

Elgin Academy

School Handbook A-Z

2024-2025

Additional Learning Experiences

A wide and varied programme of educational activities runs throughout the year at Elgin Academy. Students are given the opportunity to participate in a range of exciting, interesting and valuable learning experiences. These activities are an important part of the education which we offer to all of our young people and we value parental support in encouraging participation. Students have the opportunity to take part in activities at lunchtimes, after the school day, and at weekends. Recent activities include:

Art club	Dodgeball	Reading leaders
Badminton	Dungeons and Dragons	Rights respecting schools
Basketball	Equalities	Rugby
Brass group	Film club	STEM group
Choirs	Football	String group
Concert band	Hockey	Table tennis
Cookery club	Jazz band	Volleyball
Creative writing	Netball	Warhammer
Dance	Orchestra	Woodwind group

In addition, Elgin Academy has held 'activity days' for all S1 – S3 students each May. The normal timetable is suspended and students take part in a wide range of activities, such as camping, windsurfing, mountain biking, trips to Landmark, Highland Wildlife Park and Madrid. We do at times offer residential trips abroad too.

Anti-Bullying Statement

Elgin Academy recognises that it is every child's right to be respected and that the school have a responsibility to ensure that children and young people are protected from bullying behaviour.

Definition of bullying- Respect Me 2025 <https://www.respectme.org.uk/>

"Bullying is face to face and/or online behaviour which impacts on a person's sense of physical and emotional safety, their capacity to feel in control of their life and their ability to respond effectively to the situation they are in.

The behaviour does not need to be repeated, or intended to cause harm, for it to have an impact. Bullying Behaviour can be physical, emotional or verbal and can cause people to feel hurt, threatened, frightened and left out."

What is Bullying behaviour?

Bullying behaviour can harm people physically, mentally or emotionally and, although the actual behaviour might not be repeated, the threat that it might can be sustained over time. This would typically be by actions, looks, messages, confrontations, physical interventions, or the fear of these happening.

How do we support young people and their families?

We also encourage parents to take an active role in their child's education. As parents and carers, please enquire about how your child feels about school; ask them who they have spent time with and where. If you feel your child may be a victim of bullying behaviour, inform the school immediately by contacting your child's Guidance teacher. Your complaint will be taken seriously and appropriate action will follow.

A free confidential helpline, 'ParentLine', is available on 0808 800 2222

Assessment

S1-S3 – Broad General Education

In order to gather good quality evidence of learners' progress through relevant experiences, staff use a range of approaches that reflect the breadth, challenge, and application of learning and the wide range of skills being developed.

Assessment in the Broad General Education phase (S1-S3) will focus on the application of standards and expectations of each learner's progress and achievement in:

- knowledge and understanding
- skills
- attributes and capabilities

as detailed in the experiences and outcomes within curriculum areas and subjects.

Assessment approaches will help learners to show their progress through the levels, in line with the National Benchmarks, and enable them to demonstrate their achievements.

Teachers will provide learners with opportunities to show that they:

- have achieved a breadth of learning across the experiences and outcomes for an aspect of the curriculum
- can respond to the level of challenge set out in the experiences and outcomes and are moving forward to more challenging learning in some aspects
- can apply what they have learned in new and unfamiliar situations

In this way, learners can demonstrate that their progress is secure and that they have achieved a level.

Young people demonstrate their knowledge and understanding, skills, attributes and capabilities through a wide range of approaches to assessment in various tasks and activities including dialogue and interactions with peers and teachers, practical investigations, performances, reports, oral presentations and discussions as well as specific assessment tasks, activities, tests and examinations.

The Senior Phase – S4-S6

The assessments taken by students will match the subject and level of the course the students are studying. Assessments may include a combination of practical work, case studies, question papers/tests and projects. Students studying courses at National 3 and 4 will have internal assessments that are assessed and marked throughout the year by class teachers. There will be no external examination and assessments will be assessed as a pass or a fail. National 5, Higher and Advanced Higher courses are assessed through external examinations and course assessment which will be externally marked by the Scottish Qualifications Authority. These courses will be graded on an A-D or no award basis.

