of the Student Support Team would also be present at such meetings.

4. What is the Student Support Team?

The Student Support Team has a particular responsibility for the care, welfare and progress of students. When students enter school they are allocated to a House. They will usually remain in the same House until they leave school. Staff in each House has an overview of each student's work, progress, behaviour and attendance and can give parents an up-to-date picture of how their child is progressing. For further details please see the section on Student Support on pl7.

5. What happens if my child is late?

All students are expected to report in good time for school and classes. A student who is late is required to report to the school office to collect a "late slip". Pupil Support Workers play an active role in monitoring late coming and parents are informed in the morning and after lunch, by groupcall, if students are late. Letters are sent in cases of persistent latecoming. Persistent latecoming can result in disciplinary action by Heads of House.

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

Progress at school is dependent on regular attendance. It is essential that home and school work together to maximise attendance. When it is known that your child is to be absent on a particular day, parents should write to their child's Register Teacher informing him/her of the proposed absence. Where absence is unplanned, eg, illness parents should make a phone call to the school office on the first day of any absence. When the student returns to school she/he should bring a signed note from home explaining the absence.

If students are absent without an explanation parents will receive a groupcall.

7. What is groupcall?

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

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

Students who become unwell during the school day report to Pupil Support Workers. A decision will then be taken to either keep the student in school or arrange, after consultation with parents or the emergency contact, for the student to be collected from school. Students must never leave the school without permission. It is very important that parents provide the school with accurate and up to date emergency information.

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

Should your child require medication during the school day, which has been prescribed by your GP, you should complete a MED P form, which is available from the school office.

There can be no administration of non-prescribed medication; this includes paracetamol. If your child suffers from regular or severe migraine and requires paracetamol, it is necessary for you to support your child in taking responsibility for his/her own health and medication.

9. What happens if my child gets bullied?

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

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

10. How much homework will my child get?

The school has a commitment to a homework programme. The nature and extent of homework varies with subjects, students and age groups. It is difficult to quantify the amount of homework to be expected by a child or the time to complete it. It is anticipated that homework should increase as students progress through the school.

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

Armadale Academy students are issued with appointment cards two weeks before the date of their Parents' Evening. Students are then expected to collect appointments from each of their teachers.

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

12. Is my child allowed to leave the school premises at lunch? Are pupils supervised at lunchtime? How much are the school dinners? How can I claim my child's free meal entitlement?

Students can leave the school premises at lunch if they wish however the school canteen is available for pupils who wish to take lunch. Armadale Academy runs a cafeteria-style service that operates in the morning, at interval and during lunch hour. A good selection of hot and cold dishes is on offer. The canteen is open to all pupils as a social area before Registration, at interval and lunchtime.

The area is supervised by staff.

A cashless catering system is used in the canteen. Students access the system with either a card or pin number. Students will receive instruction on the use of the cashless catering system upon their arrival in August. A two-course lunch would normally cost around £1.70.

Confidential forms of application for free school meals can be obtained from the school office or online at <http://www.westlothian.gov.uk/education/678/597/>. Completed forms should be sent to Clothing Grants & Free School Meals, West Lothian Civic Centre, Howden South Road, LIVINGSTON, EH54 6FF.

13. Does Armadale Academy have a school uniform? How do I buy Armadale Academy uniform? How can I claim financial assistance to buy school uniform? What should my child wear for PE?

Armadale Academy has a school uniform and expects all students to comply. The following dress code is expected.

GIRLS

Black skirt or trousers
Plain white or black shirt
School tie
Black shoes
Black V neck or cardigan

BOYS

Black trousers
Plain white or black shirt
School tie
Black shoes
Black V neck or cardigan

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

Students should also note that hats or caps, scarves, jeans or training shoes should not be worn in school.

Sixth Year Dress Code includes the wearing of a black school blazer.

All students are expected to bring a school bag.

