

## **INFORMATION FOR PARENTS**

The following pages aim to provide you with full information on the subject of Dollar Academy. Each year, there are some changes in practice and this booklet is therefore updated annually to give the central facts about the school year, and information on diverse topics such as our entrance procedures, our results, our fees, our homework guidelines, and our Parents' Association.

I trust you will find the booklet useful, and ask you to inform me of additional information which you would find helpful.

**David Knapman**  
**Rector**

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## CALENDARS

### SESSION 2011 - 2012

First Term Thursday 25 August - Thursday 22 December, 2011  
Second Term Tuesday 10 January - Thursday 29 March 2012  
Third Term Tuesday 17 April - Thursday 28 June, 2012

**October break:** Friday 14 - Monday 24 October, 2011 (inc)  
(i.e. pupils finish Thursday 13 at 3.25pm; restart Tuesday 25 at 8.40am)  
(boarders return on the evening of Monday 24)

**February break:** Monday 13 - Friday 17 February, 2012 (inc)  
(i.e. one full teaching week off, and two weekends on either side)  
(pupils finish Friday 10 at 3.25pm; restart Monday 20 at 8.40am)  
(boarders return on the evening of Sunday 19)

NB. Boarders should return as usual on the afternoon or evening preceding the first day of school.

### SESSION 2012 - 2013

First Term Thursday 23 August - Thursday 20 December, 2012  
Second Term Tuesday 8 January - Thursday 28 March 2013  
Third Term Tuesday 16 April - Thursday 27 June, 2013

**October break:** Friday 12 - Tuesday 23 October, 2012 (inc)  
(i.e. pupils finish Thursday 11 at 3.25pm; restart Wednesday 24 at 8.40am)  
(boarders return on the evening of Tuesday 23)

**February break:** Monday 11 - Friday 15 February, 2013 (inc)  
(i.e. one full teaching week off, and two weekends on either side)  
(pupils finish Friday 8 at 3.25pm; restart Monday 18 at 8.40am)  
(boarders return on the evening of Sunday 17)

NB. Boarders should return as usual on the afternoon or evening preceding the first day of school.

## ADMISSIONS

### SCHOOL ROLL

The school roll in session 2010-2011 was 1234, comprising 207 in the Prep School, 174 in the Junior School, and 853 in the Senior School.

### REGISTRATION AND ADMISSION

After you have visited the school and decided to apply for a place, you should complete an Application Form and forward the Registration Fee. Subject to satisfactory performance in the Entrance Examination, a place may be offered and you will be asked to pay a Fee Deposit which is normally retained on departure of a pupil to cover life membership of the Former Pupil Register. Anyone not wishing to become a member is asked to contact the Bursar's Office at the time of departure. The Boarding element is refundable for a Boarder.

## **ENTRANCE POINTS**

Entrance to Dollar Academy is made as flexible as possible.

### **PREP 1 TO PREP 2 (P1 & P2)**

You will be invited to bring your child for an interview and a short assessment with Mrs Morrison and other members of the Prep School staff. This will normally take place in late January or early February.

### **PREP 3 TO PREP 5 (P3 – P5)**

Entry is by assessment, normally on the last Saturday in January each year (9.30am – 12.00pm).

### **JUNIOR 1 AND JUNIOR 2 (P6 & P7)**

Entry is normally by the main Entrance Examination which takes place on the last Saturday in January each year (9.30am - 1.15pm). Arrangements can be made for pupils who do not live locally to sit the Entrance Examination in their own schools. Pupils who become ten in the calendar year of their proposed entry to Junior I sit tests in English, Mathematics and Verbal Reasoning. Pupils who become eleven take more advanced tests for entry into Junior 2.

### **ADMISSIONS AT OTHER AGES (S1 – S6)**

Pupils applying for entrance to Forms I and II are generally asked to sit tests in English, Mathematics and Verbal Reasoning. Pupils for Form II are also asked to sit a Modern Language Test. For entrance to Forms III, IV, V and VI, pupils are assessed by public examination results, a report from the previous school, and, wherever possible, an interview.

### **BURSARIES**

Means-tested bursaries are available to pupils entering Form I. Candidates must satisfy the agreed requirements in terms of performance in the entrance test and of clear financial need. Applications are invited to coincide with the January entrance test, and full details and application procedures appear on the school's website from October each year.

### **BOARDING BURSARIES**

The Governors have offered limited funding to support bursaries for boys and girls entering Dollar Academy as **boarders**. The **tuition school fee, £3,351** per term in the Senior School, will require to be paid in full. The **boarding element, currently £4,296** per term, will have bursary support. Applicants for boarding bursaries will be means-tested, and bursaries may be offered subject to means-test information, and performance in the Entrance Examination.

The Governors have recommended that high standards be attached to these bursaries, and Dollar Academy pupils who have been awarded them will be re-assessed each year, as will their financial circumstances. The intention, is, however, to provide significant support to a number of boys and girls throughout their senior school careers.

### **ENTRANCE EXAMINATIONS**

Although the examinations are not basically pass/fail examinations, they guide us as to which pupils are sufficiently able to benefit from a Dollar Academy education.

Children who are successful in the entrance tests and other assessment procedures will be placed in a suitable year group, and, where relevant, in the most appropriate teaching sets. Much time is spent on making such decisions, and parents are asked to respect the professional experience of those undertaking the assessment.

## **FORM VI AWARDS**

The Governors offer an award to those pupils entering Form VI who have obtained 5 or more A Band 1 passes in SQA Higher examinations at Dollar Academy.

# **COMMUNICATIONS**

## **IN GENERAL**

We welcome suggestions and comments from parents. Should you wish to contact the school on any matter, you are invited to do so by telephone, letter or by e-mail through [rector@dollaracademy.org.uk](mailto:rector@dollaracademy.org.uk). Meetings can be arranged with relevant members of staff should be these be necessary.

## **CONTACT POINT IN SCHOOL**

Sometimes, you might wish urgently to contact your son or daughter in school. To pass on a message, please telephone the school office, and indicate the level of urgency. In the Senior School, each pupil is looked after by a Year Head; in the Prep and Junior School, the class teacher is the first point of contact. Mrs Morrison may also be contacted on any matter affecting progress of a pupil in the Prep and Junior School.

It is likewise very important that you keep the school informed of changes in personal circumstances - address, emergency contact numbers, e-mail, medical details and so on.

Parents of boarders, when visiting the Academy, are invited to have a word with Houseparents. Parents should, however, enter the House only on the invitation of school staff.

## **REPORTING SYSTEM**

You will be provided with reports during the school session. Pupils new to the Senior School will receive a brief mid-term report in the term in which they first arrive to provide comment on how they are settling in. Pupils from Prep 1 to Junior 2, and in Forms I, II and V, are sent a report at the end of first term. During second term, and following the Prelims, reports are provided for Forms IV, V and VI, with boarders in other Year Groups also receiving reports. At the end of the academic session, reports are sent on all pupils from Prep 1 to Form III, beside boarders, and a final report for Form VI leavers is compiled. Duplicate reports may be sent to alternative addresses for families that require them, and Mrs Elaine Gallagher, the School Office Manager, will be pleased to assist in this matter. Should you have any other enquiries about reports, please contact the appropriate Assistant Rector.

## **PARENTS' EVENINGS**

In the Prep and Junior School, Parents' Evenings are held for each class twice a year. Interviews are by appointment with members of staff. In the Senior School, each year group has its own Parents' Evening, besides an extra Information Evening for Form I. Full details of Parents' Evenings are given in the fortnight or so before the event, and the dates are listed in the calendar card each term. Appointments are made in advance by pupils. Parents are warmly encouraged to attend these meetings, offering as they do a vital means of communication. Children should not attend these meetings, so that parents and staff are able to speak more freely. Moreover, parents are asked not to bring their children to the school, as the corridors can become quite busy at certain times in the evening.

## **NEWSLETTER**

While *Fortunas* is produced twice a year, the Rector sends regular Newsletters to all parents, Governors and friends of the school, approximately seven per year. The Newsletter also contains information from the Parents' Association about forthcoming events.

## **CALENDAR CARD**

Each term, we publish a calendar card in which the main dates are listed. Pupils are provided with two copies of the card each, one for personal use and one to be taken home. In first term, the card is printed at some point during the first few weeks; we aim to have the second and third term cards available on the last day of the previous term.

## **MAGAZINE - FORTUNAS**

The Dollar Academy Magazine *Fortunas* is published termly and a copy is issued to each family with pupils at the Academy; it is also now fully accessible on the website. Further copies of the Magazine can be purchased at a cost of £5.

## **WEBSITE**

[www.dollaracademy.org.uk](http://www.dollaracademy.org.uk) Our website has undergone significant development in recent years; it is now updated on a weekly basis during term time, and all the latest news can be found there, besides an increasing range of information about the life and routines of the school, staff appointments and a full .pdf version of the school prospectus and magazine.

We aim to publicise all major school events that involve parents, such as Parents' Evenings, through the school website, although paper copies of all such information will continue to be available for any parent who requests the receipt of it in this form. The possibility of information going missing when being carried home by children is thus removed, and the expense of postings is also alleviated. Parents are asked to check the website on a regular basis.

## **DOLLAR ACADEMY PARENTS' ASSOCIATION (DAPA)**

The Parents' Association raises funds for the school and keeps in touch with senior staff in the Academy over matters which are of general concern to parents. The Chair is Mr John Denham, the Secretary Catherine Cooper, the Treasurer Mr Struan Robertson and the Governor elected by DAPA is Mrs Grace Hepburn. DAPA holds a number of functions each year, including a Family Fun Night, a barbecue, a coffee morning, a departmental open evening and support at a number of school events. Throughout the year, information on Parents' Association matters is communicated to parents. The Association can be contacted at [dapa.dollaracademy@gmail.com](mailto:dapa.dollaracademy@gmail.com) and further information can be found on the website at <http://dollaracademy.org/dapa.asp>

# **SUPPORT FOR PUPILS**

## **MATTERS OF CONCERN**

Should there be any matters of concern we would wish to know about them directly. The first point of contact in any matter concerning pupils is the class teacher in the Prep and Junior School; the Head of Year in the Senior School; and the Houseparent in the case of boarders. In more serious cases the Assistant Rectors, Deputy Rector and Rector may be more appropriate.