Tracking and Monitoring

Student progress is regularly monitored and tracked. A tracking report is issued to all students at key points throughout the session via Parents Portal. Students in the senior phase will have the opportunity to discuss their progress with their teacher prior to the completion of the tracking report. This report will detail information relating to student progress, effort, behaviour and homework.

Reports on student progress and opportunities to meet with teaching staff are an important link in communication between home and school. Parents are invited at any time to contact the relevant Principal Teacher of Guidance, Year Head or Head Teacher should they wish further information on the progress of their son or daughter. Similarly, the school may find it necessary to contact parents/carers regarding student progress out with normal reporting times.

Recognising and Celebrating Achievement


Young people are involved in a wide range of activities and have other important achievements that should be recognised. Recognising achievement helps young people to understand the skills they have developed through their activities.

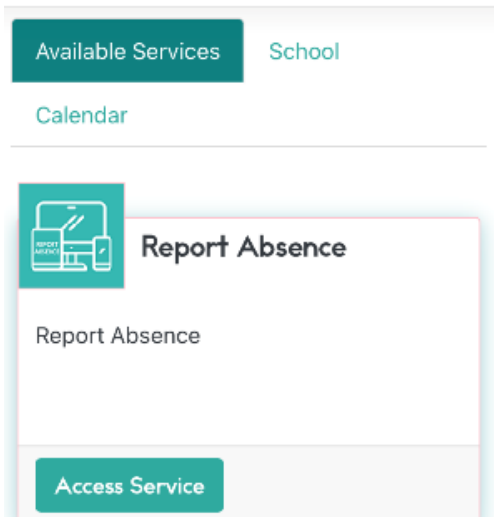
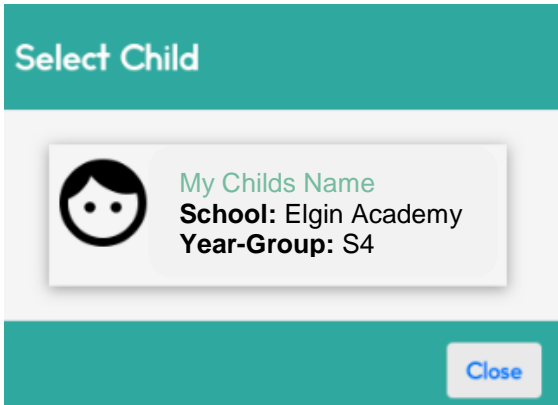
At Elgin Academy, the achievements of young people are recognised and celebrated in a variety of ways including through the use of merits certificates, notice boards and televised screens, local media, the school website, House and Year Group Assemblies, awards ceremonies.

