

Transition Information Booklet

Session 2023-2024



Wallace Hall Academy
“Together We Grow, Learn and Achieve”

Contents

1. Getting Started

- 1.1 School day
- 1.2 School bag essentials
- 1.3 Uniform & PE Kit
- 1.4 Canteen
- 1.5 FSM and clothing grants
- 1.6 Absence procedures
- 1.7 Medication

2. S1 Curriculum

- 2.1 Subject areas
- 2.2. Homework
- 2.3 Personal reading
- 2.4 Parents' evenings and monitoring progress

3. Wellbeing and Inclusion

- 3.1 Principal Teachers of Pupil Support
- 3.2 HWB tracking and support
- 3.3. Additional Support for Learning
- 3.4 HWB curriculum
- 3.5 Child protection
- 3.6 Positive behaviour
- 3.7 Mobile phone use and safety online
- 3.8 Wider achievement
- 3.9 After school clubs

3 General Information

- 4.1 School social media communication
- 4.2 Parent Council
- 4.3 Parking
- 4.4 Raising concerns
- 4.5 Term and holiday dates 2023/24

1. Getting Started

Welcome to Wallace Hall Academy

We are delighted to welcome all of our new S1 pupils and parents to our school community. We hope that this booklet will be an easy reference guide for you but please see the School Handbook on our school website if you would like more detailed information about any aspect of our school. Our Office Staff are your first point of contact. They will be pleased to deal with any enquiry you wish to make regarding your child and put you in touch with the relevant member of staff. Please contact us on 01848 332120 or via email on gw08officewallace@ea.dumgal.sch.uk if there is anything else we can help you with.

1.1 Our School Day

Our day in the Academy starts at 9.15am and finishes at 3.45pm. Please note we have an 'extra' period on a Monday. Timings of our school day are as follows:

Monday	
Period 1	9.15-10.10am
Period 2	10.10-10.55am
Breaktime	10.55-11.10am
Period 3	11.10-11.55am
Period 4	11.55-12.40pm
Period 5	12.40-1.25pm
Lunchtime	1.25-2.05pm
Period 5	2.05-2.55pm
Period 6	2.55-3.45pm
Tuesday-Friday	
Period 1	9.15-10.18am
Period 2	10.18-11.11am
Breaktime	11.11-11.26am
Period 3	11.26-12.19pm
Period 4	12.19-1.12pm
Lunchtime	1.12-1.59pm
Period 5	1.59-2.52pm
Period 6	2.52-3.45pm

Our school gates and playground officially open at 8.30am. However, we would advise, unless necessary, not to send your child/children to school overly early as there are few places for them to shelter from severe weather.

1.2 School Bag Essentials

Learning and teaching happen most effectively when pupils are fully prepared for lessons. Pupils will be given jotters/notes booklets from each of their subject teachers, and we would ask that you please support your child to check that their school bag has the necessary equipment before they attend each day. School bag check list:

- correct booklets/jotters for that day
- a pencil case with at least one pen and pencil, a rubber and a sharpener
- PE kit on appropriate days

Some pupils also prefer to bring their own rulers, coloured pens/pencils or calculators but these are not essential. If a pupil forgets to bring any of the essential kit then these can be borrowed but we would expect this to be on occasion rather than regularly.

1.3 School Uniform

We see our school dress code as encouraging a sense of pride in our school. At meetings with parents in the past, we have found that most of you are also in favour of your children conforming to our dress code. We stress the importance of our school dress code because it shows you are with us and encourages a sense of identity with our school. The basic school uniform is:

- White shirt
- School tie - ties can be purchased from the school office at any time and cost £5
- Black trousers, knee length skirt or dress shorts (no denims or jeans)
- Black v-neck jumper/cardigan OR there is also an option to wear a Wallace Hall Academy hoodie. These are the only hooded tops that can be worn in school and a school tie should still be worn. Hoodies can be purchased from our school website by following the link [Wallace Hall Academy – Schoolwear Made Easy](#)
- Black coloured footwear with no coloured/white logos

PE Kit

From August 2023, we will be introducing a new PE uniform for pupils to ensure that we have a cost effective, smart and practical PE kit that, for all S1 classes, should be worn on pupils' timetabled PE days. PE kit consists of:

- school PE t-shirt
- pupil's own shorts, tracksuit bottoms or leggings
- a warm jumper/jacket for the occasions that PE takes place outside.

