



# MEARNS ACADEMY



# PUPIL HANDBOOK 2020

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## WELCOME TO MEARNS ACADEMY

This booklet will tell you about Mearns Academy and will answer some of your questions about coming to Secondary School. We want you to be happy in school, to work as hard as you can, and to make friends.

### THE PUPILS

There are over 680 pupils in the school. In S1 there will be around 130 pupils who will have come from many different primary schools. You will find it easy to make friends.

### SENIOR LEADERSHIP TEAM

Mr Gareth Campbell –	Headteacher
Mrs Pauline Logue –	Depute Headteacher
Mr Brian Middleton –	Depute Headteacher
Mr Robin Christie –	Acting Depute Headteacher
Mr Derek Atkinson –	Support Services Co-ordinator

### THE STAFF

There are about 60 teachers as well as many non-teaching staff like the librarian, office staff, janitors, technicians and catering staff. You will soon learn who is who.

<b>GUIDANCE</b>	<b>SCIENCE</b>	<b>EXPRESSIVE ARTS</b>	<b>TECHNOLOGIES</b>
Mrs E Wilson (Conveth)	Mrs F Shanks	Mrs D Birse	Mr D Hope
Mrs F Dunn (Drumtochty)	Mrs D Monachello	Mrs L Baker	Mr P Sim
Mrs M Anderson (Johnston)	Miss D Friar	Ms C English	Mr I Milne
Mr N Westland (Thornton)	Mr A Jappy	Mrs C Hay	Mr R Bandeen
	Dr I Kendall	Miss C Docherty	Mr K McGill
	Ms M Watt	Ms L Sneddon	Mrs B Lee
	Ms R Cross		Mr N Pollock
	Dr P Mackie		

<b>ENGLISH</b>	<b>SOCIAL SUBJECTS</b>	<b>MODERN LANGUAGES</b>	<b>ADDITIONAL SUPPORT FOR LEARNERS</b>
Mrs V Craig	Mr S Fleming	Ms H Leigh	
Mrs R Bircham	Mrs K Bryce	Mrs A Johansen	Mrs K Hamilton
Mrs K Donald	Mrs L Carlson	Mrs L Buchan	Mrs K Jamieson
Mrs J Thom	Mr S Shanks	Mrs A Lewis	Mrs A Beattie
Ms E Myatt		Mrs C McKenzie	Mrs C Lawson
Mrs S Pattabiraman	<b>RELIGIOUS EDUCATION</b>		Mrs L Fish
	Mrs V McGillivray	<b>HEALTH AND LEISURE</b>	Mrs K Bryce
<b>MATHEMATICS</b>	Mrs P Cumming	Mr S Cameron	Mrs K O'Donnell
Mr A Taylor		Miss N Wight	Vacancy
Mr G Hughes	<b>LIBRARY STAFF</b>	Mr D Black	Vacancy
Mrs J Anderson	Ms F Dakers	Mrs A Hall	
Ms V Pollard	Mrs D Grant	Mrs L Howe	<b>PUPIL SUPPORT ASSISTANTS</b>
Ms K Buchanan	Ms J Hogan		Mrs C Brand
	Mrs H Forrest	<b>ADMIN STAFF</b>	Mrs C Leask
		Mrs J Lorimer	Mrs D McBain
<b>TECHNICIANS</b>	<b>JANITORS</b>	Ms H Cooper	Mrs P Adams
Mr G Milne	Mr B Clark	Mrs M Murray	Mrs H Kelly
Mrs I Coull	Mr S Hall	Mrs L Gammie	Mrs S Watt
Mrs J Smith	Mr J Ritchie	Ms H Findlay	Vacancy
Mrs J Paterson	Mr D Petrie	Mrs C Bradley	
<b>NURSE AND ASSISTANT</b>		<b>PUPIL SUPPORT WORKERS</b>	
Mrs J Bruce		Mrs C Grant	
Mrs R Anderson		Mrs J Eeles	

## YOUR TUTOR GROUPS

Although this will be different in August, under normal circumstances you will be in a tutor group of around 20 pupils. Your group will be made up of pupils from many different primary schools. Each class will have its own tutor who will be a member of staff specially appointed to help look after you. Your group will see your tutor teacher every day, when school reopens again, so you will get to know each other very well.

