



Welcome to Knox Academy  
Session 2017 - 2018

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This pack contains a variety of documents. The majority of enclosures apply to all year groups however some apply to SI only. The table below identifies the year group(s) to which the document applies, and highlights those items that require action on behalf of the parent/guardian.

<b><u>Item</u></b>	<b><u>Year Group</u></b>	<b><u>Return Required?</u></b>
How Can You Help?	All	
School Day , Term Dates & Attendance	All	
School Dress Code	All	
Lost Property	All	
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Extra-Curricular Activities	All	
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SI Parental Consent Forms	SI	
SI Pupil Photographs	SI	
Parent School Partnership Information	All	
Staff List	All	
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## ENCLOSURES

PCI Local Walking Trips Within Haddington	All	YES
Pupil Photograph Form (Under 16s)	SI	YES

## HOW CAN YOU HELP?

There are a number of ways in which parents/carers can support their youngster's education at Knox Academy. A few of these are listed below.

Please:

- Contact the school office before the start of the school day if your son/daughter is going to be absent.
- Send notes regarding appointments at least one day before the appointment.
- Send notes when your son/daughter returns to school following a period of absence. This is required in addition to a morning telephone call.
- Ensure the contact details held by the school are up to date. It is essential that the school office is advised of any change to address/telephone number – without accurate contact details the school cannot contact parents/carers in an emergency or to discuss any concerns.
- Encourage pupils to wear full dress code on a daily basis; it promotes a positive and businesslike ethos within the school. Visitors to the school regularly comment on the smart dress of our pupils.
- Encourage your son/daughter to take an active part in PE and ensure they remember to pack their kit!
- Get involved in our extra-curricular activities. This involvement could be in a variety of roles, for example, assisting with coaching, overseeing a senior pupil coaching, travelling to events with teams or acting as an official.
- Attend Parents' Evenings and return the reply slips that accompany reports.
- Pupils in S1-S5 are given a homework diary/planner. Discuss this regularly with your youngster and ensure they complete homework on time. Please do not hesitate to contact the appropriate Guidance Teacher with any concerns.
- Join the Knox Academy Parent Council or PTA. If you can't spare the time there are many events throughout the year that you could support on a one-off basis.
- Bullying in school can be best tackled if parents/carers, teachers and pupils all work together to find a solution. Please do not hesitate to contact the appropriate Guidance Teacher or Depute Head Teacher with any concerns.
- The school is always trying to establish closer links with the local business community. If you would like to be involved in any way, get in touch!
- Support us in our efforts to enable all youngsters to become successful learners, confident individuals, responsible citizens and effective contributors.

Thank you

## SCHOOL DAY

<b>Monday – Thursday</b>	<b>Period</b>	<b>Friday</b>
8.44 - 8.56	Registration	8.44 - 8.53
8.56 - 9.55	Period 1	8.53 - 9.52
9.55 - 10.54	Period 2	9.52 - 10.51
10.54 - 11.09	Interval	10.51 - 11.06
11.09 - 12.08	Period 3	11.06 - 12.05
12.08 - 1.07	Period 4	
1.07 - 2.02	Lunch	
2.02 - 3.01	Period 5	
3.01 - 4.00	Period 6	

## TERM DATES

### Autumn Term

Wednesday 16 August 2017 - Friday 13 October 2017

Tuesday 24 October 2017 - Friday 22 December 2017

### Spring Term

Monday 8 January 2018 - Friday 9 February 2018

Tuesday 20 February 2018 – Thursday 29 March 2018

### Summer Term

Tuesday 16 April 2018 - Friday 29 June 2018

### Holidays and In-Service Days

Monday 14, Tuesday 15 August 2017

In-Service

Friday 15 September 2017

Holiday

Monday 18 September 2017

Holiday

Monday 23 October 2017

In-Service

Monday 19 February 2018

In-Service

Monday 7 May 2018

Holiday

Tuesday 8 May 2018

In-Service

Monday 21 May 2018

Holiday

## ATTENDANCE

Thank you to all the parents/carers who contact Knox before the school day to inform us if their youngster is going to be absent. Sometimes the lines are very busy and your patience is appreciated. We also appreciate the letters sent in with pupils when they return to school.

