

ΑΙΕΝ ΑΡΙΣΤΕΥΕΙΝ

KELVINSIDE ACADEMY 1878

Senior School Parent Handbook | 2026-27

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Rector's Welcome

To all of you who are joining Kelvinside Academy, a very warm welcome to the KA Community. To those of you who already have children within the School or are moving from Junior to Senior, “Hello” and welcome to another academic year.

Within the pages of this Parent Handbook you will find lots of useful information in preparation for the start of term and an overview of life at KA: its academic and broader curriculum structures and practices; information about pastoral life and services; essential contact information. It is by no means exhaustive but it points parents in the right direction of where to go to find help, should it be required.

Should you have any further questions or queries, please do not hesitate to contact us as we will be more than willing to help.

Daniel J Wyatt
Rector

SENIOR LEADERSHIP TEAM



Rector
Mr Daniel Wyatt
E: rector@kelvinside.org



Chief Operating Officer
Dr Gillian Thomson
E: chiefop@kelvinside.org



Deputy Rector
Dr Lucy Hay
E: lucy.hay@kelvinside.org



Academic Deputy
Mr Michael Smith
E: michael.smith@kelvinside.org



Director of Educational Technology & Innovation
Mr David Sassarini
E: david.sassarini@kelvinside.org



Director of Admissions & Communications
Mrs Kerry Bottomley
E: kerry.bottomley@kelvinside.org

PASTORAL LEADERS

Head of Buchanan House
Miss Lynsey Preston – lynsey.preston@kelvinside.org

Joint Heads of MacGregor House
Mrs Morgan Hood - morgan.hood@kelvinside.org
Miss Megan Hannah - megan.hannah@kelvinside.org

Head of Stewart House
Mrs Laura FitzGerald - laura.fitzgerald@kelvinside.org

Head of Colquhoun House
Mr Euan Smith - euan.smith@kelvinside.org

Head of S6
Mr Craig Simpson – craig.simpson@kelvinside.org

Head of Transitions (J6 & SP)
Mrs Fiona Kennedy – fiona.kennedy@kelvinside.org

reception@kelvinside.org
33 Kirklee Road, Glasgow G12 0SW
0141 357 3376

Pupil absence hotline – 0141 357 3376, option 1.
Calls explaining absent pupils must be logged no later than 9am.

Medical Care
Mrs Tizi Semple & Mrs Sarah McQuilkin
0141 357 3376, press 5
nurses@kelvinside.org

CONTACT DETAILS

Parents are encouraged to contact members of staff by email wherever possible. Staff welcome enquiries at any time from parents about concerns they may have regarding their child's progress at School. Please note the following points of contact:

• For **routine matters** like doctor/dentist appointments, and absence due to illness, please email reception who will then send it onto the child's Form Tutor.

• For **routine academic matters** pertaining to classwork, homework etc, the Faculty Head should be contacted via a telephone call to Reception or by e-mail.

• For more **serious academic matters**, including those relating to examinations and subject choice options, the Academic Deputy, Mr Michael Smith, should be contacted via Reception.

• For **pastoral matters**, Heads of House should be contacted, via a telephone call or email to Reception, requesting a call back. For Senior Prep, please contact Mrs Kennedy, Head of Transitions.

• More **serious pastoral matters** should be referred to the Deputy Rector, Dr Lucy Hay.

Parent Contact Details
We hold parent contact information to send reports, fee invoices and other administration, as well as in case of emergencies. Please ensure that any change of address, email and phone numbers for each contact are updated to us immediately by email to: reception@kelvinside.org.

The information supplied by parents is subject to the terms of the Data (Use and Access) Act 2025.

HEADS OF FACULTY

Faculty of Expressive Arts: Ms Jane Hardy
jane.hardy@kelvinside.org

Faculty of Maths, Science & Technology (MST): Mr Ben FitzGerald
ben.fitzgerald@kelvinside.org

Faculty of Language: Mrs Norma Cuthbertson
norma.cuthbertson@kelvinside.org

Faculty of PE, Games & Outdoor Education: Mr David Wilson
david.wilson@kelvinside.org

Faculty of Social & Business Studies: Dr Isla Woodman
isla.woodman@kelvinside.org

SECURITY

Between 8am-5:30pm all visitors, including parents, should report to the School Reception, situated at the Main Entrance, where visitors will be requested to sign in upon arrival and sign out when leaving.

Visitors must wear a visitor's badge and visitors will be asked to wait in the Reception area until the member of staff has been notified of the visitor's arrival. Visitors wishing to meet individual members of staff are requested to make appointments in advance.

Parents are not permitted to enter the School via the Mall entrances, Innovation School entrance or the Junior School porch entrance. These are strictly controlled by coded access and only pupils and staff are permitted to use these entry points.

Visitors are not permitted to use photographic or videography methods (including Smart-phone/devices) on Kelvinside Academy premises without specific permissions being granted.

DAILY ROUTINE (MONDAY – FRIDAY)

School begins at 8.45am

Warning Bell	8.45am
Form Tutor Time / Assembly	8.50am - 9.05am
Period 1	9.05am - 9.45am
Period 2	9.45am - 10.25am
Period 3	10.25am - 11.05am
Break	**11.05am - 11.25am**
Period 4	11.25am - 12.05pm
Period 5	12.05pm - 12.45pm
Lunch	**12.45pm - 1.45pm**
Period 6	1.45pm - 2.25pm
Period 7	2.25pm - 3.05pm
Period 8	3.05pm - 3.45pm

Each year group participates in an extra-curricular Games session at Balgray one afternoon a week, between 3.45pm and 5.00pm.

CCF Activities are **obligatory for all S3** pupils and take place on Thursday afternoons between 3.45pm-5.30pm. CCF is optional for pupils in S4-S6.

Assembly takes place in the Gilchrist Theatre each week at the following times:

- SP-S3 pupils during Form Time on a Thursday;
- S4-S6 during Form Time on a Wednesday.

Late Arrivals

All pupils are expected to arrive in school by 8.45am. Pupils who arrive to School after 9.05am should register at Reception before going directly to class. Punctuality is a critical life skill and an important habit to develop. If a pupil is late to school 3 times in a 10 day rolling period, they'll receive a letter from Head of House in the first instance. There are escalating sanctions if this behaviour is not addressed.

PUPIL ATTENDANCE GUIDELINES

Absence

Parents must inform us of a pupil absence either by telephoning 0141 357 3376 (Option 1) or by emailing: reception@kelvinside.org no later than 9am each morning. If a pupil fails to register, school is obliged to contact parents to ascertain the whereabouts of their child.

Leave of Absence from School

For routine matters like doctor/dentist appointments, Off-Games and absence due to illness, parents should contact their child's Form Tutor well in advance of the appointment. In the case of last-minute appointments please email Reception to allow staff to notify all concerned.

Other requests for absence should be made in writing to the Rector. Parents are strongly advised or encouraged not to take their children out of school for any but the most exceptional reasons. Permission to go on holiday will not be given within the session dates or to leave early at half terms and the end of terms, unless there are very exceptional circumstances.

Exceptional Absences

If a pupil is required to be absent from School for any reason other than illness, permission should be sought from the Rector. Permission will always be granted to those pupils seeking time off school for religious observance.

Off Games Protocols

If your child is unable to attend Games please ensure you notify Mr Wilson, Director of Sport, at the earliest opportunity by emailing: david.wilson@kelvinside.org, including Reception in the email too.

