

BANFF ACADEMY
Parents Information Booklet 2017-18



Please keep this booklet for reference
throughout the session

Monday and Tuesday

0850 start

50 minute lunch

1600 close

| Period | Time |
|------------------------|------------------|
| Registration | 0850-0900 |
| Period 1 | 0900-0950 |
| Period 2 | 0950-1040 |
| <i>Interval</i> | 1040-1100 |
| Period 3 | 1100-1150 |
| Period 4 | 1150-1240 |
| <i>Lunch</i> | 1240-1330 |
| Period 5 | 1330-1420 |
| Period 6 | 1420-1510 |
| Period 7 | 1510-1600 |

Wednesday, Thursday and Friday

0850 start 50 minute lunch

1510 close

| Period | Time |
|------------------------|------------------|
| Registration | 0850-0900 |
| Period 1 | 0900-0950 |
| Period 2 | 0950-1040 |
| <i>Interval</i> | 1040-1100 |
| Period 3 | 1100-1150 |
| Period 4 | 1150-1240 |
| <i>Lunch</i> | 1240-1330 |
| Period 5 | 1330-1420 |
| Period 6 | 1420-1510 |

WEEK BY WEEK DIARY OF KEY EVENTS - 2017/18

Please note that the dates below may be subject to change, please check the Banff Academy website or facebook page for updates.

| AUGUST 2017 | |
|--------------|--|
| Monday 21 | IN-SERVICE |
| Tuesday 22 | School opens for pupils/First day of term 1 |
| SEPTEMBER | |
| Tuesday 12 | Whole School Sponsored Walk |
| Wednesday 13 | Business Breakfast |
| Monday 18 | Tempest Photographer in School (S1 and S3 Individuals, S5 House Groups and S6 Year Group) |
| Wednesday 27 | S4-S6 Reports issued |
| OCTOBER | |
| Friday 13 | Last day of term 1 |

OCTOBER HOLIDAY : Monday 16 – Friday 27 October 2017 (Inc)

| OCTOBER | |
|--------------|---|
| Monday 30 | First day of term 2/S4 Work Experience Week |
| Tuesday 31 | S1 Interim Reports issued |
| NOVEMBER | |
| Tuesday 07 | Safe Drive |
| Monday 13 | IN-SERVICE |
| Tuesday 14 | IN-SERVICE |
| Tuesday 22 | S1 Parents Evening |
| DECEMBER | |
| Wednesday 06 | S4-S6 Parents Evening |
| Friday 22 | Last day of term 2 |

CHRISTMAS HOLIDAY: Monday 25 December 2017 – Monday 8 January 2018 (Inc)

| JANUARY 2018 | |
|--------------|---------------------------|
| Monday 08 | First day of term 3 |
| Friday 12 | S3 Reports issued |
| Monday 15 | Estimate Exams start |
| Wednesday 17 | S3 Parents Evening |
| Monday 29 | S3 Choices for 18-19 |
| FEBRUARY | |
| Thursday 08 | S2 Reports issued |
| Friday 09 | OCCASIONAL HOLIDAY |
| Monday 12 | MID-TERM HOLIDAY |
| Tuesday 13 | IN-SERVICE |
| Wednesday 14 | IN-SERVICE |
| Wednesday 21 | S2 Parents' Evening |

| MARCH | |
|--------------|----------------------------|
| Thursday 01 | P7 Open Evening |
| Monday 05 | S2 Choices for 18-19 |
| Tuesday 06 | S4-S6 Reports issued |
| Friday 16 | S4/5 Choices for 18-19 |
| Wednesday 21 | Driver Awareness |
| Thursday 29 | Last day of term 3 |
| Friday 30 | GOOD FRIDAY HOLIDAY |

EASTER HOLIDAY : Monday 02 April – Friday 13 April 2018 (Inc)

| APRIL | |
|----------------|-----------------------------|
| Monday 16 | First day of term 4 |
| Monday 23 | Health Fair Week |
| Monday 30 | SQA Exams start |
| MAY | |
| Monday 07 | MAY DAY HOLIDAY |
| Monday 14 | Timetable Change |
| Tuesday 22 | S1 Reports issued |
| JUNE | |
| Friday 01 | SQA exams end |
| Monday 04 | OCCASIONAL HOLIDAY |
| Tuesday 12 | Athletics Day |
| Friday 15 | School Show |
| Tuesday 26 | P7 Link Week |
| Wednesday 27 | P7 Link Week |
| Thursday 28 | P7 Link Week |
| Friday 29 | P7 Link Week |
| JULY | |
| Friday 06 July | Last day of Session 2017/18 |

