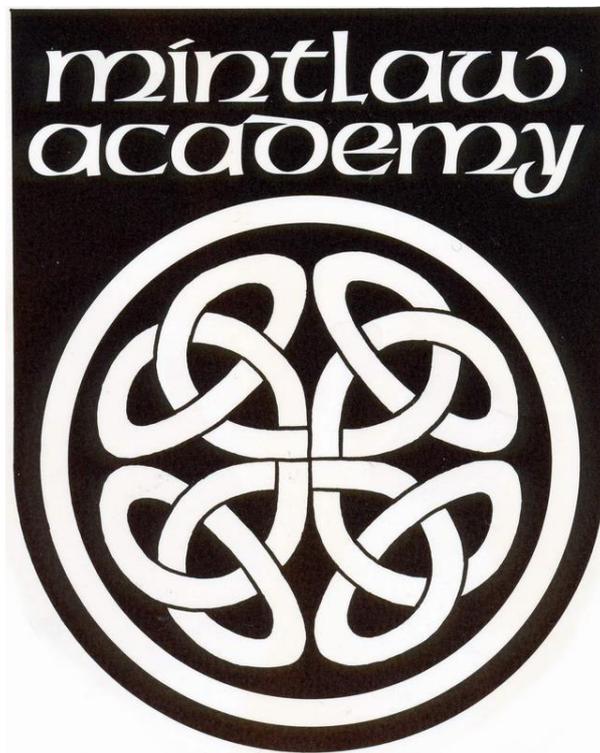


**MINTLAW ACADEMY**  
**Parents Information Booklet 2017-18**



**Please keep this booklet for reference  
throughout the session**

## Monday and Tuesday

**0840 start      55 minute lunch      1550 close**

<b>Period</b>	<b>Time</b>
Registration	0840-0850
Period 1	0850-0940
Period 2	0940-1030
<b><i>Interval</i></b>	<b>1030-1045</b>
Period 3	1045-1135
Period 4	1135-1225
Period 5	1225-1315
<b><i>Lunch</i></b>	<b>1315-1410</b>
Period 6	1410-1500
Period 7	1500-1550

## Wednesday, Thursday and Friday

**0840 start      55 minute lunch      1500 close**

<b>Period</b>	<b>Time</b>
Registration	<b>0840-0850</b>
Period 1	0850-0940
Period 2	0940-1030
<b><i>Interval</i></b>	<b>1030-1045</b>
Period 3	1045-1135
Period 4	1135-1225
<b><i>Lunch</i></b>	<b>1225-1320</b>
Period 5	1320-1410
Period 6	1410-1500

## WEEK BY WEEK DIARY OF KEY EVENTS - 2017/18

Please note that the dates below may be subject to change, please check the Mintlaw Academy website for updates, [www.mintlawacademy.aberdeenshire.sch.uk](http://www.mintlawacademy.aberdeenshire.sch.uk)

AUGUST 2017	
Monday 21	<b>IN-SERVICE</b>
Tuesday 22	School opens for pupils/First day of term 1
Monday 28	Tempest photographer in school
Tuesday 29	Tempest photographer in school
Thursday 31	H Geography Field trip
SEPTEMBER	
Friday 01	H Geography Field trip
Wednesday 13	Whole School Sponsored Walk
Monday 25	S4 Work Experience Week
Wednesday 27	Geology Field trip
OCTOBER	
Wednesday 04	S3 Parents' Evening
Friday 06	S1 Tracking Reports issued to parents
Tuesday 10	Business Breakfast
Wednesday 11	H Drama Performance Evening
Thursday 12	S4-6 Tracking Reports issued to parents
Friday 13	Last day of Term 1

**OCTOBER HOLIDAY : Monday 16 – Friday 27 October 2017 (Inc)**

OCTOBER	
Monday 30	First day of term 2
NOVEMBER	
Thursday 02	S5/6 Parents' Evening
Monday 06	Engineering Week / S5 Safe Drive Stay Alive Event
Wednesday 08	S4 Parents' Evening
Friday 10	S2 Tracking Reports issued to parents
Monday 13	<b>IN-SERVICE</b>
Tuesday 14	<b>IN-SERVICE</b>
Wednesday 15-17	Home Economics Events
Monday 20	Careers Week
Tuesday 21	Careers Fair – all welcome
Wednesday 22	S3 Tracking Reports issued to parents
DECEMBER	
Wednesday 13	Christmas Concert – all welcome
Thursday 14	S4-6 Reports issued to parents
Wednesday 20	Pantomime – all welcome
Thursday 21	Pantomime – all welcome
Friday 22	Last day of term 2

