



Linlithgow Academy

Prospectus 2015-2016



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Welcome to Linlithgow Academy

As a pupil, parent or visitor to Linlithgow Academy I hope that this prospectus will be both useful and informative. It is not intended to replace the personal contact upon which the co-operation between home and school is based.

For new pupils the Academy will be an exciting and challenging opportunity - perhaps daunting at first, but despite its size it will soon become friendly and familiar.

If as a school we are successful and effective then our pupils should achieve the highest academic standards of which they are capable. Their personal development will be fulfilled by encouraging self-discipline and independence, and by taking responsibility. Sport, music, drama, leisure activities, educational visits and exchanges all add further towards making the most of a young person's talents.

School experiences and achievements should prepare pupils for the world beyond the Academy - as we try to ease arrival here from primary so we shall try to ease departure; the one by sound primary - secondary liaison, the other by encouraging links with the local community, with the industrial and commercial world and with Further and Higher Education.

I look forward to welcoming you into our school.

Please do not hesitate to contact the school office if you have any questions.

Yours sincerely



Karen Jarvis
HEAD TEACHER



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School Contact Information

Contact Information:

Linlithgow Academy
Braehead Road
Linlithgow
EH49 6EH

Senior Leadership Team

Head Teacher:	Mrs Karen Jarvis
Depute Head Teacher	Mrs Alison Rutherford
Depute Head Teacher	Mrs Mags De Luca
Area Business Manager	Mrs Ann Sinclair

Teaching Staff available on School Website from August 2015

Support Staff available on School Website from August 2015

Tel:	01506 843211
Fax:	01506 848082
Absence Line:	01506 670513

Website: <http://www.linlithgowacademy.org> (subscribe for regular updates from the school)
Email: linlithgow-ac@westlothian.org.uk

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Welcome from the School Captains

It is a privilege to be Head Boy and Head Girl at Linlithgow Academy, a school which is held in such high regard, not only locally but nationally. It is hard to believe that we are now coming to the end of our school career, but looking back, Linlithgow Academy has offered us every opportunity to become confident and responsible young adults ready to move on to the wider world of work and education.

Linlithgow Academy is a vibrant, friendly and welcoming school which allows all pupils to reach their full potential in all aspects of the curriculum. The pupils are a strong positive force in the community and all pupils are encouraged to take part in all that the school has to offer. We believe that opportunities for all, respect, success, achievement and ambition are all values that are firmly rooted in the heart of this Rights Respecting School.

As your child starts their journey in Linlithgow Academy we would like to commend to you the opportunities for pupils to discover and develop their interests during their time in the school. We have both benefitted from the wide range of clubs, sports, trips and musical activities on offer at the school.

The dedicated and enthusiastic teaching staff at the Academy, not only work hard to make the curriculum accessible and interesting to all, but also give their time to support the wider extra-curricular activities. Whether pupils love music, sport, art, debating, science, drama, history, maths or even comedy, they will never struggle to find something of interest to them.

All pupils can benefit from the array of musical groups that are available, such as the orchestra, senior band, choir, guitar ensemble and ceilidh band - not to mention the regular musical productions and CMD (Contemporary Music and Dance) Shows. Even the teachers love to perform in the annual "Lithgae's Got Nae Talent" show! Some of our pupils not only shine on the local stage but perform at national level with the National Youth Choir of Scotland, National Youth Orchestra of Scotland and the National Youth Pipe Band.

Linlithgow Academy is an active school which promotes a healthy lifestyle. Pupils in all year groups enjoy and benefit from their involvement in school sports clubs including hockey, football, basketball, fencing, rugby, gymnastics, dancing and running. Sports teams and individuals have achieved well in local, national and international competitions and we take pride in sharing the achievements of our fellow pupils who exemplify the dedication and talent which is reflected in pupils throughout the school.

There is a strong pupil voice in Linlithgow academy and the wide variety of clubs and societies in the school demonstrates the passion of pupils and their right to meet and discuss issues. The Debating Club, Pupil Council, Rights Respecting, Stonewall, Fairtrade and Anti-Bullying Groups are only a small selection and provide unique and exciting experiences across all year groups.

For any budding entrepreneurs, Linlithgow Academy offers the perfect opportunity to start building a business empire through the work of the Young Enterprise scheme. Who knows, we may be nurturing the next Bill Gates or Richard Branson!

If travel is your child's interest then Linlithgow Academy offers the chance across the curriculum to take learning outside the classroom with examples of recent trips being: History to Belgium; Geography to Iceland; Spanish to Madrid; Maths to London; and Music to West Linton and the ever popular ski trips to France.

Welcome from the School Captains – continued

In our time at Linlithgow Academy we have seen ourselves and our peers mature into responsible citizens. We are thankful that the school has equipped us with the initiative, confidence, resilience, and strong work ethic that make a positive impact on the school atmosphere and the local community. The senior pupils act as role models to the younger pupils through the buddy scheme, prefect duties and their work in school during personal development.

2014 saw the 100th anniversary of the start of the First World War and Linlithgow Academy chose to commemorate this in a very special way. Pupils organised and delivered a special service where acrylic poppies designed and made by pupils were planted in the quad. The poppies were inscribed with the names of the men from Linlithgow Academy who gave their lives for their country during the First World War. These poppies will remain as a mark of respect and remembrance for future generations of pupils.

We as a school are proud to have recently achieved the Rights Respecting School's Level 1 Award, which seeks to recognise that the school has put the United Nations Convention on the Rights of the child at the heart of its planning, policies, practice and ethos. As article 29 of the convention says: "the goals of education must be to develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights as well as respect for their parents, their own and other cultures and the environment." We believe that Linlithgow Academy has fulfilled and will continue to uphold these principles.

We are proud to be part of such a fantastic school which has left us with many unforgettable memories. As captains of Linlithgow Academy we would like to wish all current and future pupils the very best in the coming years and hope they will have as enjoyable an experience at this school as we have.

Head Boy
Head Girl

Neil Anderson
Sarah Macdonald



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History of Linlithgow Academy

Linlithgow Academy has a long history, dating back over 100 years. We are very proud of our heritage and invite you to read more about the background of the school on our School Website (General Information).



