

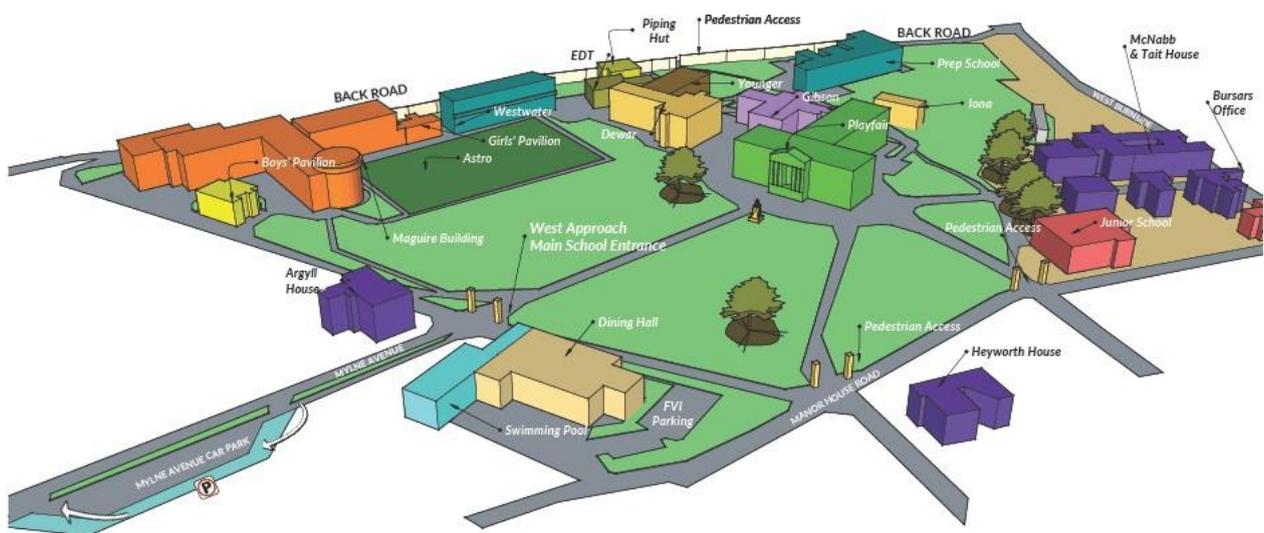
## Information Booklet – For all Pupils and Parents

### A welcome from our Rector, Mr Ian Munro.

We hope this information booklet helps our parents and pupils navigate life at Dollar Academy.

It provides details of the crucial operational systems and practices – the nuts and bolts - that lead to the smooth and successful running of the Academy.

Of course, it is impossible to capture on paper the incredible variety and richness of life in a school such as Dollar, and we would always ask that parents contact us directly if they have any questions, reflections or suggestions.



## Contact Us

By Phone: 01259 742511

By Post: Dollar Academy, Mylne Avenue, DOLLAR FK14 7DU

Email:

[Rector@dollaracademy.org.uk](mailto:Rector@dollaracademy.org.uk) for all general enquiries and queries about your child's education and welfare

[Registrar@dollaracademy.org.uk](mailto:Registrar@dollaracademy.org.uk) for all admissions queries

[not@dollaracademy.org.uk](mailto:not@dollaracademy.org.uk) for all absences

[dollaracademy@dollaracademy.org.uk](mailto:dollaracademy@dollaracademy.org.uk) for all administrative queries

[prep@dollaracademy.org.uk](mailto:prep@dollaracademy.org.uk) for all Prep School queries

[junior@dollaracademy.org.uk](mailto:junior@dollaracademy.org.uk) for all Junior School queries

Website: [www.dollaracademy.org.uk](http://www.dollaracademy.org.uk)

Please follow Dollar Academy on Social Media to stay up to date with the latest news and information:

[Facebook](#)

[Instagram](#)

[Twitter](#)

[LinkedIn](#)

## Term Dates

### 2022-2023

**First Term** Thursday 18 August - Thursday 15 December 2022

**Second Term** Thursday 5 January - Friday 24 March 2023

**Third Term** Tuesday 12 April - Thursday 22 June 2023

**October break:** Friday 7 October – Wednesday 19 October 2022 (inc)  
(Pupils finish Thursday 7 October at 3.25pm; restart  
Thursday 20 October at 8.40am)  
(Boarders return on the evening of Wednesday 19  
October after 4.30pm)

**February break:** Monday 6 February - Friday 10 February, 2023 (inc)  
(Pupils finish Friday 3 February at 3.25pm; restart  
Monday 13 February at 8.40am)  
(Boarders return on the evening of Sunday 12  
February after 4.30pm)

## **2023-2024**

**First Term** Thursday 24 August – Wednesday 20 December, 2023

**Second Term** Tuesday 9 January – Thursday 28 March 2024

**Third Term** Wednesday 17 April – Wednesday 26 June, 2024

**October break:** Friday 13 October - Wednesday 25 October 2023 (inc)  
(Pupils finish Thursday 12 October at 3.25pm; restart  
Thursday 26 October at 8.40am)  
(Boarders return on the evening of Wednesday 25  
October after 4.30pm)

**February break:** Monday 12 February - Friday 16 February, 2024 (inc)  
(Pupils finish Friday 9 February at 3.25pm; restart  
Monday 19 February at 8.40am)  
(Boarders return on the evening of Sunday 18  
February after 4.30pm)

Church services and/or whole school assemblies are held on the final morning of term at the end of first and second terms and pupils are dismissed after these services at 12.30pm.