School PE t-shirts will be navy blue and the pupil's second t-shirt will be the colour that represents the house that your child is affiliated to (Cairn – Yellow, Nith – Red, Scour – Green). The combined cost for both t-shirts is £8 and should be paid directly to the PE department at the school. A letter containing all of this information and an order form was sent to all parents in May. Please contact the school if you require another copy of this letter.

1.4 School Canteen

Students joining Wallace Hall Academy will have applied for a Young Scot Card in P7 and should have been issued with the card prior to induction days, however it will also be possible to use cash during the Induction Days. Students who do not have a card or who require a replacement card should contact our School Office for more information. Parents are able to add money to the card to allow for cashless purchases in the canteen. Parents are also able to keep track of the purchases made by their child. A daily "upper spend limit" of £5 prevents all the money on the card being spent in one day. You may request an alternative daily spend limit. A minimum of £2 will be required to purchase a two-course meal. For the first few weeks, 1st year pupils are sent for lunch five minutes before the other years so that they are the first to be served each day. The Dining Hall is also open at morning interval for filled rolls, hot drinks etc. as part of the catering service. It provides a warm sheltered area particularly in winter months. Students on free school meals have the same card and can be assured anonymity. Online payments are encouraged but cash and cheques can be loaded onto the account for additional purchases. For more information please visit: <https://www.ipayimpact.co.uk/IPI/>

Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons including 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. All parents/carers of children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food. For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

Nut Free School

To reduce the risks of a young person having an adverse reaction due to food allergies, we kindly request your full understanding and cooperation on this matter by ensuring that your son or daughter does not bring any foods to school which contain nuts. By aiming to become a '**Nut Free School**', we ask that no products that contain nuts are brought into school. Thank you.

1.5 Free School Meals and Clothing Grants

Free School Meals and Clothing Grants are provided by Dumfries and Galloway Council to assist with the cost of school meals and school clothing for families who are on a qualifying benefit or low income.

Registering for Free School Meals can help your school as some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

The current award for a School Clothing Grant is £150 per secondary child.

You may be eligible for a Free School Meal and Clothing Grant if you have a child who attends a school in Dumfries and Galloway and you receive any of the following benefits:

- Income Support
- Job Seekers Allowance (Income based)
- Employment and Support Allowance (Income based)
- Child Tax Credit on its own, with an income of less than £16,105 (subject to change)
- Both Child Tax Credit and Working Tax Credit with an income of up to £7,500 (previously £7,330) (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 £625 (previously £610)

If you are not in receipt of any of the above benefits and are experiencing hardship due to exceptional circumstances, please email Educationbenefits@dumgal.gov.uk or contact them by phone on 030 33 33 3000. Applications will be considered by the Education Authority on a discretionary basis.

For more information on Free School Meal and Clothing Grants please visit:
<https://www.dumgal.gov.uk/article/15246/School-clothing-grants>.

If you would like further information or confidential support in applying, please contact, Ms Carson, Mrs Wood or Mrs McNeil on 01848 332120.

1.6 Absence Procedures

Our Absence Procedures are directed by the authority:

- Parents are asked to telephone the school by 9 am advising that their child will not be in school on that day and explain the reason e.g. cold, flu, sickness bug. If this phone call takes place, a follow-up note is not required. A groupcall text will be sent if no notification of absence is given - **you must reply to this**. Failure to do this can result in your child having absences categorised as unauthorised.
- If your child is absent for more than one day you must phone the school each morning. However, if it is clear the absence will continue for longer, please discuss with our office staff who will confirm the number of days of absence which will be recorded.
- If your child is sent home from school either unwell or because they have sustained an injury, we cannot assume that this is the reason for absence the next day so please still phone the school if they are going to be absent.
- For pupils out of school on a family holiday or other extended absence which is known in advance, prior permission must be sought by writing to the Headteacher. Any other planned absences such as appointments, music exam, driving test, college/university open days etc. require a written note indicating the time the pupil needs to leave, the nature of the appointment and notification of the person collecting them. This note should either be emailed to our main school email address (gw08officewallace@ea.dumgal.sch.uk) or handed into our main office. The note should provide details of the reason for the absence as this will determine the code entered by office staff when recording the information. Pupils should always let the office know when they are leaving and returning to school during the normal school day, signing in and out as required.
- In line with authority guidelines, attendance for all pupils is expected to be in excess of 95% and those pupils who fall below this figure may receive a letter relating to this. Failure to follow authority guidelines can result in your child having absences categorised as unauthorised.