SUMMER HOLIDAY : Monday 09 July – Friday 17 August 2018 (Inc)

SESSION 2018- 2019 (Occasional Days TBA)

| AUGUST 2018 | |
|---|-------------------------|
| Monday 20 | IN-SERVICE |
| Tuesday 21 | School Opens For Pupils |
| OCTOBER 2018 | |
| OCTOBER HOLIDAY: Monday 15 October to Friday 26 October (Inc) | |
| NOVEMBER 2018 | |
| Monday 12 | IN-SERVICE |
| Tuesday 13 | IN-SERVICE |
| DECEMBER 2018 | |
| CHRISTMAS HOLIDAY : Monday 24 th Dec 2018 - Friday 4 Jan 2019 (Inc) | |
| FEBRUARY 2019 | |
| Monday 11 | MID-TERM HOLIDAY |
| Tuesday 12 | IN-SERVICE |
| Wednesday 13 | IN-SERVICE |
| APRIL 2019 | |
| EASTER HOLIDAY : Monday 1 st Apr 2019 – Fri 12 th Apr (Inc) | |
| Friday 19 | Good Friday |
| MAY 2019 | |
| Monday 06 | May Day Holiday |
| JULY 2019 | |
| SUMMER HOLIDAY : Monday 8 th July – Friday 16 th August (Inc) | |
| | |

SCHOOL UNIFORM

Pupils are expected to wear school uniform while at school and when participating in organised school trips or activities. The School Uniform for Banff Academy is:

- White shirt or blouse
- Black trousers or skirt
- Sensible black footwear
- Banff Academy tie
- Banff Academy black jumper/cardigan (**optional**)
- Banff Academy blazer (S5/S6, **optional for S1-S4**)

Other Dress Information:

For PE, pupils are expected to have a full change of PE kit including footwear and clothing suitable for participating in indoor and outdoor activities.

Suppliers of School Uniform:

- ❖ Ties from the school office - £2.90
- ❖ Academy Uniforms – blazers and knitwear – <http://www.academyuniformsltd.co.uk>

Please remember to label all pupils' clothing and personal items with their name. Numerous items of clothing and other items are handed into lost property and are never claimed, then donated to charity following a period of time.

CHARGES FOR COURSE CONSUMABLES

In line with other schools across Aberdeenshire, Banff Academy requires to levy some charge towards items described as consumables within particular subject areas. This usually refers to items which pupils can take home e.g. Art and Design and Design and Technology projects, dishes made in Home Economics etc. It would be helpful if you could alert your child's Guidance teacher to individual circumstances which, at any time, may cause any particular difficulties with payment, e.g. if you wish spread the payments over the year. If your son/daughter is entitled to free school meals, no payment is required.

Letters are issued to parents informing them of the charges. Please note that all cheques should be made payable to **'Aberdeenshire Council'**. In line with council policy, all payments for £10 or more will be issued with an Aberdeenshire Council receipt for your records. We encourage parents to pay pupil course consumable charges online via myAberdeenshire account, information is provided to parents prior to the collection date. The charges for each course are available on our website.

EXCURSION/TRIP OPPORTUNITIES

As the school's curriculum develops, it is likely that there will be the opportunity for pupils to take part in a variety of fieldwork trips/excursions. These form a valuable part of the learning experience. However, as you know, transport costs for such activities are high and often beyond what can be sustained by normal school budgets. Your child may have the opportunity to take part in such trips and it is likely that we will have to ask you for a contribution to the cost of transport in these cases, 2017 cost for travel within Aberdeenshire is £5, out with Aberdeenshire is £10. We will inform you as far in advance as possible of any such excursions.

VANDALISM

To make all parents and pupils aware, malicious damage (vandalism) must be funded by the school from the same budget that all school resources are funded from. Therefore a door deliberately broken, a toilet flooded or signs destroyed will mean that money earmarked for computers, school books or extra curricular events may require to be postponed or cancelled entirely.

Parents and pupils should therefore also be aware that where specific pupils have been identified as having caused the damage, we will request the cost of making good that damage from parents. We know that the vast majority of pupils deplore such damaging acts and their vigilance results in most of the culprits being identified.