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

School ties are available directly from, 'Genius' 13 George Street, Bathgate, West Lothian EH48 1PH. Telephone: 01506 630831.

Confidential forms of application for financial assistance to buy school uniform can be obtained from the school office or online at <http://www.westlothian.gov.uk/education/678/597/>. Completed forms should be sent to Clothing Grants & Free School Meals, West Lothian Civic Centre, Howden South Road, LIVINGSTON, EH54 6FF.

The PE kit is as follows:

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

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

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

Swimming: Swimming costume or trunks, towel.

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

14. How does my child get a locker?

The school has individual student lockers available to all year groups. Lockers are purchased from school funds and hired out to pupils on a 1-5 year basis. Refundable deposits are charged for pad-locks, and locker hire charges are used to maintain the locker provision. Details and the opportunity to apply will be made available through Registration Teachers.

15. How do I become involved in parental groups?

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

Chairperson: Mrs Lesley McInulty

Clerk to the Council: Mrs Linda Ralston

Any parent wishing to raise issues at the Parent Council is asked to contact the Clerk in the first instance at the School Office, Armadale Academy. Any parent wishing to join the Parent Council should phone Mrs McInulty at Armadale Academy.

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

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

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

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

If outwith school hours a decision to close the school is required you will be informed via the media and/or 'groupcall'. I would encourage you to listen to local radio and if possible visit the West Lothian Council website. The council website contains links to 'facebook' and 'twitter' that allows messages, such as school closures, to be forwarded directly to a mobile phone.

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

West Lothian Council has agreed to provide free transport for all secondary pupils living more than two miles from their designated catchment school. The home is defined as that of the parent or legal guardian. The distance is measured as the shortest walking distance from home to school using public footpaths between the house gate (or door where this does not apply) to the school gate. Responsibility for the provision of free transport to mainstream schools rests with Transportation, County Buildings, Linlithgow. Telephone: 01506 775291.

18. Who do I contact if I want to enrol my child at Armadale Academy?

You should contact the school office between 8.00 - 4.00 to arrange an appointment with Mrs Birrell DHT. Tel. 01506 282145. A visit will then be arranged to view the school and go through the necessary formalities.

SCHOOL DAY

The school has four 'long days' each with seven periods and one 'short' day, a Friday with four periods. Each period lasts 50 minutes. Two options for session 2011/12 are under consideration. A final decision will be made in April 2011.

Possible School Day: Option 1 (3:2:2)

Day	Registration	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Lunch	Period 6	Period 7
Monday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 11.15	11.15 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Lunch	Period 6	Period 7
Tuesday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 11.15	11.15 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Lunch	Period 6	Period 7
Wednesday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 11.15	11.15 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Lunch	Period 6	Period 7
Thursday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 11.15	11.15 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Break	Period 3	Period 4	Buses			
Friday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 11.00	11.00 – 11.50	11.50 – 12.40	12.45			

Possible School Day: Option 2 (2:3:2)

Day	Registration	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
Monday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 10.40	10.40 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
Tuesday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 10.40	10.40 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
Wednesday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 10.40	10.40 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7
Thursday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 10.40	10.40 – 11.30	11.30 – 12.20	12.20 – 13.10	13.10 – 13.50	13.50 – 14.40	14.40 – 15.30
Day	Registration	Period 1	Period 2	Break	Period 3	Period 4	Buses			
Friday	08.35 - 08.45	08.45 – 09.35	09.35 – 10.25	10.25 – 11.00	11.00 – 11.50	11.50 – 12.40	12.45			

STUDENT SUPPORT

All staff have responsibility for the health and wellbeing of our students. In Armadale Academy there are three houses with a range of staff who have particular responsibility for the care, welfare and progress of students. Mrs Birrell has overall responsibility for the Student Support team.

The three Houses are Cochran, Honeyman and Wood.