At the end of term bus times are adjusted accordingly. The Form VI Summer Ball takes place on the evening of the final day of term.

Term dates are published well in advance each year. Parents and guardians are therefore asked not to request early departure or late return arrangements at the beginning or end of term. **If it does become necessary, they should write to the Rector or Mrs Morrison for Prep and Junior School pupils.**

**The Academy aims always to remain open during normal school hours.** Any variation from this due to bad weather or other unforeseen circumstances will be notified widely.

## **Senior School Day**

The Senior School day begins at **8.40am** and ends at **3.25pm**.

Period 1 begins at 9.05am, and with a morning break of twenty minutes and a lunch interval of fifty minutes, the school day ends at 3.25pm. The teaching time is made up of five complete hours each day, and the Senior School follows a twenty-five period per week timetable.

Pupils may enter the buildings at 8.35am. Registration begins at 8:40am and pupils will be marked late if they arrive after 8:45am unless they are travelling by a bus that has been delayed.

3.25pm until 5.00pm is usually used for co-curricular activities. Pupils may go home at 3.25pm if they have no school activities.

Senior School Assemblies take place three times a week – on Monday, Wednesday and Friday assemblies will usually be held in person in the Assembly Hall but may take place via Zoom. On Tuesdays and Thursdays pupils will be with their Form Tutor Group.

### **Prep and Junior School Day**

The school day for Prep and Junior School begins at 8.50 am and ends at 3.15pm for the Prep School and 3.25pm for the Junior School. There is a 15 minute morning break and the lunch break begins at 12 noon in the Prep School and 12.15pm in the Junior School.

(Prep 1 pupils finish at 2.40pm until Friday 2 September, and thereafter at 3.15pm.)

### **Travelling to School**

**By Bus:** If pupils come to school by bus, they will be dropped off outside the Dining Hall; they should then walk up the Heyworth path and avoid using the main drive for safety reasons. If pupils travel home after school by bus, they should board it outside the Dining Hall (except in cases of through-village public service routes). Pupils behaviour on any school bus should always be safe and sensible.

**Please note that Prep School pupils may only travel home on the early buses and must be in Prep 3 and above. Prep 1 and Prep 2 children are not permitted on buses except for the Dunblane Infant Bus route.**

**By Car:** The school grounds are very busy during the school day, and pupils and parents are reminded that they **should not drive into the grounds until after 5pm, and only then if absolutely necessary.** The speed limit at all times is **10 mph.**

Parents are reminded that they should be considerate when parking in the vicinity of the school and be sensitive to the needs of residents of Back Road and the roads surrounding the Junior School – and neither obstruct entrances to driveways nor park on the double yellow lines. **Please use the main Mylne Avenue car park wherever possible.** We would ask parents to consider the following:

- If you live in the village of Dollar please walk to school when/where possible.
- Park further away from the school and walk the final distance to the school gates. 'Park and stride'.
- Where appropriate, drop-off and/or pick-up your children from a location that is not directly outside the school gates.
- Please try to keep to an anti-clockwise flow of traffic around the roads immediately adjacent to the school. This unofficial one-way flow of traffic helps ease congestion, particularly on Back Road.
- Be courteous and thoughtful of local residents, other drivers and, in particular, pupils and families that are walking to/from school.
- Turn your engine off whilst waiting.
- Do not drive on to the school site to drop off or pick-up your children.

If pupils wish to drive a car to school they must request permission in writing from Miss Langley, Assistant Rector. This is also required for day pupils who wish to be driven by other pupils. Cars and motor-bikes brought to school must be parked in the Dining Hall car park. Pupils should not use a car or motor-bike during the school day, including morning break and the lunch interval. Parents must send a letter giving full indemnity to the Academy if pupils wish to drive to school, naming passengers who will travel with them.

**Please note that Boarders are not allowed in Day pupils' cars.**

Pupils must remember that the school reserves the right to ban pupils who are reported for irresponsible driving from driving to or from school.

For further details about travelling to school by bus and car please click [here](#).

**Green Travel Policy:** The school has a Green Travel Policy and it encourages parents to investigate alternative means of travel to school, including the use of school buses, car shares and walking. Parents may also consider the use of bicycles, if they are satisfied that their children can safely negotiate the road systems in and around Dollar.

