

Prospectus/ Ro-Shealladh

2009/2010

ARDNAMURCHAN HIGH SCHOOL
ÀRD-SGOIL AIRD NAM MURCHAN



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WELCOME TO ARDNAMURCHAN HIGH SCHOOL	5
FÀILTE GU ÀRD-SGOIL AIRD NAM MURCHAN	5
S1 – 2008/09	7
THE SCHOOL AND ITS CATCHMENT AREA	8
Background	8
A Public Private Partnership School	9
Associate Primary Schools	10
SCHOOL AND CENTRE FACILITIES	11
Outdoor Games Area	11
Games Hall	11
Fitness Suite	11
Arts Venue	11
Library	11
Adult Learning Centre	11
Childcare	12
School Meals	12
Sample Menu	12
Àrainn Shuaineirt	13
PLAN OF SCHOOL/ PLANA NA SGOILE	14
Ground Floor	14
First Floor	14
LUCHD-OBRAICH/STAFF	15
LUCHD-OBRAICH/STAFF (CONTINUED)	16
SCHOOL AIMS/ AMASAN NA SGOILE	17
SCHOOL RULES/RIAGHAILTEAN NA SGOILE	19
Rationale	19
Examples Of Pupil Responsibilities	19
DRESS CODE / TRUSGAN SGOILE	20
SCHOOL DAY / LATHA NA SGOILE	20
Session 2008/09	21
Session 2009/2010	22
LOGO	23
ENROLMENT	24
TRANSPORT	24
ADVERSE WEATHER	24
SPECIAL DIETARY REQUIREMENTS	24



PUPIL COUNCIL	25
.....	25
PARENT FORUM	25
CONFIDENT INDIVIDUALS, RESPONSIBLE CITIZENS, SUCCESSFUL LEARNERS, EFFECTIVE CONTRIBUTORS	26
REGULAR EXTRA CURRICULAR ACTIVITIES	27
CURRICULUM /OIDEACHADH	28
Curriculum/Oideachadh – S1/S2	28
Curriculum/Oideachadh – S3/S4	28
Curriculum/Oideachadh – S5/S6	29
Health Education Programme	29
ATTENDANCE/NEO-LÀTHAIREACHD	30
MEDICAL AND DENTAL APPOINTMENTS	30
HOLIDAYS	30
POLICIES	31
Bullying	31
Administration Of Medicines	31
Behaviour Management / Smachd	31
Disability Discrimination – See Policy Appendix 4	31
Employment Of Children – See Appendix 5	31
Equal Opportunities – See Appendix 6	31
Guidance	31
Homework / Obair Dachaidh	31
Ict	31
Learning And Teaching / Teagasg agus Ionnsachadh	31
Racial Equality Policy – See Appendix 7	31
Transferring Educational Data About Pupils – See Appendix 8	31
Emergency Evacuation Procedures – See Appendix 9	31
Religious And Moral Education	31
Data Protection	31
ASSESSMENT AND REPORTING	32
Assessment	32
Reports To Parents	32
Parents’ Evenings	33
INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS	34
DRESS CODE ORDER FORM – SCHOOL YEAR 2008/2009	43



<i>APPENDIX 2 – CONSTITUTION OF THE ARDNAMURCHAN HIGH SCHOOL PARENT COUNCIL</i>	<i>45</i>
<i>APPENDIX 3 - A TYPICAL S1 TIMETABLE</i>	<i>47</i>
<i>APPENDIX 4 - DISABILITY DISCRIMINATION</i>	<i>48</i>
<i>APPENDIX 5 - EMPLOYMENT OF CHILDREN</i>	<i>49</i>
<i>APPENDIX 6 - EQUAL OPPORTUNITIES</i>	<i>50</i>
<i>APPENDIX 7 - RACIAL EQUALITY POLICY</i>	<i>51</i>
<i>APPENDIX 8 - SCOTEXED PROGRAMME</i>	<i>52</i>
<i>APPENDIX 9 – EMERGENCY EVACUATION PROCEDURES</i>	<i>53</i>
<i>APPENDIX 10 - ADVERSE WEATHER ARRANGEMENTS</i>	<i>53</i>



WELCOME TO ARDNAMURCHAN HIGH SCHOOL FÀILTE GU ÀRD-SGOIL AIRD NAM MURCHAN



We are delighted to welcome you and your child to Ardnamurchan High School and we hope that you will have a very happy association with us. The information laid out in this prospectus should provide you with what you need to know about the school and we hope you find it useful.

Thathar air leth toilichte fàilte a chuir oirbh fhèin agus air 'ur cuid cloinne gu Àrd - Sgoil Àird nam Murchan agus thathar an dòchas gum bi dàimh dhliùth eadarainn. Bu choir na tha air innse san ro-shealladh seo a bhith na thobar fiosrachaidh dhuibh agus thathar an dòchas gum bi e feumail.

Since its inception, Ardnamurchan High has been a community school with a real focus on meeting a wide range of educational needs incorporating community links and involvement wherever possible. We, as the wider community on Ardnamurchan have a great sense of pride in the school and the resources on offer and since opening its doors in 2002, we have seen the school grow and the range of experiences on offer expand considerably. We very much hope that you will share in this sense of ownership as your child progresses through their time at Ardnamurchan High School.

Bho thùs, tha Àrd Sgoil Aird nam Murchan air a bhith na sgoil choimhearsnachd le amas a bhith a' coileanadh feumalachdan foghlaim agus ceanglaichean coimhearsnachd. Tha sinne, mar choimhearsnachd, san t-seadh as fharsainghe, ann an Àrd nam Murchan, a' fareachdainn pròiseil as an sgoil againn agus dhe na goireasan a tha air an tabhann. 'O dh'fhosgail na dorsan ann an 2002, tha e am fianais gu bheil an sgoil air fàs agus leudachadh ann na thathara tairgse. Thathar gu mòr an dòchas gun seas sibh còmhla rinn ann an sealbhaireachd fhad's a tha 'ur cuid cloinne aig Àrd - Sgoil Àird nam Murchan.

We firmly believe that the partnership with you as parents(s) is key in helping your child fulfil, and indeed expand, their potential and aspirations. Therefore, we believe that communication between home and the school should be as full as possible. As a parent or guardian of a child in this school, you are automatically a member of the Parent Forum. In addition, we have a Parent Council which exists to work with, and provide a closer relationship, between all parents and the school. The Parent Council meets once a term and all parents are welcome to attend. Please come along and make yourself known to other members.

Thathar gu làidir a' creidsinn gu bheil an co-chomann leibhse, mar phàrant (an), cudromach ann a bhith a' cuideachadh 'u cuid cloinne gus an comas ann agus an amasan, chan e a-mhàin a choileanadh, ach a neartachadh. Le sin, thathar dhen bheachd gum bu chòir conaltradh eadar an sgoil agus an dachaigh bhith cho slàn sa ghabhas. Mar phàrant no neach-cùra sgoilear san sgoil seo, tha àite agaibh mar bhall dhen Fòram nam Pàrant. A thuilleadh air an seo, tha Comhairle Sgoile again a chaidh a chur air bhonn airson co-obrachadh agus co-sheirm eadar an sgoil agus pàrantan a thoirt gu buill. Bidh Comhairle nam Pàrant a' coinneachadh uair san teirm agus tha fàilte air gach pàrant a bhith lathair.

The school and Community resources Àrainn Shuaineirt, and the Library (Leabharlann) provide a growing range of lunchtime and after school extra curricular activities, such as active involvement in sports and the arts. Youth clubs run on Tuesday and Thursday evenings for seniors and juniors respectively and our latest project for the Duke of Edinburgh award in S3 is supported on these evenings. Many of the evening concerts and events run by Àrainn Shuaineirt are of value and interest to all ages and active participation is encouraged. In addition, the Lochaber Outreach Learning Centre and Community Education have a presence in the building.