If your child is not well during school hours they must report to the Nurse, who will make contact with parents to collect their child from school if they are unable to participate in Games. If your child is medically exempt from participating in Games, we require written permission for them not to participate and to be collected from school at lunchtime.

Leave of Absence from Sports Fixtures

Pupils are expected to be available for weekend matches against other schools unless specific permission has been sought from and granted by the Rector. Any request should be made well in advance, at least one week before the fixture and copied to the Director of Games, Outdoor Education and Extra-Curricular Activities (david.wilson@kelvinside.org).



PASTORAL CARE

Central to Kelvinside Academy's ethos is high-quality pastoral care. It underpins everything that we do to ensure the personal development of our pupils, so that they flourish academically and socially.

Pupils are encouraged to think critically and develop a sense of independence, whilst we support each child to feel valued, secure and confident. We focus on the wellbeing of our pupils at all times, creating a safe and supportive environment in which they will thrive. We encourage our pupils to respect the attitudes and beliefs of others whilst developing as individuals.

PERSONAL AND SOCIAL EDUCATION

Senior School pupils have one dedicated period of Personal and Social Education weekly led by trained pastoral staff (usually Head of House), in which a range of topics focusing on the key themes of Careers, Health, Substance Abuse, Citizenship and Sexual Health & Relationships Education are covered. Our curricula has embedded effective partnership working with a range of specialist agencies.

Houses

We operate a House System and each pupil is allocated a House on joining the School. If they already have a sibling at school or have a family member who attended the school then a pupil is allocated the same House. Thereafter, pupils are allocated to a House to help achieve a balance in numbers across each year group. Pupils attend Form Class in their House group.

As well as being the foundation of our Pastoral Care, there is healthy inter-house rivalry at the regular House competitions, quizzes, talent shows and sports events. Points are also awarded for pupil excellence and achievement. Pupils will have a House T-shirt to wear for House events and Sports Day.

Heads of House and the four House Activity Leaders are as follows:

COLQUHOUN HOUSE
Mr Euan Smith
Mrs Abi Reid

STEWART HOUSE
Mrs Laura FitzGerald
Miss Hannah Nixon

MACGREGOR HOUSE
Mrs Morgan Hood & Miss Megan Hannah
Miss Susie Edmond

BUCHANAN HOUSE
Ms Lynsey Preston
Miss Robin Robeson



HEALTH CARE NEEDS

Our School Nurses oversee all medical and First Aid needs during the School day. Our Games staff are all First Aid trained and will deal with First Aid requirements at Balgray. The School also has a number of qualified First-Aiders. Parents are required to complete a medical form for each child on admission and our Nurses are available to discuss any medical needs your child may have.

Medication that needs to be taken at School on a regular basis must be discussed with the School Nurses and an 'Administration of Medicines' consent form must be completed by the parent. We ask that you advise the nurses of any changes which could be relevant to your child's health in School and we will endeavour to provide support.

In accordance with NHS Public Health Guidelines, parents are asked to adhere to recommended infectious disease exclusion periods and keep children at home until well enough to return to School. Further details can be obtained at the back of this handbook or obtained from the School Nurses. We are committed to reducing the likelihood of medical emergencies by identifying and reducing allergy triggers at school.

Kelvinside Academy is an Allergy Aware School. We regularly remind pupils and parents that nuts and nut products must not be brought to School.

Counselling Service

Pupils can access Counselling in-school via the Pastoral Care team. This service is available to all pupils and is offered on the basis of need. The nature of what is covered during Counselling is confidential: pupils should not be concerned that their discussion will be reported back to School staff. This is subject to Safeguarding and should pupils disclose information that shows they are at risk, this would be referred to the Child Protection Officer immediately.

Child Protection

The School's Child Protection Officer is the Deputy Rector, Dr Lucy Hay.



Academic

Curriculum

We have our own distinctive, educational vision. The curricula are designed to fulfil the School's aims and values by helping each pupil to be and do their best in every aspect of life.

The secondary curriculum begins in P7 (known as Senior Prep), a transition year designed to prepare pupils for Senior School. Senior Prep pupils study Maths, English, PSE and Social Subjects with their class teacher and attend specialist subject lessons in Science, Modern Foreign Languages, Art, Music, Religious Studies, Innovation, Drama and Physical Education. The Senior Prep year forms the basis of the Broad General Education from SP, allowing pupils access to a broad range of subjects as part of a general introduction to the curriculum.

We offer pupils a guided choice of subjects in S3 and S4 - most pupils will follow eight subjects; Maths and English are compulsory. We expect the vast majority of pupils to be presented at National 5 level with some being presented at National 4. Additionally, all pupils will have one period per week of PE, another of Personal Social Education and a Games afternoon.

Pupils at Kelvinside Academy have a broad range of academic ability, but the vast majority apply to courses at universities and colleges upon leaving. We therefore aim to enable them to achieve the necessary qualifications for Higher Education, which for most are Higher exams. By retaining a structure which allows eight subjects to be taken to certificate level in S3/S4, we make it possible for pupils in S5 and S6 to have a greater choice of subjects at Higher and Advanced Higher. In S5 pupils continue to follow a programme of up to 5 subjects at Higher level. We link with local colleges and some S5/6 pupils attend to complete a Foundation Apprentice as one of their courses. Pupils in S6 have the opportunity to study either Advanced Higher, Higher courses or a combination of the two in preparation for life beyond school.

Support for Learning (SfL)

We support our learners with universal, inclusive and differentiated approaches to learning in each class. Support for Learning staff offer targeted support to help pupils overcome barriers to learning across the whole School. They strive to meet the needs of pupils experiencing difficulty within the curriculum. It is important that we offer support and challenge when pupils need it, but also stretch and challenge the most able pupils.

Our Support for Learning Policy is available on the Parent Page of the Website. It is the parents' responsibility to inform the School if their child has an Educational Psychologist's report or additional support need of any description. A copy of the specialist assessment should be forwarded at the time of registration for entry to the school or, in the case of assessments conducted after admission, as soon as they are available. Failure to provide such information may make it more difficult for us to meet your child's needs from a learning or physical perspective. To facilitate best practice in SfL and to establish a full picture of each individual, staff are familiar with pupil profiles, test results and information from the Pastoral Leadership Team.

The Library

The Library is open every day from 9.00am to 5.30pm, providing spaces for research, reading, quiet study, collaborative working and brainstorming.

Books and Materials Costs

A levy of £50 is charged for each pupil entering S1 or later as an intermediate entrant to cover the cost of lost or damaged textbooks. This sum is credited to parents when pupils leave the School provided that all books are returned in a satisfactory condition.

Reports, Assessments & Academic Monitoring

A pupil's progress is monitored, and reports made to parents by a variety of means, both formal and informal.

Parents' Evenings and School Reports

The timing of Parents' Evenings and School Reports varies by year group. It is anticipated that there will be two Parents' Evenings and one written "School Report" of a more detailed nature during the year. These are supplemented by shorter Profile Reports or Assessment Reports throughout the session. School Profiles are completed by subject teachers for each pupil in Senior School. Parents will receive the Profile by email, through the parent portal or via the parent app . Profiles provide snapshots in relation to a pupil's Engagement with Learning, Organisation and Readiness for Learning and Attainment. For pupils in S4-S6, additional attainment indicators are used i.e. results in unit tests (internal assessments for National Courses) and Prelims. Whilst providing parents with information on the progress of their children, Profiles also enable staff to respond sensitively and timeously to the needs of the individual child.