## **CHILD PROTECTION**

The school is committed to the principles of Child Protection, with a policy based on the Children's Charter and the National Framework for Standards, as well as on many years of experience. In this context, there may be occasions when a pupil's confidentiality is respected and information is not shared or passed on to parents (although every effort will be made to encourage the pupil to discuss a sensitive issue with his or her parents). The Child Protection Co-ordinator is Mrs Hutchison, who is assisted by Miss Foster in the Prep School, Mrs Morrison in the Junior School and Mr Blezard in the Senior School.

## **THE GUIDANCE SYSTEM**

The Academy is committed to providing a safe and supportive environment in which every pupil is encouraged to reach his or her potential in curricular, co-curricular and personal terms. Our approach to pupil support is an integrated one which is regularly reviewed and refined. Central to this support is the class teacher in the Prep & Junior School and the guidance system in the Senior School, although all teachers, whether part of the guidance system or not, are committed to the well-being of their pupils. Pupils are encouraged to talk to any teacher with whom they feel comfortable on any matter where support is needed, academic or personal. This message is reinforced to them in writing and regularly at assembly.

The guidance system at Dollar Academy is focused on year groups; there are six Heads of Year, one for each year group from Form I to Form VI, and seven Assistant Heads of Year. The Head of Form I is a static position allowing the Head and Assistant Heads of Form I to build up real expertise in this transitional stage; all other Heads and Assistants move up the school with their year groups. Within the year group, each pupil is assigned to a Form Tutor group. The Form Tutor meets with the form group each morning and, in addition to monitoring the day to day routines, is well placed to get to know pupils individually, to encourage curricular, co-curricular and personal progress, and to offer support to individual pupils.

The Head of Year, helped by the Assistant Head of Year, has overall responsibility for the welfare, progress, conduct and support of the pupils in the year group and responds to the needs of individual pupils by encouraging, motivating, praising achievement, disciplining when necessary and putting in place a range of strategies designed to help pupils to overcome any difficulties that they may encounter. The Head of Year liaises with the Assistant Rector with responsibility for his or her year group: Mrs Morrison for Prep, Junior and Form I pupils; Dr Hendry for Forms II, III and IV; and Mrs Hutchison, who also has the overview of the guidance system, for Forms V and VI. Assistant Rectors will often become involved in issues of more serious concern. In these cases, there may be input from the Child Protection Co-ordinator; the Deputy Rector and / or the Rector will also be informed and might become directly involved. In addition, Form VI pupils choose an individual Personal Tutor to help and advise them in the course of their final year.

Heads and Assistant Heads of Year are the first points of contact for parents wishing to discuss any aspect of their children's schooling or welfare. Matters of concern can also be raised with the Child Protection Co-ordinator, Mrs Hutchison, who is assisted by Miss Foster (Prep school), Mrs Morrison (Junior school), Mr Blezard (Senior school), the Assistant Rectors, the Deputy Rector, and the Rector.

## **PUPIL COUNSELLOR**

Mrs Lesley Jeffrey is Dollar's Pupil Counsellor. To be found in the Mathematics Department in the Younger Building, she is available to help any pupil who needs further support, and she will be pleased to discuss matters of concern with any pupil who approaches her.

## **ROUTINES**

### **UNIFORM**

All pupils are required to wear school uniform, details of which are provided in the *Information for Pupils* booklet. When pupils are attending school events, they should wear full uniform unless permission to wear other clothing is officially given. Exceptions are usually made when attending performances in the Studio Theatre, where smart casuals are the norm.

## **SCHOOL DAY**

Parents who bring their children to school are asked to ensure that they arrive well in time for Registration. Pupils may purchase rolls with bacon and sausage, and hot drinks, from the Dining Hall on arrival in the morning; they must ensure that this does not hinder them from arriving at Registration on time.

Pupils may enter school buildings from 8.35am and should take bags to period 1 classes before 8.40am. In the Senior School, there is Registration (8.40-8.55am) followed by a whole school Assembly on Monday, Wednesday and Friday, with extended Tutor group meetings on Tuesday and Thursday. In the Prep and Junior School, there is an Assembly each Thursday. Period 1 begins at 9.15am, and with a morning break of fifteen minutes and a lunch interval of fifty-five minutes, the school day ends at 3.25pm. The teaching time is made up of five complete hours each day, and the Senior School follows a twenty-five period per week timetable. Prep 1 pupils will finish at 2.40pm until the October Break and thereafter at 3.15pm.

There are after-school activities every day and at weekends. Details of these are to be found in the *Information on Co-Curricular Activities* booklet, published during the first weeks of the new academic session. Pupils will also be able to access first hand information through the new "Activities Fair" which is run early on in Term One. 3.30 – 5.00pm is the usual time for an afternoon activity, although many activities will operate on occasion outwith these times.

## **THRIFT SHOP**

The Thrift Shop, which is situated in accommodation below the Prep School building, sells good quality "pre-owned" school uniform. It opens between 2.30 and 4pm on the second and fourth Thursdays of each month, and also on the day before school begins in August. We are extremely grateful for this service. Parents are asked to bring along good second-hand uniforms; a price is arranged from which, when goods are sold, 80% goes to the seller and 20% to the Thrift Shop. Recent donations from the Thrift Shop to the school have paid for equipment needed and utilised in academic departments, boarding houses, and co-curricular activities – satellite phones for use on expeditions to remote areas and sports kit are among recent purchases.

## **CHRISTMAS/EASTER**

At the end of first and second terms, church services for senior pupils are held on the final morning of term, after a period of other school activities. Pupils are dismissed at 12.30pm, and you are asked to note this arrangement; bus times are adjusted accordingly.

## **SPORTS WEEKEND**

The highlight of the Dollar Academy calendar comes in the week-end prior to the last week of session starting with the Prep School Sports on Thursday. Not only can parents experience the culmination of the athletic activities of the year, but there is opportunity also to see a major Art Exhibition, and other minor displays; the school is also open for viewing, and refreshments are available in the Marquee. There is a "Sherry Party" for Former Pupils and friends of the Academy, a Coffee Morning on the Saturday, a Pipe Band display prior to a family barbecue at Sunday lunch-time, dances, cricket, tennis matches between pupils and former pupils; Boarding Houses also run other events including Sherry Parties for their own parents and pupils. More important than the individual events is the atmosphere of the weekend as a whole. Present pupils and recent FPs mingle with present parents and many who have left Dollar long in the past. The community spirit on such an occasion is powerful.

## TRAVEL

**Pedestrians have priority at all times in the grounds.  
No vehicles are permitted to enter or leave on school days from  
8.35 - 9.00 am and 3.25 - 3.35 pm.  
The speed limit in the school grounds is 10mph at all times.**

### TRAVEL TO AND FROM THE ACADEMY

Many of our pupils come from areas within a thirty mile radius of Dollar. The school negotiates closely with local bus companies, and the companies are most supportive. As a result, there are good services for all of our pupils, and we ensure that pupils travelling home can leave either directly at the end of school or at 5pm after co-curricular activities are finished. If there are any problems concerning bus services, one of the Assistant Rectors, Dr Hendry, should be contacted in the first instance. Our pupils who travel to and from school by public transport are very much in the public eye and we ask that you be supportive in this area. Pupils in Prep 1 and 2 are not permitted on buses, given concerns about the ability of children of this age to cope safely with the potential demands of the situation.

Seat belts should be worn on all buses which provide them. All of our minibuses have been fitted with seatbelts and drivers remind pupils to use them.

The school grounds are very busy during the school day, and parents are reminded that they should not drive into the grounds when the school is in session.

Likewise, parents are reminded that they should be sensitive to the needs of residents of Back Road and the roads surrounding the Junior School – and neither obstruct entrances to driveways nor park on the double yellow lines. The widened pavement provided outside the swimming pool has contributed significantly to the safety of pupils in this area.

### PARKING

Parents are requested to be considerate when parking in the vicinity of the school. The roads surrounding the campus add much to the character of the area but were not designed to cope with the levels of traffic now generated at key times of the school day. Courtesy and consideration for others is paramount. In particular, parents are asked to display patience; to park legally and sensibly; to minimise waiting time outside the school; and to keep access to the drives of local residents clear.

### GREEN TRAVEL POLICY

The school has a Green Travel Policy and it encourages parents to investigate alternative means of travel to school, including the use of school buses, car shares and walking. Parents may also consider the use of bicycles, if they are satisfied that their children can safely negotiate the road systems in and around Dollar.

### TRAVEL IN BAD WEATHER (eg SNOW)

Dollar's climate, if anything, tends towards rain. On occasions, however, we can be afflicted by snow-storms, like any other school in the Central belt. Our policy, however, is clear-cut. Because of the large number of boarders and day pupils from the Dollar area, **the Academy will always remain open during normal school hours.**

Should you feel anxious about weather conditions in your local area, you are at liberty to collect your son/daughter by arrangement. It is essential, however, that the School Office is informed before any child is taken out of school.

We make every effort to keep in touch with our local bus companies and the police in order to ensure as far as possible that the safety of the children is safeguarded. If you are sufficiently anxious about whether or not your children will be able to return home, you are advised to keep them off school that day. If, for any reason, your children are “stranded” in Dollar, we will ensure that they are provided with food, warmth and shelter for the night. Such circumstances, however, are extremely rare.

### **PUPILS’ CARS**

A number of our senior pupils have passed their driving tests and have access to cars. We have firm guidelines on this matter, and it is important that pupils observe them closely. Firstly, any pupil who wishes to drive to and from school must have authorisation from the Assistant Rector in charge of Forms V and VI, Mrs Hutchison. Secondly, pupils are not allowed to enter their vehicles at any time during the school day – all pupils’ cars must be parked in the senior pupils’ car park next to the Swimming Pool/Dining Hall complex, or in the Milne Avenue car park. Thirdly, we ask that pupils do not give lifts to others without prior written authorisation from both sets of parents. **Boarders are not permitted to give lifts to other pupils or to travel in other pupils’ cars.**

The potential for danger in this matter is extremely high, and we therefore ask that responsibility be shown by all concerned. It is our recommendation that all pupils’ vehicles carry the green “P” marking to designate “New Driver”.