Each House comprises:

- A Head of House
 - Mrs Bradley – Head of Cochran House
 - Mr McKay – Head of Honeyman House
 - Mrs McDonald – Head of Wood House
- Principal Teacher Tracking & Monitoring
- Registration Teachers

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

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

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

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

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

The Student Support Team seeks to work in partnership with you and your child to enable all students to enjoy the full benefits of their educational career.

PARENTS' EVENINGS

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

Students will be issued with a blank appointment card two weeks before the date of their parents' evening. They will then be expected to collect appointments from each of their teachers and record this on their appointment card. Each appointment is 5 minutes in length.

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

In session 2010/11 subject based parent's evening were held at the following times, this is currently under review

- S1 December
- S2 March
- S3 November
- S4/5/6 March

Separate arrangements exist for Music from S3 and our Interdisciplinary Learning Programme. You will be informed by letter regarding these events.

P7 TRANSITION

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

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

Student Support staff visit each primary to meet with the P7 teachers to discuss every child. Curricular and Pastoral information is collated and used as the basis for allocating students to houses and then classes. This information is also used to provide the best possible support for learning for each individual child at Armadale Academy.

Contact with P7 pupils and primary school staff begins in earnest in December prior to transition the following August.

In June each year Primary 7 pupils take part in lessons at the Academy over a period of two days. A **Primary 7 intake Parents' Evening** for parents of new S1 students is also held at this time.

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

RELIGIOUS AND MORAL EDUCATION

Religious and Moral Education is of a nondenominational nature and is designed to foster pupils' tolerance and understanding of other religious, moral and philosophical thinking from various traditions.

As outlined in government and regional policies, assemblies are held for all year groups in which staff, senior students, chaplains and visiting speakers talk with pupils on moral and ethical issues. Although predominately Christian in character, these are not acts of worship but rather opportunities to explore themes from the world around us.

Any parent who, on genuine grounds of conscience or belief, does not wish his or her child to participate in any of the activities described above should apply in writing to the Head Teacher or make an appointment to discuss with him possible grounds for withdrawal.

CHILD PROTECTION

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

Should you wish to talk further about child protection and the safety of children, please contact Mrs Birrell, Child Protection Co-ordinator within the school.

Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to follow West Lothian Council procedures and refer the young person to Social Work, the Police or the Children's Reporter.

HEALTH AND SAFETY

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

Any query should be directed to the school's Health and Safety Officer, Mr Robin Fleming.

CUSTOMER SERVICE STANDARDS

When you contact Armadale Academy we will strive to provide the highest professional standards of service. We will do this by:

- » Treating you fairly and with respect
- » Respecting your confidentiality at all times
- » Ensuring the provision of professional, well-qualified staff
- » Providing a safe, stimulating learning environment for your child

We will keep you informed of the wider developments and achievements within the school by:

- » Giving you accurate information in a way that meets your needs
- » Keeping you up to date with whole school and individual issues, through newsletters and meetings

We will strive to be responsive to your needs when you contact the school for any reason by:

- » Addressing concerns within 3 working days
- » Answering the telephone within 3 rings
- » Responding effectively to letters etc. within 3 working days
- » Ensuring polite, friendly, approachable, responsive staff at all times

On an annual basis, in our Standards and Quality Report, we will report on how we have kept these promises and also how we performed against targets we have set. The targets for all of the above lie in the range of 90 – 100%

COMPLAINTS

Most problems are resolved by contacting the school. If you wish to raise a concern it is expected that you would contact the most 'local' person/organisation. The first person to approach will normally be:

- the Head Teacher, or
- staff dealing with matters such as free meals, transport or placing requests in Education at West Lothian Civic Centre, Howden Road South, Livingston EH54 6FF.

He / she will try to resolve the difficulty or provide an explanation to you within three working days.

Further Action

If you remain dissatisfied, you can make a complaint to Customer Care. A Freephone Helpline can be used, during office hours, to advise you on how to take further action.