The Levels and Descriptors vary slightly for each year group, so outlines are detailed here. When a pupil attains a 4 or 5 in Engagement with Learning and/or Organisation & Readiness for Learning categories in one or more subject, appropriate action will be taken. Crucially, parents will know what is happening and interventions are planned in partnership with families.

Commendations, Class Awards, Rector Distinctions and Merit Certificates are also awarded throughout the session to pupils in Senior Prep to Senior 2.



Profile Levels & Descriptors SP-S6

Engagement with Learning

1. Always fully focused, concentrates without interruption and displays determination to learn.
2. Engages in learning activities without interruption and is usually focused.
3. Follows class routines and engages in learning experiences to varying degrees of motivation and independence.
4. Limited concentration during lessons, with a tendency to avoid learning opportunities and prone to being easily distracted.
5. Lack of concentration during lessons, has a passive attitude to learning and displays very little interest in participating or contributing.

Organisation & Readiness for Learning

1. Always attends class promptly, is prepared with materials and meets all deadlines. Regularly displays evidence of thorough independent study to consolidate learning, in preparation for class.
2. Always attends class promptly, is prepared with materials and meets all deadlines.
3. Usually attends class promptly, is prepared with materials and usually meets deadlines.
4. Some improvements are required with punctuality and preparation. Occasionally misses deadlines.
5. Improvement required as regularly misses deadlines and attends class unprepared, affecting progress and learning.

Class Award

Class Awards are given for a variety of reasons at the teacher's discretion.

- Demonstrates a passion for learning, independently investigating beyond the curriculum.
- Made significant improvements in attainment, showing determination & resilience to improve.
- Supports and collaborates in ways that impact on the learning of others.
- Demonstrates an excellent work ethic to achieve goals.
- Submitted an outstanding piece of work.
- Achieved the best academic attainment in the class over the previous monitoring period.
- Undertakes extension activities that demonstrate deep learning.
- Shows willing involvement in relevant activities beyond the curriculum.
- Routinely completes class work to a very high standard.

Outline for SP-S1

Attainment

Teachers use a range of evidence, gathered through activities that benchmark and demonstrate learning.

1 ✓ Achieved a breadth of learning across all curricular content and beyond.
✓ Coped consistently and very well with the level of challenge in class and all extension work.
✓ Applied what they have learned to a range of new and unfamiliar situations.

2 ✓ Achieved a breadth of learning across all curricular content.
✓ Coped very well with the level of challenge in class and with some extension work.
✓ Applied what they have learned to a range of new and unfamiliar situations.

3 ✓ Completed many of the activities across all curricular content.
✓ Coped well with the level of challenge presented in class.
✓ Applied the knowledge learned to some new and unfamiliar situations.

4 ✓ Completed most of the activities across all curricular content, with additional support.
✓ Shown improving responses to the challenge of the curriculum, with additional support.
✓ Applied the knowledge learned to several familiar situations and some unfamiliar contexts, with additional support.

5 ✓ Coped with some but not all activities across all curricular content.
✓ Required support in responding to the challenge of the curriculum.
✓ Struggled to independently apply the knowledge acquired through class experience to familiar and unfamiliar situations.

Outline for S2-S3

Attainment

Based on evidence of progression through activities that benchmark and demonstrate learning. The **Projected Pathway** is based upon current progress being maintained as the level of challenge increases.

1 ✓ Achieved a breadth of learning across all curricular content and beyond.
✓ Coped consistently and very well with the level of challenge in class and all extension work.
✓Applied what they have learned to a range of new and unfamiliar situations.

Projected Pathway
- By the end S3 – is working securely at Nat 5 level.
- S4 – is presented at Nat 5 and aims to achieve an excellent pass.

2 ✓ Achieved a breadth of learning across all curricular content.
✓ Coped very well with the level of challenge in class and with some extension work.
✓ Applied what they have learned to a range of new and unfamiliar situations.

Projected Pathway
- By end of S3 – is coping very well with the challenges of the curriculum.
- S4 – is presented at Nat 5 and aims to achieve a good pass.

3 ✓ Completed many of the activities across all curricular content.
✓ Coped well with the level of challenge presented in class.
✓ Applied the knowledge learned to some new and unfamiliar situations.

Projected Pathway
- By end S3 – is aligning with the progress expected for age and stage of a KA learner.
- S4 – is presented at Nat 5 and aims to pass.

4 ✓ Completed most of the activities across all curricular content, with additional support.
✓ Shown improving responses to the challenge of the curriculum, with additional support.
✓ Applied the knowledge learned to several familiar situations and some unfamiliar contexts, with additional support.

Projected Pathway
- By the end S3 – is successfully engaging with the curriculum, with support
- S4 – presented at Nat 5 and, with support, aims to pass

5 ✓ Coped with some but not all activities across all curricular content.
✓ Required support in responding to the challenge of the curriculum.
✓ Struggled to independently apply the knowledge acquired through class experience to familiar and unfamiliar situations.

Projected Pathway
- By end S3 - is successfully engaging with some elements of the curriculum, with support.
- S4 – If selecting course, would not be recommended for Nat 5 and would study at a more appropriate level, e.g., Nat 4 or Nat 5 unit assessments only.

Outline for S4-S6

Attainment

Settling in period - based on evidence of progression through activities that benchmark and demonstrate learning. The **Projected Pathway** is based upon current progress being maintained as the level of challenge increases.

1 ✓ Achieving a breadth of learning across all curricular content and beyond.
✓ Coping consistently and very well with the level of challenge in class and all extension work.
✓ displaying an in-depth understanding of curricular concepts and applying what they are learning to a range of new and unfamiliar situations

Projected Pathway - on course to achieve an excellent pass at this level.

2 ✓ Achieving a breadth of learning across all curricular content.
✓ Coping very well with the level of challenge in class and with some extension work.
✓ Displaying a good understanding of curricular concepts and is applying what they are learning to a range of new and unfamiliar situations.

Projected Pathway - on course to achieve a good pass at this level.

3 ✓ Completing many of the activities across all curricular content.
✓ Coping well with the level of challenge presented in class.
✓ Displaying a understanding of curricular concepts and occasionally applying knowledge learned to some new and unfamiliar situations.

- **Projected Pathway** - on course to achieve a pass at this level.

4 ✓ Completing most of the activities across all curricular content, with additional support.
✓ Showing improving responses to the challenge of lessons, with additional support.
✓ Displaying some knowledge of curricula concepts and some ability to apply the knowledge learned, with additional support.

Projected Pathway - will need support to cope with the demands of this course.

5 ✓ Coping with some but not all activities across all curricular content.
✓ Requiring support in responding to the challenge of the curriculum.
✓ Finding curricular concepts challenging and relies on support to apply what they have learned.

Projected Pathway - will struggle to cope with the demands of this course.

National 5, Higher and Advanced Higher Approximate Bands		
A	1	85-100%
	2	70-84%
B	3	65-69%
	4	60-64%
C	5	55-59%
	6	50-54%
D	7	40-49%
No Award	8	30-39%
No Award	9	0-29%

The **working at** grade and band are based on candidates' demonstrated attainment through academic and assessment evidence. These **working at** grades are based on SQA grades and bands. Pupils can find different elements of each course less or more demanding as the course progresses. The grade reflected in each profile is based on the work covered to date.