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Accommodation

The school is situated 300 yards west of Preston Road in Linlithgow, north of the Union canal.

Linlithgow Academy provides facilities for a range of activities.

In the Assembly Hall, the stage and tiered seating hosts school shows and concerts and is available to hire out-with the school day.

The Physical Education department is well resourced with a range of indoor and outdoor facilities.

- Games Hall
- Gymnasium
- Dance studio
- Fitness suite
- Swimming Pool
- Tennis Courts
- Astroturf
- Playing fields

The school is accessible to disabled persons.

To see a floor plan of the school building visit 'General Information' on our school website

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School Aims

Linlithgow Academy is committed to providing a secure, positive environment where challenge and diversity in learning and teaching enables everyone to achieve their potential and strive for excellence.

Our aims are rooted in fairness and opportunity for all. These are:

Achievement

To provide appropriate and challenging experiences which enable all pupils to achieve their fullest potential by:

- offering a comprehensive curriculum;
- instilling in learners a positive and motivated approach towards attaining success;
- encouraging self-development through school activities in and beyond the classroom;
- celebrating success and effort at every opportunity.

Respect & Value

To respect and value the school and community in which we learn through:

- respecting people's differences;
- participating in activities promoting justice, equality and fairness;
- maintaining an orderly environment through individual and collective responsibility.

Life skills

To develop skills, confidence, values and attitudes for lifelong learning by:

- learning team work, time management and planning skills;
- developing organisational, communication and independence skills;
- behaving in ways that have a positive effect on other people;
- recognising the need for flexibility and resilience in an ever changing world.

Opportunity

To ensure that all pupils and staff have access to appropriate opportunities to aid them in their continuing development by:

- providing access to opportunities suited to each pupil regardless of background (gender, race, age, sexuality, appearance, physical and intellectual ability or religion);
- providing educational, emotional, and social support systems for all;
- supporting a programme of professional development for staff to enhance the quality of educational experiences;
- actively promoting a healthy lifestyle.

Community

To ensure that staff and pupils take pride in belonging to the school and the communities it serves, through:

- securing opportunities for personal development through contributing to community activities;
- consulting staff, pupils and parents/carers;
- working in partnership with outside agencies and the wider community.

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Admissions

Admission from Primary to Secondary School

Linlithgow Academy is a comprehensive, co-educational, non-denominational secondary school, providing for stages S1 – S6.

The school draws most of its pupils from its six associated primary schools, namely Bridgend, Linlithgow, Linlithgow Bridge, Low Port, Springfield, Winchburgh, Torphichen and Westfield.

Procedures for transfer are initiated in the Primary Schools during November and December of a pupil's P7 class.

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school.

Placing Requests

Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

Further details of the policy and procedure for admission to secondary schools can be found here:

<http://www.westlothian.gov.uk/article/2232/School-Admissions>

Admission for secondary at all other stages

The Head Teacher is responsible for the admission of pupils at all stages other than the commencement of S1. Placing requests should be made directly to the school. Pupils and parents will then be invited to visit the school if necessary

The Roll at present is 1167 distributed as follows:

S1	235
S2	194
S3	237
S4	190
S5	175
S6	136

West Lothian schools do not provide teaching by means of the Gaelic language as spoken in Scotland.

Teaching in Gaelic

A pupil whose parent wishes him/her to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. West Lothian Council will make transport provision to the closest available Gaelic language school in a neighbouring authority.

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Transition

It is important that all pupils are supported at key transition stages throughout their school career.

Primary to Secondary

When pupils move from primary to secondary, a number of strategies are put in place to make this transition for pupils as easy as possible e.g. P7 tour, P7 Information Evening, school visits, etc. Members of staff liaise fully with each primary school to ensure that accurate information is transferred for each child. Pupils continue to be supported once they start at Linlithgow Academy with support from Pupil Support Staff, S6 buddies as well as organised team building activities and settling-in interviews.

Transitions during school

When pupils are deciding which subjects to study they receive help from staff in Personal and Social Education (PSE) and during Course Choice Events to ensure that they have the necessary knowledge and understanding to make the right decisions and choices for their future.

Support on leaving school

All pupils are entitled to support to achieve positive and sustained destinations when they leave school and are supported as such to secure places in further and higher education or employment. Pupil Support staff work closely with outside agencies, e.g. Skills Development Scotland (SDS) to ensure that each pupil receives the appropriate support to make informed choices. The More Choices, More Chances (MCMC) Co-ordinator in school works closely with pupils to increase the likelihood of securing a positive destination post 16. The Academy develops and maintains links with colleges, local employers and the community to provide opportunities for pupils.

Skills Development Scotland provides the following support to school pupils:

- **Web service** offering information, and a range of interactive tools, to help with career planning and decision making. Log on and register on <http://www.myworldofwork.co.uk/>
- **Telephone service:** If you would like to speak to someone our contact centre is open Monday - Friday from 9am – 5pm. Call 0808 100 1050
- For those still requiring help we can offer an individual session in school. Jackie Bell, is a Careers Adviser with Skills Development Scotland and is in Linlithgow Academy each week. She can be contacted via your guidance teacher. Jackie also delivers career group work to senior pupils and is available for consultation at S4, S5 and S6 parents' evenings.

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Pupil Support

The Getting it Right for Every Child (GIRFEC)

The Getting It Right For Every Child approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. It promotes a shared approach and accountability that:

- builds solutions with and around children, young people and families
- enables children and young people to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working better together to improve life chances for children, young people and families

While it is everyone's job to make sure that the needs of young people are being met, the Pupil Support team underpin this process in Linlithgow Academy

To read more about GIRFEC click on the link below

<http://www.gov.scot/Topics/People/Young-People/gettingitright/information-sharing>

Pupil Support staff have a key role in monitoring the progress of individual pupils as well as offering pastoral support. Each pupil is assigned to a House where a Pupil Support Teacher (PST) and a Pupil Support Worker (PSW) will ideally remain with them throughout most of their school career.

Pupil Support Staff

	Bell	Kelvin	Watt
Pupil Support Teacher (PST)	G Armstrong	S Mackay	E Kerridge
Pupil Support Worker (PSW – first point of contact)	S Stone	S Robertson	P Anderson

Pupil Support Manager – S Brown

We ask parents to communicate with the Pupil Support Staff if they have any reasons for concern connected to their child.

