

## INFORMATION FOR NEW ENTRANTS TO DOLLAR ACADEMY

Everyone in Dollar very much looks forward to welcoming new parents and pupils into our community this session. The introduction to Dollar Academy will be smoothed, I hope, by the provision of the following information.

**David Knapman**  
**Rector**

Full information on the life and work of the Academy is contained in the three Information Booklets for *Pupils*, *Parents* and *On Co-Curricular Activities*, all of which are to be found on the Dollar website ( [www.dollaracademy.org](http://www.dollaracademy.org) ). Various, more specific pieces of information pertinent to new pupils and their parents are given below.

## POINTS OF CONTACT

The initial point of contact for parents is with the appropriate Class Teacher, Head of Year (in Senior School) or, for boarding matters, the Houseparent. Assistant Heads of Year also have a special remit to look after new pupils.

Heads of Year for 2016—2017 are:

Form I	<b>Dr R J Johnson</b> Miss K Marshall (Assistant Head)
Form II	<b>Mrs P Webster</b> Mrs T L Livingstone (Assistant Head)
Form III	<b>Mr C Smith</b> Mrs M Leggatt (Assistant Head)
Form IV	<b>Mrs C M Childs</b> Mr N G McEwan (Assistant Head)
Form V	<b>Miss G M McCord</b> Mr D A H Johnston (Assistant Head)
Form VI	<b>Mr N F Blezard</b> Ms S Hussain (Assistant Head)

## INDIVIDUAL TIMETABLES: FORMS II TO VI

In order to finalise the details of timetables, parents of all new pupils entering **Forms II, III, IV, V and VI** are asked to make an appointment to see their son's or daughter's Head of Year by means of the form they have received. These appointments will take place on the **afternoon of Wednesday 24 August, or by other prior arrangement.**

### FIRST DAY OF TERM: THURS 25 AUGUST: PREP & JUNIOR SCHOOL

Go to your playground at **8.50am** and you will be welcomed by your class teacher, who will explain everything, and very quickly help you to settle in to your new class.

### FIRST DAY OF TERM: THURS 25 AUGUST: SENIOR SCHOOL

#### What happens at the start of the day?

- Arrive at the school by **8.40am**.
- Go to Reception in the Playfair Building (through the Bronze Doors) where you will be met by a senior pupil. You will be taken into the Library where your Head of Year will meet you, then on to Assembly.
- Assembly will last about 15 minutes, after which you will go with your Form Class to your Form room. Your Form Tutor will tell you how the school day is organised and go through your timetable with you; this will take until morning break at 11.15am.
- Your first lesson will be Period 3 at 11.25am, just after break, followed by two more lessons after lunch.

#### What do I need to bring with me?

- The red hymnbook (CH3) for Assembly (available from the School Office at **£3.75**).
- Notebook or file paper, pens and pencils etc.
- *Information for Pupils* booklet.
- Lunch money (school lunch costs **£3.00**) or a packed lunch. While the Dining Hall uses cashless catering based on finger scanning, cash can be used until new pupils have been entered on to the system.

#### How will I find my way around?

- Your Form Tutor will pair you up with another pupil in your Form class – a “buddy” - whose job will be to show you where to go and to help you settle in.
- You will be given a map of the school campus. Use this to find your way around.
- **If in doubt, don't be afraid to ask anyone for help.**

#### Where do I go at break and lunchtime?

- School lunch is available in the Dining Hall or you may prefer to bring a packed lunch and eat it in the Dining Hall.
- You may go to the shops in Dollar at break and lunchtime (although you should note that there may be long queues in the shops at peak times).
- Each year group has a classroom allocated for use as a base at lunchtime, from 1.00pm onwards. Your Form Tutor will give you more information on this.

## CURRICULUM MATTERS

The pattern of the curriculum is outlined in the *Information for Parents* booklet. There are, of course, choices which need to be made at the different stages.

The Dollar curriculum from 5-18 has been produced to provide a clear flow from the earliest stages.

The curriculum in the Prep and Junior School, designed to achieve both breadth and balance, is common to all pupils. The first two years of senior school link with this and build upon it to provide the base for the National 5 course choices made on entry to Form III.

Pupils in **Form III** usually take seven subjects at National 5 level, with Mathematics and English compulsory, and the other five subjects chosen freely from a large choice. For those pupils for whom it is regarded as appropriate, one further National 5 course may be pursued, by means of the Compressed Sciences and Engineering (PETS) options. Pupils taking these options would study the three subjects in the time normally taken for two, to free up the time for the extra option.

Generally, pupils are expected to take at least one language other than English (which could be Latin), one science subject and one social subject. An interview with senior members of staff is arranged in Second Term for pupils and their parents to discuss appropriate choices.

### **MODERN LANGUAGES AT DOLLAR**

The pattern of language teaching is as follows:

**Junior 1 and Junior 2** - All pupils learn French, German or Spanish, with three lessons per week.

**Form I** - Most pupils continue with three hours' teaching of the language taken up in Junior School. However, we offer Mandarin as an optional alternative at this stage. In addition, a Beginners' Set in one of the European languages is available for pupils who are new to Dollar Academy and who may have had minimal foreign language teaching at their previous primary.