The Academy reserves the right to forbid pupils to travel to and from school by their own transport if they have shown by their actions that they are a danger to themselves and other road users; this has been enforced quite rigidly in recent years.

|                  |
|------------------|
| <b>FINANCIAL</b> |
|------------------|

### **SCHOOL FEES – SESSION 2011 – 2012**

The Governors have approved the following scale of annual fees with effect from the beginning of Session 2011 – 2012:

|               | <b>Day</b> | <b>Boarding</b> | <b>Weekly Boarding</b> |
|---------------|------------|-----------------|------------------------|
| PREP SCHOOL   | £7,515     | £20,403         | £19,170                |
| JUNIOR SCHOOL | £8,640     | £21,528         | £20,295                |
| SENIOR SCHOOL | £10,053    | £22,941         | £21,708                |

Where more than two siblings are in attendance at the Academy concurrently, the **Tuition** fees for the third and subsequent siblings are reduced by half.

While it is intended that the above rates should remain the same throughout the academic session, the Governors reserve the right to alter the scale of fees from term to term in the light of circumstances.

### **FEES AND WITHDRAWALS**

It is a condition of attendance that fee accounts are payable by Direct Debit, unless otherwise agreed by the Bursar, in which case fee accounts are payable on or before the first day of each term. In the event of any such account not having been paid in full by the first day of any term,

interest will be applied to the outstanding balance at the rate of 2% per month from the due date until payment. Interest of 2% per month will also be charged on failed Direct Debit payments. Fee accounts which have not been settled in full by the end of the term for which they are due will normally preclude a child from returning to the Academy at the commencement of the subsequent term until such time as all outstanding fees have been paid in full.

In the event of your having to withdraw your child from the school, a full term's notice in writing to the Rector is required or payment of a term's fees in lieu thereof. The same notice is required for withdrawal from Boarding.

You are reminded that the Rector reserves the right to require the removal of a pupil from Dollar Academy if, in his opinion, the pupil is not deriving benefit from being at the school, or indicates by his/her conduct that he/she does not accept the rules of the Academy.

### **ASSISTANCE WITH FEES**

From the outset it should be recognised that the Governors have limited resources to support families who experience financial difficulties once their children have started their education at Dollar. No specific fund exists at present to support such cases, and in most instances, the Governors will simply be unable to offer support. Families with pupils about to enter Form I may be able to access the bursary scheme, details of which are available on the school's website. In other cases consideration may be given to pupils in Forms IV and V to allow completion of the next phase of public examinations by ensuring continuity of curriculum in that regard. Only in the most exceptional circumstances will pupils in Form VI be considered. Pupils in the Prep and Junior schools will not be considered, nor, ordinarily, will pupils in Forms I, II and III. Awards of assistance will be means-tested and will be granted only if sufficient funds are available. Any decision made by the Governors will be final and there is no right of appeal. In the case of any award of assistance parents or guardians must inform the Bursar, in writing, of any material change in their financial position without delay. In some cases this may obviously lead to the withdrawal of any award.

### **INSURANCE AGAINST ABSENCE THROUGH ILLNESS**

A School Fees Remission Scheme is available under which, for a modest (currently 1% of Fees) termly charge, you can insure against your children's absence from school through illness. You are particularly requested to note that the Governors regret they cannot entertain requests for remission of school fees in cases of sickness where you have not taken advantage of this scheme, which is expressly designed to cover such an eventuality.

Anyone interested in the above scheme may obtain further information from The Bursar, 23 West Burnside, Dollar FK14 7DX; Telephone (01259) 740515, Fax (01259) 743602.

### **SCHOOL CLOSURE**

Should the school be forced to close as the result of, for example, epidemic disease, or major structural damage, all efforts will be made to ensure that education continues with minimal disruption. However, unless specifically covered by our insurance policy, fees cannot be refunded.

### **INSURANCE OF PERSONAL EFFECTS**

The School Governors cannot accept responsibility for loss of, or theft of, or damage to personal belongings. You are recommended to consult your own insurers on the subject of **All Risks Cover** for your children's personal effects, especially valuables, while at school. This is the same for boarders, all of whom are provided with lockable cupboards in their Houses.

In the Prep and Junior School, each pupil has his or her own personal area - locker or desk. In the Senior School, lockers are available, and we recommend that pupils make use of this facility, providing their own padlocks. When pupils are involved in games or swimming, they are asked to give valuables to the member of staff in charge for safe-keeping. Every year, items go missing, and it would be helpful if you were to stress to your sons and daughters exactly how they might safeguard their property. All items of clothing should be clearly named.

You should specifically ensure that adequate insurance is in place to cover valuable items on loan from the Academy, such as musical instruments.

### **PERSONAL ACCIDENT INSURANCE**

The Governors have taken out Personal Accident cover for pupils which means that a pupil who suffers a permanent injury, resulting from an accident, will be entitled to compensation (up to a maximum of £1,000,000 in the event of Permanent Total Disablement). This cover exists throughout the entire year.

### **DOLLAR ACADEMY CLUB EDUCATION TRUST**

The Trust is administered by representatives of the Governors, the FPs and the Academy, and its current focus is on the development of the bursary fund. Further details of the Trust are available from the Bursar.

### **MUSIC TUITION FEES**

See the later section on **"INSTRUMENTAL MUSIC TUITION"** (P.24)

### **CHARGES FOR EXTRAS**

Although text books are provided as part of the school fee, from time to time pupils will be provided with additional materials – dictionaries, calculators, exam papers etc. These are chargeable to the fee account

## **ACADEMIC**

### **SUBJECT SELECTION**

**Form II Interviews** Each Form II pupil, along with his/her parents, is invited into the Academy in February for interview with two senior members of staff on careers and subject choices. Appointments are made during the Form II Parents' Evening.

**Forms IV, V and VI** At the end of their Standard Grade and Intermediate 2 year, all pupils are interviewed individually about subject choices for Higher courses.

In the two days prior to the beginning of each session, all pupils entering V and VI are asked to attend interviews with Senior Staff and Heads of Departments in order to finalise subject choices for the coming session. At that meeting, pupils who wish to discuss their SQA results, and in particular the possibility of appeals being made, are asked to contact the relevant Head of Department. New pupils (FII – VI) have separate timetabling interviews.

At Dollar, pupils who have just taken Standard Grade, Intermediate 2 or GCSEs go on to take a maximum of five subjects for one year, at the end of which they take their Highers. They go on to do a final year, in which they can take further Highers or Advanced Highers. It is expected that pupils will receive at least 20 hours of taught lessons per week, and that they will take at least three examinable courses at Form V / VI level; a number of modules in addition to the core academic timetable are also available. The final two years are, in any case, a two year course which prepares pupils for universities not only all over the UK but also for abroad.

## **CLASS SIZE, TEACHER/PUPIL RATIO**

Over the past four years, we have increased the number of teachers in the Academy, and this has allowed us to reduce class size throughout. At present, our staff-pupil ratio throughout the whole 5-18 school is 1:10.2. The average class size in the Junior and Prep Schools is twenty two; in Forms I to II is twenty one; in Forms II to IV is eighteen; and the classes in Forms V and VI vary according to subject.

## **SUPPORT FOR LEARNING**

Where issues arise with learning, the Support for Learning Department is pleased to provide help, and it liaises also with other departments. Scribes and readers have been used in recent years and are likely to be recommended in the future. The extra costs involved for any outside support services will be put on the bill, after consultation in each case.

Parents are asked to note that the school's approach to pupils requiring Alternative Assessment Arrangements (for example, extra time, readers, scribes, or coloured overlays) is dictated by recent changes in the Scottish Qualification Authority's rules, and we are bound by these requirements. Further details can be obtained from the school's SQA Co-ordinator, Dr Hendry.

## **ABSENCES – ILLNESSES OR OTHER**

If a pupil is unable to attend school, you are asked to contact the School Office, although it is not necessary to do this on every day of the absence. On return, the pupil should bring a signed note explaining the absence and pass it to the Form Tutor or class teacher. An explanatory note should also be sent to the School Nurse, in the case of a return after a serious illness or with some disability. Failure to provide a covering note will result in the school records showing an "Unexplained" absence; these ultimately may have to be declared in the writing of employment references, with potentially difficult consequences for the pupils.

You are asked to ensure that all pupils keep term dates; these are published well in advance, and a summary of key dates for the next two sessions can be found at the front of this booklet. Requests for time out of school should be sent to the Rector. If you have queries about brief absence from a boarding house, please contact the Houseparent directly. Form Tutors will authorise absences for dental appointments and so on, on receipt of a letter. Visits for University Open Days should be requested at least a week in advance; forms for this can be obtained from the School Office.

## **ABSENCE FROM CLASS**

If a pupil is absent from a class, it is his/her responsibility to find out what homework was assigned, and to complete it prior to the next lesson. If your son or daughter is likely to be off for some time, please contact the Head of Year to request details of work to be undertaken.

## **BOOKS**

Textbooks are provided by the School. All pupils, however, should obtain for themselves a hymn book (the small red CH3 volume in the Senior School, obtainable from the School Office); dictionaries as required for the various languages studied, and, where directed, a Bible; pre-owned copies are acceptable provided that they are copies of the designated publication and in good condition. In the Junior School the Heinemann English Dictionary, Good News Illustrated Bible and the Oxford Practical Atlas are required. Senior pupils in some subjects will be asked to buy copies of past SQA papers for their own use. Prep and Junior School pupils should purchase a copy of *Junior Praise*. At each age group, advice will be given on calculators. If books on loan are not returned at the end of the year, the full cost of replacement will be charged to the end of term account.

## **INFORMATION TECHNOLOGY**

The use of IT facilities and the Internet are extensively available in the school, albeit under supervision. It is a condition of availability that use should be responsible, and that there should be no introduction of nor accessing of unsuitable material. All users, including staff, are asked to sign an agreement covering the proper use of the facilities. Parents will be asked to countersign pupils' signatures. Boarders are provided with further access to the school network within their Boarding Houses.

The use of personal computing and other electronic equipment is permitted, subject to the provisions of the IT Users' Agreement; this includes the possession and use of DVDs and videos. It should be remembered, furthermore, that expensive equipment such as laptops should be fully insured by boarders' families before it is brought into school. Failure to follow the guidelines may result in the confiscation of equipment or increased monitoring of the pupil's personal usage.