Tha goireasan sgoile 's coimhearsnachd, Àrainn Shuaineirt agus an leabharlann a tabhann iomadach rud, leithid spòrs agus na h-ealain, a tha a' gabhail àite an dà chuid, aig àm lòn agus an dèidh na sgoile. Tha an club òigridh airson a' chlànn as òige a' gabhail àite a' dol oidhche Daoin' agus oidhche Mhàirt airson an fheadhainn as sine. Tha taic air a thoirt don phròiseict 'Duke of Edinburgh', anns a bheil sgoilearan air an treas bliadhna an sàs air an oidhche sin cuideachd. Than a cuirm 's tachartasan a th'air an ruith le Àrainn Shuaineirt, freagarrach do chloinn 's inbhich le chèile agus thathar an dòchas gun gabh sibh pàirt. A bharrachd air an seo uile, tha Colaiste Loch Abair steidhichte ann an togalach na sgoile.



The Àrainn Shuaineirt Management Committee (ASMC), which is a voluntary community group, oversee the community access and use of the building. There is a dedicated centre manager who can be contacted directly as shown on numbers listed below. Contact details for the librarian and her team are also shown.

Tha Comataidh Stiùiridh Àrainn Shuaineirt, a tha na bhuidheann saor-thoileach, a' marsgalaich a' cumail rian air mar a tha a' choimhearsnachd a' cleachdadh an togalaich. Tha manaidsear aig an ionad agus 's urrainn dhuibh bruidhinn ris air fear dhe na h-àireamhan a tha gu h-ìosal. Tha àireamhan ann airson an leabharlann cuideachd.

You may have already visited our website, which we aim to keep up to date as possible, with our publications and latest news and information about the school. There is also helpful subject and curriculum information for your child. Our Newsletter is published usually twice a term with articles and information contributed by staff and pupils themselves.

Dh'fhaodadh gu bheil sibh air tadhal air an làrach-lìn againn, far a bheil naidheachdan agus fiosrachadh mun sgoil. A bharrachd air an seo, tha fiosrachadh feumail air an làrach-lìn mu chuspairean agus an curraicealam air san fharsaingeachd. Tha an cuairt-litir air fhoillseachadh d'a thuras gach teirm, le pìosan sgrìobhaidh agus fiosrachadh eile, le sgoilearan agus luchd-obrach.

We firmly believe that Ardnamurchan is superb place to be. There is a rich culture and history associated with this area and as such Gaelic is encouraged wherever possible. However, we also have a strong identity within Scotland as a whole and within our place in Europe. We therefore have a range of educational trips, which focussed on the Highland Year of culture during 2007, and a European trip has been organised every two years. Our recent initiative is a Craft Residency with Nova Scotia which is a link community project between Ardnamurchan High and Dalbrae Academy in Nova Scotia .

Thathar gu mòr a' creidsinn gur e àite barraichte a th'ann an Àird nam Murchan. Tha beairteas de chultar agus de dh'eachdraidh co-cheangailte ris an sgìre seo, agus mar sin, tha Gàidhlig air a brosnachadh far a ghabhas. A bharrachd air an seo, tha co-ionannahd againn le Alba agus le ar n-àite anns an Roinn Eòrpa. Mar sin, tha iomadh seòrsa turas oideachaidh againn. Bha seo a' bualadh air Bliadhna Chultar na Gaidhealtachd 2007, agus tha turas againn dhan Roinn Eòrpa a tha a' gabhail àite gach dara bliadhna. Tha iomairt ùr againn far am bi neach-ciùird a Alba Nuadh anns an Sgìre. Tha seo a' dèanamh ceangal coimhearsnachd eadar Àird nam Murchan agus Acadamaidh Dhàil Bhràigh ann an Alba Nuadh.

We look forward to seeing you in whatever capacity, parent, visitor, supporter, or at an evening event in the months and years ahead.

Thathar a' togail sùil gus 'ur faicinn mar phàrant, cèiliche, neach-taic, no aig tachartas oidhche anns na mìosan agus na bliadhnaichean ri teachd.

Àireamhan Fòn

Sgoil	01397 700105
Àrainn Shuaineirt	01397 709228
Leabharlann	01397 700226
Colaiste Loch Abair	01397 700221
Foghlam Coimhearsnachd	01397 700225

Contact details for:

Ardnamurchan High School	01397 700105
Àrainn Shuaineirt	01397 709228
Library	01397 709226
Lochaber College	01397 709221
Community Education	01397 709225

Christopher Millar-Craig/Crisdean Millar-Craig
Headteacher/Ceannard



S1 – 2008/09

As part of our ongoing initiative to improve the Primary 7/S1 Transition experience we regularly consult with our pupils



Here are some of their comments this session:

“Tha an Àrd-sgoil Ard nam murchan uabhasach math oir tha a h-uile duine gam chuideachachd le rud sam bith.” *Rebecca Woods*

“I like the fact that we have lots of teachers in different classes, more subjects and you meet new people”. *Alexandra Clark, Kerri Harkins, Justine Cumming*

“My first days have been loads of fun. The teachers are nice and very helpful. It was a big step from primary. The new school is a lot bigger and it is fun changing classes. “
Rory Green

“I enjoy the school dinners. You get a lot on your plate. There are also more sports to keep you fit. Everyone gives you a warm welcome.” *Shanine Gallagher*

“Technical is excellent!” *Eoghan Perkins*

“The teachers are really nice and the food is great! I would like to get to know people a bit better. I have made some new friends and I love it here”. *Zoë MacKay*

“I like High School because it has a lot more things to do. You can try to get into one of the school's many sports teams!”. *Charlie Gunnell*



THE SCHOOL AND ITS CATCHMENT AREA

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Arndnamurchan High School is a completely new comprehensive school for the communities in Arndnamurchan and Morvern which first opened its doors in August 2002.

The school's catchment area includes Kilchoan, Acharacle, Strontian, Lochaline, and Ardour primary schools.

In the past these pupils attended three secondary schools - Lochaber High School, Mallaig High School, Tobermory High School. Some pupils boarded at Camaghael Hostel in Fort William. Most pupils are within daily travelling distance of the school. However a small number of pupils from Kilchoan do require to board in the small residence.

Our Residence



Background

This is an area of exceptional beauty and character with a widely dispersed population. The villages of Acharacle (population c.560) and Strontian (population c.350) are the main centres of population. Services and tourism account for 48% of the local jobs and primary activities of 31% reflects the growth in fish farming. The area has a rich history and cultural heritage which gives it a unique identity in the West Highlands.

The school is in Strontian – an important service and tourism centre approximately 15 minutes from the Corran Ferry which is one of the gateways to Arndnamurchan and Morvern. The award winning development of the village core in the 1970s has enhanced the village with a layout and design which is now part of its character and appeal.



A Public Private Partnership School

The school has been constructed through the public private partnership initiative (PPP) with the MJ Gleeson Group plc/Royal Bank of Scotland plc being the Highland Council's partners in the project. In general terms, the MJ Gleeson/Royal Bank of Scotland consortium is responsible for building and maintaining the school and for the supply and maintenance of specified school equipment. Department equipment has been provided through the normal channels.



A janitorial team employed by Mitie are responsible for the day to day maintenance of the building are a very much integral to the school team.



Associate Primary Schools

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Our Associated Schools' Group (ASG) works closely to develop and improve transition from primary to secondary and to share new curricular developments. The ASG Headteachers meet termly along with a team of teaching staff to develop shared working approaches.