The PSW is the first point of contact. The PSW deals with any pastoral concerns about the child including attendance, and will arrange to meet pupils and parents where necessary to support pupils' needs throughout their time in school. The PST will, by personal contact with pupils, by liaising with subject teachers and by meeting parents, have full knowledge of a pupil and therefore be able to advise and support a pupil to ensure that they attain and achieve as highly as they can, and at certain stages be able to offer advice on curricular and vocational matters, ensuring all pupils achieve a positive destination when leaving school.

Pupil Support - continued

The Pupil Support Manager (PSM) is the line manager for Pupil Support Workers and oversees all pastoral interventions and establishes links with outside agencies which assist the school: these include the Careers Service, Psychological Service, School Health Service and Social Work Department. However, all Pupil Support staff work closely with these agencies to provide the most appropriate support to our pupils.

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The Curriculum

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum 3 to 18.

The 3-18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

The curriculum is more flexible than before and allows teachers to provide learning experiences that best meet the needs of the young people of our school. These learning experiences are enriched by the style of teaching which is active and relevant.

The curriculum consists of much more than classroom lessons. It now includes everything we plan in school and outside school that allows young people to learn and develop.

For further information regarding the curriculum at national level visit:

<http://www.educationscotland.gov.uk/thecurriculum/>

The school provides Religious Education courses and religious observance occurs during each session. Although predominately Christian in character, these are not acts of worship but rather opportunities to reflect and explore themes from the world around us.

Parents have the right to withdraw pupils from religious observance and/or religious and moral education. For national advice on religious observance and religious and moral education, please refer to:

- Religious Observance: <http://www.westlothian.gov.uk/media/2159/Religious-Observance/pdf/relobs.pdf>
- Religious and Moral Education: http://www.westlothian.gov.uk/media/5155/Religious-and-Moral-Guidance/pdf/Religious_and_Moral_Education.pdf

S1 - 3 Broad General Education

Up until the end of S3, pupils experience a broad general education which includes the sciences, languages and literacy, mathematics and numeracy, social subjects, expressive arts, health and wellbeing, religious and moral education and technologies. Assessment for Learning is reinforced across all curricular areas.

There are also opportunities for planned interdisciplinary learning. This allows pupils to make connections in their learning and to apply the skills and understanding they have acquired in different, more challenging, contexts. Much of the interdisciplinary learning occurs naturally within the existing timetable structure.

The broad based S1 curriculum provides a firm foundation upon which the range of knowledge and skills can be built. Emphasis is placed on teaching methodology and the teaching of skills as well as teaching knowledge and understanding.

The Curriculum - continued

At the end of S1, a degree of option choice is introduced (see appendix 1). Specialisation within disciplines provides more flexibility and choice to reflect pupils' progress and interests.

This enables them to develop more responsibility for their own learning and begin to make decisions about their own learning.

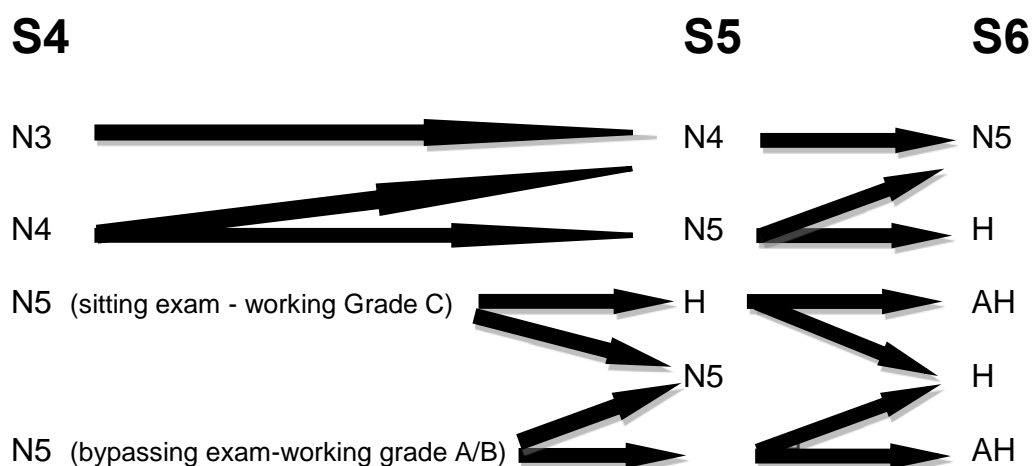
At the end of S2 pupils can elect to drop a Science and/or a Modern Language and choose from a selection of one year short courses (see appendix 2).

Throughout S2 and S3, pupils experience the breadth of a general education through covering the eight curricular areas as a core, while choosing combinations of courses which gives them the opportunity to experience a coherent suite of subjects. This helps sustain motivation and focus while allowing time for more in-depth development of skills and knowledge across the curricular areas.

S4-6 (The Senior Phase)

During the senior phase, pupils will work towards qualifications and skill development to support them on a successful pathway post school. For some pupils this will mean sitting exams at the end of S4, while for others the exam period will be at the end of S5.

The most common pathways are shown below



All pupils will select six courses with a view to continuing these areas of study for either one or two years. Many pupils will follow a course made up of a combination of National 5 and Higher qualifications during S5.

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Additional Support for Learning

Getting it Right for Every Child

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at:

<http://edweb.westlothian.org.uk/publications/BryanPaterson/FocusOnInclusion.pdf>

If you feel that your child needs additional support, information and advice is available from your school in the first instance.

Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service two websites - www.enquire.org.uk (for parents/carers and practitioners) and <http://www.enquire.org.uk/yp/> (for children and young people)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

The Parents' Guide to Additional Support for Learning is now available to download at

<http://enquire.org.uk/publications/parents-guide>

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Assessment and Achievement

Linlithgow Academy believes that it is important to recognise pupil achievement outside the classroom, such as sporting achievements, success in external competitions and fundraising ventures. These are celebrated at House Assemblies, on the plasma screen in the foyer, the website and within the School House Points System

S3 Profile

During S3, pupils will compile a profile which summarises their experience during the Broad General Education. During S1-3, reflection weeks are held in order to support the development of the skills required to identify strengths and next steps in learning. Observations made by pupils during reflection weeks and eventually the S3 profile are used to support learning and contribute to discussions relating to course choice in S1 - 3 .