Parents should be aware of the proliferation of unregulated websites on which young people are enabled to maintain personal profiles, giving detailed information about themselves, and having the opportunity to express opinions on a wide range of subjects. It would be helpful were parents to discuss with their children the dangers of such public displays, and the potential for difficulties, particularly where links with the school may be identifiable.

## **TUTORING**

Should there be any concern about the progress of pupils, the first line of action is to contact the relevant Head of Department. To engage tutors out of school without consulting Dollar teaching staff may not be always constructive. Certainly, tutoring input can be valuable, and it may ultimately be recommended, but, unchecked, it can also lead to problems of imbalance and, at worst, to malpractice in SQA examinations.

## **EDUCATIONAL VISITS**

Throughout the course of the year, pupils have the opportunity to go on a number of outings and visits of an educational nature. The English Department runs regular theatre visits for the Senior school; in the Prep and Junior school there are many opportunities taken to widen the children's experience by means of theatre visits, trips to the zoo, to museums and so on. The school also has for many years encouraged skiing, locally on the dry slopes at Tillicoultry, and at Hillend on each weekend throughout the winter, and by means of skiing trips abroad for parties of interested pupils under the direct supervision of our expert and enthusiastic staff.

Our programme of visits, needless to say, reflects the interests and expertise of the Academy staff. We undertake, typically, expeditions to locations as diverse as USA and Iceland for Geography, Italy for Classics, Malaysia for Biology and sub-aqua, and the Highlands for Duke of Edinburgh Bronze, Silver and Gold awards. There are many other such ventures which are part of our rich co-curricular programme.

In each case parents will be provided with full details of the trips and you are asked to return a slip giving permission for your son/daughter to take part, without which children will not be able to join the outing. You will be asked to give contact numbers that are current for the time of the trip. You will also be asked to sign an agreement that in an emergency you will travel to where the group is based in order to take over responsibility for your child, in order to allow the rest of the group to continue with the trip.

Occasionally, individual pupils are not permitted to join trips when it is felt that they might not benefit from being included, or that they have previously given the school cause for concern.

## **GUIDANCE ON HOMEWORK**

Throughout the school, pupils are given homework according to their level of abilities and their requirements in each subject. During the past few years, the style of teaching and of external examining has altered quite distinctly, and it is no longer possible to provide a homework timetable in which time is rigidly allocated to year groups and subjects.

Importantly, our pupils are expected to complete tasks by given dates, to revise thoroughly in preparation for examinations, and to read as widely as possible around the subjects which they are taking. Time spent on reading is as important as time spent on writing; the skilful organisation of notes is of as great significance as the mastering of individual skills. There is a significant amount of material to be learned in some subjects. Whatever else, we expect that all pupils in the school should have enough work to occupy their evenings, and any child who indicates otherwise misunderstands. Parents should encourage their children to speak to their teachers where there are problems with homework, or indeed, any classwork.

## **PREP SCHOOL HOMEWORK**

In the early stages of the Prep School, assistance to young readers at home is essential. As the children increase in confidence, they will be provided with a range of written exercises to supplement work which is done in class.

## **JUNIOR SCHOOL HOMEWORK**

This develops, in the Junior School, into consolidation and practice in a range of activities. Individual children will, naturally, take different times to complete their homework. The principles of good practice are, however, being laid down, and we ask that parents help to embed these at the earliest opportunity. For the most part, the class teacher will give clear guidance on tasks set, the amount of time to be spent, and dates of submission.

## **SENIOR SCHOOL HOMEWORK**

In the Senior School, we offer as a rough guide the following table:

|                |  |
|----------------|--|
| Forms I and II | approximately an hour per night  |
| Form III       | approximately two hours per night  |
| Form IV        | approximately two and a half hours per night   |
| Forms V and VI | as much time as is required to complete the work in the range of examination subjects. |

These guidelines are intended to offer a recommendation, but it is difficult to make a definitive statement on the topic of homework. Some subjects lend themselves more readily than others to home assignments, but pupils are made aware by their teachers that preparation and learning take a variety of forms.

In the early stages of the Senior School, it is important that pupils come to terms with the range of subjects on offer, and spend an adequate amount of time going over notes taken and in clearing up matters of difficulty which have arisen during the day of study. Some departments provide regular homework on a day-to-day basis; some subjects give a week or so for a topic to be completed; some might ask pupils to plan a long-term project over the course of at least a month. Each pupil is provided with a homework diary and you should ensure that your children take careful note of homework to be completed, and make use of the diary to help them stage their tasks.

## **PLANNING STUDIES**

The Standard Grade and Intermediate 2 work in Forms III and IV demands course work in some subjects. Those departments which require material to be submitted for examination purposes at particular points in the year will provide clear advice to pupils on deadlines for rough drafts and so on. It is important, that pupils, at this vital time, learn the virtues of planning and forecasting - and do not simply indulge in last minute panic assault on various subjects. Homework in Forms III and IV is not as regular, but is more intensive, and subject teachers will be pleased to advise pupils on how best the major task can be accomplished.

In Forms V and VI our pupils have a very full schedule with Higher examinations at the end of Form V as the major means of ensuring entrance to further education. Many pupils require some assistance at home, first to ensure that a sensible proportion of time is given to each subject and, secondly, to ensure that regular patterns of work, backed up by well-organised notes, are rapidly established. The amount of work involved in Form VI varies enormously: some pupils have extensive reading to be accomplished, while others will be undertaking project work in the Sciences. There is more opportunity for independent study in Form VI during school time than there is up to then in the school.

Should you have any anxieties about homework, you should contact the Assistant Rector responsible for the year groups in the Senior School - Mrs Morrison for Form I, Dr Hendry for Forms II, III and IV, and Mrs Hutchison for Forms V and VI.

## THE DOLLAR ACADEMY CURRICULUM

Throughout the school, full descriptions of courses are available and, should you require further details on any aspect of our curriculum, please do not hesitate to contact the appropriate Head of School, or consult the departmental pages on the website. The exact format for this academic year will be established after choices are finalised for the new session. The principles in operation will remain the same. The hours spent each week on each subject are indicated in the table below.

### PREP 1 – JUNIOR 2

|   | <b>PREP 1 - 5</b> | <b>JUN 1 - 2</b> |
|---|-------------------|------------------|
| English Language                          | 8                 | 7                |
| Mathematics                               | 6                 | 6                |
| Expressive Arts                           | 2                 | 2                |
| Health and Well-being                     | 3                 | 3                |
| Social Studies, Sciences and Technologies | 5                 | 5                |
| Religious and Moral Education             | 1                 | 1                |
| Modern Languages                          | -                 | 1                |

### FORM I and FORM II

|                       | <b>FORM I</b> | <b>FORM II</b> |
|-----------------------|---------------|----------------|
| Art & Design          | 1             | 1              |
| Biology               | -             | 1              |
| Chemistry             | -             | 1              |
| Classics              | 2             | 2              |
| English and Drama     | 4             | 3              |
| French/German/Spanish | 3             | 3              |
| Geography             | 1             | 1              |
| History               | 1             | 1              |
| Home Economics        | 1             | -              |
| Business / Computing  | 1             | 2              |
| Mathematics           | 3             | 3              |
| Modern Studies        | -             | 1              |
| Music                 | 1             | 1              |
| PE/Games              | 2             | 2              |
| PSE                   | 1             | 1              |
| Physics               | -             | 1              |
| Science               | 3             | -              |
| Technology            | 1             | 1              |

### FORM III and FORM IV

All pupils study the following subjects for the stated number of hours.

**English (3.5 - FIII, 4 - FIV) Mathematics (3.5 - FIII, 4 - FIV) ICT (1.0 - FIII & FIV)  
PE/Games (1.0 - FIII & FIV) Personal & Social Education (1.0 - FIII only)**

In addition most pupils study five other subjects (all 3 hours) chosen from the following list:

|                     |                 |                            |                            |
|---------------------|-----------------|----------------------------|----------------------------|
| Art & Design        | Computing (iii) | Graphic Communication (IV) | Product Design             |
| Biology             | Economics       | History                    | Physics                    |
| Business Management | French          | Latin                      | Spanish                    |
| Chemistry           | Geography       | Modern Studies             | Technological Studies (IV) |
| Classical Studies   | German          | Music                      |                            |

It is possible for invited pupils to take some subjects in a compressed form. This allows the choice of one further subject. **Science** (III and IV) compresses Biology, Chemistry and Physics; **Business** (IV) compresses Business Management, Economics and Accounting; **PETS** (III and IV) compresses Physics, Economics and Technological Studies.

**FORM V** Pupils study up to five (5 hour) courses at Higher Level (or Intermediate 2 courses):

|                     |           |                                  |                       |
|---------------------|-----------|----------------------------------|-----------------------|
| Administration      | Computing | Graphic Communication            | Modern Studies        |
| Accounting          | Drama     | Greek (Classical)                | Music                 |
| Art & Design        | Economics | History                          | Physical Education    |
| Biology             | English   | Human Biology                    | Physics               |
| Business Management | French    | Latin                            | Product Design        |
| Chemistry           | Geography | Managing Environmental Resources | Spanish               |
| Classical Studies   | German    | Mathematics                      | Technological Studies |

**FORM VI** Pupils study at least three Higher/Advanced Higher courses (5 hours each) taken from the Form V list above and the Form VI list below.

|                     |           |                    |                        |
|---------------------|-----------|--------------------|------------------------|
| Accounting          | Computing | History            | Photography (H)        |
| Art & Design        | Drama     | Latin              | Physical Education     |
| Biology             | Economics | Maths (Mechanics)  | Physics                |
| Biotechnology (H)   | English   | Maths (Pure)       | Product Design         |
| Business Management | French    | Maths (Statistics) | Spanish (AH, H and I2) |
| Chemistry           | Geography | Modern Studies     | Technological Studies  |
| Classical Studies   | German    | Music              |                        |

The **Scottish Baccalaureate** is also available in both Languages and Sciences.

**SHORT COURSES** are currently available to Form VI in the following subjects:

|                |             |            |                        |
|----------------|-------------|------------|------------------------|
| Geology        | Japanese    | Philosophy | Practical Craft skills |
| Home Economics | Lab Science | Politics   | Leadership             |
| Human Biology  | Life-saving | Psychology |                        |

(The above grid is provisional only for 2011/2012: Short Courses are subject to revision at the start of each school session.)