The Helpline number is 0800 328 5143

You may be asked to put your complaint in writing addressed to:

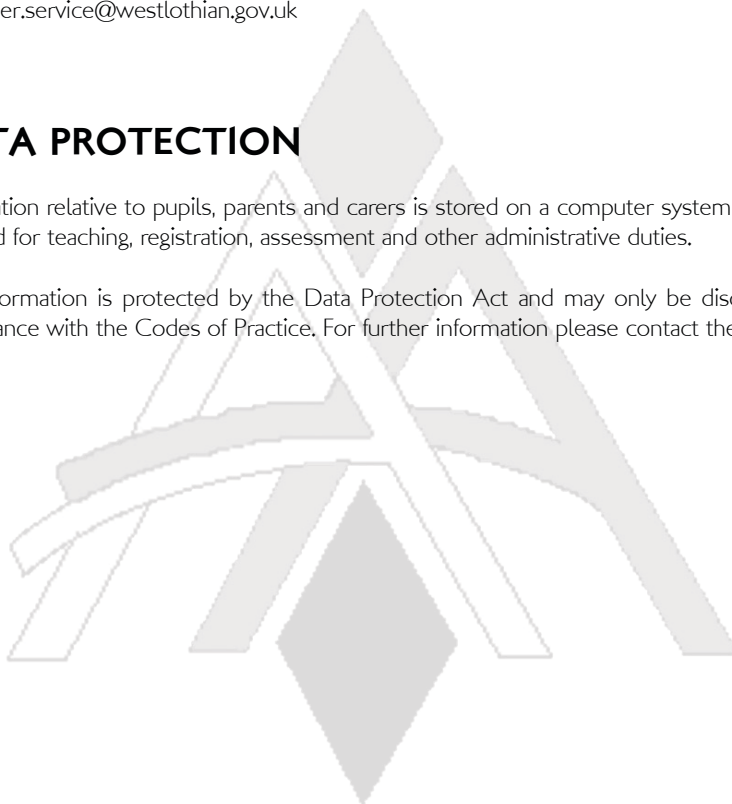
**Customer Care
Education & Cultural Services,
West Lothian Civic Centre,
Howden Road South,
Livingston
EH54 6FF.**

Or email to
customer.service@westlothian.gov.uk

DATA PROTECTION

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

The information is protected by the Data Protection Act and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.



STATISTICAL INFORMATION: ARMADALE ACADEMY DATA

INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

School: Armadale Academy	Id No.: 400 - 5509238
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Leaver Destinations

Number Of Pupils Leaving In School Year 2009/2010 And Percentage With Destination As:

Total Number of Leavers (=100%)	157
Higher Education	18
Further Education	23
Training	13
Employment	20
Other Known	25
Not Known	1

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	743
Total School Running Costs at April 2010 (£)	4,510,187
Cost per Pupil (£)	6,070

Attendance And Absence For School Year 2009/2010

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances (Pupil Half Days)	48,872	49,307	47,092	44,307	35,448	225,026
Percentage Authorised Absences	5.9	6.5	7.5	6.8	6.7	6.7
Percentage Unauthorised Absences	1.5	2.3	2.0	2.7	1.4	2.0

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	32.5	30.7

School: Armadale Academy	Id No.: 400 - 5509238
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**Estimated S5 January Roll As A Percentage Of The S4 Roll
In September Of The Previous Session**

2007/2008	2008/2009	2009/2010
56	63	63

Examination Results (within Scottish Credit and Qualifications Framework)

(2009/2010 results are pre-appeal)

Percentage of the relevant September S4 roll achieving:									
By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	91	92	93	79	78	81	31	36	34

Percentage of the relevant September S4 roll achieving:									
By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	32	31	32	18	17	11	6	7	4

Percentage of the relevant September S4 roll achieving:									
By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	16	24	24	11	15	14	4	8	4