**CHRISTMAS HOLIDAY: Monday 25 December 2017 – Monday 8 January 2018 (Inc)**

JANUARY 2018	
Monday 08	First day of term 3
Wednesday 17	S3 Reports issued to parents

Thursday 18	S3-5 Options Evening for parents
Friday 19	S3-5 Option Forms issued
Tuesday 23	P7 Parents' Evening
Wednesday 24	S1 Parents' Evening
Friday 26	S3-5 Option Forms deadline for return
Monday 29	Prelims start
<b>FEBRUARY</b>	
Thursday 08	Prelims end / Burns Supper
Friday 09	<b>OCCASIONAL HOLIDAY</b>
Monday 12	<b>MID-TERM HOLIDAY</b>
Tuesday 13	<b>IN-SERVICE</b>
Wednesday 14	<b>IN-SERVICE</b>
Thursday 15	Art Exhibition
Monday 19	S2 Option Forms issued
Tuesday 20	S2 Parents' Evening
Tuesday 27	S2 Option Forms deadline for return
<b>MARCH</b>	
Wednesday 07	S4-6 Tracking Reports issued to parents
Friday 09	H/AH Biology Field trip
Wednesday 21	Spring Concert
Thursday 29	Last day of term 3
Friday 30	<b>GOOD FRIDAY HOLIDAY</b>

**EASTER HOLIDAY : Monday 02 April – Friday 13 April 2018 (Inc)**

<b>APRIL</b>	
Monday 16	First day of term 4
Monday 30	SQA Exams start (tbc)
<b>MAY</b>	
Thursday 03	S1 Reports issued to parents
Monday 07	<b>MAY DAY HOLIDAY</b>
Thursday 17	S2 Reports issued to parents
Tuesday 22	Sports Day
<b>JUNE</b>	
Friday 01	SQA exams end
Monday 04	<b>OCCASIONAL HOLIDAY</b>
Tuesday 05	Change of timetable / Seniors Induction day
Wednesday 13	Geography Field trip
Thursday 14	Awards Ceremony
Friday 15	Awards Assemblies
Wednesday 27-29	P7 Transition days
<b>JULY</b>	
Tuesday 03	Activities Week / Workshop day
Wednesday 04	Excursions day
Thursday 05	House Challenge day
Friday 06 July	Last day of Session 2017/18

**SUMMER HOLIDAY : Monday 09 July – Friday 17 August 2018 (Inc)**

## SESSION 2018- 2019 (Occasional Days TBA)

AUGUST 2018	
Monday 20	IN-SERVICE
Tuesday 21	School Opens For Pupils
OCTOBER 2018	
OCTOBER HOLIDAY: Monday 15 October to Friday 26 October (Inc)	
NOVEMBER 2018	
Monday 12	IN-SERVICE
Tuesday 13	IN-SERVICE
DECEMBER 2018	
CHRISTMAS HOLIDAY : Monday 24 <sup>th</sup> Dec 2018 - Friday 4 Jan 2019 (Inc)	
FEBRUARY 2019	
Monday 11	MID-TERM HOLIDAY
Tuesday 12	IN-SERVICE
Wednesday 13	IN-SERVICE
APRIL 2019	
EASTER HOLIDAY : Monday 1 <sup>st</sup> Apr 2019 – Fri 12 <sup>th</sup> Apr (Inc)	
Friday 19	Good Friday
MAY 2019	
Monday 06	May Day Holiday
JULY 2019	
SUMMER HOLIDAY : Monday 8 <sup>th</sup> July – Friday 16 <sup>th</sup> August (Inc)	

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## SCHOOL UNIFORM

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Pupils are expected to wear school uniform while at school and when participating in organised school trips or activities. The School Uniform for Mintlaw Academy is:

- White shirt or blouse
- Black trousers or skirt (no leggings)
- Sensible black footwear (can include all-black trainers)
- Mintlaw Academy tie
- Mintlaw Academy black jumper/cardigan (**optional**)
- Mintlaw Academy blazer (S5/S6 and S4 prefects, **optional for S1-S4**)

### Other Dress Information:

For PE, pupils are expected to have a full change of PE kit including footwear and clothing suitable for participating in indoor and outdoor activities.