### **CAREERS ADVICE**

The school has a sophisticated network of careers education. A large number of staff are involved in providing advice - particularly Form Tutors, Heads of Year, and Senior Staff. In Form II, all pupils are given a "Plan-it" IT-based careers course, and the subject choices for Form III are informed by the guidance given during this course. The school also takes advantage of the resources and expertise of a professional careers adviser, Mrs Isobel Willox, who is available for individual appointments on Tuesday mornings in the Academy. The process continues for a number of our young Former Pupils, and those involved in the careers side of the school willingly give of their time in consultation and in counselling.

### **UNIVERSITY AND COLLEGE APPLICATIONS ("UCAS")**

Each year, the school is involved in processing a large number of applications. Pupils are given individual advice, and you are most welcome to attend the UCAS Evenings which are held in September and June each year. During the former evening, a University Schools Liaison Officer gives a presentation on the most up-to-date information on applications; at the latter, representatives of a large number of Universities are available for consultation.

### **CAREERS CONVENTION**

Once every two years, in conjunction with the Parents' Association, we mount an evening careers convention to which all pupils from Forms II to VI are invited. Around one hundred experts in a range of careers attend in order to provide pupils with information and insights. The next Convention is scheduled for March 2012.

### **INDUSTRY LINKS / WORK EXPERIENCE**

Over the past few years, we have developed links with local and national industries in a coherent and organised manner. Many senior pupils each year go on work experience, usually in June, and other forms of industrial contact are securely in place. Mrs Morrison, who organises work experience will be pleased to hear from outside agencies which wish to provide supportive links for our pupils.

A number of professions give particular weight to the work experience that pupils have gained in advance of the submission of their UCAS applications – in particular, medicine, dentistry, physiotherapy and veterinary science. Parents would be well advised to ensure that, if their children are interested in these career areas, they have gained sufficient experience in the appropriate areas, by volunteering to help in caring organisations; by shadowing professionals; by work placements; or by relevant part-time paid employment. Mrs Morrison, Mr Daniel or Mrs Hutchison will be pleased to advise in these areas.

### **INTERNATIONAL LINKS**

For a number of years we have been involved in international exchanges, notably in the area of Modern Languages. We have forged a strong relationship with Fellbach, near Stuttgart in Germany, and parties of up to fifty pupils and staff have visited Germany and Dollar as a result of this initiative, which now includes two-week work placements for senior pupils. Session 2010-2011 marked the 21<sup>st</sup> anniversary of this exchange. A similar French link with the Institution St Grégoire in Tours has now been in existence for eleven years: pupils in Form III can take part an exchange programme, while Sixth Formers carry out work placements in an initiative that involves Dollar's Twin Town, la Ville aux Dames. A separate occasional exchange with the Lycée Franco-Allemand in Versailles supplements our French connections. We have also established parallel Spanish programmes with the Instituto de Educación Secundaria Luís de Lucena in Gualdalajara,

just south of Madrid. Furthermore, our involvement in the Pan-European “Comenius” project has given Dollar pupils valuable contact with Spanish, French, German and Italian school students. The more recent “desk-to-desk” initiative sees individual Dollar pupils and their European counterparts swap families, friends, homes, school timetables, and, essentially, lives for three weeks; in the coming session, we are currently looking to extend this programme to Spain, with the involvement of Clackmannanshire’s Twin Region, Espartinas.

Our younger linguists are not neglected in all of this. Every Easter, non-reciprocal seven-day home-stay visits to France, Germany and Spain are offered to pupils from Junior 2 to Form II. A feature of these trips is our use of “helpers”, responsible senior linguists from our Higher and Advanced Higher classes who assist in the running of the venture and demonstrate to the younger pupils the possibilities and benefits of fluent language acquisition. In addition, our Junior 2 language teaching programme is moving increasingly towards the incorporation of (supervised) e-mail links with continental children of a similar age. This “self-profiling” gives our young learners direct contact with a partner in the target-language country, now led to the establishment of a biennial home-to-home exchange programme involving Form II German learners and pupils in Amberg, Bavaria.

Such opportunities do not cease when pupils leave school. Next session we will again be sending two school leavers on gap-year teaching posts to Germany. This brings the total number of pupils undertaking this enterprise to over thirty in the past decade, a statistic which underlines Dollar’s strong commitment to the international dimension.

The programme of links and visits extends beyond Europe, and beyond the purely linguistic. Annual Biology trips to Malaysia are part of the Dollar calendar card. Our Rugby players (on three occasions) and our Pipe Band have enjoyed successful tours to Japan, and our ties with Japan are further strengthened by the exchange with young people from the village of Kunohe. Rugby tours to Canada and Italy, the History tour of Northern European battle grounds, to Poland and the Czech Republic, and History & Modern Studies visits to the United States, Cuba, China and Russia are further examples of travel opportunities available to Dollar pupils. The Classics Department has taken a trip to Pompeii, and is looking at the possibility of visiting Ancient Roman sites in North Africa, while the Geography Department, having visited Morocco twice, has visited the Swiss Alps regularly and has run its first American trip. Dollar is unique in Scotland in having appointed a Head of World Studies, tasked with developing these initiatives.

Dollar also offers a number of travel awards and scholarships for the purpose of travel-related study, the most recent being the very generous Cameron Travel Scholarship Trust Fund. Information on how to qualify and apply for these awards is available on the website.

### **DESTINATION OF LEAVERS**

Each year the Rector provides for the information of Governors and staff a report on the destination of leavers. While most of our leavers go on to university in Scotland, around 15% each year leave for study in Universities throughout the world. In recent years, our pupils have studied in McGill University in Canada and the University of Queensland, as well as institutions south of the border such as Oxford, Cambridge, UMIST, Manchester, Imperial College, London, Newcastle and Durham. Should you wish a statistical breakdown of these details, you are invited to contact the school office.

A number of pupils leave for “GAP year” activities, and among recent leavers, Dollar pupils have worked on projects in Afghanistan, Vietnam, Guyana, South Africa, Australia, India, Sri Lanka, Thailand, Uganda, Malawi and China. Pupils have attended High Schools in North America after completion of their last year at Dollar through English Speaking Union scholarships.

## **FORMER PUPILS CLUBS**

Many former pupils of Dollar keep in contact with the school, and their involvement is much appreciated by Governors and staff. A number of large capital projects have been inspired by the generous contributions of former pupils. The Former Pupils have seven permanent regional clubs: The Highland, The North of Scotland, The Dollar, The Edinburgh, The Glasgow, The North of England and The London. There are many other informal networks of Dollar Former Pupils around the world: the Academy encourages a sense of community, and the loyalty of so many Former Pupils is central to our success.

*Fortunas*, the school magazine, contains regular news of Former Pupils; it is sent twice a year to FPs, and it provides an ideal vehicle for communication throughout our community.

## **THE CAPTAIN JOHN McNABB SOCIETY**

The Captain John McNabb Society was formed in 2002 specifically for those who wish to leave a legacy in their wills to Dollar Academy, and the Society presently has over seventy members. The new Maguire Building could not have been built without a very generous bequest from a Former Pupil, Mr Brian Maguire.

## **THE 1802 FOUNDATION**

The 1802 Foundation was created for those who wish to donate gifts to the Academy that will be used to enhance the present facilities or help establish a bursary fund, the latter being the current principal aim. In previous years funds raised have been used, for instance, to help upgrade laboratories in the Dewar Building.

# **BOARDING**

## **BEGINNING AND END OF TERM**

Whilst it is understood that sometimes overseas travel can make it difficult to keep to term dates, it is expected that parents will make every effort to ensure that their children are in school during the published official opening times. Dates are published well in advance (see Page 4 of this booklet for the next two years' calendar dates).

## **FINANCIAL**

Parents of boarders are asked to note the arrangements for the payment of sundry bills detailed in the *Information for Pupils* booklet. The principle is that senior pupils are expected to pay directly for their dance tickets, theatre visits, photographs, kilt hire and so on by cash or cheque from their own accounts, rather than by additions to the fee account.

## **CLOTHING**

Boarders' parents are asked to ensure that all clothing is clearly, indelibly named and that clothes can safely be dried in a tumble drier. Extra name tapes should be supplied.

## **SECURITY**

Parents of boarders are recommended to consult their own insurers on the subject of All Risks Cover for their children's personal effects, especially valuables, while at school. Boarders are also provided with lockable cupboards in their Houses.

## **COMMUNICATION**

Boarders have ready access to e-mail, "Skype" and telephone facilities in their Houses.

## **GUARDIANS**

Every overseas boarder should have a UK-based guardian who can be contacted in case of emergency. The boarder should be able to visit the guardian (especially in the periods when the school and the boarding house is closed, such as during the October break). Ideally, the guardian should be able to offer support to the boarder, and some further opportunity to have a family life away from home. Parents are responsible for appointing the guardian, and the school does not involve itself in undertaking to supply one.

## **LEAVE OUT**

Boarders may have permission to stay with friends during weekends provided that the “two letter rule” is followed in all cases. This rule requires the following:

1. that the parents of the pupil taking a weekend out must write authorising the visit,
2. that the parents of the host must write **specifically accepting responsibility** for the pupil for the duration of the stay.

In each case, the letters should specify:

1. the location,
2. the timing and
3. the mode of transport involved during the visit.

The letters should be with Houseparents in good time, normally by the Thursday preceding the weekend in question.

# **CO-CURRICULAR**

## **CLUBS, SOCIETIES AND OTHER ACTIVITIES**

There is an extensive range of activities available to pupils in Dollar, briefly listed at the back of this booklet. Full details are published in the *Information on Co-curricular Activities* booklet at the start of each session, once the staffing and timings have been settled. Clearly, details can change from term to term, and parents are advised to check with the relevant members of staff for the most up to date information.

We feel that it is particularly important that our pupils become involved (although it is not compulsory), and you should not hesitate to recommend to your son or daughter that the enrichment offered by the co-curricular life in the school is valuable. Many pupils manage to juggle a fair number of activities, and there are many opportunities available. One point, however, should be stressed. When pupils join one of these activities, commitment becomes necessary. It is not fair to the others in the group, or to the member of staff responsible, if loyalty and continuous support are not given. Some activities in the Senior School are deliberately designed to encourage pupils who are not extensively committed elsewhere: therefore, in the Duke of Edinburgh Award Scheme, priority is given to pupils who are not particularly involved in other activities.

