

CHARLESTON ACADEMY

P7 PUPIL BOOKLET



2020-21

WELCOME

Charleston Academy has around 750 pupils. We are pleased that you have joined us. Charleston is a unique school – it is not too large nor too small – it is a medium sized school with large ambitions for you.

There are lots of opportunities for you to learn and grow via classes and extra-curricular activities. Please throw yourself into these opportunities.

We have tried to keep the handbook as informative as possible without it becoming a 500-page tome that no-one reads!

I wish you all the best for your time at Charleston Academy.

Mr. Stewart (Head Teacher)

Contact Us:

Charleston Academy Kinmylies INVERNESS

IV3 8ET

01463 234 324

Generic e-mail box: charleston.academy@highland.gov.uk

Website: www.charlestonacademy.co.uk

Facebook: <https://www.facebook.com/Charleston-Highland-100347911378671/>

OUR VALUES AND VISION

At Charleston we aspire to always:

- Treat people with respect.
- Work hard.
- Challenge ourselves.

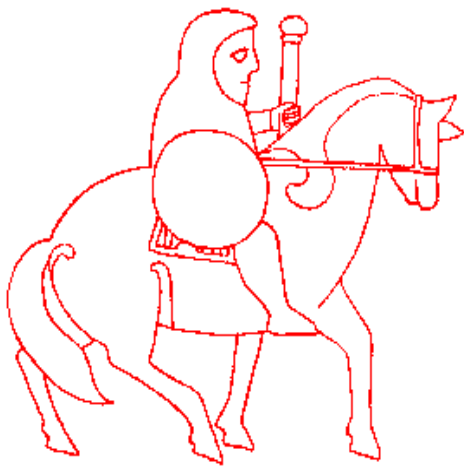
ABOUT US

Charleston Academy is a six-year secondary school in the west of Inverness. With 750 pupils and over 75 staff, 50 of whom are teachers, we are able to offer a broad and engaging curriculum of courses and qualifications.

Our catchment area, covering the City of Inverness to the west of the Caledonian Canal towards the shores of Loch Ness and the entire southern shore of the Beaulieu Firth, is regarded as one of the most scenic, varied and impressive areas of Scotland. The landward area covers the Aird past Aigas and Struy as far as Glen Strathfarrar, and from there towards Abriachan, Lochend and the shores of Loch Ness. Our rural communities include Beaulieu, Belladrum, Dochgarroch, Kirkhill, Kiltarlity, Teanassie, and Tomnacross.

The associated Primaries are Kinmylies, Muirtown, Dochgarroch, Kirkhill, Beaulieu, Tomnacross and Teanassie.