(For some subjects you will be in a class of around 30 pupils and for practical subjects you will be in a group of a maximum of 20.)



## MEMBERS OF SENIOR LEADERSHIP TEAM WILL

- ...be head of your year group
- ...help you to settle in Mearns Academy
- ...be involved in monitoring your Praise and Referral slips
- ...be someone you can ask for advice and help

Your Year Heads will be as follows:-

- S2 and S5 - Mrs Logue
- S3 and S6 - Mr Christie
- S1 and S4 - Mr Middleton

## YOUR GUIDANCE TEACHER WILL

- ...Help you to settle in Mearns Academy, and get to know you
- ...Help you if you have any difficulties
- ...See you regularly in tutor time and in classes
- ...Keep an eye on how you are working in your classes
- ...Keep in touch with your tutor, your teachers and your parents
- ...Teach you Personal and Social Education once a week

You will have the same Guidance Teacher and House as your older siblings. Your Guidance Teacher will be as follows:-

Conveth House Mrs Wilson (mat. Leave), Mrs Jamieson (acting)

Drumtochty House Mrs Dunn

Johnston House Mrs Anderson

Thornton House Mr Westland



## HOUSE SYSTEM

There are four Houses in Mearns Academy

They are:

Conveth - Red

Drumtochty - Green

Johnston - Yellow

Thornton - Blue

You will be in one of these Houses, and if you have siblings already at Mearns Academy you will be in the same house as them. Various House competitions are organised throughout the year in sporting and non-sporting activities. Each house has House Captains who are senior students and they will encourage you to take part and to earn points for your House.

## UNIFORM

All pupils will be expected to wear approved school uniform. Black or navy trousers/skirt, white shirt/polo shirt, school tie (£4.00 from the school office), black shoes and black or navy V-neck jumper or sweater (no large logos on jumpers please), and school blazer (fittings will be done for these as soon as possible when we return to school, and parents can then order as required). Uniform should be worn with ties at or near the neck and non-fitted shirts tucked into trousers/skirt. In class, all outdoor jackets, hooded tops and non uniform clothing should be removed.

**\* All of the above is subject to change due to the ongoing Covid situation.**



Equipment - Make sure you have a suitable school bag to carry your books, and bring a pencil case with your pencils, pens, rubber, ruler, and sharpener. If you can bring a calculator too, that would be very useful.

PE Kit - Pupils will need different clothing for sports and this is joggers/leggings/shorts, polo shirt/tee-shirt/vest and a hooded top. Alternatively, you may wear a tee-shirt and/or sports socks in your house colour. Conveth—Red; Drumtochty—Green; Johnston—Yellow; Thornton—Blue. (Your house will be confirmed as soon as the class lists have been finalised—that will be sometime in June.) You will also need trainers for your PE lessons.



## COLOURS AWARDS

Colours and half colours are awarded for outstanding commitment to, and achievement in the following areas :-