**By Bike:** Pupils wishing to use bicycles to travel to school are required to abide by the following rules:

1. Only pupils in the Junior School or Senior school may use bikes to come to school
2. Written parental permission must be received for all pupils and parents must take responsibility for damage and loss to bikes and pupils
3. Cyclists must operate with care for and awareness of pedestrians and other road users at all times and observe the 10 mph speed limit on the school grounds.
4. Bikes can be used only for transport to and from school, at the start and end of the day
5. All bikes to be locked when in school and kept in designated places
6. Helmets to be worn at all times while riding
7. Lights and hi-vis clothing must be used at appropriate times
8. No access to school repair / maintenance facilities; bikes must be kept in good working order.

## **Attendance**

**Absences:** If a pupil misses registration, they must sign the late book in the School Office. If pupils are off school, parents or guardians should email the School Office on each day of absence on **not@dollaracademy.org.uk** or call **01259 742511**. If pupils are returning after a serious illness or injury, they should also see the Nurse on their first day back.

If pupils are absent from a class for any reason, it is their responsibility to find out what has been done and what homework has been set, and to complete it before the next lesson. If pupils are likely to be off school for some time for medical reasons, their parents should contact the Academy to obtain work for them.

Pupils may only leave the school grounds during teaching time if they have first obtained permission from their Form Tutor or Head of Year. Pupils must sign in at the School Office both as they leave, and on their return. Members of Form VI may leave Dollar Academy grounds without permission but should also sign in and out.

**Lunches:** Children in Prep 1, Prep 2 and Prep 3 bring a packed lunch each day. This is eaten in the classroom under supervision of the teacher. Packed lunches may be ordered from the Dining Hall. In dry weather the rest of the lunch hour is spent outside. In wet weather the children may stay inside.

Prep 4 and Prep 5 pupils may choose to bring a packed lunch or take a school lunch in the Dining Hall. Pupils are escorted to the Dining Hall by staff and supervised in the choosing and eating of their meal. They return in groups to the Prep School.

Lunch for pupils in the Prep School begins at 12 noon, Junior School at **12.15pm**, Form I at **12.25pm** and for all other seniors it begins at **12.30pm**.

A healthy three-course meal is available in the Dining Hall, offering a choice of various hot courses and of salads. The cost per meal is **£4**. There is also a Snack Bar and the McNabb Deli servery which offer individually priced 'lighter' options including sandwiches, salads and soups to take away.

Dollar operates a cashless catering system using finger-scanning technology; new pupils will be logged on early in the school term, and the account should be pre-loaded with credit or as soon as possible thereafter. Please note that cash is **not accepted** at the checkouts.

Pupils may also bring packed lunches which they can take to the Dining Hall when wishing to eat indoors.

Senior pupils in Form V and VI only, are allowed downtown at break and lunch-time, to buy food from the shops in Dollar; all rubbish must be disposed of carefully.

**All Form I pupils** will be required to attend lunch in the Dining Hall until the end of Second Term, after which they may choose where they take lunch. They can bring a packed lunch or buy their lunch at the Dining Hall

**Drinking Water:** Pupils should come to school with a reusable water bottle. There are various places around the school campus where pupils can fill it up throughout the day.

All the latest dining hall and menu information can be found on the school website [here](#)

## **School Uniform**

**General Appearance: We have clear rules about appearance, because this is an important aspect of our community.**

You should wear correct school uniform on all school occasions, with shirt tails tucked in, ties fully done up and top buttons fastened.

Blazers should be worn to and from school and when around the campus.

A navy-blue V neck jumper should be worn when the weather turns colder; no hoodies are to be worn with the school uniform. Pupils will be asked to remove them.

Whatever is worn under the shirt or blouse should not draw attention to itself, e.g. logos or designs on t-shirts should not be visible.

Kilts should be knee length.

Jewellery (earrings, rings, necklaces, bracelets and nose rings) are not permitted, and pupils will be asked to remove them or have them confiscated. If pupils wish to have their ears pierced, they should arrange this at a time in the year which will not require them to wear studs (covered or otherwise) to school.

Excessive make-up and coloured nail-varnish/false/acrylic nails or false eyelashes are not permitted.

Pupils may wear badges related only to school achievements.

Hair should be clean and tidy, and all styles that are extreme or that draw undue attention to themselves should be avoided. Boys should be clean-shaven.

The rules on appearance are in operation at all times when uniform is being worn, and do not change after 3.25pm, at weekend, on school trips or during examination study leave.

If pupils are involved in an activity like skiing or a Duke of Edinburgh Award expedition, they will be advised by the member of staff in charge as to correct clothing.

Pupils walking to school are advised to wear clothing with reflective and/or high visibility areas attached.

All equipment and garments should be of regulation style, of the shade and fabric approved by the Academy, and **named**. Articles of clothing need not be new, but should be in good condition.