### Suppliers of School Uniform:

- ❖ Ties from the school office - £2.50
- ❖ Academy Uniforms – blazers and knitwear – <http://www.academyuniformsltd.co.uk>
- ❖ Pom Print (Mintlaw) - knitwear only
- ❖ Jazmayne (Peterhead) – knitwear only
- ❖ Donalds (Peterhead) – knitwear and ties

Please remember to label all pupils' clothing and personal items with their name. Numerous items of clothing and other items are handed into lost property and are never claimed, then donated to charity following a period of time.

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## **CHARGES FOR COURSE CONSUMABLES**

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In line with other schools across Aberdeenshire, Mintlaw Academy requires to levy some charge towards items described as consumables within particular subject areas. This usually refers to items which pupils can take home e.g. Art and Design and Design and Technology projects, dishes made in Home Economics etc. It would be helpful if you could alert your child's Guidance teacher to individual circumstances which, at any time, may cause any particular difficulties with payment, e.g. if you wish spread the payments over the year. If your son/daughter is entitled to free school meals, no payment is required.

Letters are issued to parents informing them of the charges. We encourage parents to pay pupil course consumable charges online via myAberdeenshire account, information on this is provided to parents at the time. The charges for each course are also available on our website.

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## **EXCURSION/TRIP OPPORTUNITIES**

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As the school's curriculum develops, it is likely that there will be the opportunity for pupils to take part in a variety of fieldwork trips/excursions. These form a valuable part of the learning experience. However, as you know, transport costs for such activities are high and often beyond what can be sustained by normal school budgets. Your child may have the opportunity to take part in such trips and it is likely that we will have to ask you for a contribution to the cost of transport in these cases, 2017 cost for travel within Aberdeenshire is £5, outwith Aberdeenshire is £10. We will inform you as far in advance as possible of any such excursions.

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## **VANDALISM**

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To make all parents and pupils aware, malicious damage (vandalism) must be funded by the school from the same budget that all school resources are funded from. Therefore a door deliberately broken, a toilet flooded or signs destroyed will mean that money earmarked for computers, school books or extra curricular events may require to be postponed or cancelled entirely.

Parents and pupils should therefore also be aware that where specific pupils have been identified as having caused the damage, we will request the cost of making good that damage from parents. We know that the vast majority of pupils deplore such damaging acts and their vigilance results in most of the culprits being identified. The school invested in additional CCTV cameras around the school and it is hoped that this will reduce the number of such instances in the future.

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## CASHLESS CATERING

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Pupils use their National Entitlement (Young Scot) cards to make purchases at catering counters. Pupil accounts can be credited by:

- Online payment via myAberdeenshire account
- Cash payments using the revaluation unit in the canteen or on the ground floor
- Cheques made payable to Aberdeenshire Council - please put pupil name and year group on reverse of cheque

Parents can top up or credit pupil's cards online (and view what pupils have purchased), using the online payment facility option. Parents are required to register onto the facility, instructions are available on the Aberdeenshire Council website ([www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)). Simply click PAY, followed by the appropriate heading e.g. School Meal Payments. Once registered, you can pay securely and access a range of services including notifications of school closures and school transport changes, using a single name and password using your myAberdeenshire account. You will require the unique reference code to link to your child's account (please note you need separate codes for each child). Please contact the school office if you require this code.

Pupils should go to the office if they have lost their National Entitlement Card to order a replacement or if they have not received a National Entitlement Card and would like one. For more detailed information, please go to -

<http://www.aberdeenshire.gov.uk/schools/meals/cashless-catering-in-secondary-schools/>

### **Free School Meals**

An application form can be obtained from the school office or can be downloaded from <http://www.aberdeenshire.gov.uk/parentscarers/financial/meals.asp>

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## SAFETY IN SCHOOL GROUNDS

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The access road to the school goes through school grounds, it is important that drivers follow a few basic safety points:

Parents/carers/visitors to school must observe the one way system if they are dropping off passengers: drivers are asked to go through the car park to the left of the access road and then drop off their passengers on the school side of the road once through the car park.