The associate Primary Schools are

Acharacle Primary School Acharacle, Argyll, PH36 4JV	Headteacher	Miss L Bradley	01967 431645
Kilchoan Primary School Kilchoan, Acharacle, Argyll, PH36 4LH	Headteacher	Ms L McLuckie	01972 510258
Strontian Primary School By Acharacle, Argyll, PH36 4JA	Headteacher	Mrs M Ogilvie	01967 402363
Lochaline Primary School Lochaline, Morvern, Oban, PA34 5XT	Headteacher	Mr K Adams	01967 421245
Ardgour Primary School Ardgour, By Fort William, PH33 7AB	Headteacher	Miss M Adam	01855 841347

S1 Kilmalieu Experience 2008





SCHOOL AND CENTRE FACILITIES

.....

The school boasts excellent facilities which are available to the community by arrangement with Àrainn Shuaineirt

Outdoor Games Area

An all-weather pitch ideal for full 11-a-side football matches or several games with smaller teams, complete with full floodlighting facilities, and also with a grass shinty pitch.

Games Hall

A large Games Hall laid out for badminton, basketball, football and indoor tennis, ideal for any sport that requires a large indoor space, and with access to showers and changing facilities.



Fitness Suite

A state of the art fitness suite fully equipped with running, rowing and exercise machines and weights all available on an occasional or season ticket basis.

Arts Venue

Complete with stage lighting and curtains, PA system and a high resolution LCD projector with large cinema screen and surround sound. The Àrainn Shuaineirt Management Committee, The

Highland Council and other groups use the venue to promote cultural and artistic events such as concerts, theatrical productions, exhibitions and films. The venue is also used as part of the Àrainn Shuaineirt Conferencing Facility.

Library

There is a Public Library equipped with a wide range of books and two computers linked to the People's Network for community use.

Adult Learning Centre

Lochaber College offer a wide range of full and part-time courses from their suite at Àrainn Shuaineirt, including Audio and Video Conferencing facilities. Evening classes are arranged by the Learning Centre Manager who is based in the school.





Childcare

There is a suite of rooms dedicated to pre-school aged children, accessible to nurseries, playgroups and crèches. Occasional crèches are run in support of other activities in the centre.

School Meals

Highland Council's Catering Company run the school meals' service. The canteen is open at morning interval and at lunchtime and a wide variety of options are available –see sample menu.

Sample Menu

LUNCH MENU

Leek and Potato Soup
Beef Casserole
Broccoli and Tomato Pasta
Baked Potato
Sausage Roll
Pasta King
Selection of Salads

Pupils may receive free school meals if family circumstances warrant, i.e. those receiving income support. Forms are available from the school office under such circumstances.

Pupils are welcome to bring packed lunches to school and should eat them in the dining area.

The school has achieved level 4 health promoting status and there is a well established School Nutrition Action Group which includes the Highland Council cook, pupils, teachers and some parents.





Àrainn Shuaineirt

Àrainn Shuaineirt (The Sunart Centre) is the name chosen by the local community for the complex that includes Ardnamurchan High School and all the additional community facilities.

Àrainn Shuaineirt is a constituted community group with membership open to everyone living in the area. The centre is managed by the Àrainn Shuaineirt Management Committee, with representation from each of the five Community Council areas within the school catchment area. This management committee is a sub-committee of the Parent Forum who advise the Centre Development Co-ordinator and The Highland Council on how it would like the centre run, and also develops initiatives of its own based on the centre's activities.



Developments within Àrainn Shuaineirt include:

- A year-round programme of the performing and visual arts including educational and outreach opportunities.
- A Youth Development Programme focusing on encouraging access to and use of all the facilities outside school hours for the 8-16 year age range
- Access by the community to a wide range of sporting, recreational, cultural and lifelong learning opportunities.
- A community-based transport initiative specifically designed to increase access to the centre
- Nursery and crèche facilities
- Commercial letting of the facilities and of the school residence bring in additional income which creates new opportunities for developments within the centre.

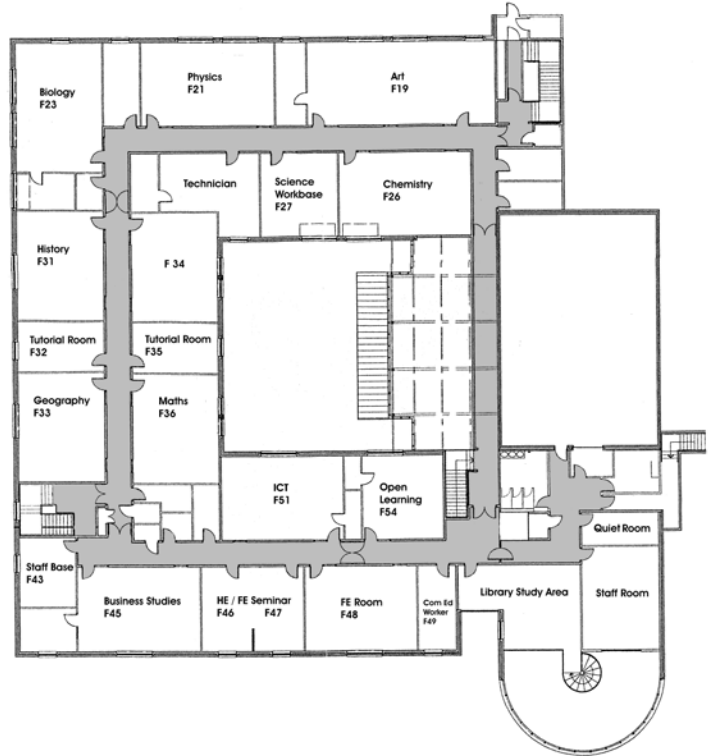
To find out more about the facilities available and the wide range of activities including our varied programme of concerts, theatre etc, visit our website www.sunartcentre.org or to be added to our mailing list please contact Eoghan Carmichael e-mail Eoghan.carmichael@highland.gov.uk or telephone 01397 709228



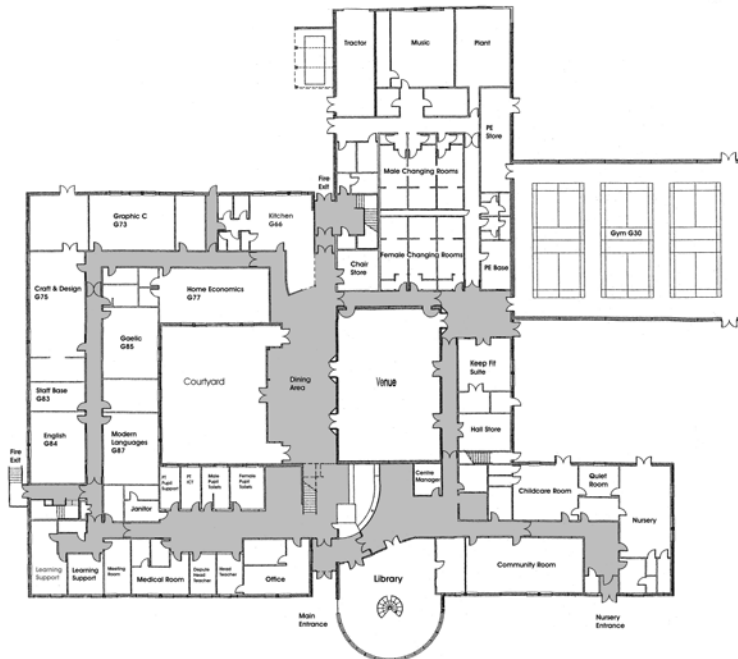
PLAN OF SCHOOL/ PLANA NA SGOILE



Ground Floor



First Floor





LUCHD-OBACH/STAFF

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Mr Christopher Millar-Craig	Headteacher
Mr Simon Sims	Acting Depute Headteacher
Mrs Elaine MacArthur	PT Support/Teacher of Modern Languages
Mrs Sylvia Hehir	PT Support/ Teacher covering Music
Mrs Katie Sharp	PT of English
Miss Jemma Calderwood	Acting PT Teacher of Mathematics
Mr Iain Hogg	Teacher of Technology
Vacancy	Teacher of Mathematics
Mrs T Munro	Teacher of Business Studies
Mr M Fairman	Teacher of Business Studies
Miss Barbara Van der Meulen	Teacher of English
Mrs Jacqueline Millar-Craig	Temp PT Attainment/Teacher of Biology & Science
Mrs Kate Rough	Teacher of Geography
Mr Colm O'Rua	Teacher of Gaelic
Mrs W Green	Teacher of PE
Mr T Larasser	Teacher of Chemistry and Science
Miss Mary Ellen Stewart	Teacher of Gaelic and Modern Studies
Mr Andrew Kerr	Teacher of Physics and IT
Miss E Davidson	Teacher of History
Miss Annette Ashworth	Teacher of Art