Uniform items can be obtained from:

**House of Henderson** 6/8 Friars Street, Stirling Tel. 01786 473681

On-line at [www.houseofhenderson.co.uk](http://www.houseofhenderson.co.uk)

**Stevensons** Main Stockist 21-23 High Street, Perth, PH1 5TJ 01738 637843.

Dollar Uniform available on-line at [www.stevensons.co.uk](http://www.stevensons.co.uk)

Also at 6 Falcon Road West, Edinburgh, EH10 4AQ Tel: 0131 477 3922 or 234 Queensferry Road Edinburgh, EH4 2BP Tel: 0131 467 8825

An excellent **Thrift Shop** is run by parents. The Thrift Shop is located in the basement of the Prep School. For further information please click [here](#).

For full details of our uniform requirements please click [here](#)

## School Work and Academic Matters

**Homework:** In the **Prep School**, assistance to young readers at home is welcomed. As they develop in confidence, they will be provided with a range of written work, activities and games. In the **Junior School** this work develops to support what has been done during the day. Teachers will give guidance on the length of time expected to be spent on this.

Further details can be found in the [Prep School](#) and [Junior School](#) Booklets

In the **Senior School**, we offer as a rough guide the following allocations:

FORMS I AND II	approximately one hour per night
FORM III	approximately two hours per night
FORM IV	approximately two and a half hours per night
FORMS V and VI	as much time as it takes to complete the work (It is expected that pupils will often need to work at weekends, also.)

In Personal and Social Education lessons (FI-IV) pupils will be given guidance about study skills that will help them with organising their work, and planning for examinations.

In the early stages of the Senior School it is important that pupils get into the habit of going over the work that has been done during the day, and clearing up problems that they might have encountered. Pupils will be provided with a Dollar Academy Prep Diary as appropriate. If pupils lose this a replacement can be obtained from the School Office at a cost of £3.00. Pupils should also make good use of the Teams platform where lesson notes and homework are frequently posted.

**If pupils have any concerns about their homework they should talk to their teachers as soon as possible.**

**IT:** Pupils are encouraged to enjoy and become competent in all aspects of the technology. There are conditions of use, for pupils own and others' safety, and pupils and parents are asked to sign a User Agreement before they start. This covers personal IT equipment brought into the school as well. The main points of the agreement are: pupils must not try to introduce nor access any unsuitable material; attempt to modify any of the software programmes in Academy computers; all communications created on school facilities should be of a decent and acceptable nature. **Pupils may well lose access to the facilities should they break any of these basic rules.**

Pupils personal devices are seen as a resource and can provide an opportunity to enable quick and easy access to the internet to enhance learning. When deemed appropriate, pupils in the Senior School may use their own devices for filtered internet access through the Dollar Academy wi-fi network. The use of a personal device during lessons is at the discretion of the teacher, and pupils should only use devices as directed by their teacher. The use of personal devices is governed by the school's conditions of use for Information Technology as outlined above.

**Books and Materials:** Most books for academic subjects are provided by the school. Pupils may be asked in some subjects to buy their own booklets of past exam papers. Pupils should have their own English dictionary, such as the Heinemann or the Little Oxford, for personal reference. Pupils in Form II and above will be supplied with the relevant Foreign Language dictionary which will be charged to accounts. Pupils should also have a calculator and can order one through the Maths department.

Senior pupils buy their own paper and jotters. *The Sorting Office* shop in Dollar offers a wide range of stationery, including Dollar Academy branded jotters, as well as atlases, dictionaries and other necessities.

If books on loan are not returned on the date required by the Head of a particular department by the last day of session, the full cost of replacement will be charged to the end of term account. Late returns will not be permitted and no refund or credit of any charge for non-return on fee accounts will be made. A Book Return day is arranged in June for the return of text books for all pupils in Forms IV, V and VI.

**Library:** The Senior School library is a well-stocked resource area, and is open on weekdays during term time, and after school from 3.30pm to 5.00pm. Mrs Rambaut, the Librarian, will always be pleased to help you. The Library may also be used for study at lunchtime by Senior pupils.

### **Subject Selection**

**Form II Interviews:** Each Form II pupil, along with their parents, is invited into the Academy in February for an interview with two Senior Staff on careers and subject choices. At this point they select the 7/8 National 5 courses they will study over two years in Form III and Form IV.

**Forms V and VI:** At the end of their National 5 course (Form IV), all pupils are interviewed individually about subject choices for Higher courses.

In the three days prior to the beginning of each session, all pupils entering Forms V and VI are asked to attend interviews with Senior Staff and Heads of

Departments in order to finalise subject choices for the coming session. New pupils (FIII – VI) have separate timetabling interviews.

Pupils who have just taken National 5 go on to take a maximum of five subjects in Form V, at the end of which they take their Highers. They then go into Form VI, when they can take further Highers or Advanced Highers. In Form VI it is expected that pupils will receive around 18 hours of lessons per week, and that they will take at least three examinable courses. A number of special interest modules in addition to the core academic timetable are also available. In Form VI pupils will have some "non-contact" periods in the day. Pupils are invited to use these times to broaden their educational experience.

**Support for Learning:** Full details on the Support for Learning department can be found [here](#). The Support for Learning Department aims to equip pupils with skills and strategies which will help them to succeed independently and with confidence in their current and future learning.