No pupil is allowed to leave the school without permission. Permission can normally only be granted when there is a medical appointment card or a written request signed by a parent or carer. Where a student becomes ill during the day, they should contact their teacher who will refer them to the PT Pupil Support or DHT for their House. Parents will be contacted by the school if we feel they should go home. Students should NOT make any arrangements unless this has been agreed by the PT/DHT. In the event of illness, please be aware that pupils under the age of 16 must be collected by an adult and cannot be sent home independently.

1.7 Medication

Please can we remind all parents to keep us informed of any changes in medical arrangements. If your child requires an Epi-Pen, inhaler etc. then please can you make sure we have these in the school and that they are in date. Please complete a medical update form, which can be obtained from the school office. Administration of medication forms need to be completed each year. If your child needs medication at school, please collect and complete a form at the office. Please note that we can only administer prescribed medication.

For pupils with asthma, we would be grateful if you could update the school medication form to indicate the asthma symptoms that are typical for them. This will help us to try to distinguish the nature of the young person's cough symptoms.

2. S1 Curriculum

2.1 Subject areas

Pupils continue to undertake what is known as the Broad General Education (BGE) in their first three years at secondary school. This is then followed by the Senior Phase in years four to six, where pupils will sit their National Qualifications. In the BGE pupils follow a common course in S1 and S2, see below for an sample S1 timetable. In S3 pupils are able to make some personalisation and choice in the subjects which they wish to study.

Almost all S1 pupils should have completed the Outcomes and Experiences for Level 3 by the end of S3. Classes in S1 and S2 are arranged in mixed ability groupings in all subjects except for Mathematics. In Mathematics pupils are set into classes according to their ability in the subject. Additional Support for Learning is used to help youngsters to access the curriculum more readily.

Timetable Report

Register Group: RGSSS1

Stage: S1

	Reg	1	2	3	4	5	6
Monday	Mathematics CfE Mrs Cannon A0005	Science CfE Mrs Belford A2010	English CfE Miss Carson A1013	Physical Education School Mr Steele SB001	Physical Education School Mr Steele SB001	Modern Studies CfE Miss Stuart A1007	French CfE Miss Brown A1015
Tuesday		Health & Wellbeing School Mrs Mack A2013	Geography CfE Mr Miller A2014	French School Mr Lowerty A0006	Mathematics CfE Mrs Cannon A0005	Science CfE Mrs Belford A2010	Art CfE Mrs Black A1030
Wednesday		Religious Studies CfE Mr Wilson A1011	Computing studies CfE Miss Park A2023	English CfE Mr Pape A1016	Information Technology CfE Miss Park A2023	Science CfE Mrs Belford A2010	Science CfE Mrs Belford A2016
Thursday		Physical Education CfE Mr Steele SB026	Physical Education CfE Mr Steele SB026	Mathematics CfE Mrs Cannon A0005	Design & Technology CfE Mr Lees A0034	History CfE Mr Harley A1008	English CfE Miss Carson A1013
Friday		English CfE Mr Pape A1016	French CfE Mrs Davies E2048	Design & Technology CfE Mr McKenna A0024	Music CfE Miss Girvan A1018	Mathematics CfE Mrs Bruce A0013	Drama CfE Mrs Clarke E1038

2.2 Personal Reading in S1 and S2

Educational research consistently shows that the development of personal reading for enjoyment is a key indicator of future academic success in all subjects. Every pupil in S1 and S2 English classes takes part in a structured programme of personal reading, which is rewarded with House points and certificates. The reading periods take place in the classroom, and pupils are encouraged to borrow books from our school Library for reading at home. Pupils may also bring in their own books from home to read if they wish. Every pupil in S1 and S2 has reading homework every week, and this is shown on Satchel One. As pupils move through the school and prepare for the Reading for Understanding, Analysis and Evaluation (RUAE) element of the National 5 and Higher exam, we often find they struggle with confidence in reading non-fiction pieces of journalistic writing. With this in mind, we would also recommend reading high quality, broadsheet journalism with your child at least once a month in order to help prepare them for the demands of the national qualifications in English. We would very much appreciate parents' support in encouraging pupils to complete the recommended minimum of around 20 minutes' personal reading each day. If you have any questions about the English Department's personal reading programme, please contact Mr P McClair, PT English.

2.3 Homework using Satchel One and Microsoft Teams

Homework is a very important part of every child's education. It also gives parents the opportunity to become more involved in their children's school work. Our 2-18 Homework Policy can be found on the school website. Homework for Pupils in S1-3 will be set through Satchel One. This allows pupils to access homework tasks from online and submit them either in class or online.