Assessment and Exams

Pupils in S4 undertake Preliminary assessments from late November. Pupils in S5/6 sit prelim examinations in January, on return from winter break. For S3 pupils May assessments take place during the Summer Term. Following assessments, results are analysed and reported home (often via the next reporting session). Where pupils are not achieving the attainment grades we believe they are capable of, parents will be contacted by Mr Michael Smith, Academic Deputy or the child's Head of House. For Senior Prep to Senior 2 pupils, all assessment will take place in class and takes the form of continuous assessment; there is not a diet of examinations for these year groups.

Examination Presentation Policy
The School has criteria which are applied in the best interests of pupils for presentations for SQA examinations. Faculty Heads and the Academic Deputy will liaise with both pupils and parents before any final decision is made.

In Senior 5, pupils are expected to follow a full timetable of 5 subjects throughout the session. In exceptional circumstances a timetable of 4 subjects for 5th Year pupils who might find themselves overwhelmed by the volume of work required in what can be the most demanding of academic years may be considered.

Senior 6 allows for greater flexibility, with a mixture of courses being studied. Normally pupils on exclusively Advanced Higher courses take 3 subjects and pupils on Higher/National 5 courses take 4 subjects. The requirement is that all pupils select a minimum of 28 Academic Credits using the following tariff:

Advanced Highers = 10 Credits
Highers = 8 Credits
Foundation Apprenticeship = 8 Credits
National 5 = 8 Credits
MOOCs = 4 Credits

Pupils are required to work at their own level: the intention being that the work should be interesting and challenging, but not so difficult for the individual that it is impossible to cope with. At KA we aim to ensure that pupils are presented at the appropriate level. Throughout the year, pupils and families should be fully aware of targets and progress.

The school withholds the right to present pupils for examination, but in reality, pupils are encouraged to discuss their subject load and, in conjunction with parents we aim to make decisions of presentation, based on sound academic merit and in the pupil's best interest.



Senior 6

Senior 6 is very different to the years that have gone before. Young people who embark upon S6 can expect to undergo a range of additional experiences, designed to prepare them for the world beyond school. Equally important is the contribution they are expected to make to the School, as its most senior pupils.

Given this dual set of expectations, it is essential that young people who wish to enter S6 can meet the criteria set out below. Pupils must have the necessary pre-entry qualifications to ensure a viable academic timetable for Senior 6.

During Senior 5, pupils must have demonstrated the appropriate work ethic, particularly given the opportunities for independent private study in Senior 6. Pupils must have demonstrated good attendance and reliable timekeeping.

During their previous years at school, pupils must have demonstrated a commitment to the values and ethos of the School, as evidenced by their involvement in different areas of school life (e.g. sport, the Arts, CCF etc.) as well as positive attitude and behaviour.

As a School we expect our S6 pupils to be positive role models for younger pupils. In return S6 pupils will enjoy new challenges, new freedoms and new responsibilities; all of which will provide valuable preparation for Higher Education and the world of work.

Minerva Award
All pupils in S6 are expected to work towards the Minerva Award. Negotiated and designed around the needs and aspirations of each student, S6 pupils will be expected to achieve credits for taking academic subjects and also undertaking service within and outside School. They will gain further credits for contribution to the wider life of the School and community work. Those pupils who successfully complete the Award will be presented with a plaque and personal reference certificate in June.

The S6 Centre

One of the privileges of the Senior Six Year is the use of the Sixth Form Centre - Mackenzie House. In addition to a common room, there is a small kitchen, a seminar room, study room and the office of the Head of S6.



SCHOOL UNIFORM

Kelvinside Academy pupils are clearly identifiable in the School community and beyond, on account of our School uniform. This collective identity goes beyond pupil security to the creation of a School identity and ethos; we are delighted when our pupils take pride in the uniform.

Another function of uniform is equity: there are the same rules for all pupils, which frees them up to focus on engaging with the full school experience: academic; social and extra-curricular. By communicating clear expectations around uniform for our pupils, we remove the material and social pressures around appearance and allow them to focus on participating in School life instead.

At Kelvinside Academy we have a 'Trouser Uniform' and a 'Skirt Uniform'. Both Uniform Lists are contained within this document and your child is welcome to wear the uniform they feel most comfortable in. You will see that some items of uniform are compulsory, whilst others are optional. We hope that this distinction is made clear throughout our Policy, but if you have any concerns or queries regarding what your child should wear, please contact us for advice.

Kelvinside Academy is a Rights-Respecting School and Article 2 of the United Nations Convention of the Rights of the Child is enshrined within our Uniform Policy.

> **"Article 2: (non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background."**

We want our pupils to develop as confident individuals who are resourceful and self-efficacious. There will be various events and opportunities throughout the year where they will be able to exercise their self-expression beyond our set uniform.

Ultimately, we believe that this Uniform Policy - based on equity and upheld by our Staff with the support of our parent body - sets the foundation for our pupils to engage with School life, fully and fairly.

Skirt Uniform

- **School blazer**
- **School tie**
- **White shirt**
- KA tartan **skirt**
- School grey **cardigan** or **sweater**
- **Tights** - navy or black
- **Shoes** - plain black leather or leather look shoes

Optional Items

- School **winter jacket**
- School **woollen hat and School scarf**

(non-uniform hats & scarves are not permitted)

- **Gloves** (navy or black)

Trouser Uniform

- **School blazer**
- **School tie**
- **White shirt**
- Long charcoal **grey school trousers** (not black)
- School grey **sweater**
- **Belt** - plain black
- **Socks** - plain grey or black
- **Shoes** - plain black leather or leather-look shoes

Optional Items

- School **winter jacket**
- School **woollen hat and School scarf**

(non-uniform scarves are not permitted)

- **Gloves** (navy or black)

Games Skirt Uniform

REQUIREMENTS	ITEM	DESCRIPTION
Compulsory for all year groups **SP-S6**	School PE top	PE top & hockey top are the same
	School PE shorts	
	Non marking trainers	J1-J3 should wear black plimsoles
SP-S6	School half-zip rain top	Weatherproof tracksuit jacket
	School stadium pants School navy hockey skort	Standard fit tracksuit bottoms
	Games socks	
	Astroturf shoes	
	School base layer (thermal)	Insulating layer for winter months
	Shin guards (hockey)	Required by all playing hockey
	Hockey stick	
	Mouth guard (hockey)	Required by all playing hockey
Optional for all pupils	School hooded top	Most pupils have a 'hoody'
	School athletics vest	Option for summer athletics
	School navy sports leggings	Leggings can be worn under, or instead of, hockey skort & PE shorts
	School kit holdall	Can be personalised with initials
		Can be personalised with initials



Games Trouser Uniform

REQUIREMENTS	ITEM	DESCRIPTION
Compulsory for all year groups SP-S6	School PE top	PE top & hockey top are the same
	School PE shorts	
	Non marking trainers	J1-J3 should wear black plimsoles
SP-S6	School half zip rain top	Weatherproof tracksuit jacket
	Rugby boots & outdoor trainers/astroboots	Required by J5-S6 (J4 require indoor trainers)
	School blue rugby top	J4-S6 require the PE top as well
	School blue rugby shorts	
	School stadium pants	Standard fit tracksuit bottoms
	Indoor trainers (J4 only)	
	School base layer (thermal)	Insulating layer for winter
	Games socks	
	Mouth guard (rugby)	Required by J5-S6
	Blue '20-20' cricket flannels	Required by SP-S6
	Cricket box	Required by SP-S6
Optional for all pupils	School hooded top	Most pupils have a 'hoody'
	School athletics vest	Option for summer athletics
	School navy sports leggings	Worn under PE shorts
	Crested cricket slip	
	School kit holdall	Can be personalised with initials
	School kit Rucksack	Can be personalised with initials















HIGHLIGHTED SCHOOL RULES

School Rules apply to pupils while at school, when travelling to and from school, when representing the school at any event and on all school trips. Pupils' conduct should be based upon common sense and consideration for other people.