Individual Assessment Arrangements (IAA) are carried out in accordance with policy and guidelines issued by the Scottish Qualification Authority. Further details can be obtained by contacting the school's SQA coordinator, Mrs Mason.

## **Form V and VI**

**Careers Advice:** Mrs Robinson (Business Education) is in charge of Careers in Dollar, and will be pleased to discuss any matters arising. Heads of Year, or any member of the Senior Staff, will likewise be willing to advise. The school also holds a Careers Convention every other year.

**Work Experience:** Pupils in Form V may have the opportunity to undertake work experience towards the end of the Third Term, and some Form VI pupils will do the same in the early weeks of their final session. Mrs Langley is responsible for this area. Experience of this kind is regarded as essential when applying for certain careers such as Medicine, Dentistry, Physiotherapy, Veterinary medicine and Teaching.

**Higher Education (UCAS):** There is a team of specialists who will help pupils through the process of gaining a place at University or College headed by Mr Burbury, the Deputy Rector. There is a UCAS evening in the Third Term at which pupils will be able to meet representatives from many major institutions, and collect their prospectuses. There is a further UCAS parent / pupil evening at the start of the First Term at which more information regarding the application process is given.

Pupils are ultimately responsible for researching their options, discussing them with staff and parents or guardians, visiting institutions, and finally making

decisions. There are deadlines that have to be met for Vet, Dental, Medicine and Oxford and Cambridge entries in addition to the UCAS deadline in mid-January.

**Open Days:** Pupils are encouraged to visit the higher education institutions to which they intend to apply but ideally, pupils should try to visit out of term time, so that they miss as little work in school as possible. Pupils will be given permission to visit institutions' open days during the school day provided that the institutions are ones that are high in the order of preference.

For full details of the Dollar Academy Curriculum for each year group please click [here](#).

### **Communicating with Parents**

**Reports:** New pupils will receive a brief mid-term report in the term in which they first arrive to provide comment on how they are settling in.

Prep and Junior pupils receive written reports in the third term.

Pupils in Forms V and VI will be sent a report at the end of first term.

During second term, Form I and Form IV will receive a full report, and at the end of the academic session, reports are sent on pupils from Form II and Form III.

Form VI receive a leavers report in the form of a letter from their personal tutor.

Pupils in Form IV, V and VI receive a grade letter following their preliminary exams. Duplicate reports may be sent to alternative addresses for families that require them, the School Office, will be pleased to assist in this matter.

All reports are emailed directly to parents with paper copies available by request.

**Parents' Evenings:** In the Prep and Junior Schools Parent's Evenings are held for each class twice a year in October and February. Interviews are by appointment with class teachers.

In the Senior School, each year group has its own Parents' Evening (with extra Information Evenings for Forms I and V). Full details of Parents' Evenings are given before the event, and the dates are listed in the school calendar. Parents' Evenings may be held virtually, using the online platform SchoolCloud. All parents are encouraged to attend.

**Children should not attend these meetings, so that parents and staff feel able to speak freely.**

**School Post:** The vast majority of mailings from school will arrive direct to your email inbox via an online communications platform called 'School Post'. This platform allows for all school messages and documents to be delivered and held securely online – no more missed or lost letters! Permission slips for trips and tours will be returned online so there are no more paper forms to remember or retrieve from the bottom of schoolbags. Details of how to access your School Post account are sent to all parents at the start of each academic year and/or when a new pupil starts at Dollar Academy.

**School Calendar:** School activities and events are listed on the online SOCS calendar available here: <https://calendar.dollaracademy.org.uk/> You can sync this online calendar to your personal/family calendar if you wish.

**Dollar Academy Sports Desk (SOCS Sports):** All Sports' Team Fixtures and Training Sessions are managed online via SOCS. If your child is part of a school sports team you will receive instructions on how to access SOCS Sports.

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**Contact details:** It is essential that you ensure any changes to addresses, telephone numbers, email addresses and emergency contact details are notified to us immediately on [dollaracademy@dollaracademy.org.uk](mailto:dollaracademy@dollaracademy.org.uk)

**Fortunas:** The Dollar Academy Magazine *Fortunas* is published twice a year. This is available free for the whole community to enjoy.

## **Co – Curricular**

For full details of all the activities available please click [here](#).

We encourage all our pupils to become involved in co-curricular activities, but they are not compulsory.

Full details will be published online via the SOCS Co-Curricular platform which will be updated at the start of term and pupils will be able to see the activities on offer at the 'Get Active Activities Fair' held in the first few weeks of the First Term. Senior School pupils will be given log in details to the SOCS Co-Curricular platform and can sign up for activities themselves. In the Prep and Junior Schools Parents will be given details of how to sign their children up for activities. To login to SOCS please go to <https://www.socscms.com/login/557>

It is possible to juggle quite a few activities and there are many available. However, please remember that to be fair to the others in the group and the staff responsible, loyalty and continuous support are necessary.

## **Music and Drama Productions:**

Performance is an essential part of musical and dramatic life at Dollar. Whilst subject to change, a likely programme for the year is as follows:

First Term: Form VI and a Form III play. The Music Department undertakes a Christmas Concert. Prep School Christmas productions.