Pupils do not need a login to access Satchel One, they should log into Glow using their normal username and password and click on the Satchel One Tile on their Glow Launch Pad.

Furthermore, parents can have an individual login for their child which allows them to track what homework each child has. Letters will be sent to all S1 parents with individual parental logins. A generic copy of this letter with instructions on how parents can access Satchel One can be found under Parent Information on the Academy Tab of our school website. Please contact our main school office on gw08officewallace@ea.dumgal.sch.uk if you did not get a Parent Code.

The Satchel One site also has excellent help pages to support students and their parents/carers. The links to these are as follows:

Students: <https://help.teamsatchel.com/en/collections/1695417-students>

Parents: <https://help.teamsatchel.com/en/collections/1695420-parents>

2.4 Parents' evenings and monitoring progress

We are keen to ensure that your child continues to make academic progress following their transition from P7. We track the progress of every pupil throughout the year using the 'Progress and Achievement' module on Seemis. Data from every subject area is shared with parents at identified points in the year, along with next steps to maintain or improve progress. The dates for S1 tracking are shown below.

Research shows that parents who fully engage in all aspects of their child's learning have a very positive impact on the progress of their child. We would like to encourage all parents to attend the parents' evenings which take place throughout the session.

Monitoring Progress	Sent to parents	Parents' evening
S1 report and P+A tracking	Wed 8 th November	N/A
S1 report and P+A tracking	Wed 6 th March	Thu 14 th Mar

3. Wellbeing and Inclusion

3.1 Principal Teachers of Pupil Support

We value the importance of the wellbeing of all our pupils and staff. Our Principal Teachers of Pupil Support (PTPS) have overall responsibility for the wellbeing of the pupils in their House and should be your first point of contact if you have any concerns in this area:

Cairn	- Mrs Fraser
Nith	- Mrs Robertson/Mr Laverty
Scaur	- Mrs Mack
Additional Support for Learning	- Mrs Flint

3.2 Tracking and agency support

Our PTPS monitor and track pupil wellbeing using the 'SHANARRI' indicators and pupils can 'opt in' to yearly Health and Wellbeing conversations if they feel they need additional support. We work with several partners, including the School Nurse Service and YouthWork, who our PTPS can make referrals to when a need is identified.

Pupil Support staff are able to refer pupils to access one-to-one mental health support around a number of areas including stress and anxiety. We feel this is a hugely valuable resource and allows the school to provide a further layer of support to pupils struggling with their mental health. If you feel your child would benefit from this service, then please contact their PT Pupil Support to discuss.

3.3 Additional Support for Learning

Information gathered during Primary 7 will be used to inform secondary Support for Learning staff of any pupil likely to experience challenges with their learning. This information is made accessible to all subject teachers by the Principal Teacher of Additional Support for Learning. Regular transition meetings will take place across the course of P7 to ensure as smooth a transition process as possible for our most vulnerable children.

When pupils transition from Primary to Secondary with an identified additional support need, pupils will be monitored closely by their PTPS and PT for Additional Support for Learning. If you have any concerns you should contact your child's PTPS and discuss your concerns. They may be able to deal with your concerns or inform PT ASL who will be in touch with you. We also work closely with Speech and Language Therapy, Autism Outreach, Inclusion Team, Educational Psychology and the Neurodevelopmental Disorder Assessment Service (NDAS).

Both the pastoral and learning requirements of pupils who have significant additional support needs will be met by our PT Additional Support for Learning and you should contact them directly if you have any enquiries.

Study Skills

Study Skills is a small class created for pupils who find literacy challenging. Pupils are extracted from Modern Languages and are supported with their homework and additional literacy and numeracy skills. Pupils who would benefit from Study Skills will be identified by their P7 teacher. If your child has been selected for Study Skills, your child will have been given a letter during their transition visit. If you have any questions about Study Skills please contact Mrs N Flint (PT Additional Support for Learning).

3.4 Health and Wellbeing Curriculum

All S1-6 pupils participate in Health and Wellbeing lessons (formally known as 'PSE') on a weekly basis. These lessons are delivered by teachers or outside organisations and aim to support our young people in improving their overall health and wellbeing.