Course choice takes place at the following times

S1 - January/February
S2 - January/February
S3 – January/February
S4 – February/March
S5 – February /March

Course Choice Booklets are available on our Website during the Course Choice period.

Pupil progress in each subject is tracked and monitored at key times throughout the year to ensure that pupils attain as highly as they can and achieve their potential in school. Any pupils who are not performing to their potential are highlighted and the appropriate intervention is put in place, either by the subject department or Pupil Support.

Each pupil receives a full report commenting on their progress in each subject every academic year. The timing of this will depend on the stage the pupil is currently at.

Assessment continued

Draft Assessment and Reporting Schedule

S1

- Target Week – September – pupils indicate in their pupil planners if they are on target in each subject
- Parents' Meeting – November
- Target Week – February – pupils update targets in their planners
- Course choice - February
- Final Report – May

S2

- Target Week – September – pupils indicate in their pupil planners if they are on target in each subject
- Final Report – December
- Course choice - February
- Parents' Meeting – April
- Target Week – February – pupils update targets in their planners

S3

- Target Week – September – pupils set aspirational target grades for each subject
- Final Report - November
- Parents' Meeting – February
- Course choice – February
- Tracking Week – February – pupils update targets in their planners

S4

- Target Week – August – pupils set aspirational target grades for each subject
- Tracking and Monitoring Report – September. The purpose of this report is to alert parents to any concerns expressed by teachers
- Parents' Meeting – October
- Tracking and Monitoring Report – November. The purpose of this report is to alert parents to any concerns expressed by teachers
- Formal Assessment Week - January
- Final Report – March

S5/6

- Target Week – August – pupils set aspirational target grades for each subject
- Tracking and Monitoring Report – September. The purpose of this report is to alert parents to any concerns expressed by teachers
- Parents' Meeting – December
- Tracking and Monitoring Report – November. The purpose of this report is to alert parents to any concerns expressed by teachers
- Prelim Exams – January/February
- Final Report - March

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School Improvement

Details of the areas the school has been working on in our drive for ongoing improvement, as well as a review of pupil achievements can be found in our Standards and Quality Report 2012 which is on the school website www.linlithgowacademy.org under the “General Information” tab.

Our plans for the next 3 years include:

- Further develop the Senior Phase of Curriculum for Excellence and ongoing review of the Broad General Education
- Further examine the effectiveness in our approach to delivering literacy, numeracy and health and wellbeing across the curriculum
- Further examine methodologies used by teachers to deliver stimulating, challenging lessons
- Further examine the role of interdisciplinary learning in delivering the principles of Curriculum for Excellence
- Further examine the effectiveness and use of pupil profiling.

Parental consultation, where appropriate and keeping parents informed, will continue to be an important aspect of the work of the school.

The HMIE Report on Linlithgow Academy dated May 2014 can be accessed via the link below

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/LinlithgowAcademyWestLothian.asp>

Education Services’ policies can be accessed online at:

<http://www.westlothian.gov.uk/article/2607/Education-Policies?cur=1>

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre upon request.

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School Attainment

Academic Attainment over the last 3 years			
At the end of S4			
	5+@level 3 (Nat 3)	5+@level 4 (Nat 4)	5+@level 5 (Nat 5)
2011/12	98	94	71
2012/13	97	92	59
2013/14	8	3	2
*	The policy in 2013/14 was not to present for exams in S4	The policy in 2013/14 was not to present for exams in S4	The policy in 2013/14 was not to present for exams in S4
At the end of S5			
	1+@level 6	3+@level 6	5+@level 6 (higher)
2011/12	65	55	37
2012/13	75	61	39
2013/14	65	49	30
At the end of S6			
	3+@level 6	5+@level 6	1+@level 7 (AH)
2011/12	61	49	42
2012/13	64	53	39
2013/14	70	60	40

* Since the implementation of the Senior Phase of Curriculum for Excellence at Linlithgow Academy in 2103/14, the academic attainment at the end of S4 has a different appearance. This is because many pupils are bypassing the National 5 exam and moving straight on towards presentation at Higher.

School attainment- continued

When a young person leaves school, a record is kept of their intended pathway eg, college, university, employment. This information is shared with Skills Development Scotland who revisit the data in November to make sure that the young person is still actively engaged in this positive destination. The table shows the percentage of leavers from Linlithgow Academy who are on each pathway.

Linlithgow Academy 2013/14 Leavers Initial Destination											
Percentages											
Total Leavers	Higher Education	Further Education	Training	Employment	Voluntary Work	Activity Agreements	Unemployed Seeking	Unemployed Not Seeking	Not Known	% Pos	% Other
237	54.4%	19.4%	1.3%	18.1%	0.8%	0.8%	4.2%	0.8%	0.0%	94.9	5.1%

Information regarding Linlithgow Academy's performance at local level can be found by visiting:

http://www.westlothian.gov.uk/media/5427/Education-Services-Standard--Quality-Report-201314/pdf/Standards_Quality_Report.pdf

Information regarding the school's performance at national level can be obtained by accessing:

<http://www.educationscotland.gov.uk/parentzone/myschool/findaschool/>

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/LinlithgowAcademyWestLothian.asp>

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Additional Activities Available in School

Information regarding weekly activities for pupils is published on the School Website under 'Pupil Information'.

The key message we want to send is – TAKE PART. These things matter and you should take up the opportunities.

For further information please refer to the Developing a Pupil Voice Policy:

<http://www.westlothian.gov.uk/media/2202/Pupil-Voice/pdf/pupilvoice.pdf>

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Liaison with Parents & Community

Parents' Meetings

Strong links between home and school are vital as pupils move through their education.

On at least one occasion during the year parents are invited into school for a formal consultation with their children's teachers. A specific calendar issued annually highlights the dates for each year group and a letter offering appointment times is sent home prior to the meeting. Generally our Parents' Evenings are held as follows:

S1	November
S2	February
S3	February
S4	October
S5/6	November/December

Parents can make specific appointments at other times during the year if there is any concern or enquiry over the progress or welfare of a pupil. These individual appointments should be made through the child's Pupil Support teacher by contacting the School Office.