Second Term: Form II/III drama production. Junior 1 Musical cantata.

Third Term: Form I drama production. The Music Department stages a Summer Musical production as does the Junior School.

Once committed to a production, a pupil is expected to attend rehearsals as required, and failure to attend may lead to the pupil's being dropped from the team.

**Instrumental Tuition:** Full details of Individual Instrumental Tuition and how to apply for lessons, can be found [here](#).

**Sports:** Competitive fixtures against a variety of schools, either on Saturday mornings or midweek, are a valuable part of the sports programme at Dollar. Parents are reminded of the importance of high standards of behaviour from spectators during inter-school matches. While the problem has rarely affected Dollar matches, there have been instances of referees having to endure unacceptable levels of criticism in school matches throughout the UK. Parents are thus asked to be sensitive to this issue, and to remain positive despite any perceived refereeing inadequacies, home or away. **Unacceptable behaviour will be reported to the Rector.**

**Sports Weekend:** The weekend prior to the last week of session is our annual Sports Weekend. This starts with the Prep School Sports on Thursday, Junior School Sports on the Friday and the Senior School sports on the Saturday afternoon. Parents experience the culmination of the athletic activities of the year and there is opportunity to see the Art Exhibition in the Maguire Building. The CCF hold their passing out parade on the Sunday morning followed by a display from the Pipe Bands. Finally, the Rector hosts a cricket match on the Sunday afternoon. The Boarding Houses also run other events for the boarding communities.

**Charities:** Each session, a new Charities Committee made up of Form VI pupils is selected to organise the many charitable events. The Committee is responsible for the running of a number of events throughout the course of each session, for example, in recent years we have raised significant sums for CHAS, DEBRA, Macmillan Cancer Research, Children in Need, Homestart, Ocean Youth Trust, the Terrence Higgins Trust, Alzheimer's Scotland, Barnardo's, Aberlour, Alloa Foodbank and the British Lung Foundation. The Committee is also very much involved in the administration of the Sponsored Walk which takes place in the local hills once every two years. Enormous sums of money are raised and local

and national charities have been supported. The Sponsored Walk in June 2021 raised over £60,000 for six charities.

The experience offered to so many pupils as a result of the work of this Committee is of immense value. Significantly, our links with our local community are very powerful.

**Colours Awards and Internationalists' Award:** Dollar Academy awards half and full Sporting and Cultural Colours to pupils in Form 4, 5 and 6 for excelling in various areas of co-curricular activities. The full details and criteria for when and how the Colours and Internationalist Awards will be presented to pupils, please click [here](#).

### **Guidance, Health and Wellbeing**

For full details please click [here](#).

To see our Anti-Bullying Policy please click [here](#).

To see our Child Protection and Wellbeing Policies and Procedures please click [here](#).

The school is committed to the principles of Child Protection, with a policy based on the Children's Charter, the Children and Young Persons Act (2014) Scotland, the Scottish government's 'Getting It Right For Every Child' (GIRFEC) legislation, as well as on many years of experience. In this context, there may be occasions when a pupil's confidentiality is respected and information is not shared or passed on to parents (although every effort will be made to encourage the pupil to discuss a sensitive issue with their parents). The Child Protection Co-ordinator and Named Person is Miss Langley, who is assisted by Mrs Morrison in the Prep & Junior School and Mr Burbury in the Senior School.

If pupils or parents have concerns about life in Dollar Academy, you should feel free to raise them with **any** member of staff with whom you feel comfortable – you are not restricted to members of staff who have been given particular responsibility for pupils (like Class teachers, Form Tutors, Houseparents or Heads of Year). You could also phone Childline on 0800 1111; the Care Inspectorate on 01382 207288; or the National Child Protection helpline on 0800 022 3222.

**Guidance System:** Dollar is committed to providing a safe and supportive environment in which pupils are encouraged to make progress in curricular, co-curricular and personal terms.

The guidance system in the Senior School is focused on year groups; there are six Heads of Year, one for each year group from Form I to Form VI, assisted by Assistant Heads of Year. Within the year group pupils are assigned to a Form

Tutor Group. The Form Tutor meets with the form group each morning and, in addition to monitoring the day-to-day routines, is well placed to get to know pupils individually, to encourage curricular, co-curricular and personal progress, and to offer support.

The Head of Year, helped by the Assistant Head of Year, has overall responsibility for the welfare, progress, conduct and support of the pupils in the year group and responds to the needs of individuals by encouraging, motivating, praising achievement, disciplining when necessary and putting in place a range of strategies designed to help overcome any difficulties that pupils may encounter. The Head of Year liaises with the Assistant Rector with responsibility for their year group: Mrs Morrison for Prep, Junior and Form I pupils; Mrs Miller for Form II; Mrs Mason for Form III; and Miss Langley, who also has the overview of the guidance system, for Forms IV, V and VI. Assistant Rectors will often become involved in issues of more serious concern. In these cases, there may be input from the Child Protection Co-ordinator, Miss Langley; the Deputy Rector and / or the Rector will also be informed and might become directly involved. In addition, Form VI pupils choose an individual Personal Tutor who will help and advise during a pupil's final year.