LUCHD-OBACH/STAFF (CONTINUED)

Ms Jane Johnstone	Librarian
Mrs V Barker	Library Assistant
Mr Eoghan Carmichael	Centre Development Co-ordinator
Mrs Alison Wright	Early Years Worker
Mrs Lorna Michie	Early Years Auxiliary
Mrs Penny Derham	Residence Supervisor
Mrs Karen Upstone	Residence Evening Supervisor
Miss S Mowat	Residence Evening Supervisor
Mrs Patricia Kennedy	Administrative/Accounting Assistant
Mrs Katrina Malcolm	Clerical Assistant
Vacancy	School Technician
Mr Alfredo Navarro de Paz	ICT Technician (Part Time)
Mrs E MacDonald	Learning Support Assistant
Mrs Carol Duncan	Temp Part Time Learning Support Assistant
Mrs Margaret Ferguson	Cleaner
Miss Brigit Tennant	Cleaner Supervisor
Miss Selena Wright	Cleaner
Mrs J Gunnell	Cleaner
Mr Sean Turner	Janitor
Mr Ian Turner	Janitor
Ms Trish Rae	Catering Servery Assistant
Mrs Mary MacIntyre	Cook
Mrs June Ryan	Catering Servery Assistant





SCHOOL AIMS/ AMASAN NA SGOILE

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1. To enable the pupils of Ardnamurchan High School to achieve their full potential and;
 - to take advantage of the opportunities that life will present to them
 - provide a learning environment that stimulates and motivates.

2. To provide the highest quality learning and teaching possible and to recruit and support teachers who are committed to the positive ethos endorsed by the Headteacher and the community and thereby;
 - providing an appropriate range of structured and relevant courses
 - using valid and relevant assessment techniques
 - maximizing standards of attainment.

3. To provide a school that is the focal point for the community - working in partnership with parents, community, other professionals, agencies and schools;
 - making decision making an inclusive process and promoting lifelong learning
 - providing well-established networks and partnerships
 - communicating in a regular and informative manner.



4. To foster the social and cultural values of the Highlands; to promote the Gaelic Language and to enable pupils to participate fully in economic, environmental, social, political and cultural development - teaching them the duties and responsibilities of citizenship in a democratic society and;

- providing enriching courses and extra-curricular opportunities that allow pupils to develop.
- promoting equality of opportunity, tackling racial discrimination and promoting good race relations.



5. To promote positive behaviour, self-discipline, independent thinking and to encourage health-promoting issues;
 - celebrating success.
 - providing the ethos where:
 - pupils rights are respected
 - pupils are expected to respect and live up to their responsibilities

6.

To promote self-evaluation and quality assurance as an integral part of school life and staff development review and to report our performance to the local community

- providing high quality continuing professional development - training, support and learning opportunities for staff.



7. To promote the use of ICT to enrich and enhance the curriculum
 - providing and maintaining the most up-to-date equipment and resources with training for staff, pupils and community.



SCHOOL RULES/RIAGHAILTEAN NA SGOILE

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Rationale

Here at Ardnamurchan High School we are committed to an ethos where we encourage mutual respect, cooperation and commitment to achievement. This is reflected in our two simple school rules:

1. Respect the environment, yourself and others in it

2. Do your best

These are illustrated by the pupil responsibilities:

Examples Of Pupil Responsibilities

From Rule 1:

- wear Dress Code,
- be polite/respectful,
- avoid bad language,
- avoid fights/confrontations,
- eat at interval and lunchtimes only,
- put up hands rather than shouting out,
- help keep the school tidy.



From Rule 2:

- be on time,
- keep on task,
- complete homework,
- follow teacher instructions,
- keep quiet when appropriate,
- come to class prepared (e.g. with jotter, pen etc.).



The school has a major focus on praise, recognising achievement and celebrating success. In collaboration with the Pupil Council a Praise System has been developed which leads to recognition of positive behaviours and achievements at Praise Assemblies. We have an Annual Celebration of Success which showcases the highlights of the year and publicly recognises achievement and attainment.



DRESS CODE / TRUSGAN SGOILE

Dress Code

The Dress Code is

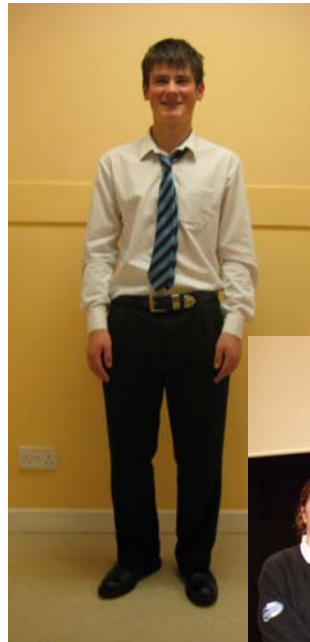
- White Polo shirt
- White blouse or shirt
- Black or Navy Sweatshirt
- Black Zipped Cardigan
- Black or Navy Fleece
- Black trousers or skirt
- Shoes

Trainers are to be worn for P.E. only.
Casual clothing, including denim and football tops, will be for Fun Days only.

School ties are available

Highland Council offer financial assistance with funding for School Clothing which can be claimed under certain circumstances. An application form can be obtained from the School Office

See [Appendix 1](#)



SCHOOL DAY / LATHA NA SGOILE

The school day is divided into 6 periods

Period 1	9.05 - 10.00
Period 2	10.00 - 10.55
INTERVAL	10.55 - 11.10
Period 3	11.10 - 12.05
Period 4	12.05 - 1.00
LUNCH	1.00 - 1.45
Period 5	1.45 - 2.40
Period 6	2.40 - 3.35



SCHOOL HOLIDAYS /SAOR LÀITHEAN

The School Year

Session 2008/09

Summer Holidays	School Reopens	Monday 18 th August 2008 (Staff) Tuesday 19 th August 2008 (Pupils)
October Holidays	School Closes	Friday 10 th October 2008
	School Re-opens (In service closure)	Monday 27 th October 2008 Tuesday 28 th October 2008
	School Re-Opens to pupils	Wednesday 29 th October 2008
Christmas Holidays	School Closes	Friday 19 th December 2008
	School Re-opens	Monday 5 th January 2009
February	In Service Closure	Thursday 12 th February 2009
	School Closed	Friday 13 th February 2009 Monday 16 th February 2009
	In service Closure	Tuesday, 17 th February 2009
	School Re-opens	Wednesday 18 th February 2009
Easter Holidays	School Closes	Friday 27 th March 2009 (Easter weekend - 10th – 13th April 2009)
	School Opens	Tuesday 14 th April 2009
May Day	School closed	Monday 4 th May 2009
Summer	School Closes	Thursday 2 nd July 2009



Session 2009/2010

Summer Holidays	School Reopens	Monday 17 th August 2009 (Staff) Tuesday 18 th August 2009 (Pupils)
October Holidays	School Closes	Friday 9 th October 2009
	In Service Closure	Monday/Tuesday/Wednesday 26 th /27 th and 28 th October 2009
	School Re-opens	Thursday 29 th October 2009
Christmas Holidays	School Closes	Wednesday 23 rd December 2009
	School Re-opens	Monday 11 th January 2010
February	School Closed	Friday 12 th February 2010 Monday 15 th February 2010
	In Service Closure	Tuesday/Wednesday 16 th /17 th February 2010
Easter Holidays	School Closes	Friday 26 th March 2010
Easter 2nd – 5th April 2010	School Opens	Monday 12 th April 2010
May Day	School closed	Monday 3 rd May 2010
Summer	School Closes	Friday 2 nd July 2010



LOGO

.....

