

CHARLESTON ACADEMY

Daily Notice

Friday 19 January 2018

STAFF

Canteen Duty - Week beginning 22 January: Monday - L Cameron/R Macpherson; Tuesday - D Newlands/H Hunter; Wednesday - E MacLeod/G Stewart; Thursday - M Sharkey/R McFee.

Walkabout Duty - Week Beginning 22 January: Monday - S Tillman/R McFee; Tuesday - F Corrance/G Stewart; E MacLeod/H Hunter; Catherine Bain/R Macpherson.

G Stewart

STAFF & PUPILS

***Entry to Home Economics during Prelim Exams:** Home Economics can only be accessed through the Maths corridor during January. This is to allow Prelim exams to take place.

G Stewart

PRELIM ARRANGEMENTS

All pupils who are sitting Prelims are expected to be in the Hall (or designated room) **10 minutes before the exam starts**. For exams taking place session 1 - **8.45am start - pupils should not attend registration classes but go directly to the Hall (or designated room)**.

Pupils who have additional exam arrangements should report to **A6 ten minutes before the start of their examination**. Mr Smith will meet you and issue final exam guidance.

All of the Library Booths and Department Bases will be used to accommodate senior pupils sitting Prelims.

Pupils are asked to move around the building quietly and be mindful that examinations must not be disturbed.

Library Access

- During the exams the Library will be open only to pupils who intend to study quietly.
- Pupils will not be allowed to use the library corridor to gain access to SMT, office or foyer.

**** Prelims scheduled for Wednesday 17 January will be re-scheduled for a later date****

Today

H Geography - 8.50-11.05

AH Geography - 8.50-11.20

Monday 22 January

N5 History - 9.00-10.35

H History - 9.00-10.35

AH History - 9.00-12.00

N5 French Listening - 14.45-15.15

N5 Gaelic Listening - 14.45-15.15

H Hunter

Library Break & Lunch: During the exam period, when the booths are in use, the Library will be closed at this time. A strictly 'study time only' will be observed in the Library at all times.

F Scott

Art & Design: During the school day including break and lunchtimes, only students who are currently studying Art & Design should be accessing the department and in particular the ICT Suite. Students are only permitted to use the ICT Suite when they are working in another subject and accompanied by a member of staff.

Under no circumstances is it acceptable for students to come and go as they please and those pupils wishing to use the facilities should seek approval from the Principle Teacher or a department staff member beforehand.

D Sim

PUPILS

***S1 - Speeder Reader:** Speeder Reader Programme will start again on Monday 22nd January. Due to the Prelims, class will be in **A6 NOT A4**. If you need another copy of your timetable, please see either Miss Gray or Mrs Jeffreys

***Indoor Rowing League:** The Highland Schools Indoor Rowing League starts up again this term. Any pupils wanting to take part please speak to Susan or Dagmar, Active Schools. Come along after school today (Friday) or at lunchtime on Tuesday to book a slot on the rowing machine. Your chance to row for Charleston!

S Blackwood

***S1-S3 Cyber Security Course** - raising awareness of Scotland's buzzing cyber industry and highlight the abundance of exciting career opportunities available in the sector now and in the years to come. Workshops will take place on **Thursday 8th February** at the SDS offices. Please give your name to Mrs MacRae in the Guidance Office if you would like to be considered for a space on this course.

H MacRae

Alton Towers 2018: A reminder to all pupils going on the Alton Towers trip that the January payment of £10 is due on Thursday the 25th. There will be an important meeting coming up this term.

J Stone

S4-S6 PUPILS

***Ritsons Chartered Accountants & Business Advisors** have a vacancy for a Junior Administrative Assistant. This is a permanent, full time position from Monday - Friday from 9am - 5pm. Duties are filing; answering telephone and making appointments; reception; banking of cash and cheques from clients; control of petty cash, monthly shopping and stationary orders; typing letters and organising mail; keeping the office tidy and other duties as required.

You must have a good level of education, experience is not essential as training will be given with a further opportunity to gain SVQ level 2 and 3 in Business and Administration.

If interested please apply in writing with a CV to Sandra Ross, Ritsons Chartered Accountants, 36 Huntly Street, Inverness IV6 5PR or email inverness@ritsonsca.com

* **Royal Navy and Royal Marines.** Find out about your possible career - bookable presentations on:-
26th January at 15:30
23rd February at 15:30
30th March at 15:30.
All at Armed Forces Careers Office, 3 Bridge St., Inverness. IV1 1HG - book by phoning 01463 233668
S Tillman

G Stewart
Acting Head Teacher