**Form II** - Pupils continue with three hours of their language. They are also given a taster course of a different language. After Christmas they can revert to one language only. Alternatively, they have the option of learning both with a possible view to dual-language study in FIII and beyond.

**Forms III & IV** - Pupils (with few exceptions) will take French, German, Spanish or Mandarin to National 5; and all pupils will have the opportunity to study a second language to National 5 level.

**Forms V & VI** - French, German and Spanish will be available to pupils who will by then be following Higher and Advanced Higher courses. Mandarin will be a mainstream Form V option from Session 2016-17 onward.

Modular courses in a range of other languages (in recent years these have included Japanese, Italian and Russian) may also be offered.

### **For Pupils entering Form I**

Pupils in Junior I and Junior II have already learned a significant amount of French, German or Spanish. New pupils entering Form I from outside will need to join one of these sets. Parents are requested to let us know on the enclosed form which language has been studied before. If by chance a pupil has not done a language, guidance will be given. If further information is needed about the teaching of Languages, parents are invited to contact the Department.

### **INSTRUMENTAL MUSIC TUITION**

Individual tuition is provided by a highly qualified team of visiting freelance specialists, covering all orchestral woodwind, brass, percussion and stringed instruments, as well as guitar, piano, clarsach and solo singing. Where a place on the timetable is not immediately available, a waiting list ensures that lessons are started as soon as a vacancy occurs. Lessons are organised to ensure as far as possible that the same class is not missed more than twice in any term. Pupils must be prepared to commit time to daily practice, and to play in groups and orchestras when required. Parents will receive a full musical profile and written comments at the end of each term, and a Music Tuition Record Book is prepared on a weekly basis to show what music has been introduced. Four weeks' written notice is required if lessons are to be discontinued.

It is an advantage if pupils have their own instruments, although most reputable music dealers operate hire schemes. The Academy has a basic set of orchestral instruments which may be used for a limited period, and parents must arrange insurance cover for any instrument taken out on loan.

Instrumental tuition in session **2016/2017** will cost £17.30 per half hour and parents will be billed directly, in advance, by the music instructor concerned for blocks of ten thirty-minute lessons. Payment must be made directly to the instructor and the detailed arrangements are subject to a contract between parents and instructors. Any issues regarding tuition or charges should be addressed directly to the instructor concerned via the Music Department. The Academy will play no part in any contractual disputes which may arise. All enquiries should be directed to the Music Secretary, who will also send out full details and contracts.

**Piping and Drumming** lessons are **£170** per term.

### **BALLROOM DANCING**

Every Friday evening in the first two terms Ballroom dancing classes graded by ability are run for the Senior school by a professional instructor. Latin American and rock and roll styles are taught, and pupils are able to take medal tests each year if they wish. These lessons are available at a cost of **£27.50 per term**.

### **PUPILS IN PREP 1**

Prep 1 pupils finish school at 2.40pm up to and including Friday 16 September. Thereafter they will finish at 3.15pm with the remainder of the Prep School.

## **DOLLAR ACADEMY PARENTS' ASSOCIATION (DAPA)**

The Parents' Association very kindly makes arrangements to provide coffee on the first morning of the session for all parents new to Dollar Academy. Parents are most welcome to attend the Dining Hall Coffee Morning on **Thursday 25 August**, at any time from 8.45am onwards. It is an ideal opportunity to meet other new and current parents, and to learn something about the Parents' Association at the same time.

## **THE THRIFT SHOP**

In August 2016, the Thrift Shop will be open at the following times:

**Wednesday 24 and Thursday 25 August 2.30 – 4.00pm**

Thereafter, the Thrift Shop will be open from 2.30 – 4.00pm on the second and fourth Thursdays of each month during term time. It is situated in the area underneath the Prep School in the north-east of our campus. A range of good second-hand Dollar Academy uniform items is generally available.

## **DATA CHECK/MEDICAL QUESTIONNAIRE & CONSENT FORMS**

We ask parents to provide us with information on names, addresses, emergency contacts, telephone numbers and so on. Boarder parents should note that all boarders are registered with our local Health Centre in Dollar, and information should be made available to that Centre through the Academy. Emergency dental care for pupils is available at the local dentist.

Please let us have the completed Information Sheets and **Medical Forms by return**, in the enclosed envelope. An early return of this information ensures that we are in the best position to support our pupils during this year in Dollar.

**Enclosures:**

- Sports Fixtures Permission Form
- Medical Questionnaire
- Data Check Form
- Information Booklets
- Instrumental Music Lesson Agreement
- Curriculum Preferences Form
- IT User Agreement Form
- Photography Consent Form
- Parents' Association (DAPA) information  
(where applicable)

**An envelope is enclosed for the return of the various forms. Prompt return would be very much appreciated.**

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