Our school logo, which also appears on the school dress code was designed by Primary 7 pupils in the lead up to the opening of the new school in 2002

The Logo conjured up several images:

The sea: The sea encapsulates Ardnamurchan, and Ardnamurchan Point is the most westerly point on mainland Britain, looking into the Atlantic.

The area: The area is surrounded by some of the most beautiful mountains in Britain.

The school: The school is new and wants to be contemporary and forward looking.

The Logo is based on the image of a wave, which is reflected to create an arrow, and a mountain in the background. The wave and mountain both, obviously symbolise the landscape while the arrow symbolises two things.

- It points west to show the importance of where the school is located in Scotland
- It symbolises a desire for accuracy and achievement.



ENROLMENT

.....

Ardnamurchan High School is the local school for pupils from Strontian, Acharacle, Lochaline, Ardgour, Kilchoan primaries. Enrolment forms for such pupils are distributed through the primaries when the children are in Primary 7. Transport arrangements, organised by TEC Services, will be finalised once pupils numbers are confirmed.

If pupils live outwith the delineated area of the school and their parents wish their child to attend Ardnamurchan High School, i.e. a placing request, then they should, in the first instance, contact the Headteacher. However, all placing requests have to be made formally through the Area Education Office. Contact 01397 707350.

TRANSPORT

School transport is organised by Highland Council's TEC Services contracts and ties in with public transport.

Free transport is available to pupils living 3 miles or more from the school, but within the school catchment area. If your child will be traveling to school by bus and qualifies for free transport, forms will be made available by the Headteacher and should be completed at the time of enrolment.

If there are any issues with school transport, please contact public.transport@highland.gov.uk

ADVERSE WEATHER

A letter issued to parents outlining arrangements in the case of Adverse Weather is attached as Appendix 10

SPECIAL DIETARY REQUIREMENTS

Forms are available from the School Office to notify the Catering Provider of any special dietary issues.

For those entitled to Free School Meals, forms are also available from the school



PUPIL COUNCIL

.....

The Pupil Council members are elected annually by their peers.

Each year group is represented by two pupil council members.

The Council meets regularly with the link teacher and issues such as School Dances, Fundraising, Litter and Whole School Projects such as the Exchange Residency with Nova Scotia are discussed.

There is also a formal link with the parent body and members of the Pupil Council attend Parent Council Meetings.



Pupil Council 2007/08

PARENT FORUM

All parents are automatically members of the Parent Forum for Ardnamurchan High School. The Parent Council is elected by the forum and has a formal constitution – see Appendix 2.

The members of the Parent Council are:

Mrs Susan Taylor	Parent Member	Chair
Mr John Horrox	Parent Member	Vice-Chair
Mrs Patricia Kennedy	Co-opted member	Secretary
Mr Sean Turner	Parent Member	Clerk
Mrs E MacDonald	Parent Member	Treasurer
Mrs A Boyd-MacKay	Parent Member	
Mrs T Rae	Parent Member	
Mr R Dunn	Parent Member	
Mrs F Ashburner	Parent Member	
Mrs A Wright	Parent Member	
Cncillr B Gormley	Co-opted Member	
Cncillr M Foxley	Co-opted Member	



CONFIDENT INDIVIDUALS, RESPONSIBLE CITIZENS, SUCCESSFUL LEARNERS, EFFECTIVE CONTRIBUTORS

Here at Ardnamurchan High School, we offer a wide range of trips, excursions and extra-curricular events to allow all our pupils to develop and maximise their potential. The Highland Year of Culture 2007 provided a focus for Cultural, Sporting and Activity based events throughout the year. A key event was our joint St Andrew's Day Celebrations which has now become a regular feature of the school calendar.

CITB Bridge Building Team 2006



Castle Tioram Shinty April 2007

Construction Industry Training Board
Bridge Building Day for S1 2007



Highland Futures Performance 2008





St Andrew's Day Celebrations 2007!



PGL Activity Trip – France 2007

REGULAR EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities take place at lunchtimes and after school. They include Guitar, Fiddle, Football, Athletics, Short Tennis, Badminton, Netball, Kayaking, Basketball, Shinty



Kayaking

Presentation of North Division 3 Trophy 2009



CURRICULUM /OIDEACHADH

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The curriculum has been designed to provide pupils with breadth, progression and balance in mind.

Gaelic plays a very important part in the life of Ardnamurchan High School and has equal status with English.

The curriculum reflects current good practice both locally and nationally. The aim is to meet the needs of all pupils through relevant, interesting and stimulating courses.

The week is divided into 30 periods – 6 periods of 55 minutes.

Curriculum/Oideachadh – S1/S2

The S1/2 Curriculum follows the 5-14 guidelines and has breadth and balance. Pupils have 4 periods of Maths and English, 3 periods of Social Subjects and Science. They have 2 periods of Art and Design, PE, Music, Technology, Gaelic, French and ICT. Personal and Social Education (PSE) and Religious and Moral Education (RME) are taught the equivalent of 1 period per week.

The Gaelic Medium pupils will be taught some History and Geography through the medium of Gaelic. Geography will also be taught through distance learning in S1.

ICT is a discreet subject in S1/2 and also plays a major part in enhancing and enriching other curricular areas.

Curriculum/Oideachadh – S3/S4

Pupils in S3 and S4 have individual learning programmes based on their subject choices. The themes of breadth, balance and progression will be carried through from the S1/2 courses to S3/4.

S3/S4 pupils will study 8 certificate subjects for 3 periods a week. They will have 4 periods of Maths and English. They will choose subjects from each of these areas.

- Social Subjects: History, Geography and Modern Studies
- Science: Science, Biology, Chemistry and Physics
- Technological: Craft and Design, Music, Business Management
- Languages: French and Gaelic
- Creative and Aesthetic: Art and Design, Music and Physical Education (PE)

Pupils also study PE, RME, PSE, ICT and Skills for Work provision in Hospitality and Rural Skills are also on offer.



Curriculum/Oideachadh – S5/S6

S5/S6 pupils will study National Qualifications at the appropriate level (Intermediate 1, Intermediate 2, Higher, Advanced Higher). The Course Choice booklet is available on request.

Pupils will be given support in choosing the appropriate level of course by individual interview and parental consultation. They will study these subjects for 5/6 periods each per week.

They must study English and will be able to choose the other 4 subjects. These subjects are Maths, Business Management, Biology, Chemistry, Physics, Geography, History, Gaelic, Gàidhlig French, German, Practical Craft Skills, Product Design, PE, Art and Design, Music and PC Passport.

Open and Distance learning opportunities in subjects like Philosophy and Open University Distance Learning Courses are also available.

PSE and PE will be taught for 1 period a week.

ICT plays a major part in enabling pupils to access a curriculum appropriate to their individual needs.

Each pupil will be offered a curriculum that is stimulating and appropriate.



Christmas Dance 2008

Health Education Programme

AHS has a wide and varied educational programme targeting health across all year groups. We regard ourselves as a health promoting school. Our programme tackles contemporary issues including sexual health, drug abuse and misuse, fitness and diet. The school programme is well supported by visiting experts from outside agencies such as the Highland Health Board, the Lochaber Drugs and Alcohol Forum and the Police.