However, sometimes pupils' absences remain 'unexplained'. For pupils whose absence remains "unexplained" a text message will be sent out asking for parents to contact the school with a reason for the pupil's absence. The sending out of texts should be complete by 10.30am each morning.

Following a telephone call, pupils are recorded as having a verbal explanation for absence, however a letter/email from their parent/carer is required before the reason for absence is confirmed. **Where a pupil's absence remains 'unexplained' or no letter is received, the absence will be recorded as truancy or as an unreasonable excuse.** For pupils in receipt of an Educational Maintenance Allowance, absences can affect the payments they receive.

Please help us by:

- Continuing to contact the school before the school day if your son/daughter is going to be absent (the office is open from 8.00am).
- Sending notes regarding appointments into school at least one day before the appointment.
- Sending notes when your son/daughter returns to school after an absence.

Throughout the year a letter is sent to parents/carers of pupils with an attendance record that falls below an acceptable level. A copy of their attendance record will be enclosed with this letter. This system is designed to provide an early warning, and a support to parents/carers and pupils. Guidance staff are keen to become involved and help support pupils and their parents/carers before poor attendance has a detrimental effect on their education.

Letters will also be sent regularly to parents/carers where the pupil attendance record includes any 'unexplained' or 'verbal explanation' only absences.

## PUNCTUALITY

All pupils are required to register at 8.44am.

## **DRESS CODE**

Research has shown that schools enforcing a dress code have pupils who attain and achieve to a higher standard and have fewer incidences of bullying.

The Dress Code for Knox Academy is outlined below.

### **Years 1 to 6 Inclusive:**

- Skirts and trousers must be made of dense black material. If trousers are made of denim, please ensure that these are black in colour, not faded black, navy or grey.
- Skirts must reach at least 2cm below the pupil's middle finger when their arms are at their sides.
- Any form of footwear, including trainers, is acceptable as long as they are black with no other colours (not even piping or eyelets or fur). The only exception to this will be wellington boots on days when it is raining or snowing.
- Girls must wear shirts/blouses that have a button at the neck.
- Ties are to be worn at the neck.
- Knitwear (sweaters, cardigans, waistcoats and tank tops) or sweatshirts must be black and may not have logo that could not be covered by the palm of the pupil's hand. Black hoodies are acceptable but must be such that a pupil's tie can be seen at the neck and any logos must be able to be covered by the pupil's hand. Knitwear can also be navy but sweatshirts/hoodies must be black.
- Pupils not wearing black knitwear/sweatshirts must accept that they will be asked to remove these during class time.
- Strappy tops worn over shirts by girls are not acceptable.
- All accessories must be black (belts, scarves etc).
- Stud earrings only, necklaces to go inside shirts and no bangles.
- If a member of staff requests that a pupil removes any accessory or item of outerwear because of health and safety concerns the pupil must comply.

### **Outdoor Garments:**

Outdoor garments may not be worn in class.

### **Extremes of Fashion:**

In general terms, we would expect all our young people to maintain a sense of decorum. By way of example, we would not expect to see bare skin/midriffs or shoulders.

Pupils not conforming to dress code might be sent home to change. If that is impossible it is likely that parents/carers will be invited into school to meet with the relevant Head of House.

## **LOST PROPERTY**

Every week a large quantity of 'lost' property is handed into the School Office. To ensure that your child is able to identify any items they have misplaced please ensure that you label clothing/belongings with their name where possible/practical.

Items are kept for one calendar month following which they are disposed of or donated to charity.

Pupils who have misplaced an item of clothing or a possession should visit the School Office who will reunite them with their property should it have been handed in.

Parents/carers are welcome to visit the School Office to view the lost property being held, and to identify items belonging to their child.

## **LOCKERS**

Lockers are available for use by all pupils. Application forms are available from the School Office, and should be returned with a deposit of £5.00 that will be refunded on return of the key and completion of a satisfactory inspection of the locker. This charge will be reviewed annually. Cheques should be made payable to East Lothian Council.