We take very seriously poor behaviour outside School which brings KA into disrepute or which may adversely affect the School Community.

Pupils are expected:
- **to treat all others with kindness, respect and courtesy**
- **to be personally responsible for their own behaviour both within and travelling to/from school**
- **to attend on all days of the session unless ill, or when specific leave of absence is obtained**
- **to fulfil all school commitments punctually and positively**
- **to respect school buildings and property.**

The following may not be used or possessed:
- **Tobacco in any form**
- **Vaping equipment including fluids**
- **Alcohol**
- **Drugs and other illegal substances including Legal Highs**
- **Offensive weapons including replica guns and knives, fireworks and laser pens**
- **Inappropriate literature, including pornography on devices.**

Out of Bounds:
Pupils should not access the following:
- **All private property and lanes around the School**
- **Area in front of the Innovation School**
- **Classrooms outwith class time, unless supervising member of staff is present**
- **The Sixth Form Centre (except S6 pupils).**



Digital Learning

Kelvinside Academy has a long-standing reputation for innovation in digital learning and was one of Scotland's first schools to receive the prestigious Digital Schools Award from Education Scotland. The award recognises excellence in the use of digital technology to enhance learning and teaching.

We do not view technology as a substitute for excellent classroom teaching. Instead, we recognise its power to enrich learning experiences, support creativity and collaboration, and help pupils develop the digital skills required for further study, employment, and life beyond school.

Technology is embedded across the curriculum. All classrooms are equipped to support digital learning, and staff use Microsoft 365, Teams, OneNote, digital assessment tools, and online resources to create engaging and interactive learning experiences. Pupils collaborate with teachers and peers, access learning materials, submit assignments, receive feedback, and develop digital skills through the school's digital learning platform.

The availability of a dedicated device for every learner enables access to a wide range of tools and resources that support, stretch, and personalise learning.

E-learning Checklist

Recommended Devices

Junior 5 - Senior 6: Windows 11 2-in-1 device with touchscreen and digital pen.

These devices support the increasing demands of senior phase learning, including subject-specific software, digital note-taking, coursework production, creative applications, and preparation for university and employment environments.

IKelvinside Academy's digital learning environment is built primarily around Microsoft 365 and Windows-based systems. While limited support may be available for other platforms, Windows 11 devices provide the fullest access to curriculum software and school-managed services.
Chromebooks are not supported and should not be purchased for use at Kelvinside Academy, as they cannot access all required school systems, applications, and learning resources.

Essential features of your device:
- Long battery life suitable for a full school day
- Display Size - at least 14" inches
- Storage: Minimum 128GB
- Wireless Capability: Reliable WiFi connectivity enabled
- Front-facing camera and microphone
- Modern web browser (Microsoft Edge / Safari)
- Protective case or sleeve for safe transport

School Network & Internet User Policy

To become a registered network user all pupils will accept a Network User Agreement when logging on to the network.

Any pupil who refuses to comply with these rules and the terms of the Network User Agreement will forfeit the right to use the School Network. Furthermore, the School will not tolerate any inappropriate use of Information and Communication Technology.

School WiFi has several restrictions in place to protect pupils in their use of the Internet; as a consequence, social networking sites are not available.

All pupils are issued a school email address, however, only pupils in S4-S6 have email accounts that permit emails from external sources.

With Internet access comes responsibilities:

- Appropriate access is the shared responsibility of the School, the parent/guardian and the pupil.
- Kelvinside Academy will provide access to and encourage a thoughtful use of information, teaching and learning resources accessible on the Internet and will provide guidance and instruction in the appropriate use of such materials. Parents and guardians are responsible for agreements their children make and the actions they take. Pupils are responsible for good behaviour on the Internet.
- Use Internet services with an academic goal or purpose.
- Using the Internet to access or download computer games is not permitted.
- Email facilities are not to be used during lesson time.
- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material transmitting obscene or sexually explicit material transmitting obscene, abusive or sexually explicit language is strictly prohibited.
- Damaging computers, computer systems or computer networks; vandalising, damaging or disabling the property of another person or organisation is strictly prohibited.
- Debilitating or disabling computers, systems or networks through the intentional misuse/overuse of electronic distribution or storage space, or the spreading of computer “viruses’ through the inappropriate use of files or disks is strictly prohibited.
- Using another person’s passwords, trespassing in another person’s folders, work or files is also not allowed.

Mobile Phone Policy

Kelvinside Academy is a Mobile Free Zone for pupils and follows the mobile phone policy and guidance from 2024-25 consultation and implementation strategy.

- Pupils are permitted to bring mobile phones to and from school to ensure their personal safety at all times.
- Pupils must not use a mobile phone device or connected accessories e.g. smartwatch, headphones, in school during the school day. 8:30am until 3:45pm.
- On arrival, mobile phones should be switched off and placed in pupils' lockers or within their school bags if required. Mobile phones should not be easily accessed from their blazers or pockets. Form teachers may ask to be shown mobile off status and observe storage in school bags.
- Mobile phones can be switched back on upon leaving class at 3:45pm. Not before and not during any period of social time (break or lunch).
- Any student found using or known to have used their phone during the school day will have their phone confiscated and returned at 3:45pm via the Reception team. Parents will be informed.
- Emergency Use: Phones may be used in emergencies with staff permission.
- Pupils with a medical record which requires mobile device monitoring will be allowed to use their devices for these purposes only.
- Pupils may be asked to use mobile phones by teachers where this is part of the planned curriculum (this is extremely rare and should not influence a requirement for a mobile phone for school purposes).

PUPIL CODE OF CONDUCT

Ethos

- Pupils are taught, encouraged and expected to develop a strong personal integrity that is truthful, generous, courteous and considerate of others
- They are expected to have a positive and purposeful attitude to their studies and school lives, and to their relationships with staff and other pupils
- As a general rule, staff and pupils alike should treat each other as they would wish to be treated.

Observing common courtesies, including:

- Move around the School with dignity and respect for others
- Greet members of staff or visitors politely
- Open doors for adults and let them go through first
- Take your hands out of your pockets when speaking to members of staff or other adults
- Do not use offensive language, even if there is no teacher present.

Move around school safely

- Do not run in the corridors
- Report unknown individuals seen on the School site to any member of staff. (Visitors and contractors working in School should be clearly identifiable with a visitor's badge).

Appearance

- Observe School Uniform Policy and wear your uniform smartly
- Treat your environment with respect and ensure that all litter is deposited in bins.

Academic excellence and honesty

- Complete all homework on time and to a high standard; if a problem meeting a deadline is anticipated, the issue should be discussed with the teacher before the work is due
- Avoid copying or any other form of plagiarism.

Travelling to and from School

While travelling in public places pay particular attention to your conduct and appearance; be mindful of the need to show courtesy and consideration to members of the public. Behaviour that may offend members of the public or damage the reputation of the School will be addressed by the Senior Leadership Team.



SCHOOL SANCTIONS

Detention

Lunchtime Detention is given for low level misbehaviour. These last from 1.15pm to 1.45pm and take place where directed by the member of staff who issues the detention.

School Detention is a sanction imposed by the School and lasts for a period of one hour after School on Fridays, 3.45pm to 4.45pm. Parents will be informed by email for this level of sanction and asked to confirm receipt of the Detention letter.