Heads and Assistant Heads of Year are the first points of contact for parents if they wish to discuss any aspect of schooling or welfare. Matters of concern can also be raised with the Child Protection Co-ordinator, the Assistant Rector and the Deputy Rector.

**Pupil Counsellor:** Mrs Mackie is Dollar's Pupil Counsellor. She is available to help any pupil who needs further support, and she will be pleased to discuss matters of concern with any pupil who approaches her. Mrs Mackie can be found in the English Department.

Pupils are welcome to speak to any member of staff about any matter that concerns or troubles them but no member of staff can promise to keep something secret. Information may need to be shared because of a possible risk to the pupil or someone else. Members of staff will ensure that only those who need to know are informed, and that all sensitive information will be treated very carefully

**Nursing Centre:** The School Nurses are Karen Finnie and Krissy Scott, and they will be happy to help any pupil who needs attention. If pupils are feeling unwell during the school day, or are hurt in any way, they can visit the Nursing Centre before school, at break-time, lunchtime or after school. If necessary, they may be seen at other times, with a teacher's permission. **Please remember that pupils must not leave school and go somewhere else without telling anyone.** If a pupil feels that they need to go home, they should visit the Nursing Centre to be signed out first.

The Nurses are based in the Nursing Centre, Mylne House, 3 Academy Place, from 8.30am – 5.00pm Monday - Friday. Boarders are registered with Dollar Health Centre.

When pupils return to school after an injury requiring the use of crutches and/or a plaster cast they should report to the Nurse at the Nursing Centre **before registration**. This will let us assess their ability to move around the school and negotiate stairs.

**Medicines:** Only items such as an asthma inhaler or an “Epipen”, if required, should be carried by pupils during the day. Over-the-counter medicines can be dispensed by the Nurse.

Medication for the day should be discussed with the Nurse. Medicines for occasional use (e.g. for migraine) can be kept at the school medical centre. Boarders should hand medicines over to their Houseparents.

**Medical Information:** Every year parents are asked to complete a short proforma with details of their children’s health, for return to the School Office. This should be completed whether or not there has been a change in circumstances: it is our best way of ensuring that we have up to date information in order to look after your children effectively when they are in our hands. Medical information about pupils will remain confidential. However, information on medical conditions that may affect or be affected by school activities (e.g. asthma) will be shared with academic staff as necessary, with pupil/parental consent.

**Medical Examinations and Vaccinations:** Each Thursday afternoon of session routine medical examinations are carried out by the School Nurse. All pupils new to Dollar are seen during their first academic session. As part of the routine medicals, all of Prep 1, Prep 3 and Junior 2 pupils are seen; Tetanus, Diphtheria, Polio boosters and MenACWY vaccinations are provided for Form III; and the flu immunisation programme is administered in school for pupils in Prep 1 to Junior 2. Members of the CCF Shooting Section, and other pupils in the school involved in shooting, are offered regular hearing tests. In addition, our Medical Team expect to see all pupils with a condition highlighted on the “Short Medical form”. It is particularly important that we be informed of any matter which could affect your child’s progress in Dollar.

**Infectious Diseases:** Parents are asked not to send their children to school if they are suffering from an infectious illness. The school should be informed if a pupil has been suffering from such a condition during a holiday, or has been in an area of the world where such illnesses are endemic.

**Head Injury Concussion and Return to Play Policy:** Please see full details [here](#).

## **Behaviour and Discipline**

For full details of the Behaviour and Disciplinary Policy please click [here](#).

Our pupils are expected to maintain high standards, in the school, on school visits, and in the local community. We stress to all pupils that membership of our community carries with it responsibility. On occasions, however, in Dollar, as in any school, some pupils make mistakes and are subject to our code of discipline.

A pupil who is causing difficulty in school because of failure to work, or misbehaviour, can be given an appropriate sanction. If an immediate improvement is not noted, the matter will be referred to the appropriate Head of Department or to the Head of Year who might take further measures. The pupil might then be placed on a report card - where every period is signed for and homework is monitored daily by parents, or the pupil might be detained after the end of school.

When more serious problems occur, or repeated breaches of acceptable practice take place, the matter will be brought to the attention of senior staff in the school. These members of staff will then, after careful consideration, impose whatever sanction is appropriate, and in line with current school practice. That might be early morning detention at 8.00am (for which a parental signature is required), community service, restorative work, weekend or holiday supervised activity, and in serious cases, suspension or expulsion.

Where an 8.00am detention is awarded, flexibility is possible in agreeing on a day when the detention is to be served to allow for the convenience of travelling; the nature of the punishment will not, however, be altered.