Academic

Expressive Arts

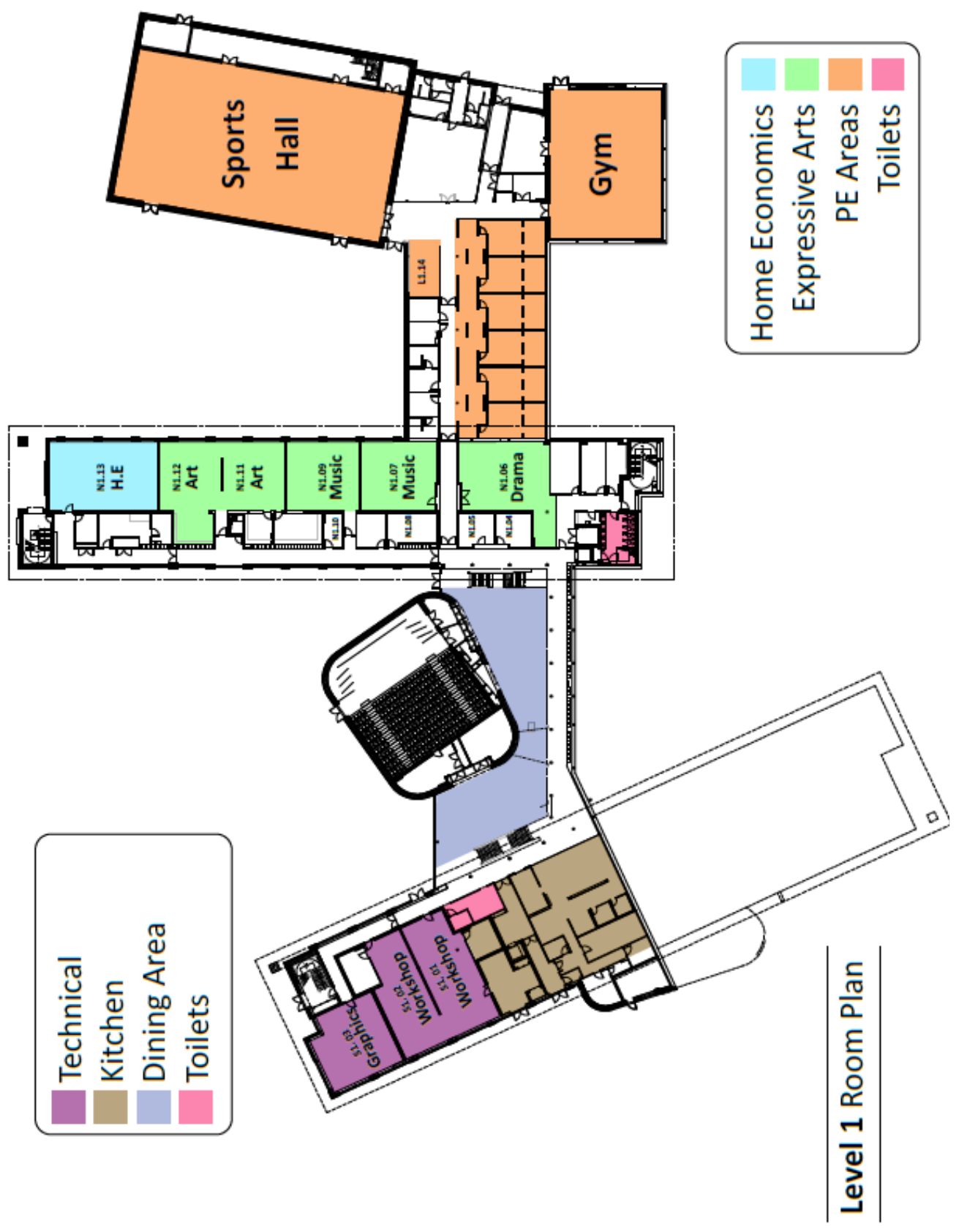
Sport

Citizenship

Successful pupils will receive a special school tie and a Certificate of Achievement to show that they have achieved Half or Full Colours.