SCHOOL LOGO



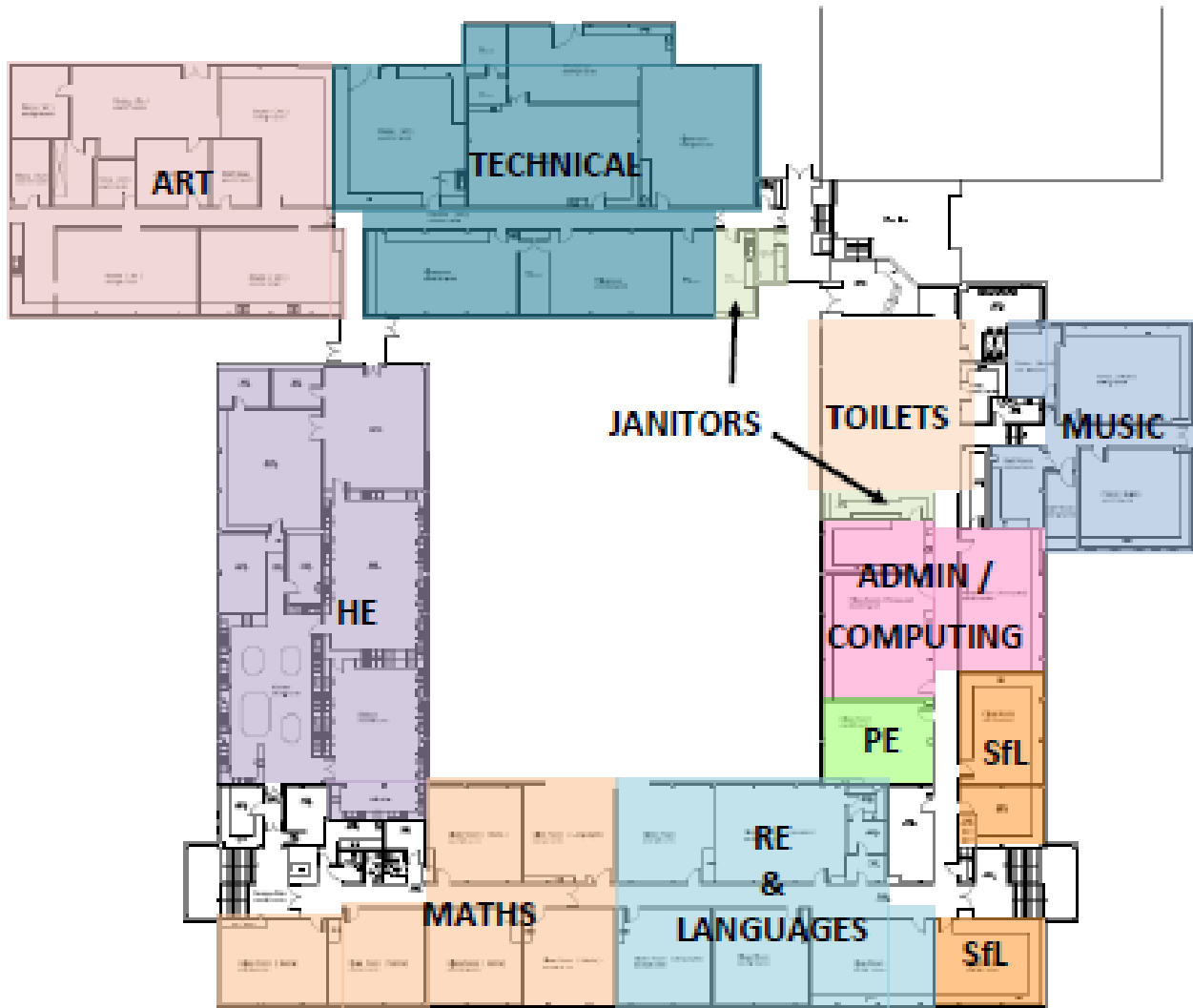
An early pictogram of King Brude

Our Logo depicts the last Pictish King of Scotland. King Brude reigned from 554AD to 584AD, from an iron-age fort at the top of Craig Phadrig. The Pictish Kingdom covered an area extending from Orkney to the Firth of Forth.

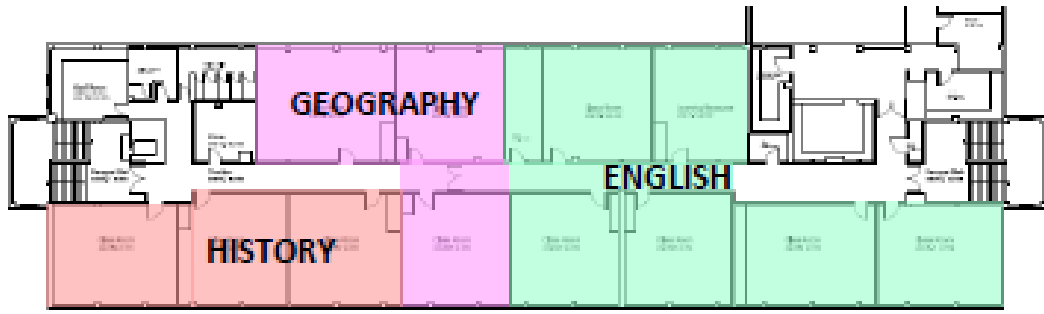
Around 565 AD, the Irish priest and revered Christian missionary, Columba, who had been converting much of Scotland to Christianity, made his way up the Great Glen to Craig Phadrig, near Inverness. On the way, a battle took place between King Brude's Picts and the Scots whose allegiance was to Columba. The Picts were defeated. King Brude, who had initially received Columba with suspicion, converted to Christianity and increasingly viewed Columba with deference, honour and respect.