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6

STATISTICAL INFORMATION: LOCAL AUTHORITY DATA

INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

Education Authority: West Lothian

Leaver Destinations

Number Of Pupils Leaving In School Year 2009/2010 And Percentage With Destination

As:

Total Number of Leavers (=100%)	1,978
Higher Education	31
Further Education	27
Training	7
Employment	20
Other Known	16
Not Known	0

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	11,104
Total School Running Costs at April 2010 (£)	55,667,906
Cost per Pupil (£)	5,013

Attendance And Absence For School Year 2009/2010

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances (Pupil Half Days)	680,499	717,781	729,346	686,056	524,961	3,338,643
Percentage Authorised Absences	5.2	6.2	7.0	6.1	5.5	6.1
Percentage Unauthorised Absences	1.2	2.0	2.6	3.1	2.4	2.3

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	32.3	29.1

Education Authority: West Lothian		
Estimated S5 January Roll As A Percentage Of The S4 Roll In September Of The Previous Session		
2007/2008	2008/2009	2009/2010
64	67	70

Examination Results (within Scottish Credit and Qualifications Framework)

(2009/2010 results are pre-appeal)

Percentage of the relevant September S4 roll achieving:									
By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	08	09	10	08	09	10	08	09	10
	95	95	95	78	79	81	34	37	33

Percentage of the relevant September S4 roll achieving:									
By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	08	09	10	08	09	10	08	09	10
	37	41	42	22	21	23	10	9	10

Percentage of the relevant September S4 roll achieving:									
By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010	2007/2008	2008/2009	2009/2010
	08	09	10	08	09	10	08	09	10
	30	29	31	18	19	20	11	12	13

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6

STATISTICAL INFORMATION: NATIONAL DATA

INFORMATION FOR PARENTS 2010 SECONDARY SCHOOLS

National Data

Leaver Destinations

Number Of Pupils Leaving In School Year 2009/2010 And Percentage With Destination As:

Total Number of Leavers (=100%)	54,097
Higher Education	36
Further Education	27
Training	5
Employment	19
Other Known	13
Not Known	1

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	302,921
Total School Running Costs at April 2010 (£)	1,695,802,434
Cost per Pupil (£)	5,598

Attendance And Absence For School Year 2009/2010

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances (Pupil Half Days)	20,375,279	20,601,741	21,076,798	20,825,660	15,739,991	98,619,469
Percentage Authorised Absences	5.3	6.2	7.0	6.4	5.8	6.2
Percentage Unauthorised Absences	1.5	2.2	3.0	3.5	2.8	2.6

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	34.2	33.9

National Data		
<i>Estimated S5 January Roll As A Percentage Of The S4 Roll In September Of The Previous Session</i>		
2007/2008	2008/2009	2009/2010
65	67	72

Examination Results (within Scottish Credit and Qualifications Framework)

(2009/2010 results are pre-appeal)

Percentage of the relevant September S4 roll achieving:									
By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20
	08	09	10	08	09	10	08	09	10
	91	91	92	76	78	78	34	35	35

Percentage of the relevant September S4 roll achieving:									
By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20
	08	09	10	08	09	10	08	09	10
	39	41	43	22	23	24	10	11	11

Percentage of the relevant September S4 roll achieving:									
By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20	2007/20	2008/20	2009/20
	08	09	10	08	09	10	08	09	10
	30	31	33	20	21	22	13	14	14

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6



ARMADALE ACADEMY

West Main Street
Armadale
EH48 3LY

Tel: 01506 282 145

Fax: 01506 282 113

E-mail: armadale.ac@wled.org.uk

Web: www.westlothian.org.uk/armadaleacademy



West Lothian
Council



ADDITIONAL INFORMATION

For additional information on Armadale Academy please visit our website, www.westlothian.org.uk/armadaleacademy.

The website contains a plethora of further information including school statistics, recent school newsletters, policies, staff lists and calendar and holiday dates.

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