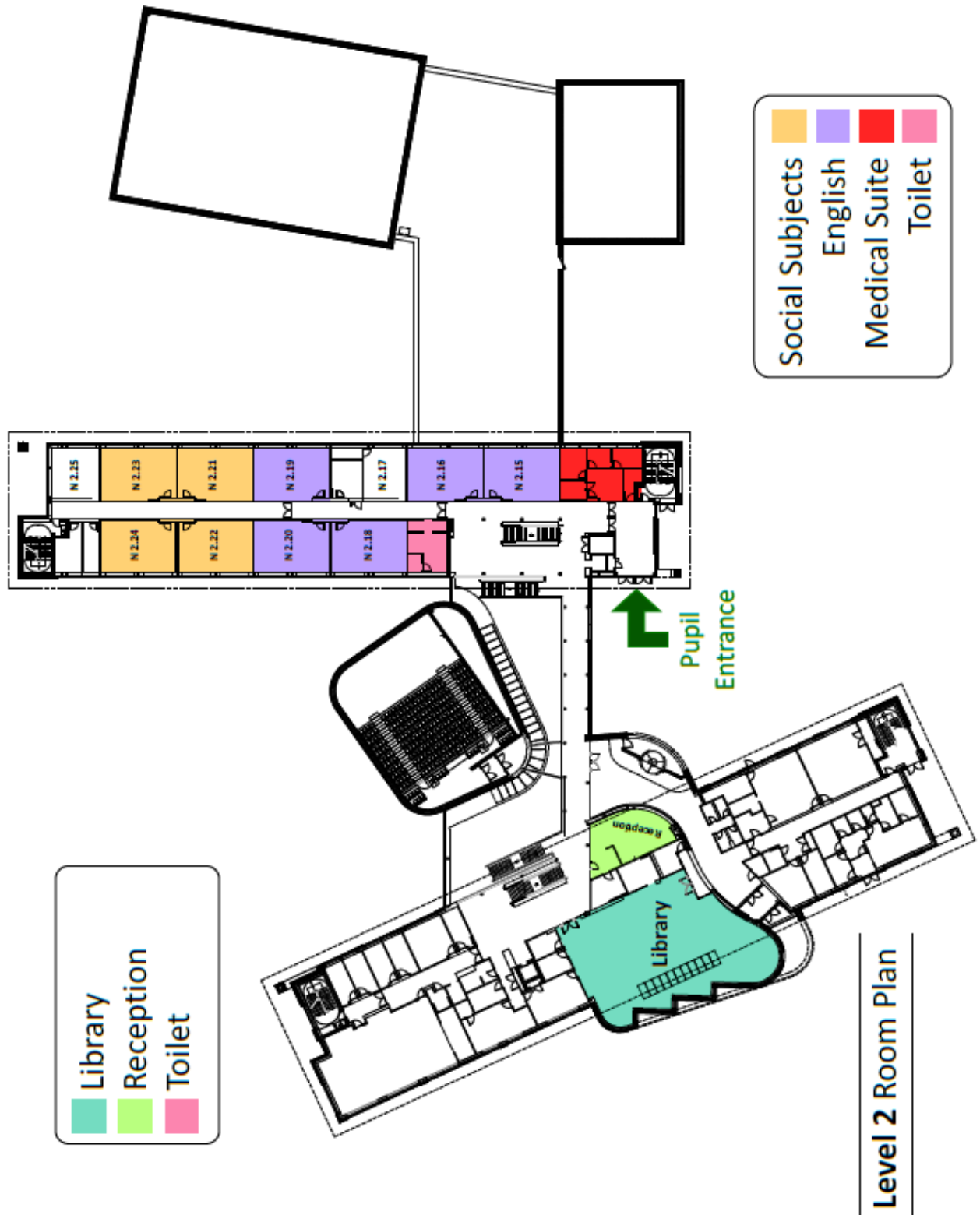
MAP OF THE SCHOOL – LEVEL 1



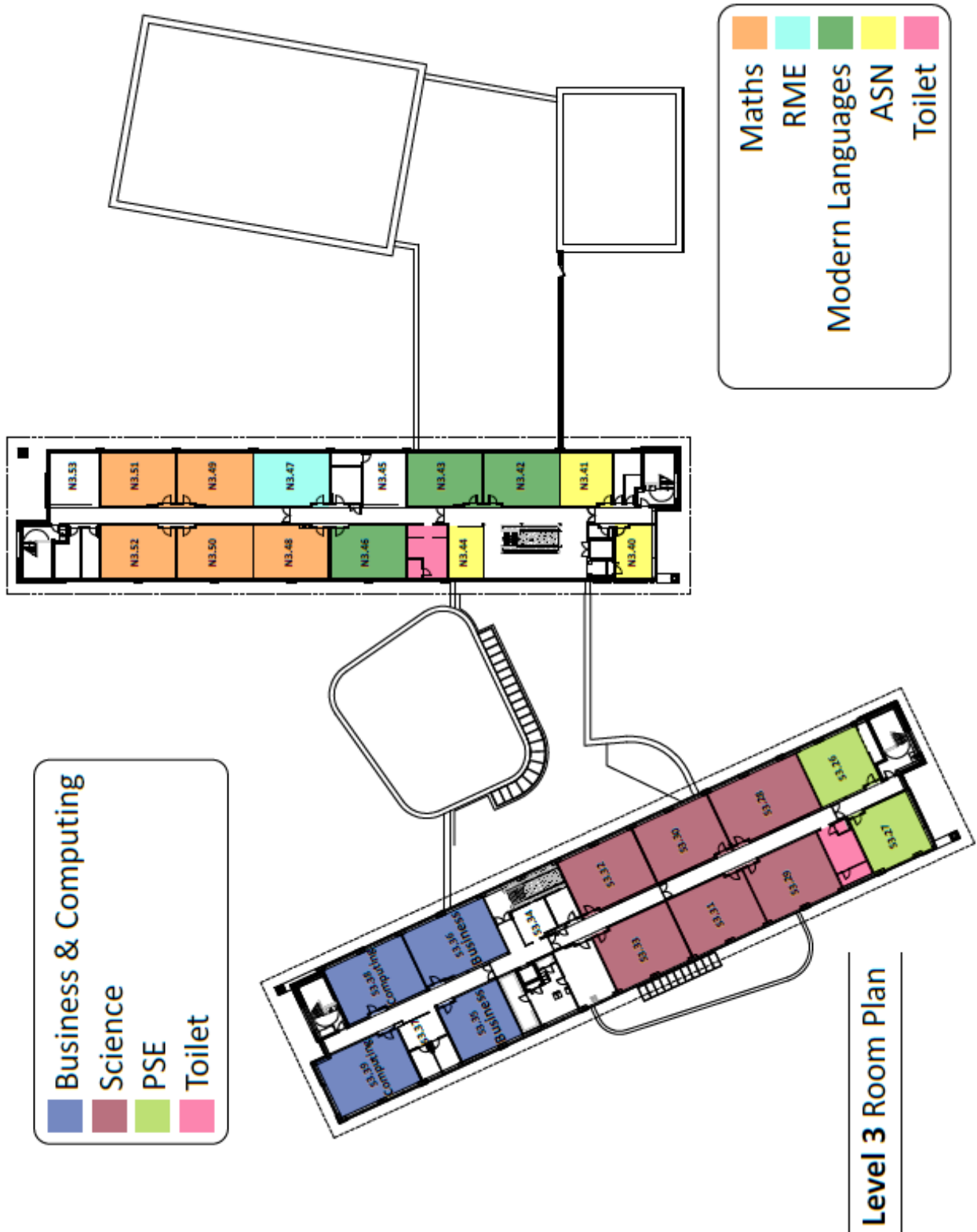
**Level 1 Room Plan**



MAP OF THE SCHOOL – LEVEL 2



MAP OF THE SCHOOL – LEVEL 3



## SAFETY FIRST

YOUR SAFETY IS IMPORTANT, and you will find that you are reminded of this quite a lot.

## FIRE

If the fire alarm sounds your teacher will ask you to line up at the classroom door and leave **quietly** by a certain exit. **Please do as you are told.**

You will go to the playing field and line up with your TUTOR GROUP. The place for your tutor group is clearly marked with a sign on the fence. Your tutor teacher will come and check that you are present. You could help at this point by counting class members and seeing if anyone is missing. **Wait quietly and listen for instructions.**

## SAFETY IN THE CLASS

In some classes like Science, Technical and Hospitality, you will be using machines, tools, chemicals or equipment which could be dangerous if not handled correctly. **Always do as your teacher tells you.**

## SAFETY IN THE CORRIDORS

**\* Due to the current situation with Covid 19, there will be extra safety measures in place – please follow all signs.**

Corridors and stairs are very busy and there are several things to remember to keep safe. Keep to the left in the corridors, and line up outside the classrooms in single file. Don't leave your bag in the corridors where people might trip over it. **Do not run at any time.** Observe the one way system between classes and use the pupil entrance/exit when entering and leaving the building.