Please could passengers not be dropped off at the entrance to the school by the Community Education huts as turning there is dangerous.

Parents and carers are reminded that the bus bay must not be used at any time to drop off or pick up pupils, or for alternative parking. The bus bays should never be used as an exit route from school grounds.

In addition pupils should never walk across the bus bays. Pupils walking to school should use either the path by the side of the Community Education huts or by the social area.

We hope to have signage installed soon that should help direct drivers.

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# SNOWSTORM ARRANGEMENTS

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As you know, the weather during winter can become severe quite suddenly. There are three ways of obtaining information in the event of bad weather:

1. **RADIO** - Details of buses being cancelled and school closure will be broadcast locally.
  
2. **ADVERSE WEATHER TELEPHONE INFORMATION SERVICE**  
This allows parents to listen to a recorded message from the school. When severe weather warnings are received the school will endeavour to keep this updated. **Please note** this number has recently changed.  
  
**HOW TO USE THE SERVICE:**
  - Dial Aberdeenshire Council's access number : **0370 054 4999**
  - Now enter **Mintlaw Academy's** pin number : **02 1100**
  - You will now hear our school's name. Ensure that this is correct before going on.
  - You will now be taken to the **MAIN MENU** where you will be given several options.
  - ❑ **PRESS 1 : to hear our school's message about the adverse weather**  
(e.g school closure or if transport arrangements have been affected).
  - ❑ **PRESS 4 : to enter the pin number for another school within the authority**  
(Parents may have children who attend different schools, allows you to move from one school's messaging service without having to dial in again).
  
3. **ABERDEENSHIRE COUNCIL WEBSITE**  
Information about school closures can also be obtained on the Aberdeenshire Council website <http://www.aberdeenshire.gov.uk> You can also register for notifications of school closure via myAberdeenshire account, link available on Aberdeenshire Council website.

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## PARENT/SCHOOL COMMUNICATION

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To ensure we can contact you, remember to inform the school of any changes to your contact details (including work or mobile numbers) and of any relevant changes to your child's medical information.

Please ensure you inform the school if your child is to be absent for any reason and indicate where possible, if the absence is likely to extend beyond a day. Please also inform the school if you require to pick your child up during the school day, for example, for a medical appointment, either by written note or by phone. When picking up your child through the school day, please note pupils should ONLY leave school through the front reception having firstly informed the office staff they have left. The Pupil Absence line is (01771) 620000.

Pupil Planners (homework diaries) are issued to all pupils at the start of the session. There are dedicated pages for S4-6 pupils to record their target and working grades and for S1-3 pupils to log how they are doing in their different subjects and what they could do to improve. Please support your child with their homework diary and help us to ensure they bring them to school every day.

Newsletters are published online and can be found on our website, (in the Parents' Area, School Publications) along with other information and good news about the school.

Follow us on Twitter, with news, photos and updates of the variety of activities and achievements of pupils and staff:-

Mintlaw Academy	@MintlawAcademy
Developing Young Workforce	@MintlawDYW
Home Economics Department	@MintlawHomeEc
Music Department	@MintlawMusic
Science Faculty	@MintlawSci
Social Subjects Faculty	@mintlawsocsub
Support and Challenge	@Mintlaw_SandC
Technology Faculty	@Mintlawtech
English Department	@MintlawEnglish
Modern Languages Department	@Mintlawmodlangs

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## SCHOOL CONTACT DETAILS

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### MINTLAW ACADEMY

Station Road, Mintlaw, Peterhead, AB42 5FN

Tel: 01771 622994 Fax: 01771 624228

**Pupil Absence Line: 01771 620000**

E-mail: [mintlaw.aca@aberdeenshire.gov.uk](mailto:mintlaw.aca@aberdeenshire.gov.uk)

Website: <http://www.mintlawacademy.aberdeenshire.sch.uk>

**Office Opening Hours 8.30am – 4pm**