Rector's Detentions are for more serious offences and are held on Saturdays from 9.00am until 11.00am in school. Pupils meet the Rector in full school uniform and work as directed.

Pupils and parents may appeal against a School Detention by discussing their objections with the Deputy Rector in advance of the Detention. Parents are requested to support school policy when a sanction has been deemed appropriate.

Sanction for Drug Possession and Supply

Pupils are strictly forbidden to bring drugs or alcohol onto the school premises. Any pupil who brings drugs into school or sells drugs at any time to another pupil will be required to leave the school permanently. Involvement in drugs, in or out of school, brings into question the continued membership of the school by the pupil and will be treated seriously by the Senior Leadership Team .

Exclusions

Pupils are only excluded for the most serious offences and contraventions. Each of these cases will be considered on an individual basis by the Senior Leadership Team.

Permanent exclusion is extremely rare and is only used for offences of the utmost gravity or because a pupil's position in school has become untenable.



EXTRA-CURRICULAR

Sport
All pupils who are medically fit are expected to play school sport each week, in proper kit, as a normal part of their education. Requests for leave of absence on any occasion (off games) will only be granted if supported by a note in advance from parents.

Kelvinside Academy has a strong tradition of participating in inter-school fixtures and we have a comprehensive fixture list for all the major school sports, across all age ranges.

Responsibility for the purchase of sports kit and equipment lies with parents, and all items must be clearly marked with the pupil's name. Sport is provided as part of our service to our pupils. In certain sports such as rowing or climbing, specialist equipment and/or coaching may result in some additional charges.

Sports offered include: rugby, hockey, handball, cricket, tennis, cross-country running, rifle club, athletics, judo, soccer, sailing and golf.

Games Afternoons (Periods 6,7 & 8)

Important – After Games, parents should arrange to collect their child from Balgray at 3.45pm or ensure the pupil is able to make their own way home. Pupils who use our bus services will be transported from Balgray back to School.

Monday - Senior 1
Tuesday - Senior 3
Wednesday - Senior 4-6
Thursday - Senior 2

After School Training
SP-S2 – all pupils will be expected to attend After School Training on a specified day each week from 3.45pm-5.15pm (this can change from year to year). Parents should arrange to collect their child from Balgray at 5.15pm or ensure the pupil is able to make their own way home. S3-S6 – all pupils that are selected from School teams will be expected to attend After School Training.









Service Activities

It is considered important that every pupil undertake a period of service-type activity during their time at Kelvinside Academy. It is therefore a requirement that all pupils should, at some stage, have a role in one of the following units or organisations: the Combined Cadet Force (CCF), the Duke of Edinburgh Scheme (DoE), Senior 6 Community Involvement or an agreed equivalent organisation.

CCF

The Combined Cadet Force currently operates Army, Royal Navy and Royal Air Force sections. The CCF offers pupils the opportunity to develop the qualities of leadership and self-reliance. Aside from a weekly programme of activities, there are opportunities to join numerous camps and courses, including training at weekends and during holidays.

Although pupils wear Services uniform (provided for them) for most activities, the CCF is not a specifically military or recruitment organisation: its aims are similar to those of any of the uniformed youth groups, with the advantage of access to specialised training teams and equipment which the others could not enjoy. All pupils in Senior 3 must join the CCF; they may opt out in later years.

The CCF operates on Thursday afternoons from 3.45pm until approximately 5.30pm. All parents are invited to attend the formal CCF Inspection and Prize Giving at Balgray which takes place in June.

The Duke of Edinburgh's Award Scheme

S3-S6 Pupils are encouraged to participate in the DoE Award, which is highly regarded by universities and employers. Expeditions are organised by the School in September, April, May and June. Mr Neil Reid is the School's DoE Manager.

Music – Individual Tuition
All pupils will have the opportunity to develop their music skills, which will include learning an instrument during their music lessons. Individual tuition is available to all pupils in the complete range of orchestral instruments as well as piano, organ, guitar and voice. For more information about private music tuition available within School, please email Mrs Sarah Gillan, Head of Music (sarah.gillan@kelvinside.org).

Activities Week
An Activities Week is organised in May for each year group from Senior Prep to Senior 3. Pupils stay at a residential centre where the emphasis is very much on outdoor education. Attendance is compulsory.

The Power Of Participation
The School places great value on the involvement of its pupils in activities which lie outside their commitment to the formal academic curriculum and compulsory games programme. Extra-curricular activities offer pupils important opportunities to develop additional talents and interests, work in mixed-age groups, develop broader relationships with staff and take on responsibilities which contribute to their personal and social development. A huge range of clubs and activities are offered at Kelvinside Academy – taking place before School, during lunch break and after School.

The complete termly list, can be found on our website but an indication of types of activity on offer include:

Choir	Open Art Studio	Craft Club
Computing Club	Board Games	Table Tennis
Drama	Wind Band	Handball
Science Club	Judo	Chess
Climbing Club	Young Enterprise	Shooting
Curling	Debating	

TRANSPORT

School Buses
It is parents' responsibility to arrange transport for their children to and from School. However, the School arranges a subsidised bus services from a number of locations. There is an annual £100 per pupil admin fee to use the buses and a daily £5 charge for use. The routes are as follows:

Northside – Drymen, Strathblane, Bearsden & Milngavie
Southside – Fenwick, Newton Mearns, Giffnock & Pollokshields
Renfrewshire – Kilmacolm, Bridge of Weir & Brookfield
M74 Corridor – Hamilton, Bothwell, Mount Vernon & Uddingston
Northeast Corridor - Stepps, Lenzie, Kirkintilloch, Bishopbriggs
Helensburgh - Helensburgh, Dumbarton, Clydebank

Lists of current pick-up points and times are available from the website together with a link to the registration system. All questions regarding bus places should be referred to Reception.

Bicycles
A bike shelter is provided for pupils coming to School by bicycle. For security reasons, bicycles should not be left at School over weekends, half-term or during holidays. Pupils are recommended not to leave their bicycles at School overnight. Parents are asked to make sure that their children are aware that, for the benefit of pedestrians, cycling is not allowed on the site and that the use of safety helmets is compulsory when riding to and from School.

Pupils' Cars
No pupil may drive any kind of motor vehicle to School unless they have previously given a Pupil Driver Authorisation Form, completed by their parent/guardian, to the Head of Senior 6.

No pupil may give a lift to another pupil unless both pupils have brought written permission from their parents authorising the lift.

ROAD SAFETY

A road crossing patrol supervises pupils crossing Bellshaugh Road between the Main Building and the Mirrlees Drive Annexe before classes start in the mornings, at lesson changeovers throughout the School day, during morning and lunch intervals and for a period of time after classes finish in the afternoons.

Parents' Cars
If you are bringing your child to School by car, please drop them a short distance away from the gates on Kirklee Road or Bellshaugh Road in order to minimise congestion and reduce the risk of accident.

Parents are requested to observe the parking restrictions outside the School to ensure the safety of all pupils. In particular, Police Scotland advise that stopping on yellow zig-zag lines is both selfish and dangerous. Please do not park over resident driveways.

LUNCH

A well-equipped kitchen and dining room provide the facilities for School lunches. A substantial 2 course lunch is provided for pupils by our catering partner Inspire Catering. There is always a choice of hot food, salads and a vegetarian option. School lunch is compulsory for all pupils from J1-Senior Prep. The cost is £3.50 per day. For S1-S6, parents sign their child up for lunch on a termly basis. A term's notice must be given in respect of withdrawal from School lunch. Provision is also made for special dietary requirements.