## **PARENTAL SUPPORT AT MATCHES**

All HMC schools have been asked to remind parents of the importance of high standards of behaviour from spectators during inter-school matches. While the problem has rarely affected Dollar matches, there have been numerous instances of referees having to endure unacceptable levels of criticism in school matches throughout the UK. Parents are thus asked to be sensitive to this issue, and to remain positive despite any perceived refereeing inadequacies, home or away. Unacceptable behaviour will be reported to the Rector.

## **PRODUCTIONS**

In first term, there have for some years been twin traditions of a Sixth Form play and performances from the Junior Drama Club; the Music Department mounts a major Christmas Concert; and there is a Prep School production at Christmas. The Music Department produces a Choral Project, and the Senior School a full-length play and, for many years, a major Summer musical production. The Junior School stages a musical in third term for all Junior 2 and a performance in second term in which all Junior 1 take part. The later timing for external examinations may necessitate some amendments to this programme. Details will be provided when available. Once committed to the production, a pupil is expected to attend rehearsals as required, and failure to attend may lead to the pupil's being dropped from the team.

## **CHARITIES**

Each session, a new Charities Committee of pupils is elected to organise the many charitable drives which take place in the Dollar year. The Committee is responsible for the running of a number of events throughout the course of each session, for example, and in 2010-2011 the many beneficiaries of these activities included the Red Cross, Barnardo's and CHAS. The Committee is also very much involved in the administration of the Sponsored Walk which takes place in the local hills once every two years. Enormous sums of money are raised and local and national charities have been supported. The Sponsored Walk in September 2009 raised over £56,400 for two international charities (St Francis Small Home, Malindi in Kenya, and the Rev John Purves charities in Sri Lanka); two national charities (The Transplant Trust and The Muir Maxwell Trust); and two local charities (Home Start and Crossroads). The next Sponsored Walk will be in September 2011.

The experience offered to so many pupils as a result of the work of this Committee is of immense value. Significantly, our links with our local community are very powerful - each year, we mount a campaign around Christmas time. The Committee has run Coffee Mornings for the older people who live in Dollar, preceded by a personal visit and invite. Such is the involvement of our young people with local residents that they volunteer to give assistance, often in unremarkable ways, throughout the course of the year.

## **INSTRUMENTAL MUSIC TUITION**

Individual tuition is provided by a highly qualified team of visiting freelance specialists, covering all orchestral woodwind, brass, percussion and stringed instruments, as well as guitar, piano, clarsach and solo singing. Where a place on the timetable is not immediately available for the chosen instrument, a waiting list ensures that lessons are started as soon as a vacancy occurs. Lessons are organised to ensure that a pupil does not miss the same class more than twice in any one term. In order to gain the maximum benefit from lessons the pupil must be prepared to commit time to daily practice, and to play in groups and orchestras when required.

Instrumental tuition in session 2010 - 2011 will cost £19.00 per half hour. Parents should be aware that it is normal practice for professional music instructors to charge pupils for all timetabled lessons, and therefore parents will be charged for all lessons except those missed due to a curricular absence, where the cost will be covered by the school. Fees will also not be charged for cases of extended injury / illness beyond the first week. During exam leave senior pupils are expected to maintain weekly contact with their instructors, and failure to do so will result in parents being billed for missed lessons. Parents should be aware that the peripatetic music instructors are freelance instructors and that any issues regarding tuition or charges should be addressed to the instructor via the Music Department. Four weeks' written notice is required if lessons are to be discontinued.

At the end of each term parents will receive a full musical profile and written comment. In addition, a Music Practice Diary which is prepared on a weekly basis will show clearly what music has been introduced.

It is obviously an advantage if all pupils have their own instrument; however, most reputable music dealers operate a scheme whereby it is possible to hire an instrument for a period of three months - giving the pupil time to make sure the correct choice has been made and at the same time avoiding large initial outlay. The school has a basic set of orchestral instruments which may be used for a limited period (subject to availability). Buying a musical instrument is best undertaken after advice from the Music Department staff.

### **COLOURS AWARDS**

Staff responsible for activities propose pupils for Colours to a committee, chaired by the Deputy Rector. The Colours Committee discusses the proposals and then makes recommendations to the Rector, who takes the final decision. The awards are for school activities and denote achievement in and commitment to Dollar Academy. Failure to live up to these standards may lead to removal of the award.

For **Sporting** awards, Half Colours entitle the holder to the ship blazer badge, and Full Colours to the addition of white braid to the blazer. For **Cultural** Colours, Half Colours entitle the holder to the blue blazer badge, and Full Colours to the addition of blue braid to the blazer. The Colours tie is available to holders of both Full Sporting or Cultural colours, but not Half Colours. Pupils who are awarded **both Sporting and Cultural** Colours are entitled to wear a combination of insignia and braid.

The ship blazer badge is available for purchase from the School Office, while the other items can be purchased from R R Henderson Ltd of Bridge St, Dollar or in Stirling (for contact details, see the section on Uniform.)

### **FULL SPORTING COLOURS**

A pupil judged worthy of Full Sporting Colours –

- 1) Demonstrates excellence in the skills associated with the sport, measured by district, national or international standards, where appropriate.
- 2) Has represented the school at 1<sup>st</sup> team level for at least a season, where appropriate.
- 3) Has made a very notable personal contribution to the success of the team.
- 4) Has had very good attendance at practices and matches.
- 5) Has maintained a fully positive and helpful attitude throughout the season.
- 6) Is in Forms V or VI [or, exceptionally, Form IV].

### **HALF SPORTING COLOURS**

A pupil judged worthy of Half Sporting Colours –

- 1) Demonstrates very good skills in playing the sport.
- 2) Has represented the school at 1<sup>st</sup> team level for at least a season, where appropriate (or exceptionally at 2<sup>nd</sup> team level).
- 3) Has made a notable personal contribution to the success of the team.
- 4) Has had good attendance at practices and matches.
- 5) Has maintained a fully positive and helpful attitude throughout the season.
- 6) Is in Forms V or VI [or, exceptionally, Form IV].

## **FULL CULTURAL COLOURS**

A pupil judged worthy of Full Cultural Colours –

- 1) Demonstrates excellence in the skills associated with the activity, measured by the highest school standards, or by district, national or international standards.
- 2) Has been involved in major school competitions or performances for at least a year.
- 3) Has made a very notable personal contribution to the success of the activity.
- 4) Has had very good attendance at practices and performances.
- 5) Has maintained a fully positive and helpful attitude throughout the activity.
- 6) Is in Forms V or VI [or, exceptionally, Form IV].

## **HALF CULTURAL COLOURS**

A pupil judged worthy of Half Cultural Colours –

- 1) Demonstrates very good skills in the activity.
- 2) Has been involved in major school competitions or performances for at least a year.
- 3) Has made a notable personal contribution to the success of the activity.
- 4) Has had good attendance at practices and performances.
- 5) Has maintained a fully positive and helpful attitude throughout the activity.
- 6) Is in Forms V or VI [or, exceptionally, Form IV].

## **THE INTERNATIONALISTS' AWARD**

Pupils who have represented their countries in either sporting or cultural activities will be eligible for the award of the Internationalists' Tie. As with Colours awards, the Colours Committee discusses the proposals received and then makes recommendations to the Rector, who takes the final decision. The general principles are as follows:

A pupil eligible for The Internationalists' Award:

1. is involved in either Sporting competition or Cultural activities;
2. is in a team or group representing any nation [i.e. not restricted to Scottish or British];
3. is at any age / level [pupils from the Prep & Junior School are thus included].

Furthermore,

1. the pupil should be beyond development squad level;
2. the pupil must have been selected for at least one game or performance that took place, against opposition or in front of an audience;
3. the pupil remains eligible if he / she was a substitute but remained on the bench during the game.

Pupils should apply in writing to the Deputy Rector, Mr Daniel, in his role as Chairman of the Colours Committee, giving full details of their selection and performance, with supporting evidence. The Committee will be happy to discuss any proposal received, to ascertain whether it fits the criteria. Once the decision has been made by the Rector, the successful applicant will be notified, and an arrangement made to present a tie in Senior School Assembly. There will be no cost for the tie.

## HEALTH AND SAFETY

### **NURSING CENTRE**

The School Nurses, Mrs Dunnet (full-time) and Mrs Robson (part-time), are based in the Nursing Centre, Mylne House, 3 Academy Place from 8.45am – 5.00pm (closed 12.45 – 1.15pm Mondays, Tuesdays and Wednesdays only). Pupils may visit at break-time, lunch-time or after school. Visits during or between lessons, if necessary, require permission from the teacher whose class is being missed.

In any emergency we can call on Dollar Health Centre, and Stirling Royal Infirmary is within easy reach. Boarders (and those day pupils registered there) can receive emergency dental treatment from the dentist in Dollar, Mr R G Watson.

Any pupil who feels it necessary to return home for medical reasons should visit the Nurse to be signed out. Parents are asked to ensure that their children have followed the correct procedure before taking them away from school.

A small stock of medication (e.g. Calpol, Paracetamol, Milk of Magnesia) is kept in the Medical Centre and dispensed, when required, by the Nurse. Pupils are therefore encouraged not to carry such medication at school.

In the **Prep and Junior School** any medication to be taken during the school day should be handed to the teacher in its original packaging with appropriate instructions signed by a parent or guardian. It will then be administered by the Nurse. Minor bumps and grazes are not unusual in playground games and will be dealt with by a responsible adult. If a child has an accident, a significant head bump or is taken ill in school, he or she will be seen by the Nurse and / or you will be contacted.

In the **Senior School**, medication for the day should be discussed with the Nurse. Medicines for occasional use (such as for migraine) can be kept at the Medical Centre. Boarders should hand medicines to their Houseparents.