Please refer to the council's Parental Involvement Strategy for further information:

<http://www.westlothian.gov.uk/media/2203/Parental-Involvement/pdf/parentalinvolvementstrategy.pdf>

Education/Industry Links

Linlithgow Academy is committed to furthering our links with industry. We currently benefit from our own initiatives which have obtained sponsorship for specialised equipment, staff training opportunities, secondments for staff, work experience placements for pupils and visitors from industry coming into the School.

All our S3 pupils gain a work experience placement and we intend to build on these examples to improve pupil awareness of the industrial and commercial world.

S6 pupils are encouraged to find work placements as part of their Personal Development programme and some pupils in S4 benefit from extended work placements through our More Choices, More Chances programme.

Parent Council

The Parent Council was formed under the Parental Involvement Act. The intentions of the Act are to promote the involvement of parents and the community in the provision of education in their local school.

The Parent Council has a variety of responsibilities and functions including:

- Developing a positive relationship between the school and parents
- Communicating with parents
- Gathering parents views and representing those at Parent Council meetings
- Participation in the appointment of senior teaching staff
- Consulting on school development planning
- Providing feedback to the Education Authority

Liaison with Parents & Community – continued

The membership of the Parent Council is predominantly parents however it includes both staff and pupil representatives as well, with the option of further co-opted members if required. The Head Teacher, Karen Jarvis, acts as an Advisor to the Council

The current membership is:

Parents:

Kate Signorini (Chair)
Elspeth Brown (Vice Chair)
Helen Boxall
Jennifer Macdonald
Laurie Boles
Douglas Taylor
Douglas Gray
Lindsay Guthrie
Jo Smith
Kathryn Morrison
Elspeth Brown
Mark Fulton

Staff:

Peter Scott
Rhona White

Pupils:

Neil Anderson
Rebecca Carey

For further information regarding the Parent Council at Linlithgow Academy please visit the school's website at <http://www.linlithgowacademy.org/> and follow the links: [Home](#) > [Parent Partnership](#) > [Parent Council](#)

Linlithgow Academy Association

There is further opportunity to become involved through the Linlithgow Academy Association (LAA). This is representative of all people who wish to be associated with the school: there is no subscription fee but the hard working committee promote an annual programme of events which is both social and educational. They aim to further improve communications between the school and community and to raise generous funds to assist the school. The Chair of LAA is Lisa Wolfe.

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Practical Details - The School Day

The Academy Day

Pupils follow a timetable organized within the following structure:

Monday-Thursday	Friday
08.35-08.45 Registration	08.35-08.45 Registration
08.45-09.35 Period 1	08.45-09.35 Period 1
09.35-10.25 Period 2	09.35-10.25 Period 2
10.25-11.15 Period 3	10.25-10.40 Interval
11.15-11.30 Interval	10.40-11.30 Period 3
11.30-12.20 Period 4	11.30-12.20 Period 4
12.20-13.10 Period 5	
13.10-14.00 Lunch	
14.00-14.50 Period 6	
14.50-15.40 Period 7	

On Fridays pupils finish school at 12.20pm.

The Friday afternoon closure for pupils permits time for staff training. This has only been achieved by re-distributing the traditional school hours and makes no reduction in the week's teaching time.

The School Office is open on a regular basis from 08.30 – 4.15 Monday – Thursday, 4.00 Friday, and the office is generally staffed during school holidays, but not on Public Holidays.

Tel: 01506 843211
Fax: 01506 848082
Absence line 01506 670513

Email: wllinlithgow-ac@westlothian.org.uk

Outside office hours our school website is available for reference 24 hours a day; 365 days a year at

<http://www.linlithgowacademy.org/>

School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/schoolholidays>

Practical Details - continued

Pupil Absence/Attendance

To report a pupil absence before 8.30 am please call the pupil absence answer machine 01506 670513

To report a pupil absence from school from 8.30 am onwards please contact the school 01506 843211 and follow the instructions for pupil absence.

If school is not told of pupil absence a Groupcall text message will be sent asking the parent /carer to contact the school to establish why a pupil is absent.

In certain circumstances where the school has received no confirmation regarding a pupil absence then the school will follow the West Lothian schools safe arrivals procedure.

Attendance is checked at 8.35 am by the Register teacher. Pupils who arrive after the end of registration must report to the Pupil Office.

Any unexplained absence is referred to Pupil Support staff who can then request an enquiry to be made by the Children and Young People's Team. Consistent problems of unexplained absence or of truancy can be passed to the Attendance Group. In addition to regular attendance at school, punctuality is important. Frequent lateness can be addressed through different sanctions but consistent difficulties are referred to the Children and Young People's Team.

The school year amounts to 190 days of pupil attendance, family holidays should be taken during school holidays.

Absence for holiday will be categorised as unauthorised except in exceptional circumstances. These do not include parental difficulty in obtaining leave, holidays overlapping the beginning or end of term, the availability of cheaper holidays or the like. This follows the Scottish Executive Policy. Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/media/2101/Attendance-at-School-with-Guidelines/pdf/AttendanceatSchoolwithGuidelines.pdf>

Pupils are instructed not to leave the school other than during the lunch break, without obtaining permission from a senior member of staff.

In Sixth Year some flexibility is introduced into student attendance, although attendance at Registration, all timetabled classes and specific meetings or assemblies is mandatory.

Practical Details - continued

Lunch Time

Hot meals, snacks, sandwiches and drinks are available in the Academy dining hall at break and lunch-time. A set 2 course meal costs £1.95 or self-service selection allows some choice. Both a vegetarian and a healthy food selection are available. Breakfast is available daily at a cost of 55p.

Sandwiches, baguettes and rolls can be pre-ordered for interval and lunchtime to speed up service.

Special dietary requirements will be catered for. Please contact the school on 01506 843211 or the kitchen supervisor on 01506 848426.

Please also notify the school immediately should your child have any allergies

Packed lunches may be eaten in the dining hall or the social area.

There are a number of clubs available to pupils at lunchtime and S1 pupils are encouraged to stay in school at lunchtime, at least until the September weekend.