Health Education programmes are interlinked within the school's Personal and Social Education Programme and other subject areas. In all, the school operates within the guidance of Highland Council Education service and carries out an annual review of the programme in order to maintain an up-



Duke of Edinburgh Service Successes

ATTENDANCE/NEO-LÀTHAIREACHD

.....
Schools are required to keep an attendance register by law, and to record an attendance in respect of each morning and afternoon of every school day.

Pupils must give their Register Teacher a note written by their parent or guardian on the day they return from school following an absence. The note should explain the reason for the absence.

We would like to emphasise the importance of knowing the whereabouts of absent pupils. This is because we have a responsibility for the care and welfare of all pupils during the school day.

If parents know in advance of an absence/late arrival then they should write to their child's Guidance Teacher seeking the Education Authority permission to be absent detailing the planned absence. A note should be sent to the school office explaining the reason for the proposed absence and requesting that it be considered an 'authorised absence'.

Where a pupil has an unacceptably high rate of absence, the parents will be contacted by the school. Unexplained or condoned absences leading to a pattern of unsatisfactory attendance will be reported to the Area Education Manager and serious cases will be reported to the Reporter to the Children's Panel which can ultimately lead to prosecution of parents.

MEDICAL AND DENTAL APPOINTMENTS

Where possible, medical and dental appointments should be made outwith school hours. However, it is recognised that this is not always possible. If a pupil has a medical appointment or has to leave the premises for some other reason, they must report to reception to 'Sign Out'. This can be done in advance before registration or during break. If returning the same day, you must again report to reception to 'Sign In'.

HOLIDAYS

Parents are asked to consider carefully the effect on their child's education if they take family holidays during term time. In most classes, learning involves practical work, group work, resource-based learning and continuous assessment. A period of absence will affect continuity of learning: pupils may miss vital areas of coursework and consequently find difficulty in catching up on their return. Please note that absences such as family holidays during term time will be recorded as an "Unauthorised Absence" and will remain on a pupil's record. This information may then be shared with third parties should they require a reference at a future date

POLICIES

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Bullying

Ardnamurchan High School believes that all pupils have the right to an orderly, purposeful and pleasant environment in which to learn. All have the right to a positive, nurturing environment that allows them to make the most of their time in school.

“We in Ardnamurchan High School will not tolerate bullying and we will implement strategies below to ensure that it does not take place.”

The anti-bullying policy is available on request.

Other Policies available on request are:

Administration Of Medicines

Behaviour Management / Smachd

Disability Discrimination – See Policy Appendix 4

Employment Of Children – See Appendix 5

Equal Opportunities – See Appendix 6

Guidance

Homework / Obair Dachaidh

Ict

Learning And Teaching / Teagasg agus Ionnsachadh

Racial Equality Policy – See Appendix 7

Transferring Educational Data About Pupils – See Appendix 8

Emergency Evacuation Procedures – See Appendix 9

Religious And Moral Education

Religious and Moral Education is provided as a subject in our Curriculum. The subject is part of a common course and is organised on a non-denominational basis. It introduces pupils to a general study of world religions and their place in modern societies.

It also provides an opportunity for pupils to discuss a range of topical contemporary and moral issues than confront us in today's society. In certain circumstances parents have the right to withdraw their children from Religious and Moral Education.

If you wish to exercise this right, please write to the Headteacher.

The Religious and Moral Education Policy is available on request.

Data Protection

Any information you have supplied or has been gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this.

This data will be maintained in accordance with the Act and will not be passed onto any other organisation without your prior approval unless this is a legal requirement.

ASSESSMENT AND REPORTING

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Assessment

For all pupils assessment is based on a mixture of continuous assessment (coursework), tests carried out during class time and more formal examinations.

Each year the school sets certain weeks in the annual calendar as assessment periods. You will be notified of these in the school newsletter. Prelim examinations for S4, 5 and 6 are held in January/February.

We have a whole school emphasis on formative assessment and firmly believe on working with pupils to provide constructive feedback, encourage self and peer assessment and to negotiate meaningful learning targets.

Reports To Parents

Progress reports are issued to parents as follows:

- 1st Year: Interim Report November; May
- 2nd Year: January
- 3rd Year: Interim Report October, May
- 4th Year: February
- 5th and 6th Year: December/March

These take the form of a booklet containing individual report sheets for each subject as well as information on attendance and punctuality.

As well as the formal reports mentioned above, we regularly monitor the progress and performance of all our pupils. Where a pupil's progress is causing concern, you will be contacted and become involved in helping to ease the problems.



Parents' Evenings

During the school session, Parents' Evenings are held to provide the opportunity for parents to meet and discuss with staff their son or daughter's progress. Details of these Parents' Evenings are issues in the school newsletters at the appropriate times in the year.

Broadly speaking, however, the following is an outline of the present pattern of Parents' Meetings.

S1: November and May

S2: January

S3: November/June

S4: March

S5/6 March

In addition to these formal Parents' Evenings you should feel free to contact the school at any time to discuss any matters concerning your child's progress.



Christmas Carol Singers in Acharacle



**INFORMATION FOR PARENTS 2008
SECONDARY SCHOOLS**

**INFORMATION FOR PARENTS 2008
SECONDARY SCHOOLS**

School: Ardnamurchan High School	Id No.: 270 - 5130239
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Leaver Destinations

***Number Of Pupils Leaving In School Year 2007/2008 And Percentage With Destination
As:***

Total Number of Leavers (=100%)	17
Higher Education	53
Further Education	6
Training	0
Employment	41
Other Known	0
Not Known	0

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	134
Total School Running Costs at April 2008 (£)	998,466
Cost per Pupil (£)	7,451

Attendance And Absence For School Year 2007/2008

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances(Pupil Half Days)	5,930	12,022	9,976	10,042	7,276	45,246
Percentage Authorised Absences	4.4	5.1	4.6	4.4	3.1	4.4
Percentage Unauthorised Absences	2.9	2.3	3.6	3.0	3.4	3.0



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

School: Ardnamurchan High School

Id No.: 270 - 5130239

Estimated S5 January Roll As A Percentage Of The S4 Roll In September Of The Previous Session

2005/2006	2006/2007	2007/2008
112	92	95

Examination Results (within Scottish Credit and Qualifications Framework)

(2007/2008 results are pre-appeal)

Percentage of the relevant September S4 roll achieving:

By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	100	100	96	96	95	70	46	80	44

Percentage of the relevant September S4 roll achieving:

By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	53	54	80	24	27	65	0	12	25

Percentage of the relevant September S4 roll achieving:

By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	200	41	50	100	29	31	33	24	12



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

School: Ardnamurchan High School

Id No.: 270 - 5130239

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	24.6	28.2

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

Education Authority: Highland

Leaver Destinations

*Number Of Pupils Leaving In School Year 2007/2008 And Percentage With Destination
As:*

Total Number of Leavers (=100%)	2,727
Higher Education	31
Further Education	20
Training	2
Employment	36
Other Known	10
Not Known	2

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	14,940
Total School Running Costs at April 2008 (£)	81,155,669
Cost per Pupil (£)	5,432

Attendance And Absence For School Year 2007/2008

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances(Pupil Half Days)	1,047,629	1,028,269	1,059,925	1,069,574	794,746	5,000,143
Percentage Authorised Absences	5.5	6.7	7.4	7.6	7.0	6.8
Percentage Unauthorised Absences	1.0	1.5	2.2	2.8	2.8	2.0



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

Education Authority: Highland

Estimated S5 January Roll As A Percentage Of The S4 Roll In September Of The Previous Session

2005/2006	2006/2007	2007/2008
69	71	72

Examination Results (within Scottish Credit and Qualifications Framework)

(2007/2008 results are pre-appeal)

Percentage of the relevant September S4 roll achieving:

By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	92	92	92	81	80	80	39	36	38

Percentage of the relevant September S4 roll achieving:

By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	43	43	43	26	24	24	11	11	10