### **MEDICAL PROGRAMME**

Each Thursday afternoon of session routine medical examinations are carried out by the School Doctor or Nurse. All pupils new to Dollar are seen during their first academic session. As part of the routine medicals, all of Prep 1, Prep 3 and Junior 2 pupils are seen; BCG questionnaires are issued; Tetanus, Diphtheria and Polio boosters are provided for Form IV. Members of the CCF Shooting Section, and other pupils in the school involved in shooting, are offered regular hearing tests. In addition, our Medical Team expect to see all pupils with a condition highlighted on the "Short Medical form". Wherever possible, pupils with asthma are encouraged to participate in normal sporting activities. The information provided by you on medical matters, while treated confidentially, is made available to all members of staff who are likely to come into contact with these pupils. It is particularly important that we be informed of any matter which could affect your child's progress in Dollar. When a child returns from serious illness, or with some disability, temporary or otherwise, the relevant information should be passed to the Nurse.

### **INFECTIOUS DISEASES**

Parents are asked not to send their children to school if they are suffering from an infectious illness. The school should be informed if a pupil has been suffering from such a condition during a holiday, or has been in an area of the world where such illnesses are endemic. The school website will be used to provide further information if necessary, and our policy on SARS / Avian Flu / H1N1 etc can be accessed there. (Dollar Academy policy in these matters is decided in full consultation with appropriate external authorities.)

## **MEDICAL INFORMATION**

Every year parents are asked to complete a short proforma with details of their children's health, for return to the School Office. This should be completed whether or not there has been a change in circumstances: it is our best way of ensuring that we have up to date information in order to look after your children effectively when they are in our hands.

## **RETURN AFTER INJURY**

Any pupil who has been off school with an injury requiring crutches or plaster cast should, on return, report to the Nursing Centre before registration so that we can assess the ability to move around the school buildings and negotiate stairs. If there are likely to be problems in this area, parents are asked to contact the school in advance to resolve the matter.

## **PHOTOGRAPHY**

We would ask that photographs not be taken during dramatic or musical performances, since this can distract performers, and other members of the audience may feel it to be intrusive. We appreciate, however, that at outdoor sporting events it has been customary for parents to take photographs, and we have no desire to curtail this. In line with our wish to be sensitive in the use of photography, you and your children will be consulted as to the possible use of photographs of them for publication.

## **ALCOHOL**

Under supervision and in controlled social environments such as the Sixth Form Dinner, Burns Night, Boarders' socials and the like, senior pupils may be offered limited quantities of wine, beer or lager. The aim is help pupils learn to operate in the adult world with a degree of experience, self-control and confidence. Soft drinks and food will always be available on these occasions, and the dispensing is directly controlled by members of staff.

What is not accepted at Dollar is the unsupervised consumption of alcohol by pupils. Parents are asked to support this policy by ensuring that they do not supply their children with alcohol during term time in such a way that it might come into a school context, whether physically into school property, or into groups of Dollar pupils containing boarders for whom the school has a continuing responsibility. Day pupils among groups of boarders will be held liable to the same rules that bind the boarding pupils.

## **SECURITY ON SITE**

CCTV cameras are in operation on site to enhance the safety and security of pupils, staff and property.

## **MEALS**

A good three-course meal is available in the Dining Hall, offering a choice of various hot courses and of salads. The cost per meal is **£2.50**. Dollar operates a cashless catering system using finger-scanning technology; new pupils will be logged on early in the school term, and the account should be pre-loaded with credit as soon as possible thereafter. Cash is also acceptable at the checkout. Senior pupils can order packed lunches in advance, using the computer terminals in the Middle or the Dining Hall itself. Snacks, rolls, sweets and drinks (both hot and cold) are sold in the Snack Bar, and the McNabb Deli also offers individually priced alternatives to the main meal selections. If pupils wish to eat indoors, they can take their packed lunches to the Dining Hall.

Some pupils opt to go home for lunch, and others purchase their food locally in Dollar. We ask, however, that food should not be consumed in and around the town of Dollar itself.

## **DOGS IN SCHOOL GROUNDS / PREP & JUNIOR PLAYGROUNDS**

You are reminded that dogs should be kept on leads in school grounds, and should not be allowed to foul any school area. Dogs should not be brought into either the Prep or the Junior School playgrounds.

## **ACCESS - POLICY STATEMENT**

Admission to Dollar Academy is dependent upon a prospective pupil meeting the Academy's entrance criteria. There is competition for places in Dollar, and admission is dependent on level of prior attainment, perceived academic potential, and interest shown in participating in the varied co-curricular opportunities on offer in the Academy. The Academy wishes to feel reasonably sure that it will be able to educate and develop prospective pupils to the best of their potential, and to try to ensure that everyone admitted to Dollar will be able to make the most of all that the Academy has on offer throughout their experience in the Academy. The aim at the outset is to assist each child to grow in self-confidence, self-respect, and self-motivation – and the environment here is designed to foster such developments throughout the child's time in Dollar. We recognise that the developmental process will vary individually, and that greater support will be required for some boys and girls than for others. Nevertheless, the enthusiasm for continuing, lifelong learning should be embedded by the time a child completes a course of study in Dollar.

The Academy's policy is to apply these criteria, for instance, regardless of any disability of which it is aware, and subject to its obligation to make reasonable adjustments to ensure that any disabled pupil or prospective pupil is not disadvantaged in curricular study, nor in co-curricular activities where appropriate. At the time of application, parents are required to draw to the attention of the Rector any factors which they would wish to be taken into account. In assessing its ability to provide education for any pupil, the Academy may take such advice, and require such assessments as it regards as being appropriate. The Academy will both be sensitive to requests for confidentiality, and proactive where required in communicating information to staff on a "need-to-know" basis.

The Academy and its boarding houses cover a wide area – almost 70 acres. Many of its buildings are listed, more than one storey high, and not provisioned with lifts. These buildings have been built during the 189 year history of the Academy. The senior school is departmentally organised, and each department is allocated to particular, purpose-built areas, on the important basis of having all departmental-specific equipment in individually centralised locations. Pupils therefore require to be able to move about the campus, and to negotiate stairs for those departments on upper floors. Boarding facilities are similar. Any pupil with impaired mobility would experience difficulty as a result of the layout of the houses, and it would not be possible for access to be gained to all areas of the Academy. These matters cannot be remedied in any substantial way other than by making major alterations to the school's structure. Even the development of long-term plans will go only some of the way towards improving the position. Importantly, some of the recent buildings incorporate full disabled access. On a short-term basis, it is possible to assist pupils with restricted mobility, and there have been a number of children assisted in such circumstances.

The complex nature of the school's layout, including the presence of numerous stairwells, may also render the school impractical for the education of pupils with serious visual impairment, although accommodation can be made in certain cases to improve lighting, seating arrangements, and to provide highly visible direction and guidance signs. The issues of fire evacuation as well as general movement around the campus and access to the full Dollar curriculum are borne in mind in making judgements on entry. Pupils with seriously impaired

hearing would also be subject to independent assessment. Digital amplification is appropriate in individual cases; it would not be practical to provide induction loops in all areas of the school.

In dealing with all aspects of access, staff will be given appropriate and relevant instruction, and guidance on dealing with particular cases will be provided at formal in-service sessions. The Academy is pleased to engage with parents and with external bodies in assessing how best to support individual children.

All issues relating to Access are reviewed in the first instance by the Senior Staff Group (Rector, Deputy Rector, Head of Prep and Junior School, and Assistant Rectors) in liaison with the Bursar, and issues are referred on a regular basis to the Executive Committee of the Board of Governors of Dollar Academy.

## **HEALTH & SAFETY AT WORK ACT- POLICY STATEMENT**

The Governors of Dollar Academy Trust aim to take due care of employees, pupils, visitors and others who may from time to time be affected by its activities.

The Trust regards co-operation on health and safety as an integral part of every individual's duties. The Trust will ensure that staff, employees and pupils are regularly reminded of their individual and collective responsibilities for the health and safety of themselves and others. To enable individuals to discharge these responsibilities properly, the Trust aims to provide an appropriate level of resource and specialist support.

The Trust aims to provide for, maintain and grant access to safe and healthy:

- living and working environments
- systems of work
- plant and equipment
- information, instruction, training and supervision

This Policy will be implemented through a Health and Safety Manual, of which it forms part.

The Manual sets out:

- how the Trust aims to meet its legal obligations. The Trust intends to comply with statutory standards, but aims to achieve best practice wherever possible.
- the basic safety rules for all staff, employees, pupils and others.
- the allocation of specific duties for the discharge of health and safety responsibilities. To this end, duties of care and responsibility apply throughout the management process, which aims to plan, organise, control, monitor and review preventive and protective measures.
- the conduct of risk assessment, which is the core of the risk management process. Individual risk assessments are documented separately.

This Policy, and the Manual, will be reviewed:

- annually,
- when changes are made to legislation, the organisation or standards
- when equipment is introduced or operating procedures changed
- when the assessment of risk alters
- in the light of the Academy's Disability and Access Policy

## FURTHER GUIDANCE

### **PERSONAL AND SOCIAL EDUCATION**

The PSE programme is essentially about life skills; the aim is to help our pupils develop these skills, both in personal and social terms. The programme is designed to meet the needs of the pupils as they grow and mature into responsible young adults. Areas explored include personal development, both physical and emotional; religious and ethical issues; relationships with others; and problems that may be encountered when growing up - with a focus on strategies for dealing with them. Respect for self and others is central to PSE. Topics such as smoking, alcohol and drugs are fully covered. There is an on-going sex education programme which provides information about sexual matters within a wider moral context.

All pupils take part in the programme that runs through Prep and Junior Schools and continues (one hour per week) in Forms I, II and III, with increasing use being made of specialists from both within and outside the school as the programme progresses. Topics may be revisited in Forms IV and V.

In Form VI, PSE focuses on course and career options and university applications and takes the form of one-to-one discussions with specialist members of staff, guidance meetings, and talks from outside speakers. Pupils are also encouraged to study 'survival skills' units such as cookery and car maintenance over the course of the session. After the examinations, Form VI seminars take place that cover many broader aspects of PSE and prepare pupils for the world beyond school. If you wish to discuss the content of the PSE course in detail you should feel free to contact the school.

### **DENOMINATIONAL AFFILIATIONS**

While Dollar Academy was originally a Church of Scotland foundation, pupils of all faiths and none are welcomed, and special arrangements can be made for religious observance in particular cases. In Senior School, RE is part of the Personal and Social Education programme which is on offer to all pupils. RE is of a general nature and is thus an integral part of the educational experience of all pupils.