The logo depicts King Brude turning away from battle. His sword is held down, but he hasn't been defeated. His life, and the destiny of the Picts has changed direction. They have converted to Christianity.

SCHOOL LAYOUT



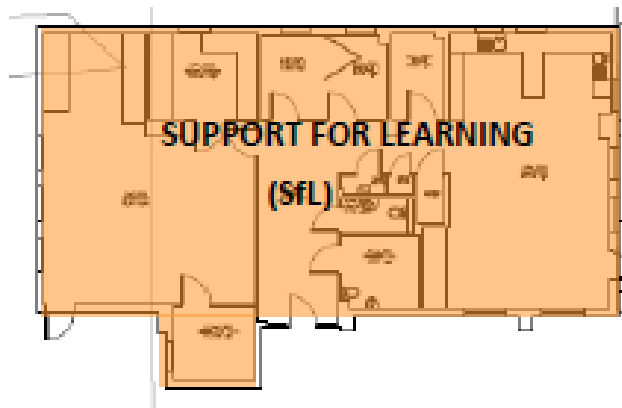
Plan 1: ground floor & A floor



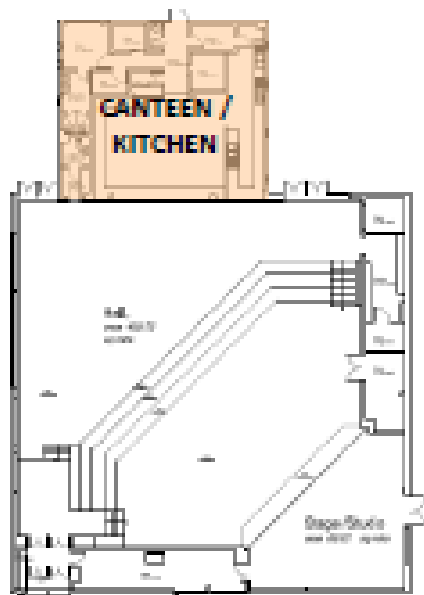
Plan 2: main block B floor



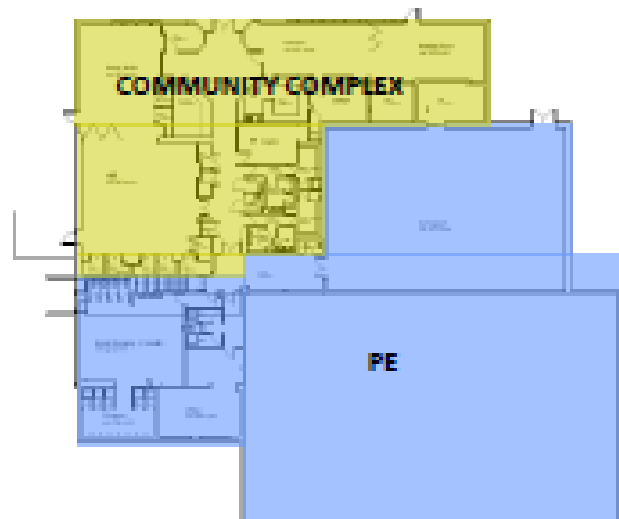
Plan 3: main block C floor



Plan 4: the Arches (under HE)



Plan 5: office, SMT, Guidance, library, assembly hall & canteen (same level as B floor)



Plan 6: Community complex and PE block

The school is scheduled from April 2020 to have a £7.5million investment in a new extension building to include Science. Refurbishment work will also be part of that money. A consultation around that is ongoing.