3.5 Child Protection

The vision for all children and young people in Dumfries and Galloway is that they should be safe, nurtured, healthy, achieving, active, respected, responsible and included. All children have the right to be protected and kept safe from harm (European Convention on the Rights of the Child). We all have a part to play in this and in making sure that children and young people get the help they need when they need it. Dumfries and Galloway Council recognise that staff within schools and early learning and childcare (ELC) and education settings have a key role to play in keeping all children safe. To assist us with this role, a Child Protection Procedure has been developed in our area. This tells all staff:

- how to recognise signs that a child or young person may need protection
- what to do if they do have a concern about a child or young person

All staff within our ELC and education settings have been trained to be able to recognise when a child may be suffering from, or at risk of, harm and to listen to children if they want to talk to them about anything which might be worrying them. Each ELC and education setting in Dumfries and Galloway has a senior member of staff who has overall responsibility for ensuring the protection of children within their school or establishment. They are called the Child Protection Co-ordinator (CPC). If a member of staff does have a concern about any child, they will discuss this with the Child Protection Co-ordinator who will decide what action might need to be taken to keep that child safe. This may involve talking to the child, other members of staff or other professionals who may be working with the child. The Child Protection Co-ordinator in Wallace Hall Academy is Mr Mack. Further information is contained within the Child Protection Policy for Schools, Pre-School and Child Care Services which is available on the Council website.

3.6 Positive Behaviour

We are keen to encourage positive behaviour from our young people. Working in partnership with parents and carers is really important for this and you can help us by promoting positive behaviour at all times. Positive behaviour can be rewarded with house points. The house points system is used for S1-3 pupils to monitor achievement across all subjects and extra-curricular activities in school. Each subject has a set of criteria that results in house points being awarded, which are totalled each term. Please keep an eye on the school's website and social media for house updates throughout the year.

Staff can communicate behaviour concerns via our 'demerit system'; this system is currently under review, more details about this will follow in August.

If you have any questions about this, please do not hesitate to contact a member of the Secondary Senior Leadership Team.

3.7 Mobile Phone Use and Staying Safe Online

Mobile phones are allowed in school but their use in classrooms is directed by the teacher. We have a clear mobile phone policy that is displayed in all classrooms; mobile phones should be kept in schoolbags unless the teacher has advised that they are needed as part of the learning. Pupils will be given one warning in the event of misuse and a phone would then be confiscated. Please discuss safe use of mobile phones and appropriate use of social media with your son or daughter. We would encourage social media age restrictions to be followed to support your child/ren to stay safe online. We have noticed that young people can sometimes become upset about incidents that take place outside of school hours on their phones, e.g. texting with peers, and it is helpful for pupils to understand how to use mobile technologies in a way that is safe and respectful of others. Further information for parents about safety online can be found at: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>.

3.8 Pupil Wider Achievement

As a school, we like to be made aware of and celebrate the successes of all of our pupils, whether these achievements happen in school or in the pupils' own time. Records of the achievements of pupils while representing the school are kept by us and are often recognised at our Celebration of Success Ceremonies/Awards Presentations/Assemblies and through our school publicity/website/social media pages.

However, we realise that there will be pupils who have achieved success that we are unaware of and who, therefore, do not get recognition. These achievements can be related to sport, music, drama, speech and any other activity where a pupil has been successful. We cannot celebrate these successes unless we know about them. Please let us know by sending us an email at gw08officewallace@ea.dumgal.sch.uk detailing any achievements and attaching relevant photographs.

If your son/daughter has been successful at an out of school activity within this academic year and would like to be considered for a Wider Achievement Award, you, or your son/daughter, can complete a Wider Achievement Form. This form will be available in the School Office for pupils to pick up or for you to request. A copy of the form is also available on the school website in the 'School Bag' area.

In order to be eligible to achieve this award, the following criteria should be met:-

- Being placed 1st, 2nd or 3rd at a regional, national or international competition
- Being part of a squad/team/group which is placed 1st at a regional, national or international competition
- Being selected for a regional, national or international training squad/team/group

3.9 After-School Clubs

We have a comprehensive extra-curricular programme which is displayed around the school building and also shared on social media. The programme for the coming year will be shared in August.

We have also returned to participating in competitive sports fixtures against other schools within the Local Authority.

Pupils attending clubs and activities after school are required to make their own way home; the Council run school buses do not do a later service. Pupils that are unable to walk home should check bus timetables for the most suitable bus home or arrange transport home with parents. All after-school buses will pass through Thornhill and do not come up to the school.