Percentage of the relevant September S4 roll achieving:

By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	33	34	33	22	23	22	14	13	12



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

Education Authority: Highland

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	35.3	34.2

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

National Data

Leaver Destinations

Number Of Pupils Leaving In School Year 2007/2008 And Percentage With Destination As:

Total Number of Leavers (=100%)	58,823
Higher Education	31
Further Education	25
Training	5
Employment	25
Other Known	13
Not Known	1

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	308,224
Total School Running Costs at April 2008 (£)	1,512,190,732
Cost per Pupil (£)	4,906

Attendance And Absence For School Year 2007/2008

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances(Pupil Half Days)	21,166,517	21,531,642	22,028,755	22,067,354	15,438,659	102,232,927
Percentage Authorised Absences	5.5	6.7	7.8	7.8	7.0	7.0
Percentage Unauthorised Absences	1.1	1.6	2.4	2.8	2.2	2.0



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

National Data

*Estimated S5 January Roll As A Percentage Of The S4 Roll
In September Of The Previous Session*

2005/2006	2006/2007	2007/2008
64	65	65

Examination Results (within Scottish Credit and Qualifications Framework)

(2007/2008 results are pre-appeal)

Percentage of the relevant September S4 roll achieving:

By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	91	91	90	77	76	76	35	33	34

Percentage of the relevant September S4 roll achieving:

By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	38	39	38	22	22	22	10	10	10

Percentage of the relevant September S4 roll achieving:

By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2	2005/2	2006/2	2007/2
	006	007	008	006	007	008	006	007	008
	30	29	30	20	19	19	13	12	12



INFORMATION FOR PARENTS 2008 SECONDARY SCHOOLS

National Data

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	35.8	34.9

For Information:

Scottish Credit and Qualifications Framework (SCQF) levels:	
Level 7	CSYS at A-C; Advanced Higher at A-C
Level 6	Higher at A-C
Level 5	Intermediate 2 at A-C; Standard Grade at 1-2
Level 4	Intermediate 1 at A-C; Standard Grade at 3-4
Level 3	Access 3 Cluster; Standard Grade at 5-6



DRESS CODE ORDER FORM – SCHOOL YEAR 2008/2009

Please find below an Order Form for Dress Code which should be returned to the school office with your cheque made payable to Ardnamurchan High School. The Company we are using is Leonard Hudson and the School Logo will be embroidered on items marked. VAT has been added to garments where chargeable. Prices vary on the table below according to size and quality. Please enter the number of items required in the appropriate box and enter a total price at the end of the column.

PUPIL NAME TEL NO.....

Item	Price	32/34"	34/36"	36/38"	38/40"	40/42"	42/44"	Total Cost
0223 Jerzee Sweatshirt (logo)	£9.00							
0223 Jerzee Sweatshirt (logo)	£12.00							
		32"	34"	36"	38/40"	42/44"		
0400 Sweatshirt (logo)	£8.00							
0400 Sweatshirt (logo)	£9.00							
0400 Sweatshirt (logo)	£11.00							
		32"	34"	36"	38/40"	42/44"		
0825 100% Cotton Poloshirt (logo)	£8.50							
0825 100% Cotton Poloshirt (logo)	£9.50							
0825 100% Cotton Poloshirt (logo)	£11.00							
0835 Poly Cotton Poloshirts (logo)	£7.00							
0835 Poly Cotton Poloshirts (logo)	£8.00							
0835 Poly Cotton Poloshirts (logo)	£9.00							
		S (8)	M (10)	L (12)	XL (14)	XXL(16)		
Fruit of the Loom Ladyfit Sweatshirt Jacket (logo)	£16.00							
		34"	36"	38"	40"	42"	44"	
2400 Black Pullover (logo)	£14.00							
		34"	36"	38"	40"	42"	44"	
2400 Black	£15.00							



Pullover								
2400 Black Pullover	£19.00							
2400 Black Pullover	£20.00							
		32/34"	34/36"	38/40"	42/44"	46/48"		
4200 Black Zip Fleece	£12.00							
4200 Black Zip Fleece	£14.00							
4200 Black Zip Fleece	£17.00							
Please circle size in box		34"	36"	38"	40"	42"	44" or 46"	
3206 ¾ Fitted White Blouse	£8.25							
3206 ¾ Fitted White Blouse	£10.00							
3206 ¾ Fitted White Blouse	£11.00							
Please circle collar size in box		12½" 13"	13½" 14"	14½" 15"	15½" 16"	16½"	17"	
3210 Twin Pack White Long Sleeve Shirt	£7.55							
3210 Twin Pack White Long Sleeve Shirt	£10.50							
3210 Twin Pack White Long Sleeve Shirt	£11.50							
110 Ties (navy/sky) Min Order 25	£3.00							
AHS Badges Min Order 25	£3.50							
							Total Payment	

Please feel free to call into the school to check sizing of current stock. Unfortunately, we are unable to return Dress Code to the supplier. Dress Code samples will be available at the P7 Parents' Evening.

APPENDIX 2 – CONSTITUTION OF THE ARDNAMURCHAN HIGH SCHOOL PARENT COUNCIL

.....

1. This is the CONSTITUTION OF THE ARDNAMURCHAN HIGH SCHOOL PARENT COUNCIL.
2. The objectives of AHS Parent Council are:
 - to support our school in its work with pupils
 - to promote partnership between the school, our pupils and our parents and the community
 - to represent the views of parents
 - to report to the Parent Forum
 - to raise funds, apply for and receive grants, and accept gifts for the benefit of the school
3. The membership will be a minimum of 4 parents of children attending the school with a maximum size of 12 parents (not including co-optees).
4. The Parent Council members will be selected for a maximum of 3 years after which they can put themselves forward for re-selection. All the parents of children at the school can take part in the selection by post or email. Parents will have at least 2 weeks to select their representatives. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out, members will be selected by geographical area.
5. The Parent Council may co-opt up to 6 to assist it with carrying out its functions.

Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership.
6. The Chair and Vice Chair of the Council should be parent members and will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum). If their child ceases to be a pupil, a new Chair will be agreed at the next meeting.
7. The Parent Council is accountable to the Parent Forum for AHS and will make a report to it at least once a year on its activities on behalf of all the parents. If 5 members of the Parent Forum request an additional meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange his. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting and at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.



8. The Annual Meeting will be held in April of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:

- a report on the work of the Parent Council
- selection of the new Parent Council
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor

9. The Parent Council will meet at least once every school term.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

10. Copies of the minutes will be available to all parents of children at AHS School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office.

11. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

12. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.



APPENDIX 3 - A TYPICAL S1 TIMETABLE

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	1 0905 – 1000	2 1000 - 1055	3 1110 – 1205	4 1205 - 1300	5 1345 - 1440	6 1440 - 1535
MON	1TS S1 TECHNICAL Mr Hogg	1MA S1 MATHS Miss Calderwood	1MU S1 MUSIC Mrs Hehir	1EN S1 ENGLISH Miss Van der Meulen	1SS S1SOCIAL SUBJECTS Mrs Rough	1FR S1 FRENCH Mrs MacArthur
TUES	1PE S1PHYSICAL EDUCATION Mrs Green	1IT S1 INFORMATION TECHNOLOGY Mr Kerr	1 SC S1 SCIENCE Mrs Millar-Craig	1MU S1 MUSIC 1 Mrs Hehir	1TS S1 TECHNICAL Mr Hogg	1AD S1 ART & DESIGN Ms Ashworth
WED	1IT S1INFORMATION TECHNOLOGY Mr Kerr	1AD S1 ART & DESIGN Ms Ashworth	1EN S1 ENGLISH Miss Van der Meulen	1MA S1 MATHS Miss Calderwood	1PSE Mr Sims	S1 GAEILIC/GAIDHLIG Mr O'Rua
THURS	1FR S1 Gaelic/Gaighlig Mr O'Rua	1 SCA S1 SCIENCE Mrs Millar-Craig	1EN S1 ENGLISH Miss Van der Meulen	1MA S1 MATHS Miss Calderwood	1PE S1PHYSICAL EDUCATION Mrs Green	1SS S1 SOCIAL SUBJECTS Miss Davidson
FRI	1 SC S1 SCIENCE Mrs Millar-Craig	1FR S1 FRENCH Mrs MacArthur	1SS S1 SOCIAL SUBJECTS Mrs Rough	1EN S1 ENGLISH Miss Van der Meulen	1MA S1 MATHS Miss Calderwood	1 RE Mr Fairman

APPENDIX 4 - DISABILITY DISCRIMINATION

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Within Highland Council Education Services strategies to avoid discrimination on the basis of pupil disability are guided by legislation as contained in Part IV of the Disability Discrimination Act 1995, as amended 2001.