There are clear guidelines about what may happen if pupils get things wrong and the school will follow these as fairly and reasonably as possible. The school needs to be able to respond to individuals and situations flexibly, applying its knowledge of the background in each case. There may well be good reasons for some pupils to be treated differently to others which members of staff are not able to discuss.

It should be noted that a pupil who remains in the company of other pupils while school rules are being broken may be regarded as guilty by association: pupils have a responsibility to avoid situations where rules are being broken.

**Mobile Phones:** Mobiles are accepted in Dollar, particularly for pupils who travel into school. There is very particular advice given about bringing mobile phones into exams. You should be aware that the SQA may impose very severe penalties on any candidate found to have broken its rules in this matter. Mobile phones

should be kept switched off throughout lesson times, they may be confiscated otherwise.

**Mobiles should never be used to cause distress to others by the sending of unpleasant messages or images. Pupils may lose access to their phone if they get involved in inappropriate behaviour.**

To view our mobile phone policy, please click [here](#).

**Alcohol and Smoking:** Under supervision and in controlled social environments such as the Form VI Dinner, Burns Night, Boarders' socials, senior pupils may be offered limited quantities of wine, beer or lager. The aim is to help pupils learn to operate in the adult world with a degree of experience, self-control and confidence. Soft drinks and food will always be available on these occasions, and the dispensing is directly controlled by members of staff.

Pupils are not allowed unsupervised possession or consumption of alcohol in uniform or on the school campus. Possession or consumption of alcohol is not allowed on school trips outwith the Academy.

Pupils are not permitted to smoke cigarettes or e-cigarettes in uniform anywhere, on the school campus or whilst participating in any school activity.

**Illegal Drugs and Legal Highs:** Dollar Academy is committed to a drugs-free learning environment. Any incident involving pupils in Dollar Academy found to have alcohol, illegal drugs, or smoking materials, including e-cigarettes, in their possession will be viewed seriously.

The possession or use of legal highs is also against school rules, and pupils using such substances may be dealt with in a similar way to those who use illegal drugs.

Where there is suspicion of the use of illegal drugs or of legal highs, the Rector may ask pupils to provide evidence that they have not been involved, and continue not to be involved, by means of drugs tests.

**Unacceptable Items: Laser Pointers** are not permitted in school as they are potentially dangerous. **Aerosols, Lighters and E-Cigarettes** are also prohibited because of their effect on health. **Chewing gum** is not acceptable in any school context. **Glass bottles** should not be brought into school. Furthermore, you should not have any of the following in your possession in school: **firearms, fireworks, knives, airguns, catapults** or **imitation weapons**.

## Grounds

**Visitors:** Visitors to the school are required to sign in at Reception, where they are given a visitor's badge. While pupils are encouraged to offer guidance to visitors around the school, they should also notify staff if they see strangers who in any way give cause for concern. Such strangers should not be approached, however.

**Litter:** The tidiness and cleanliness of the school grounds are the responsibility of everyone: nobody should walk past litter, but pick it up and put it in the nearest litter-bin

For obvious reasons, there should be no ball games anywhere near school buildings or cars. Furthermore, pupils should remember that there are many visitors to the school at all times of the day; pupil's behaviour around the school should always be directed by the sense that the school is a public space, to be enjoyed by all members of the community. The large grass triangle alongside Manor House Road is generally reserved for the Junior School. During study leave in fine weather pupils may use the grounds in lesson time, provided that they stay to the rear of the Senior School. Guidance may be varied from time to time as conditions change and will be published very clearly. The Grounds staff use a system of flags to indicate when grass cannot be walked on; whenever the red flags are displayed, you should keep off grassed areas.

**Dogs:** Parents and pupils are reminded that dogs should be kept on leads in the school grounds, and should not be allowed to foul any school area. Dogs should not be brought into either the Prep or the Junior School playgrounds.

**Cricket Nets:** Cricket nets on Thornbank should not be used after 5pm, or at weekends unless there is a match in progress. The main field or New Field nets may be used instead.

**CCTV:** CCTV cameras are in operation around the site to enhance the safety and security of pupils, staff and property. Please click [here](#) to see our CCTV policy.

## Financial Information

For all Financial Information please click [here](#).

## Boarding

For information about boarding, please click [here](#)

## **Complaints Procedure**

The school's written complaints procedure is available on request. In summary, it provides the following guidance:

Relations within the community of Dollar Academy have always been characterised by warmth, flexibility and openness. It is hoped, therefore, that matters of concern can be resolved informally without recourse to more procedural lines. Some concerns can be dealt with by Form Tutors or Class teachers; Heads of Department may be able to resolve academic matters, while Heads of Year can find solutions to other more general concerns. The Assistant Rectors in charge of specific year groups or the Deputy Rector are able to advise in more serious matters, and the Rector will become involved when other routes are felt to have been unsuccessful.

Should you wish to share your concerns outwith the school you may wish to contact HMIe (HM Inspectorate of Education) on 0131 244 8371, or the Care Inspectorate on 0845 600 9527.

For a full list of Dollar Academy Policies please click [here](#)

For a full list of Dollar Academy Governors please click [here](#)