Free School Meals

Pupils with parents in receipt of either:

Income Support, Income-Based Jobseeker's Allowance, any Income Related element of Employment & Support Allowance, Child Tax Credit (with no working tax credit) and whose annual income is £16,010 or less, Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal. Secondary pupils entitled to free school meals are also entitled to free breakfasts.

For further information please refer to the School Meals and Milk Policy:

<http://www.westlothian.gov.uk/article/3787/Free-School-Meals> or by contacting Education Benefits either by phone on 01506 281952 or by emailing educationbenefits@westlothian.gov.uk.

Transport

Pupils who live within the catchment area of Linlithgow Academy and are more than two miles from the Academy may be entitled to a free season ticket, or an identification permit or to special transport. Application forms are issued from Primary schools for pupils transferring from P7 to S1. Pupils moving from 4 to S5 have to complete an application form to renew their bus passes for the following academic year. Other pupils should enquire at the School Office.

Buses come into, and leave from our bus park and pupils are instructed to move carefully within this area. Responsible behaviour is vital on and around all buses. A Code of Conduct has recently been introduced.

<http://www.westlothian.gov.uk/media/2152/Transport-to-and-from-School---Mainstream/pdf/transportmainstream.pdf>

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Pupil Welfare and Safety

School Security

The safety and security of pupils and staff when attending or working in a school is very important to us. We use a number of security measures including a visitors' book, badges and escorts, while visitors are within the school building. Everyone calling at the Academy for any reason whatsoever must report to the school office. The school staff then can make the necessary arrangements for the visit.

Medical Care

Accident or Illness in school

In all cases of accident or illness the school will take steps to inform the parent or carer as quickly as possible while giving priority to the pupil. It is therefore vital that parents provide the school with a current emergency contact telephone number including mobile numbers.

Medication in School for Pupils

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication a prescription that must be taken in school hours (usually mid-day) even though the child's doctor regards the child as fit to attend school.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in some, if not all, normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help the school to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

Parental Responsibility

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition. In the interest of safety, the school cannot undertake to manage a youngster's medical condition unless the information provided is accurate, appropriate and unambiguous. This includes details of any medication to be supervised.

School Responsibility

For a child with medical needs, the school will agree with the parents exactly what support the school can provide. This may be done in conjunction with advice from the school doctor. If there is doubt about any of the procedures the members of staff will/should check with the parents or a health professional before taking further action.

The school will keep a Comprehensive and ongoing record of all medication administered or supervised.

It must be borne in mind that there is no legal duty that requires school staff to administer medication; this is a voluntary role. Where there is agreement the School (and Council) will make/seek to identify appropriate training and guidance.

Pupil Welfare and Safety - continued

If you wish to view the WLC Guidance on Management of Medication please follow the link below.

http://www.westlothian.gov.uk/media/2254/Guidance-on-the-Management-of-Medication-Medical-Assistance-and-Therapy-Intervention-in-Educational-Provision/pdf/Guidance_for_the_Management_of_Medication_etc.pdf

School Health

The School Health Service works closely with parents and school. The school nurse carries out regular inspections of groups of children.

With parental consent the school nurse also carries out immunisations or boosters required according to age group.

The Teenage Advisory Clinic is open to all students on a Monday, providing advice on health issues.

Sharing Medical Information

Sharing information is important if staff and parents are to ensure the best care of the pupil. Some staff are naturally concerned about their ability to support a pupil with a medical condition, particularly if it is potentially life threatening. Teachers who have pupils with medical needs in their class need to be able to understand the nature of the condition and when and where the pupil may need extra attention. Parents and health professionals should provide this information. The Head Teacher will not, however, pass on information about a child's health to other school staff without a parent's agreement.

Pupils who feel unwell or have an accident at school should report to the Pupil Office, and under no circumstances should they leave school.

The insurance cover for pupils is restricted to Public Liability cover and does not extend to personal accidents within school or on the sports field. Foreign travel or participation in outdoor pursuits which have a degree of risk are included, but beyond this, insurance cover is viewed as parental responsibility.

Employment of Pupils

West Lothian introduced bylaws in April 2002 determining the employment of school pupils who are in attendance at Council schools. Schools are delegated the task of scrutinising applications and issuing permits (and withdrawing them) in respect of their pupils.

Full details of the regulations are available in school and on the Council's website, West Lothian Online, for public reference.

Children must be at least 13 years of age to obtain an employment permit. Children aged 13 are only allowed to do light work in certain jobs.

Children aged 14 or more may do any light work except within certain prohibited jobs.

Any work must not be harmful to pupil safety, health or development nor must it impair their attendance or ability at school.

Pupil Welfare and Safety – continued

Education Maintenance Allowance

Financial support for 16-19 year olds from low-income households who are attending full-time school is available as an Educational Maintenance Allowance. The aim is to provide a financial incentive to young people from low-income households to remain in full-time education beyond the minimum school leaving age. More information is available from

<http://www.emascotland.com/>

Claim your Benefits – Eligibility Guidelines for Parents

If you have a child attending school then you could claim a range of benefits.

Free School Meals – for further information please see ‘Lunchtime Arrangements’ in the Practical Details section of this prospectus.

Clothing Grants – for further information please see ‘School Dress’ in the Practical Details section of this prospectus.

Information Sharing

Information will be shared within the Council and with partner organisations in order to allow the Council to discharge its statutory and other responsibilities with regard to the education, health and wellbeing and protection of all children.

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School Dress

We are proud of our uniform.

Core items (must be worn)

Plain white or plain black dress shirt
School tie
Plain black or plain dark grey trousers or skirt
Black shoes or plain black trainers

Gym kit to be black and white (no football colours)
Footwear for gym must be for indoor use only

Note: No non school logos, no denim and no casual styles are allowed

Recommended item

School Blazer (Blazers will have appropriate braiding dependent on year group/positions of responsibility)

Optional items (can be worn in addition to core items)

Academy badged black cardigan
Plain black v-neck sweater (long or short sleeve)
Academy badged black v-neck sweater (long or short sleeve)
Plain black crew neck sweater or sweatshirt
Academy badged black crew neck sweater or sweatshirt
Over jacket e.g. waterproof

Where do I buy the uniform?