DATES & TIMES

TERM DATES 2020-21 (more specific dates can be found in the Staff Calendar – issued in August 2020 and on the website).

Highland School calendar 2020/21

Please note - Dates may be subject to change

August 2020								September 2020								October 2020								November 2020							
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
31						1	2	36		1	2	3	4	5	6	40				1	2	3	4	44							1
32	3	4	5	6	7	8	9	37	7	8	9	10	11	12	13	41	5	6	7	8	9	10	11	45	2	3	4	5	6	7	8
33	10	11	12	13	14	15	16	38	14	15	16	17	18	19	20	42	12	13	14	15	16	17	18	46	9	10	11	12	13	14	15
34	17	18	19	20	21	22	23	39	21	22	23	24	25	26	27	43	19	20	21	22	23	24	25	47	16	17	18	19	20	21	22
35	24	25	26	27	28	29	30	40	28	29	30					44	26	27	28	29	30	31		48	23	24	25	26	27	28	29
36	31																							49	30						

December 2020								January 2021								February 2021								March 2021							
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6	1					1	2	3	6	1	2	3	4	5	6	7	10	1	2	3	4	5	6	7
50	7	8	9	10	11	12	13	2	4	5	6	7	8	9	10	7	8	9	10	11	12	13	14	11	8	9	10	11	12	13	14
51	14	15	16	17	18	19	20	3	11	12	13	14	15	16	17	8	15	16	17	18	19	20	21	12	15	16	17	18	19	20	21
52	21	22	23	24	25	26	27	4	18	19	20	21	22	23	24	9	22	23	24	25	26	27	28	13	22	23	24	25	26	27	28
1	28	29	30	31				5	25	26	27	28	29	30	31									14	29	30	31				

April 2021								May 2021								June 2021								July 2021									
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su		
14					1	2	3	4	18						1	2	23		1	2	3	4	5	6	27					1	2	3	4
15	5	6	7	8	9	10	11	19	3	4	5	6	7	8	9	24	7	8	9	10	11	12	13	28	5	6	7	8	9	10	11		
16	12	13	14	15	16	17	18	20	10	11	12	13	14	15	16	25	14	15	16	17	18	19	20	29	12	13	14	15	16	17	18		
17	19	20	21	22	23	24	25	21	17	18	19	20	21	22	23	26	21	22	23	24	25	26	27	30	19	20	21	22	23	24	25		
18	26	27	28	29	30			22	24	25	26	27	28	29	30	27	28	29	30					31	26	27	28	29	30	31			
								23	31																								

School holidays
In-service days

School days

THE SCHOOL DAY

The school day at Charleston Academy is divided into 7 units / periods of 50 minutes. All pupils will receive a printed copy of their individual timetable at the start of each session. Staff can access their timetable from the Seemis registration screen

Reg	8:40 – 8:50
Unit 1	8:50 – 9:40
Unit 2	9:40 – 10:30
Unit 3	10:30 – 11:20
Interval	11:20 – 11:35
Unit 4	11:35 – 12:25
Unit 5	12:25 – 1:15
Lunch	1:15 – 2:00
Unit 6	2:00 – 2:50
Unit 7	2:50 – 3:40

Senior Management Team

Mr Stewart – Head Teacher
Miss Macpherson – Depute Rector S2+S5
Mrs Hunter – Depute Rector S1+ S4
Mr McFee –Depute Rector S3 + S6

Pupil Support - Guidance Team

Mrs Thomson - Kishorn
Mr Tillman - Laggan
Mrs Bremner / Mrs. Kirsty Dillon- Shiel
Mr Newlands – Torridon

Support for Learning - SFL

Mr Smith - PT Support for Learning
Miss Gray
Mrs MacLeod
Ms Lound
Mr Seymour

REGISTRATION (TUTOR TIME)

Each day begins with Tutor Time where a formal register is taken and the Daily Notices are read out (from the school website) along with other important announcements.