Alternatively, S1-S6 School pupils may bring a packed lunch and can also purchase rolls and sandwiches in the Mall at the KA Café.

Inspire Catering are informed of any child allergies. If your child suffers from any allergies, please contact the Inspire Catering Manager at scott.archer@chandcogroup.com for more information. Inspire Catering will always aim to reduce the risk of allergens accidentally entering their dishes but their food risk assessment shows some menu items could contact traces of the above or other allergens.

COLOURS, HONOURS, MERIT AWARDS

Senior 5 and Senior 6
Senior and Full Colours are awarded for: Sports, Arts and Academic Achievement,

All the awards contribute to the promotion of an ethos of achievement in which hard work, application and excellence are recognised, valued and rewarded.

All Colour awards utilise white braid, wording on the pocket and any pupil in receipt of Colours or Senior Colours is entitled to wear an Honours Tie.

Senior 4
Junior Colours are awarded for: Sports, The Arts and Academic Achievement. The Junior Colours award will take the form of a blue lapel badge embossed with the words 'Junior Colours'. Any pupil in receipt of Junior Colours is entitled to wear an Honours Tie.

Senior 4/5/6 - Honours Ties
Honours ties may be awarded for a significant achievement by an individual either within or outside School. There are no categories laid down: each proposal will be considered on its own merits. CCF Senior Ranks are entitled to an Honours Tie.

Senior Prep to Senior 3
Lapel Merit Badges for The Arts and Sport are awarded to pupils for honest endeavour, commitment and sustained application. These awards and the timing of them are entirely at the discretion of the member of staff in charge of the specific activity. The Arts and Sports Merit Badges are colour coded for each year group: SP – White, S1 – Yellow, S2 – Red, S3 – Green.

Timings
Captains and Vice Captains are appointed in advance of the new session.
Award of Colours and Merit Badges are made in August, December, March and June.



Prize Giving

Prizes and Trophies are awarded at our **Annual Prize Giving Ceremony** in recognition of achievement and excellence in a range of activities; academic study, sport, the Arts, leadership, citizenship and others. All pupils are expected to attend Prize Giving at the end of term.

School Appointments

School Captains and Vice Captains, Heads of House, Prefects, Captains and Vice Captains of major sports teams are appointed by the Rector, who takes into consideration the recommendations of members of staff and views of pupils. Appointments are made on the basis of considered fitness to undertake the job and are not automatic rewards for individual achievement.

All the awards detailed above contribute to the promotion of an ethos of achievement in which hard work, application and excellence are recognised, valued and rewarded.



FINANCE

Fees
The School charges tuition fees and other costs in relation to the educational provision to its pupils. The contract between parents and fee-payers is governed by the School's Terms and Conditions. The Board of Governors reviews the fees annually.

Notification of Charges
Tuition fees and sundry charges are usually raised through a termly fee bill which is sent to parents and fee-payers prior to the end of the previous term. Fee bills are sent to your nominated address. Other charges may be raised on an ad-hoc basis. If you have questions about the amount being charged you should contact the Chief Operating Officer.

Timing of Payments
The School fee bill, including the next term's tuition fees and other charges either arising in the previous term or expected to arise in the following term, must be paid and cleared in the School's bank account on or before the first day of the term.

Morrisby Careers Guidance Service
A compulsory one-off enrolment fee of £120 is charged in Senior 2 and new pupils starting in Senior 3 and 4 for their participation in the Careers Guidance Scheme. The charge is recovered over the Autumn term for those paying by direct debit or as an extra for those paying termly.

Lunch Charges
Senior Pupils are encouraged to take advantage of Kelvinside's award winning food which also provides halal and vegetarian options. A term's notice must be given in respect of withdrawal from School lunch.

Activities Week
The cost of this will be charged to parents paying by direct debit over the 10 payments collected for School fees. For existing parents paying termly, the cost of Activities Week will be charged in the term in which it occurs. Charges for Activities Week, which is compulsory for all SP-S3 pupils, are dependent on the programme of activities and transport costs.

Payment
When paying by direct debit each term's fee account will be sent to you for information only. Under the direct debit system one tenth of the session's tuition fees are deducted on the first day of each month September to June. Extras are collected over the months that relate to that term i.e. Autumn (Sept–Dec), Spring (Jan–Mar) and Summer (Apr–June).

Arrears
Failure to pay by the due date will result in interest being charged at 2% per month and added to the fee. If fees remain outstanding legal action may be taken, and the Board of Governors reserve the right to request parents to withdraw their children from the School until such time as all fees are paid.

Withdrawal
A full term's notice of withdrawal from the School must be given in writing to the Rector otherwise a full term's fee will be charged in lieu of notice. Where a final decision may depend upon the results of external examinations, a provisional full term's notice must also be given. A term's notice must be given in respect of withdrawal from music or any extra tuition class.

Insurance (Personal Accident)
All pupils are covered under a personal accident insurance scheme, arranged through the Scottish Council of Independent Schools. Cover extends to the whole year, including activities outside the School. Details may be obtained from the Chief Operating Officer.



COMMUNICATION PLATFORMS

SCHOOL WEBSITE

The School Website at **www.kelvinside.org** is our main information platform.

SCHOOL CALENDAR

The School Calendar has a direct link icon on the website home page or can be found on the Parent Page. View the calendar on your mobile and you can also sync the School calendar with your own outlook diary.

SPORTS FIXTURES CALENDAR, TEAM SHEETS & CANCELLATIONS

The best source of information regarding all sporting fixtures is our Sports App – SOCS. A download link can be found on the Parent Page of the website under Fixtures. We strongly recommend that you use this App, however, all timings are also listed on the website calendar.

Venues and timings are posted on SOCS by Monday lunchtime, the team lists are posted later in the week and can be viewed behind the password of Kirklee1. Team sheets are also listed on Sports Notice board – if they are selected, encourage your child to take a photo of this as a backup plan.

Winter weather presents a risk of sporting fixtures being cancelled at the last minute. Information about cancellation will be updated on the App and calendar by 7am on Saturday mornings. Parents need to check the App - no Groupcall SMS will be sent.

EMAILS AND TEXTS

Important information and letters will be issued to you via an iSAMS email entitled Kelvinside Academy. Urgent messages e.g. last minute changes to games and trips will be sent to you via SMS text.

PARENT PORTAL

Find this on the Parent Page of the website under the button Parent Portal. The following information relating to your child(ren) is found here:

- Personal details
- All School reports
- Any medical details
- Attendance record
- School timetable & class sets

You will receive email instructions on how to set up your parent portal account using your main email address and a password.

WEEKLY NEWSLETTER

On Sunday mornings we email the ‘Week Ahead’ newsletter which details all the important events happening that week across Nursery, Junior & Senior School. It is important that we have the correct email to ensure that you receive this.

TEAMS

Microsoft Teams is predominantly the educational learning platforms for your child. Each house year group has a page on Teams and all homework is posted here.

PARENTS' EVENINGS

Parents are invited to a year group evening to consult with teachers about their son or daughter’s progress. Pupils are encouraged to attend as well although this is not compulsory. Dates will be advertised in the termly calendar. The School Cloud platform is used for parents’ evening bookings.

FACEBOOK

Find us on Facebook at **@Kelvinside1878** for more detailed updates and news and so that you are regularly updated about important messages.