CASHLESS CATERING

Pupils use their National Entitlement (Young Scot) cards to make purchases at catering counters. Pupil accounts can be credited by:

- Online payment via myAberdeenshire account
- Cash payments using the revaluation unit in the social area and snack bar
- Cheques made payable to Aberdeenshire Council - please put pupil name and year group on reverse of cheque

Parents can top up or credit pupil's cards online (and view what pupils have purchased), using the online payment facility option. Parents are required to register onto the facility, instructions are available on the Aberdeenshire Council website (www.aberdeenshire.gov.uk). Simply click PAY, followed by the appropriate heading e.g. School Meal Payments. Once registered, you can pay securely and access a range of services including notifications of school closures and school transport changes, using a single name and password using your myAberdeenshire account. You will require the unique reference code to link to your child's account (please note you need separate codes for each child). Please contact the school office if you require this code.

Pupils should go to the office if they have lost their National Entitlement Card to order a replacement or if they have not received a National Entitlement Card and would like one. For more detailed information, please go to -

<http://www.aberdeenshire.gov.uk/schools/meals/cashless-catering-in-secondary-schools/>

Free School Meals

An application form can be obtained from the school office or can be downloaded from <http://www.aberdeenshire.gov.uk/parentscarers/financial/meals.asp>

SAFETY IN SCHOOL GROUNDS

The access roads around the school are quite busy, it is important that drivers follow a few basic safety points. Please could pupils be dropped off or picked up at Whinhill Road, not on Bellevue Road.

Parents/carers/visitors to school should park in the car park beside the main entrance to the school, opposite Malcolm Road. This car park should not be used for dropping off or picking up pupils.

The small car park beside the tennis courts is for Deveron Centre users only. Similarly, this car park should not be used for dropping off or picking up pupils. There is a delineated area for ASL transport only.

In the bus lane, the side of the road nearest to the school is for buses only. There are some parking spaces on the opposite side but these should not be used during pick-up/drop-off times.

We hope to have signage installed soon which will help inform users.

SNOWSTORM ARRANGEMENTS

As you know, the weather during winter can become severe quite suddenly. There are three ways of obtaining information in the event of bad weather:

1. **RADIO** - Details of buses being cancelled and school closure will be broadcast locally.
2. **ADVERSE WEATHER TELEPHONE INFORMATION SERVICE**
This allows parents to listen to a recorded message from the school. When severe weather warnings are received the school will endeavour to keep this updated. **Please note** this number has recently changed.

HOW TO USE THE SERVICE:
 - Dial Aberdeenshire Council's access number : **0370 054 4999**
 - Now enter **Banff Academy's** pin number : **021030**
 - You will now hear our school's name. Ensure that this is correct before going on.
 - You will now be taken to the **MAIN MENU** where you will be given several options.
 - ❑ **PRESS 1 : to hear our school's message about the adverse weather**
(e.g school closure or if transport arrangements have been affected).
 - ❑ **PRESS 4 : to enter the pin number for another school within the authority**
(Parents may have children who attend different schools, allows you to move from one school's messaging service without having to dial in again).
3. **ABERDEENSHIRE COUNCIL WEBSITE**
Information about school closures can also be obtained on the Aberdeenshire Council website <http://www.aberdeenshire.gov.uk> You can also register for notifications of school closure via myAberdeenshire account, link available on Aberdeenshire Council website.

SCHOOL TRANSPORT

Please refer to the home to school transport leaflet for information:

<http://www.aberdeenshire.gov.uk/roads-and-travel/school-transport/school-transport/>

PARENT/SCHOOL COMMUNICATION

To ensure we can contact you, remember to inform the school of any changes to your contact details (including work or mobile numbers) and of any relevant changes to your child's medical information.

Please ensure you inform the school if your child is to be absent for any reason and indicate where possible, if the absence is likely to extend beyond a day. Please also inform the school if you require to pick your child up during the school day, for example, for a medical appointment, either by written note or by phone/text. When picking up your child through the school day, please note pupils should ONLY leave school through the front reception having firstly informed the office staff they have left.

Pupil Planners (homework diaries) are issued to all pupils at the start of the session. Please support your child with their homework diary and help us to ensure they bring them to school every day.

Follow us on the Banff Academy website or facebook page with news, photos and updates of the variety of activities and achievements of pupils and staff.

SCHOOL CONTACT DETAILS

BANFF ACADEMY

Bellevue Road, Banff, AB45 1BY

Tel: 01261 812591

E-mail: banff.aca@aberdeenshire.gov.uk

Website: <http://www.banffacademy.aberdeenshire.sch.uk>

Office Opening Hours 8.15am – 4.30pm