The school tie is available to purchase through the School Office and families can buy additional items from our suppliers at www.logoxpres-schoolwear.co.uk.

Order forms will be given to Primary School pupils around May time, this will include an indication of their blazer size should you wish to purchase a Linlithgow Academy blazer.

The school's dress code is based on The Dress Code for Schools Policy:

<http://www.westlothian.gov.uk/media/2136/Dress-Code-for-Schools/pdf/SchoolDressCode.pdf>

Non clothing items

Make up, jewellery and piercings must be appropriate for school. School management will assume responsibility for deciding what is acceptable.

Exceptions

Any exceptions to the approved scheme will be agreed with the school management.

Example: Dress Down days may be permitted for specifically agreed events e.g. Comic Relief.

School Dress - continued

Physical Education items

For Physical Education (P.E), it is essential that pupils have a complete change of clothes. Advice will be given and must be followed as to the appropriate kit for a particular activity. Pupils may be outdoors, and retaining the same clothes for physical activity will be personally uncomfortable, if not unhygienic. A towel should also be brought to P.E.

Pupils medically unfit for P.E. should bring a note of explanation from home.

Clothing Grants:

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £16,010 or less) who submit a completed application form automatically receive a clothing grant for each pupil of school age. The current grant is £110 for pupils of secondary school age.

Pupils staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances. Pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store. For further information please contact the school on 01506 843211

For further information please refer to the School Clothing Grants Policy:

<http://www.westlothian.gov.uk/schoolclothinggrants>



Partnership with Parents

As parents you influence the values and aspirations of your children. At Linlithgow Academy, we believe that through working closely together, we can support our young people towards the most promising future.

How can you help your child succeed?

At Linlithgow Academy, all parents and carers are asked to:

- show by their own example that they support the school in setting the highest standards in all it tries to do;
- make sure that their children come to school regularly, on time, refreshed, alert, correctly dressed and ready to work;
- support the authority and discipline of the school, helping their children to achieve maturity, self-discipline and self-control;
- control the development of their children's use of leisure time activities and entertainments.

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Discipline & Behaviour

Standards of Pupil Behaviour

The School has a code of conduct to create an atmosphere in which pupils and staff can obtain maximum benefit and enjoyment. Discipline is necessary; it is about mutual respect and collective responsibility: it is not synonymous with punishment. Our School Rules reiterate the statements on attendance and punctuality. The code clarifies the principles for orderly and safe movement around the building and it prohibits the obviously unnecessary activities in school such as smoking and gambling.

Similarly, out of school, pupils are reminded that they have a responsibility to themselves, their parents and the School, and their sensible behaviour should be encouraged.

Disciplinary Procedures

Where behaviour is unsatisfactory and a teacher cannot establish a working relationship with a pupil which ensures that class work may proceed productively then it will be necessary to involve sanctions.

Within the classroom the smaller, but nonetheless irritating, are misdemeanours such as, forgetting homework or specialist kit, unnecessary talking or distraction of others, or lack of application to work may warrant a verbal reprimand, extra work or a punishment exercise, relocation in the room or detention. Repetition of an offence or a more serious transgression could lead to removal from the class and/or referral to a senior member of staff. Most instances of wrong-doing can be dealt with at this level: more serious instances are likely to involve a formal disciplinary warning letter and a meeting with parents. Measures available to senior staff, such as attendance checks to counter truancy or late-coming, or conduct sheets to monitor daily performance may be used. These are returned home each evening.

In extreme cases of misbehaviour or concern, or in cases of repeated problems when earlier sanctions have been ineffective, then the assistance of outside agencies may be involved such as the coordinated group of school and agency representatives meeting as the Joint Action Team.

Pupils may be excluded in the event of similar wrong-doings. An exclusion, which is recorded against a pupil's record, creates a period of time for "cooling-off" and deliberation, after which parental cooperation will be sought in resolving a difficulty and terms of re-admission to the school have to be negotiated with parent and pupil. Where even this action proves ineffective then, with the Director of Education's consent, a pupil may be excluded on a longer term basis or placed, after an assessment of the problem, in an alternative educational establishment.

Equality

The Council has published an Equality Scheme, which can be viewed on the council's website.

<http://www.westlothian.gov.uk/equality>

This outlines the duties which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status or pregnancy/maternity.

In addition, Linlithgow Academy has its own Equalities and Anti-bullying Policy which is available on our website. Equality and inclusion are very important to us and we will do everything possible to promote these values in school. We have a zero tolerance to bullying behaviour.

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Photography of Pupils

The terms of a West Lothian Council policy for photography in schools have been approved by the Children's Services and Lifelong Learning Committee. These terms have recently been amended and now prohibit the use of mobile phone cameras in school.

The full report and policy are available in school. The policy is in accordance with data protection and human rights legislation.

Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement, as well as being an established social practice.

When photographs have to be taken in school for curricular, assessment, security, registration, training and development or travel reasons they will not be used for any other purpose.

Photographs taken by staff on school trips or visits may be used in the curriculum, in displays or at parents' evenings.

"School Photographs" are an annual event, currently in S1 and S6. They are used for school administration and are made available for sale to parents. Reputable commercial photographers are involved and the law allows them to retain the copyright.

Photography by other agencies, including commercial photographers, the press or other media may only be authorised by the Head Teacher. In such instances specific written permission will be obtained from parents when pupils are under school leaving age.

Photography of concerts, prize-giving, sports, etc. is usually permitted, but it is in this context that photography can be restricted out of respect for the rights and privacy of individuals.

All new pupils will be asked to take a letter home, after their admission to school, inviting parents to respond to this policy.

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Internet/ICT Responsible Use

The use of ICT and the Internet in School

The use of ICT is an integral part of the curriculum which enables pupils to access information and resources available on local and world wide networks and to gain ICT skills essential in our society.

West Lothian Education Services implements software to provide protection from inappropriate material on the internet without impeding the acquisition of information. It must be recognised, however, that no protection can be absolutely watertight and, to this end, students must try to avoid inappropriate material and to report any items which make them feel uncomfortable.