4. General Information

4.1 Social Media, Email and the Website

We are continually trying to improve our communication with parents. We have a very active social media presence on Facebook, Twitter and Instagram and we would encourage you to 'follow' our pages. We plan to send most general parental communications by email, rather than via printed copies. If you have not already done so, please ensure our office has an up-to-date email address for your family. This method of communication will save the school money on printing costs. Copies of letters can also be found on the school website via the 'School Bag' icon on the front page. Our website can be accessed at www.wallacehall.co.uk. Please check our website regularly as this will help us keep everyone involved and informed.

S1 parents will receive a letter at the start of this academic year seeking permission to take and use photographs of your children for use in newspaper articles, school publications, posters and other publicity, including the school website and the school Twitter page. These photos may illustrate your child's participation in school activities as well as recognising achievement. This permission lasts for the whole time you are at Wallace Hall. Please contact our school office if you wish to amend or discuss any photographic permission details.

4.2 Parent Council

Two Parent Council meetings are usually held each term. To register your attendance and request the link for any of these meetings please email wallacehallparentcouncil@gmail.com. Further information and dates will be circulated to parents as soon as this is available.

All parents/carers are welcome to participate in the meetings and more information including previous minutes can be found on the school website: www.wallacehall.co.uk. If you would like to contact the Chair or the Vice Chair of the Parent Council, please email them on: wallacehallparentcouncil@gmail.com.

The National Parent Forum of Scotland website (<http://www.npfs.org.uk/>) works in partnership with national and local government and other organisations involved in education and child wellbeing issues to ensure that parents play a full and equal role in education. The overall aim is to help every child to maximise their potential through their school life. The National Parent Forum of Scotland provides up-to-date information on a range of topics including guidance for pupils and parents. The publications section contains a useful selection of free leaflets regarding a range of issues including Blended Learning, Learning at Home, STEM, Career Conversations, Online Safety and Empowering Parents and Carers.

4.3 Parking Outside the Primary School

We are very concerned about health and safety issues surrounding cars and buses coming into school and would appreciate your support in ensuring the safety of all the young people at Wallace Hall. Some parents are continuing to park in the disabled spaces or in the drop-off/pick-up area outside the primary school. We would appreciate your co-operation in using the main school car park unless you or your child is disabled and have an official disability badge displayed inside the front windscreen of the vehicle. Parents who are making use of this area should ensure that it is used just to drop off students. If you wish to wait at the school or if you are collecting a young person, please use the main car park. Please note that you should not be using the drop-off area **at all** between 8.30am and 9.15am and 3pm and 4pm, as per the signage in place along the drop-off bay. This route is **only** for buses and disabled badge holders at these times.

4.4 Raising concerns

Listening to, and understanding, the views and concerns of parents/carers is very important to us. We are keen to work closely with parents to support the wellbeing and learning of all pupils.

If, as a parent, you have a concern with regards to the school then please phone to arrange for an appointment. Very occasionally parents just turn up and ask to speak to a member of the school staff. To avoid disappointment, please contact the school first and we will find a time that is convenient to both parties.

In order to support your child in the quickest and most effective way, we ask that you specify whether you have a subject or pastoral concern when contacting the school. A subject concern is any issue or query regarding the curriculum, or your child's progress or behaviour within a particular subject. A pastoral concern will be in connection with the overall wellbeing of your child and may include issues relating to health, family circumstances and relationships with others. Distinguishing between these two concerns will allow us to contact the most appropriate member of staff to assist you with your query.

4.5 SCHOOL HOLIDAYS AND TERM DATES 2023-24

Term 1

Staff training - Friday 18 and Monday 21 August 2023

First day - Tuesday 22 August 2023

Last day - Friday 13 October 2023

Autumn holiday - Monday 16 to Friday 27 October 2023

Term 2

First day - Monday 30 October 2023

Last day - Friday 22 December 2023

Christmas holiday - Monday 25 December 2023 to Friday 5 January 2024 (pupils return Tuesday 9 January)

Term 3

Staff training - Monday 8 January 2024

First day - Tuesday 9 January 2024

Mid-term holiday - Monday 12 February to Wednesday 14 February 2024*

(*Staff training - Tuesday 13 and Wednesday 14 February 2024)

Pupils return from Mid-term holiday - Thursday 15 February 2024

Last day - Friday 22 March 2024

Spring holiday - Monday 25 March to Friday 5 April 2024

Term 4

First day - Monday 8 April 2024

May Day holiday - Monday 6 May 2024

Last day - Monday 1 July 2024

Summer holiday - Tuesday 2 July to Friday 16 August 2024 (pupils return Wednesday 21 August 2024)