## PREFECTS

Prefects are senior students who are "on duty" around the school, helping pupils at interval and lunchtime and keeping an eye on what is going on.

Prefects are senior school students who will help you.

There are also Prefects on the buses who check pupils' behaviour and report to the staff in school if there are any problems.

## WHAT DO YOU DO IF . . . . . ?

### · IF YOU ARE LATE FOR SCHOOL?

If you are late for any reason - your bus was late, you slept in, you took too long to walk to school, you were at an appointment - you must report to the school office before going to class.

### · IF YOU ARE FEELING UNWELL?

If you feel ill during class, ask permission from your teacher to go to the office where arrangements will be made for you to be seen by the nursing assistant. If you are too ill to stay in school, then staff will phone your parents or your emergency contact and ask them to come and collect you. **It is essential that you provide the school with the name of a friend or relative who can be contacted in an emergency if/when it is not possible to get in touch with your parents/guardians. Do not call your parents and ask them to collect you as you must not go home without permission.**

### · IF YOU NEED TO TAKE MEDICINE IN SCHOOL?

You need to collect forms from reception for your parent/guardian to sign and then you should bring your medicine to school with the completed forms. All pills and medicine will be kept in the medical room and arrangements will be made for you to take these as required.

### · IF YOU NEED PERMISSION TO BE ABSENT?

If you know you are going to be off school for an appointment, like the doctor or dentist, you should bring a note from home explaining where you are going and when. This note should be handed in at reception and you will be given a 'PREARRANGED ABSENCE' slip. You show this to your class teacher if you have to leave during a class lesson.

### · IF YOU ARE ABSENT WITHOUT PERMISSION?

All absences should be explained by a phone call from your parent/carer on the day you are absent or by a letter/note on the day you return.

### · IF YOU LOSE ANY PROPERTY?

If you lose anything such as books, jackets or PE kit, ask at the office or the janitors office, or at the P.E. Department. **All of your personal items should be clearly marked with your name.**

If you lose your bus pass, go to see Mr Atkinson. Ask for him at Reception.

## LUNCHES

Again due to the current circumstances with Covid 19, we are continuing to have ongoing discussions with catering services for the provision of lunches. Full details will be issued to parents prior to August.

## BUSES

If you travel to school by bus you will be allocated a Bus Pass, unless you live "out of zone" for Mearns Academy. Your bus pass is a plastic covered ticket and you should carry it with you on all journeys. Drivers will ask to see your pass every day.

If you lose your bus pass you should report to the school office and ask to speak to Mr Atkinson.

If you misbehave on the bus, the driver may remove your bus pass and hand it to the school office staff, and your parents will need to make arrangements to get you to/from school. The bus companies and school are in regular contact to discuss pupil behaviour and **all pupils must understand that school rules apply on the journey to and from school**. Serious misconduct on school transport may lead to the withdrawal of tickets or privileged passes.

## SCHOOL DAY

In normal circumstances the school day is divided into 6 lessons plus tutor time, break time and lunch time as follows:-

Tutor time - 09.00 - 09.10

Period 1 - 09.10 - 10.05

Period 2 - 10.05 - 11.00

Break Time - 11.00 - 11.15

Period 3 - 11.15 - 12.10

Period 4 - 12.10 - 01.00

Lunch Time - 01.00 - 01.45

Period 5 - 1.45 - 2.40

Period 6 - 2.40 - 3.30

\* Due to the current circumstances, the school day will still run from 9.00 to 3.30, however the timings of individual classes will be subject to change.

# MEARNS ACADEMY

## Code Of Conduct

### Rights Respecting

Every child has the right to an education.

Discipline in schools must respect the children's dignity and rights.

Everyone has the right to live, and to live in freedom and safety.



## Be Respectful

## Be Responsible

## Be Safe