In the event that a locker key is lost, pupils will be given access to remove their belongings but will lose their deposit. If an additional locker key is required a further deposit of £5.00 is payable.

## **FOOD COURT/CASHLESS CATERING**

The Food Court at Knox Academy is open to pupils for the purchase of food/drinks as detailed below:

Monday to Thursday	8.15am to 1.50pm
Friday	8.15am to 11.10am

Pupils in S1-5 should not access the Food Court during lesson times.

The Food Court is 'cashless'. Pupils have a Smartcard that they can load money onto at one of 3 machines located throughout the Food Court/Social Area. Parents/carers can also send in a cheque (payable to East Lothian Council), please ensure you note the child's name and class on the reverse, or top up the card online at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk). If you would like a daily spend limit set, please notify the Food Court supervisor in writing c/o Knox Academy.

An example of the cost of a meal for Session 2017/18 is:  
Dish of the day, veg, soup or yoghurt and a drink - £2.10

Pupils who are in receipt of Free School Meals have funds credited to the Smartcard before morning interval each day. On a Friday pupils entitled to a free school meal should collect their lunch at morning interval. Information regarding Free School Meal entitlement is available from East Lothian Council.

## **EXTRA-CURRICULAR ACTIVITIES**

A huge number of extra-curricular activities are available to pupils at Knox Academy; timetables are available to view at [www.ka-net.org.uk](http://www.ka-net.org.uk).

## **CALENDAR**

Please look at the website – especially as there are likely to be updates as the year goes on.

## **SI PARENTAL CONSENT FORM**

There will occasionally be times when pupils are required to walk, sometimes unaccompanied, within Haddington ie class trips/walking to the Aubigny Sports Centre etc.

**Please complete the pro-forma and return the whole sheet to the school by Wednesday 21 June – failure to return the form could result in pupils missing trips. These forms will be held by the school for reference.**

Thank you for your co-operation.

## **SI PUPIL PHOTOGRAPHS**

Knox Academy is a busy place with a huge variety of activities taking place throughout the Session. During the year, we take a variety of photographs of pupils taking part in these activities, which are used for school publications such as the Prospectus and Knox News.

The local or national press may cover some of our activities/news, and therefore we send photographs to the paper to accompany the articles.

We are extremely careful about the use of, and access to, pupil photographs. However, we would like to ensure that you are happy with these arrangements and therefore would ask parents/carers to read, complete and return the attached East Lothian Council Consent Form.

**It would be helpful if all forms were returned to the school office by Wednesday 21 June.**

Please do not hesitate to contact the School should you wish further information on this matter.

**THIS FORM APPLIES TO SI PARENTS/CARERS ONLY.**



## **KNOX ACADEMY PARENT SCHOOL PARTNERSHIP**

The Parent School Partnership is an active committee, meeting 8/9 times throughout the school year.

One of the most important roles is to act as a link between the school and parents, and to assist in communications.

Please feel free to contact any partnership member with your views or concerns. Partnership mail can be handed into the school or posted to the Chair, c/o Knox Academy.

Mr J Wrinn	Chair
Ms K White	Vice Chair
Mr A McBain	Vice Chair
Ms L Syme	Clerk

Meetings are open to all; parents are always welcome to come along. Minutes of meetings are produced and are available for parents to access as follows:

- ❑ On the Partnership website ([www.knoxparents.org.uk](http://www.knoxparents.org.uk))
- ❑ Via the school website ([www.ka-net.org.uk](http://www.ka-net.org.uk))

Dates for meetings in Session 2017/2018 are as follows:

- ❑ 30 August
- ❑ 4 October
- ❑ 8 November
- ❑ 6 December
- ❑ 17 January
- ❑ 7 March
- ❑ 25 April
- ❑ 30 May

Meetings take place in the Library at 6.15pm. Details of the agenda are available from the Clerk who can be contacted via the school office.