The legislation makes it unlawful for a school to discriminate against a child for reasons related to his/her disability.

A “disability” is defined as a condition which prevents or makes it unreasonably difficult for a child or young person to access:

- The school curriculum – e.g. are large print books available for children with visual impairment?
- The school environment – e.g. Can a child who uses a wheelchair move readily, as required, from one area of the school to another?

Disability is also defined as a condition which may require the school to introduce appropriate alternative communications systems – e.g. supplying portable electrical vibrators to allow hearing impaired children to be aware of school bells and/or fire alarms.

“A Guide for Parents to part IV of the Disability Discrimination Act 1995 as amended by the Special Educational Needs and Disability Act 2001 – schools” can be obtained free of charge via the Disability Commission helpline.

Tel 08457 622633



APPENDIX 5 - EMPLOYMENT OF CHILDREN

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A number of pupils have part-time jobs while at school. THESE REQUIRE TO BE LICENSED AND A FORM IS AVAILABLE FOR COLLECTION FROM THE SCHOOL OFFICE. The school has no objection to pupil employment provided:

- a) the terms of the licence are not exceeded.
- b) the pupil's schooling is not affected e.g. by continually arriving late.

The school can withdraw the licence and end the employment if the pupil's schooling is suffering. While we appreciate that apart from any financial gains, employment for teenagers can be valuable in helping them to gain maturity, responsibility and independence, we would strongly recommend that parents of older academic students in particular should remember that the successful completion of a Higher Still course requires 20 or more hours of study a week. Please ask yourself carefully if your son or daughter can really afford to spend a substantial part of the week in non-academic work at this stage in their lives.

Hours

A child may only work – [1] On a school day between 7:00 am and 8:30 am for up to one hour and between 4:30 pm and 7:00 pm for a maximum of two hours, - [2] On a non school day between 7:00 pm [if under 15 years' old] for a maximum of 5 hours and [if over 15 years old] up to 8 hours, exclusive of meal breaks, - [3] On a Sunday between 7:30 am and 6:00pm up to 2 hours.

Weekly Limits

The number of hours that a child may work in a week is restricted – [1] if under 15 years to a total of 25 hours or – [2] if over 15 years to a total of 35 hours, both exclusive of meal breaks.

Break

A child may work no more than 4 hours continuously without having a break of at least one hour before commencing work again.

Holidays

A child must have – [1] at least 2 weeks continuous holidays during the school summer vacation and, - [2] Sunday off if he/she has worked on the previous 6 days.

APPENDIX 6 - EQUAL OPPORTUNITIES

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Ardnamurchan High School seeks to implement good practice in respect of equal opportunities. There should be no discrimination in the school on any grounds – ability, race, gender or disability. Equal Opportunities does not mean that all girls and boys should be provided for identically. It does not mean that the school should take care not to limit the educational opportunities of its pupils by assumptions, administrative decisions, style and content of teaching materials and teaching methods.

We are anxious not to reinforce the stereotypes of girls and boys, for example, through portraying women in inferior roles, or always doing housework. Teaching materials should also reflect that many girls now work in traditional male jobs and that many boys enter employment in areas formerly thought to be for females, for example, the caring professions.

Through a programme of in-service training, we hope to overcome the unconscious and sometimes conscious bias which some teachers have towards subject “suitability” for girls and boys and, at the same time, ensure that barriers are removed in written material, particularly related to subject choice.

Throughout school policies we stress that boys and girls should receive equal praise for all qualities and the same sanctions where misbehaviour occurs. Dress regulations apply equally to all.

In addition to trying to ensure that equal opportunities are offered to boys and girls, the school also hopes to make students aware of the multi-cultural and anti-racist issues which are likely to affect them in the multi-racial society to which we all belong. The school opposes racism and racist attitudes and behaviour and tries to foster respect and understanding for others.

If you feel at any time that the High School offends the ideal of equal opportunities for all, please let us know.

Parents can be of great help in supporting the school by encouraging their children not to have stereotyped views of academic ability, sex, race or disability. It may be useful in this context to note that all youngsters follow a common course in S1 and S2. They have a free choice of subjects in S3 to S6. Boys and girls are encouraged to enter traditionally female and male subjects respectively. The school offers a full programme for those with special educational needs which utilises the mainstream curriculum.

Employers are also asked to think about their future positions and to bear in mind that shortages of skilled labour in the 2000s will demand flexibility in attitudes to employment.

If you have any good ideas the school can adopt in this important area, we would be very pleased to hear from you.



APPENDIX 7 - RACIAL EQUALITY POLICY

An extract of the policy is shown below
The full policy is available on request.

Ardnamurchan High School Race Equality Policy

Rationale

The Race Relations (Amendment) Act 2000 requires schools to be pro-active in tackling discrimination and promoting equality and good race relations. This policy confirms that Ardnamurchan High School is opposed to all forms of racism and is committed to eliminating unlawful discrimination, and to the promotion of equal opportunities and good race relations. The content of this policy are relevant to our whole school community, not just those pupils and families from minority ethnic backgrounds.

Aims

The aims of this policy are to:

- Promote positive attitudes and behaviour in pupils, staff and parents/carers towards people from different ethnic, cultural or national origins.
- Promote through the curriculum and ethos of our school, tolerance for, knowledge and understanding about and positive attitudes towards people of different cultures, religions and origins.
- Embed systems and structures to assist the school in fulfilling its obligations under Race Relations legislation to pupils, parents/carers and staff.



APPENDIX 8 - SCOTEXED PROGRAMME

Transferring Educational Data About Pupils

Education authorities and the Scottish Executive Education Department (SEED) collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus SEED has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Executive itself.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and SEED. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to SEED. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SEED works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith SEED.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

APPENDIX 9 – EMERGENCY EVACUATION PROCEDURES

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Emergency Procedures for Major Incidents

AHS has an emergency initial response plan for a major incident. This plan has been produced to ensure the best possible response to any incident involving our pupils and/or staff occurring in school premises or school transport or during school excursions. The plan outlines the roles and responsibilities of staff, both school and council, the emergency services and other agencies and summarises their expected response.

Full details of this plan are available on request.

APPENDIX 10 - ADVERSE WEATHER ARRANGEMENTS

Dear Parents

Adverse weather Arrangements

This is a reminder of the adverse weather arrangements for AHS:

As soon as we receive information from the bus companies as to whether they will travel, or if we have decided it is necessary to close the school we will provide information via a number of sources

Therefore, should weather be such that you feel it is doubtful that your child should attend school, then the following Media will be kept updated.

- Nevis Radio and BBC Radio Highland will carry regular official bulletins
- The School Telephone Information Service
Tel No 0870 054 6999, PIN 04 2840
- Website www.winter.highlandschools.org.uk

Further information is provided in the two documents:

- *Adverse Weather Conditions, Guidelines for Parents*
- *Ardnamurchan High School Telephone Information Service, Guidance for Parents*