ASSEMBLIES

All pupils attend assemblies in the Hall. Pupils attend with their year group (Year Assemblies).

INTERVAL AND LUNCHTIME

At intervals and lunchtimes pupils use the Canteen and the Hall as a Social Area. Pupils are not allowed to be in corridors during intervals and lunchtimes – except S5/6. After the first week in August new S1 pupils can visit the shops at lunchtime. Pupils are not allowed to the shops at interval.

TOILETS

The toilets are located at the start of A Floor. There are shared hand washing areas but separate enclosed cubicles for all pupils. There are also toilets in the Community Complex that can be accessed at interval and lunchtime.

CASHLESS CATERING

The canteen uses a cashless catering system. Please see the explanation below. Money can be deposited in this account.

CURRICULUM RATIONALE

Charleston Academy's Curriculum Rationale and journey:

As a school our Values are clear. One of those is that we “Challenge Ourselves”. In terms of our curriculum we are constantly striving to develop and refine what we offer to best meet the needs of learners for now and to develop the skills they will need in the future.

We are committed to the principle of a broad Scottish education – but are flexible in that we allow personalisation and choice to reflect the needs of individuals.

Key issues / actions arising from this:

S1-3 Broad General Education

- In S1/2 an increase in time for Digital Learning. This is to ensure that vital ICT skills are further developed at an early stage. A pathway in Computing is available and this matches the demand from employment.
- In S1 2020-21 there is an increase in time in both in English and Maths to ensure that these core skills are developed.
- In S1 incoming pupils will choose a Primary second language and get additional time in that in S1/2. They will have some time in the third language.
- In S2 RME will be embedded into the curriculum in line with national guidance.
- In S3 we have given greater personalisation and choice, in particular in Modern Languages. The option is there to continue with two languages or none.

DRESS CODE

At Charleston Academy we believe it is important for all of our young people to follow our policy on school dress at all times. By wearing dress code pupils show that they identify with the school and that they accept and strive to reach the standards that we expect of everyone. We want pupils at Charleston Academy to be proud of the skills and abilities they are developing and to show it by wearing the school dress code.

All pupils must wear a shirt and school tie (provided free) at all times in school. A V-necked jumper may also be worn.



BEHAVIOUR

Framework for Learning

Charleston Academy aims to always be about better:

- Relationships
- Learning
- Behaviour

Positive behaviour is recognised as being promoted by the school ethos and values. Positive relationships are central to that.

Positive / High expectations

Rules

Arrive to class on time

Follow the instructions of all staff at all times

Mutual Respect

Phones only permitted at break and lunch

Use ICT responsibly

Sanctions

Classroom: When a pupil does not comply with the classroom rules there are a number of sanctions which should be used before a pupil is sent to partner department.

- Name on board & verbal warning.
- One tick. The pupil should move seats and stay behind for a maximum of two minutes to discuss their behaviour.
- Two ticks. Pupil sent to partner department with slip to stay until the end of the period. At the end of the day the PD form is returned to the office and a text is sent home: *"Your child was transferred to another class today as part of the Framework for Learning"*.

In terms of corridors and the wider school area we are introducing detention to reinforce our commitment to positive behaviour.

MERITS

We have been discussing with pupils the best way to recognise positive effort and behaviour. This has been challenging as there are so many preferences and finances are limited. The Lead Prefects have an idea that we will keep under wraps for now but will trial in session 2020-2021.

FIRE EVACUATION

Follow your teacher in an orderly fashion out of the school. The school assembly point is on the red ash pitch at the rear of the school. Your register class will have a designated assembly point where you should line up in an orderly fashion and remain until instructed otherwise.

PUPILS OUT OF CLASS

Pupils should use the toilets at the beginning of the school day, during break and during lunch.