## STAFF LIST 2017/18

### Head Teacher

Mrs S Ingham

### Depute Head Teachers

Mrs C Falconer  
Mr S Illingworth  
Ms C Prime

### Business Manager

Ms B Skirrow

### Admin Team

Mrs J Allan  
Mrs F Forrest  
Mrs E Maguire  
Mrs M Weir  
Mrs K Bemrose

### Auxiliary – Medical

Mrs M Ball

### Sports Co-ordinator

Mr S Wands  
Mr L Daborn (Primary)  
Mr T Salkeld (Rugby DO)

### School Librarian

Mr W Plain

### Technicians

Mrs P MacGregor  
Miss A Patterson

### FES Premises Management

Mr L Thomas  
Mr A Aitken  
Mr K McAlpine

### ASN Auxiliaries

Mrs T Devonald  
Mrs L Dickson-Murray  
Mrs S Gillies  
Ms K Fraser  
Ms M Lewis  
Mr L Morrison  
Ms D Connell  
Mr J P Muldowney  
Mrs L Alison

### Pupil Support

Mr S Marnoch  
Mr P Gilholm  
Mrs A Freeman

### General Auxiliary

Mrs H Jackson

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### Meadowpark

Ms C Prime (Depute)  
Ms J Hadden (ASN Auxiliary)  
Ms B Morton (ASN Auxiliary)  
Ms L Will (ASN Auxiliary)  
Ms L Greig (Teacher)  
Ms S Murphy (Teacher)  
Ms M Williams (Admin)

### Communication & Literacy Faculty

Mr S Illingworth – Faculty Link  
Mrs A Rankine – Faculty Head

### English

Mr P Bristow (PT Literacy)  
Mr O Edwards  
Mrs E Reynolds  
Mr M McGeehan

### Learning Support

Ms V Lyon  
Ms C Cumming

### Modern Languages

Mrs A Cochrane  
Miss H McBride  
Miss J Laudi

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### Expressive Arts Faculty

Mrs C Falconer – Faculty Link  
Miss H MacLeod – Faculty Head

### Art

Miss K Johnston  
Ms A Reynolds  
Mr J Crawford

### Drama

Miss E Whitfield

### Music

Mr K Johnson  
Miss E Orr  
Miss H MacLeod

### Music Instructors

Mr D Barnes, Ms M Goodfellow, Ms P Hair,  
Mr D Robb, Mr N Wilson, Ms H Turbayne,  
Ms L Woodsend

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### Numeracy & Technology

Mrs C Falconer – Faculty Link  
Mrs L McInnes – Faculty Head

### Mathematics

Mrs L McInnes  
Mr R Barclay (PT Numeracy)  
Mr C Blair  
Mr M Reid  
Mr F Tait  
Mr S Wren  
Ms K Gourley

### Computing

Mr A McSwan

### Technology

Miss A Leggatt  
Ms S Moore  
Mrs R Smith

### Health & Well Being Faculty

Mr S Illingworth – Faculty Link  
Ms J Leighton - Faculty Head

### Guidance Staff

Miss L Adam (PT) - Garleton  
Mr S Meekison - Lammerlaw  
Mrs W Doig (PT) – Traprain

### Home Economics

Ms S Cochrane

### Physical Education

Ms J Leighton  
Ms J Waters  
Mr S Elms

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### Science Faculty

Vacant – Faculty Link  
Mr J Taylor – Faculty Head

### Biology

Miss K Kirkwood  
Ms C Robb  
Mr E Easton

### Chemistry

Mr A Dickie  
Dr D Rice

### Physics

Mr J Taylor  
Miss T Dornan  
Ms C Campbell

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### Social Subjects Faculty

Vacant – Faculty Link  
Mr R Flood – Faculty Head

### Business Education

Mr C Dempster  
Mr R Flood  
Ms D Ferguson

### Geography

Miss L Jeffrey  
Ms N Stobie  
Mrs C Falconer

### History/Modern Studies

Miss K Anderson  
Miss H Brannigan  
Mr S Illingworth  
Miss S McPhee  
Mr A Redford  
Ms K Bulloch

### Religious Education

Mrs L Montgomery  
Miss H Brannigan