We have set out some internet rules for students to help minimise the possibility of accessing inappropriate material or communications. We shall explain these rules to each pupil before they access the internet. We ask that you read these rules, for your information, and also discuss them with your child.

Display Screen Equipment Health and Safety Guidelines

We would encourage all parents and pupils to familiarise themselves with health and safety practice guidelines on the use of Display Screen Equipment Research Centre (SSERC). Further details may be obtained from the school's website at www.linlithgowacademy.org

Internet Rules for Our School Students

- When I use the Internet, I agree that:
- I will not swear or use inappropriate language
- I will not reveal my personal address or phone number, or those of others
- I will remember that electronic mail (e-mail) is not guaranteed to be private
- I will not use the Internet in such a way that I would disrupt its use by others
- I will tell a member of staff if I find a picture or message that makes me feel uncomfortable
- I will endeavour to observe best practice health and safety guidance in terms of setting up my workstation and maintaining a good posture
- If I do not follow these rules I may not be allowed to use the Internet and the school may take further action

By connecting to the school WIFI (Anywhere Anytime Learning – AAL) pupils are agreeing to these internet rules

Linlithgow Academy can be followed on Twitter @Linlithgow_Acad and the PE Department @Linlithgow_PE

Security of Personal Items

We recognise that mobile phones and digital devices are an integral part of the culture of young people. The school therefore accepts that pupils are permitted to bring mobile phones and digital devices to school but that their use is subject to the school's mobile devices policy (see website). These items, however, can be quite valuable and pupils bring them to school at their own risk. Pupils are discouraged from carrying to school large sums of money and/or expensive personal items. The school is not responsible for the loss or damage of personal items and neither the school nor the Authority carries insurance to cover any loss or damage. Pupils who bring personal items of a valuable nature to school do so entirely at their own risk.

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Data Protection

Information relative to students, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act and may only be disclosed in accordance with the Codes of Practice. Any parent wishing to discuss data protection is asked to contact Mrs Ann Sinclair, Area School Business Manager, in the first instance.

To read more about data protection please visit 'General Information' on the school website.

Concerns

If you have any concerns about the ScotXed data collections you can contact 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, <https://www.scotxed.net/default.aspx> which contains a section on 'frequently asked questions'.

Complaints procedure

Occasionally things do not work out as we would wish. In the event that a parent may wish to make a complaint then it should initially be referred to the Head Teacher and a resolution sought. However, should there be continued dissatisfaction then parents should refer to the Comments and Complaints Procedure for Education.

For further advice on how to make a complaint, please refer to:

<http://www.westlothian.gov.uk/complaints>

A written acknowledgement will be sent promptly when your complaint has been received in writing. Following investigation of your complaint, a full reply will be sent as soon as possible. This will tell you of the outcome of your complaint. The reply will explain the conclusion, the reasons for it, any action taken or proposed and any further action you make take if you remain dissatisfied.

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School Calendar 2015/2016

TERM 1

Staff Resume		Tuesday, 18 Aug 2015
All Pupils Resume		Wednesday, 19 Aug 2015
September Holiday	All break	Friday, 18 Sep 2015
	Teaching staff resume	Tuesday, 22 Sep 2015
	All pupils resume	Wednesday, 23 Sep 2015
October Holiday	All break	Friday, 16 Oct 2015
	Teaching staff resume	Monday, 26 Oct 2015
	All pupils resume	Tuesday, 27 Oct 2015
Last Day of Term		Friday 18 Dec 2015

TERM 2

Teaching Staff Resume		Tuesday, 5 Jan 2016
Pupils Resume		Wednesday, 6 Jan 2016
February Holiday	All break	Friday, 12 Feb 2016
	All Resume	Wednesday, 17 Feb 2016
Last Day of Term		Thursday, 24 Mar 2016
Good Friday	25 Mar 2016	
Easter Monday	28 Mar 2016	

TERM 3

All Resume		Monday, 11 Apr 2016
May Holiday	All break	Monday, 2 May 2016
	Teaching staff resume	Tuesday, 3 May 2016
	All pupils resume	Wednesday, 4 May 2016
Linlithgow Marches		Tuesday, 14 June 2016
Last day of term		Wednesday, 29 Jun 2016

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S1 Courses

You can find out more about the subjects studied by our S1 Pupils on our website under 'Information for Parents' : 'P7 Information Evening Jan 15'.

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Draft
Linlithgow Academy
S1/S2 Course Choice
Sheet

When deciding on your course choices for S2 please read the subject information in the Course Choice Booklet.

All pupils will study: English, Maths, French, Spanish, Home Economics, Religious and Moral Education, Physical Education and PSE.
 In addition pupils should select a subject from each of the following groups: *Expressive Arts, Technologies, Science & Social Subjects, Free Choice.*

Pupils cannot choose the same subject twice. Write your choice in the corresponding table below.

Expressive Arts	Technologies	Science & Social Subjects	Free Choice
Choose 1	Choose 1	Choose 4	Choose 1
Art & Design	Design & Technology	Biology	Art & Design
Music	Computing Studies	Physics	Biology
	Business Enterprise	Chemistry	Business Enterprise
		History	Design & Technology
		Geography	

Name:

Class:

Expressive Arts	Technologies	Science & Social Subjects	Free Choice
Choice made (1)	Choice made (1)	Choices made (4)	Choice made (1)

Draft
Linlithgow Academy
S3 Subject Choice

Name **Class**

A If you do not intend to change your subjects, tick this box

B If you wish to drop one of your **Science** subjects, name the science being dropped and select from the following:

Dropping
.....

Skills for Work (Business Enterprise)
PE (Creative and Aesthetic)
Art and Design (Architecture)
ICT (Digital Media)
ASDAN Bronze Award

1st Choice
.....
2nd Choice
.....

C If you wish to drop a **Modern Language**, name the Language being dropped and select from the following:

Dropping
.....

Skills for Work (Business Enterprise)
PE (Sports Leadership)
Art and Design (Animation)
ICT (Apps and Games Development)
Music (Recording Label)
CDT (Introduction to Product Design)
ASDAN Bronze Award

1st Choice
.....
2nd Choice
.....

Signed (parent/carer) Date

Completed forms should be returned to Register Teachers by Friday 14th March 2015

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