BULLYING

Bullying exists in society and in schools - we recognise that it can have a detrimental and long-lasting impact on young people's lives. At Charleston Academy we will challenge behaviour and attitudes which lead to bullying so that all young people understand that bullying and discrimination are unacceptable in any form. We never ignore bullying.

If you see anything or experience anything that looks like bullying, please make the PT Guidance aware as soon as possible.

BUDDY SYSTEM

Senior pupils also act as "buddies" to new S1 pupils while they settle into the routines of secondary school. Buddies work closely with Guidance staff, providing a listening ear and helping solve any problems that arise, particularly in the first few weeks and months.

PREFECTS

S6 Pupils applying to be prefects will be expected to demonstrate the potential to lead, motivate and inspire others. They will have supported the school policies with regard to behaviour and dress code and will be role models to younger pupils. They are in place to help you. They can be recognised by their blazer.

LIBRARY

The best learning takes place when pupils discover and use knowledge for themselves. So we are very fortunate at Charleston Academy to have a large and well-resourced library that is available to all pupils and staff.

HOMEWORK

Homework should be seen as a regular part of every-day school work as opposed to an add-on or optional extra. It is equally and sometimes more important than work done in school.

Homework can consist of written work, learning information, research projects, investigations and finishing off class work. We expect and encourage all pupils to get into the good habit of reviewing and consolidating their learning in school by going over it regularly at home.

We expect teachers to give pupils advance warning of all formal homework and to set aside ample time during lessons to issue and explain the homework and allow all pupils to record it in their online diary. All pupils must complete formal homework. If a young person is not able to demonstrate the responsibility of undertaking their homework at home and to the standard required, then their teacher will arrange time at lunchtime or after school to allow them to complete it instead.

The school has been discussing homework and this is likely to be a part of the School Improvement Plan in 2020-21.

AWARDS AND GRADUATION

We celebrate the achievements of our young people at our annual Awards Ceremonies (S1 to S5) and Graduation (for S6).

At Awards Ceremonies *Subject Excellence Awards* are given to pupils in recognition of notable achievements in the classroom.

Our Graduation Ceremony marks the completion of our young people's secondary education. In meeting this important milestone, we believe it is important to recognise the hard work of all young people leaving school at this stage. Therefore, as young people complete S6 they attend a formal Graduation Ceremony to which their parents are invited.

MOBILE PHONE POLICY

Our policy for pupil's states:

- It is acceptable to have a mobile phone in school.
- Mobiles must not be used in class in corridors, or between units.
- It is acceptable to use mobile phones outside at interval and at lunchtime.
- It is also acceptable to use mobiles inside the canteen, the hall and the foyer provided this is done discreetly.
- Taking photographs or videos of other pupils or staff is always unacceptable; unless it is related to schoolwork and you have permission from your teacher.
Portable music players (iPods, etc.) can be used discreetly only at interval and lunchtimes. Earphones and cables must be put away and remain out of sight at all other times.

SCHOOL TRAVEL - BUSES

Pupils living outside Inverness travel to and from school by bus. Our Stewards and senior staff supervise pupils disembarking and boarding buses at the bus turning circle each day.

Senior pupils on each bus route act as “Bus Monitors”. They ensure pupils wear seat-belts, are respectful and well-behaved. They will report any misdemeanours to the Senior Management Team immediately if there is an incident in the morning and by phone or at the start of the next day if there is an incident on the journey home.

Staff must not hold pupil back after school closes as this could result in a pupil missing the school bus.

WINTER WEATHER

School Information Line

0800 564 22 72 (PIN: 041720)

The telephone information service will be updated as early as possible on the morning concerned. At other times a generic message is left to indicate normal opening.

Moray Firth Radio

MFR will broadcast information about school closures at 7:10am, 7:40am, 8:10am and 8:40am.

Online Information

The front page of our school website will be updated with information relating to school closures.

This information may also be shared on Facebook and the School website:

<https://www.facebook.com/Charleston-Highland-100347911378671/>

<https://www.charlestonacademy.co.uk/>