The daily Assembly has, at its core, a hymn, a reading and a prayer. While there is a deliberate attempt made to alert our pupils to spiritual matters in a wider sense, the Assembly is primarily Christian in focus. Should any parent wish to discuss the religious content in the curriculum or in Assemblies, he or she is most welcome to contact Mr Daniel, Deputy Rector, or Mrs Morrison, Head of the Prep and Junior School.

### **FORM VI**

In Dollar, we regard it as important that all senior pupils should be encouraged to take responsibility both for themselves and for the development of others. All members of Form VI are invited to become prefects, and each is given a specific set of responsibilities. Each year, a Head Girl and Head Boy are elected, along with two Deputies for each. Our senior pupils are vital to the administration of the school, and the quality of each Form VI affects the tone of the school as a whole. The support of Personal Tutors is also added in Form VI. An *Information Booklet for Form VI Pupils* is published separately.

## DISCIPLINE

Our pupils are expected to maintain high standards, in the school, on school visits, and in the local community. We stress to all pupils that membership of our community carries with it responsibility. On occasions, however, in Dollar as in any school, some pupils make mistakes and are subject to our code of discipline. While it is difficult to provide a clear outline of our approach in this matter, the following maintains as standard practice.

In the Senior School, a pupil who is causing difficulty in a classroom because of failure to work, or misbehaviour, can be given a punishment exercise by the subject teacher. If an immediate improvement is not noted, the matter will be referred to the appropriate Head of Department or to the Head of Year who might wish to take further measures. The pupil might then be placed on timetable report - where every period is signed for and homework has to be monitored daily by parents; the pupil might be detained after the end of school. We see co-curricular activities as part of the full curriculum, and arrangements are made for such detentions to take place on a day which is free of other commitments. At least twenty-four hours' notice is given for such a detention.

When more serious problems occur, or repeated breaches of acceptable practice take place, the matter will be brought to the attention of Senior staff in the school. These members of staff will then, after careful consideration, impose whatever punishment is appropriate, and in line with current school practice. That might be early morning detention at 8.00am (for which a parental signature is required), community service, weekend or holiday supervised activity, and in serious cases, suspension or expulsion.

Where an 8.00am detention is awarded, flexibility is possible in agreeing on a day when the detention is to be served to allow for the convenience of travelling; the nature of the punishment will not, however, be altered.

It should be noted that a pupil who remains in the company of another pupil / other pupils while school rules are being broken is likely to be regarded as guilty by association. Pupils have a duty to avoid situations where rules are being broken.

Day pupils in the company of boarders at weekends will be regarded as bound by the same rules that apply to the boarders.

Should a pupil damage school property through his/her own fault, the school will inform parents, and charges consequent upon such action will be put on the bill.

### **EXCLUSION**

The Rector reserves the right to require the removal of a pupil from Dollar Academy if, in his view, the pupil is not deriving benefit from being in the Academy, or is indicating by his/her conduct that he/she does not accept the rules of the Academy.

You should, however, be aware that such measures are taken rarely in Dollar Academy. The vast majority of our pupils have sufficient self-respect and self-discipline to ensure that they act in a positive and mature manner on most occasions.

## **DELIBERATE CAUSING OF DISTRESS TO OTHERS & “BULLYING”**

Dollar Academy is fully committed to providing a safe and supportive environment for all pupils. The deliberate causing of distress, either mental or physical, to another individual, is totally unacceptable and anyone found behaving in such a way will be subject to the school’s disciplinary procedures. Pupils are told that any instance of this type should be reported to members of staff immediately. It will be noted that we avoid using the word “bullying”, preferring instead to be more usefully precise about the exact means of causing distress, and then taking specific, appropriate action in each case.

In the Senior School, the appropriate Head of Year will be alerted and the relevant Assistant Rector informed who may involve the Deputy Rector. The Form Tutor and, where appropriate, Houseparents will be kept informed. Once a matter has been dealt with satisfactorily and seems to be resolved, staff will monitor progress quietly and discreetly.

## **ILLEGAL DRUGS / “LEGAL HIGHS”**

Dollar Academy is committed to a drugs-free learning environment. To that end, there is an element of drugs education in a range of curricular areas - PSE, Biology and so on. The school rules state quite clearly that any incident involving pupils in Dollar Academy found to have alcohol, drugs, or smoking materials in their possession will be viewed seriously.

This school is aware that some substances which are not currently illegal in the UK may have an intoxicating or hallucinatory effect, so-called “legal highs”. The use of animal, vegetable or mineral products which have such an effect is against school rules, and pupils using such substances may be dealt with in a similar way to those who use illegal drugs.

Where there is suspicion of the use of illegal drugs or of “legal highs”, the Rector may ask pupils to provide evidence that they have not been involved, and continue not to be involved, by means of drugs tests through the agreed procedure in liaison with Dollar Health Centre.

The *Information for Pupils* booklet stresses that the policy of the Governors of Dollar Academy is to conclude that anyone found to have taken illegal drugs or “legal highs” has forfeited the right to remain as a pupil in the school. While it is hoped that recourse to such action will be extremely rare, the Rector reserves the right to treat each case on its individual merits after consultation with the Chairman of Governors.

## **CONCERNS AND COMPLAINTS PROCEDURE**

The school’s written concerns procedure is available on request. In summary, it provides the following guidance:

Relations within the community of Dollar Academy have traditionally been characterised by warmth, flexibility and openness. It is hoped, therefore, that matters of concern can be resolved informally without recourse to more procedural lines. Some concerns can be dealt with by Form Tutors or Class teachers; Heads of Department may be able to resolve academic matters, while Heads of Year can find solutions to other more general concerns. The Assistant Rectors in charge of specific year groups or the Deputy Rector are able to advise in more serious matters, and the Rector will become involved when other routes are felt to have been unsuccessful. Should concerns still remain after discussion at this level, a well-defined sequence of consultation involving Governors is offered thereafter, which will be able to conclude the matter.

Should you wish to address your concerns outwith the school you may wish to contact HMIE (HM Inspectorate of Education) on 0131 244 8371, or SCSWIS (Social Care & Social Work Improvement Scotland) on 0845 600 9527.

## GOVERNORS

The Rector is a member of HMC, (The Headmasters' and Headmistresses' Conference), and Dollar Academy is a charitable foundation set up for educational purposes, (number SC009888.)

### **GOVERNING BODY**

The Governors of Dollar Academy Trust are constitutionally elected, and represent a wide range of interests and areas of experience. Some Governors are appointed by the branches of the Former Pupils' Club; some are elected representatives of Scottish Universities; there is a Governor appointed by the Parents' Association, Clackmannanshire Council; Dollar Community Council; and the Minister of Dollar Parish Church is also a Governor. The full Board meets three times a year, and the Executive more frequently. There are other standing committees, such as the Health, Safety & Security Advisory Committee, which report to the Governing body. The Chairman of Governors is Mr John Cameron, who combines an international expertise in agriculture with a leading role in transport policy-making.

Chairman: Mr J B Cameron, CBE, FIAgricE, AIAgricE

Vice Chairmen: Professor J McEwen, MBChB, FFPH, FFOM, FRCP, FMedSci, FDSRCS  
Professor R E Morris, MA, DPhil

Members: Mr D J Anderson, FCIBS  
Mr M W Balfour, BCom, CA  
Mr A T Black  
Mr K M Brown, MA  
Mrs D A Burt, MCSP  
Mr A D Campbell, CA  
Dr G B Curry BA (Mod), PhD, DIC  
Mr R P S Harris, BCom, DipCom, CA  
Dr M A Hogg, LLB, LLM, PhD, DipLP, FRSA  
Mr C J Milne, BSc  
Mrs J M Smith, BA  
Mr A P M Walls, CA  
Rev A H Ward, MA, BD  
Mr A G Webb, BCom  
Dr D D Weir, MBChB

Advisers: Mr D M Clark, MA, LLB, WS  
Mr J McAslan, RIBA, FRSA, ARIAS

Bursar & Clerk to Governors: Mr J St J Wilkes, MA

**PREP SCHOOL  
Co-Curricular Activities**

Art Club  
Book Club  
Chess/Games  
Choir  
Craft  
Football  
Hockey  
Line Dancing  
Netball  
Orchestra  
Scottish Country Dancing  
Swimming  
Skiing  
Rugby

**JUNIOR SCHOOL  
Co-Curricular Activities**

Art  
Chamber Music  
Chess  
Choir  
Creative Writing  
Cricket  
Drama  
Eco-club  
Fencing  
Football  
Hockey  
Netball  
Orchestra  
Rugby  
Scottish Country Dancing  
Skiing  
Swimming  
Tennis

(all activities listed are provisional at time of writing)

**SENIOR SCHOOL  
Co-Curricular Activities**

|                          |                             |                        |
|--------------------------|-----------------------------|------------------------|
| Art                      | Football                    | Rock Climbing          |
| Athletics                | French Visits               | Rugby                  |
| Badminton                | <i>The Galley</i> newspaper | Russian                |
| Band Nights              | Games & Puzzles             | Sailing                |
| Basketball               | German Exchange             | Schools Challenge Quiz |
| Combined Cadet Force     | Golf                        | Scripture Union        |
| Charities Committee      | Greek                       | Shooting               |
| Chess                    | Gymnastics                  | Sixth Form Yearbook    |
| Childcare                | Hockey                      | Sixth Form Play        |
| Computing                | Horse Riding                | Skiing / Snowboarding  |
| Cookery                  | Japanese                    | Sound Crew             |
| Cricket                  | Karting                     | Spanish Visits         |
| Cross Country            | Lighting Crew               | Sub-Aqua               |
| Curling                  | Malaysian expeditions       | Swimming               |
| Dancing                  | Mountaineering              | Technology (various)   |
| Debating & Literary      | Music (various)             | Tennis                 |
| <i>Fortunas</i> magazine | Ornithology                 | Theatre Visits         |
| Drama                    | Photography                 | Work experience        |
| Duke of Edinburgh Award  | Physics                     | Worldwise (Geography)  |
| Fabricwork               | Pipe Band                   | Year Group councils    |
| First Aid                | Public Speaking             | Yoga                   |
| Fishing ("For-Tunas")    | Reading groups              | Young Enterprise       |
| Fitness Training         | Riding for the Disabled     |                        |

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The Governors of Dollar Academy Trust is a charity registered in Scotland, No: SC009888