INSTAGRAM

Our School Instagram account, **@Kelvinside1878**, is popular with current and former pupils and is regularly updated with photographs to give a colourful snapshot of life at KA.

PARENT PAY

Is the online payment service that we use for any parent payments required for School trips, DoE & CCF costs, club charges etc. This allows you to pay at a time that suits you and means pupils do not have to carry money into School. The link **Online Payments** is on our Parent Page and login details will be emailed to you separately after your child starts at KA.







Kelvinside Academy Parent Teacher Association

At Kelvinside Academy we have a committed and hardworking Parent, Teacher Association. They are a vital part of the School Community and dedicate their time to help organise and support exciting events in and around the School. All parents are automatically members of the PTA.

Whilst fundraising is a major part of a PTA's activities and directly contributes to the improvement of the School, there's a lot more to it than that. The PTA provide a great way to build a whole school community and is a fantastic opportunity to meet other parents, find out what's going on and we hope you will join us and support our activities. Your support does not have to involve a lot of time; you can donate raffle prizes, send in unwanted uniform or volunteer to help with a single event. We welcome practical help and new ideas and the role can be as big or small as you feel able.

There will be one meeting per term and all parents are welcome to attend. You do not need to attend meetings to become involved as each year group has a volunteer parent representative. Issues to be discussed at meetings can be emailed to pta@kelvindside.org for inclusion in the agenda or are brought to the meeting on behalf of parents.

Uniform Sales and Lost Property

The PTA also organise second hand uniform sales. These run at least three times per year and are handy for picking up extra sports kit or additional uniform items. If you have any items of used/new uniform or sports kit which you no longer need, please hand them into Reception for Development Manager, Elaine Solman, clearly marked 'Uniform Sale'.

Our PTA Chair is Mrs Yvonne Craig. Yvonne has had children in Nursery, Junior and Senior School and is well known within the School community. Mrs Craig is also Chair person of the Minerva Educational Trust, which is the fundraising arm of the School, and is fully involved with all fundraising events. Mrs Craig can be contacted on **pta@kelvinside.org**.

Kelvinside Academical Club

The relationship pupils build with Kelvinside Academy is a lifelong one. S4, S5 and S6 pupils automatically become members of the Kelvinside Academical Club when they leave School. For those who remain until S6, the Leavers Ball takes place after Prize Giving in the Summer Term where they are presented with their Academical Club gifts and officially begin the next part of their Kelvinside journey.

The Club promotes friendship and establishes connections between past and present generations of former pupils as well as enhancing the relationship that our Academicals have with their former school.

Academicals benefit from a range of clubs, regular gatherings, newsletters, a global network of former pupils, along with the continued support of the Development Office.

We are extremely proud of our Academicals and they are always welcome to visit the School. The Development Office also organises class reunions regularly as an independent event for a particular year group, or as a joint event at the Kelvinside Academical Club Annual Dinner.

If you would like to find out more about the Academical Club or details about events taking place throughout the year, please contact **Development Manager, Elaine Solman (elaine.solman@kelvinside.org).**



HEALTH NEEDS
EXCLUSION CRITERIA FOR KELVINSIDE

NHS PUBLIC HEALTH GUIDELINES
HEALTH PROTECTION SCOTLAND

Main points:

- **Any child who is unwell should not attend school or nursery regardless of whether they have a confirmed infection**
- **Children with diarrhoea and/or vomitting should be excluded until they have no symptoms for 48 hours following their last episode**
- **Children with unexplained rashes shoudl be considered infectious until assessed by doctor**

Infection or symptoms	Recommended Exclusion	Comments
1. Rashes/ skin infections		
Athletes foot.	None.	Not serious infection child should be treated.
Chickenpox (Varicella Zoster).	Until all vesicles have crusted over (usually 5 days).	Pregnant staff should seek advice from their GP if they have no history of having the illness.
Cold sores (herpes simplex).	None.	Avoid kissing and contact with the sore.
German measles (rubella).	7 days before rash and 7 days after.	Preventable by vaccination (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP.
Hand Foot and Mouth (coxsackie).	None.	If a large number of children affected contact HPT. Exclusion may be considered in some circumstances.
Impetigo (Streptococcal Group A skin infection).	Until lesions are crusted or healed or 48 hours after starting antibiotics .	Antibiotics reduce the infectious period.
Measles.	4 days from onset of rash.	Preventable by immunisation. (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP.
Ringworm.	Not usually required unless extensive.	Treatment is required.
Scabies.	Until first treatment has been completed.	2 treatments are required including treatment for household and close contacts.
Scarlet fever.	Child can return 24 hours after starting appropriate antibiotic treatment.	Antibiotic treatment is recommended for the affected child.
Slapped cheek/fifth disease. Parvovirus B19.	None (once rash has developed).	Pregnant contacts of a case should consult their GP.
Shingles.	Exclude only if rash is weeping and cannot be covered.	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch.
Warts and verrucae.	None.	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
2. Diarrhoea and vomiting illness		
Diarrhoea and/or vomiting.	48 hours from last episode of diarrhoea or vomiting.	
E. coli O157 STEC Typhoid and paratyphoid (enteric fever) *Shigella* (dysentery).	Should be excluded for 48 hours from the last episode of diarrhoea for *E. coli* 0157. Further exclusion may be required for some children until they are no longer excreting. Exclusion is also variable for enteric fever and dysentery. HPT will advise.	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices.
Cryptosporidiosis.	Exclude for 48 hours from the last episode of diarrhoea.	Exclusion from swimming is advisable for 2 weeks after the diarrhoea has settled.
3. Respiratory infections		
Flu (influenza).	Until recovered.	If an outbreak/cluster occurs, consult your local HPT.
Tuberculosis.	Advised by HPT on individual cases.	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.
Whooping cough (pertussis).	48 hours from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.
4. Other infections		
Conjunctivitis.	None .	If an outbreak/cluster occurs, consult your local HPT.
Diphtheria.	Exclusion is essential. Always consult your local HPT.	Family contacts must be excluded until cleared to return by your local HPT. Preventable by vaccination.
Glandular fever.	None.	
Head lice.	None.	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A.	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	
Hepatitis B, C, HIV/AIDS.	None.	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact.
Meningococcal meningitis/ septicaemia.	Until recovered.	Meningitis ACWY and B are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.
Meningitis due to other bacteria.	Until recovered.	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.
Meningitis viral.	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA.	None.	Good hand hygiene and environmental cleaning.
Mumps.	Exclude child for 5 days after onset of swelling.	Preventable by vaccination (MMR x2 doses).
Threadworms.	None.	Treatment is recommended for the child and household contacts.
Tonsillitis.	None.	There are many causes, but most cases are due to viruses and do not need an antibiotic.

Confidentiality
Kelvinside Academy aims to establish relationships of trust between staff, pupils and parents. Pupils and parents should therefore feel able to make the School aware of personal and private matters, including concerns about safety and welfare, in the certain knowledge that such information will be dealt with sensitively.

Complaints Policy
It is important that parents and pupils who have a complaint or concern should be able to express their views and feelings and obtain a fair hearing and a prompt response to any complaint which they make. It is hoped that most concerns can be sorted out quickly and informally by speaking to the appropriate member(s) of staff. The School's Complaints Policy is under Policies on the Parent Page of the website.

Data Protection
The School will not pass on to other agencies or individuals information it has about pupils and their families, except with their permission or where the information is already in the public domain or where the School is obliged to do so by law or a court order. In all instances the School conforms to the stipulations of the Data Protection Act.

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