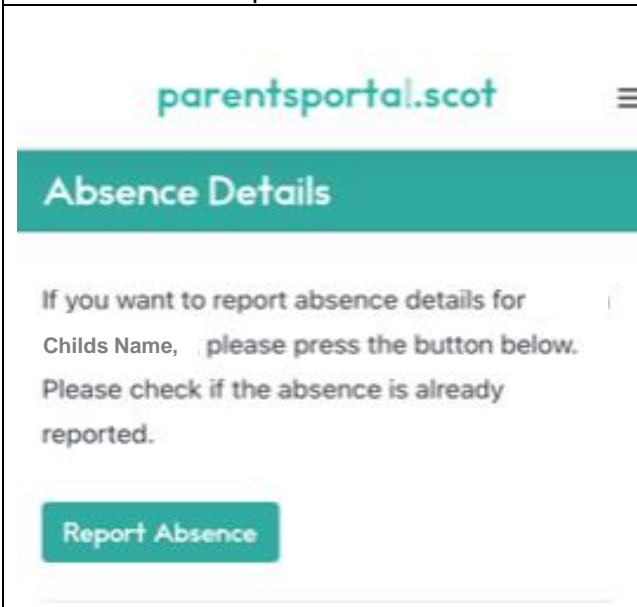
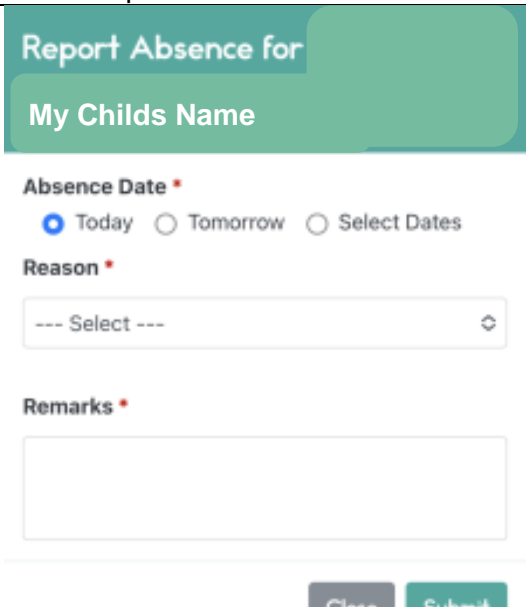
Attendance and Absence

All parents/carers have a legal responsibility for their child's education. Section 30 of The Education (Scotland) Act 1980 requires parents to ensure that their children attend school regularly. Regulation 7 of The Education (School and Placing Information)(Scotland) Amendment etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised (e.g. approved by the local authority) or unauthorised (e.g. unexplained by the parent/carer (truancy) or excluded from school).

Elgin Academy uses a text messaging service called "Groupcall". This system gives the school the ability to send text messages to mobile phones advising parents/carers that their child is absent from school. Parents/carers are asked to contact the school office on receipt of Groupcall with the reason for absence. Any absence or prearranged appointments should be reported to the school office via Parents Portal, events can be reported prior to the day of absence. Clearly marked with student's name and year group and Guidance House. Please note that it is **not** a legal right in Scotland for parents/carers to allow students to take time off school for holidays during term, these will be recorded as unauthorised absences.

Parent Portal https://parentsportal.scot/portal/auth.jsp	
From the app store download the parent portal app:	
1. Enter Parent portal and select the correct service (see below)	2. Select your Child (see below)

 <p>The screenshot shows the 'parentsportal.scot' website. At the top, there are tabs for 'Available Services' and 'School'. Below the 'Available Services' tab, there is a 'Calendar' link. A 'Report Absence' button is highlighted with a red border. Below the button, there is a text input field labeled 'Report Absence' and an 'Access Service' button.</p>	 <p>The screenshot shows a 'Select Child' dialog box. It features a child's profile picture and the following details: 'My Childs Name', 'School: Elgin Academy', and 'Year-Group: S4'. A 'Close' button is located at the bottom right of the dialog box.</p>
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<p>3. Click on report Absence button</p>  <p>The screenshot shows the 'Absence Details' page on the 'parentsportal.scot' website. It includes instructions: 'If you want to report absence details for Childs Name, please press the button below. Please check if the absence is already reported.' A 'Report Absence' button is highlighted with a red border.</p>	<p>4. Input the absence details and submit</p>  <p>The screenshot shows the 'Report Absence for My Childs Name' form. It includes fields for 'Absence Date' (with options for Today, Tomorrow, and Select Dates), 'Reason' (a dropdown menu), and 'Remarks' (a text area). There are 'Close' and 'Submit' buttons at the bottom right.</p>
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For absences, parent/carers can register absences via Parents Portal via the mygovscot app.

Behaviour

In order to manage low level disruptive behaviour we have a structured model of interventions.

If your child is transferred in any of their classes, you will receive a text message informing you of this. We would ask for your support in making sure you discuss this with your child. If you require any further information about the incident, as always please do not hesitate to contact the school.

If your child displays more serious behaviour in class or across school, they will be removed from class and you will be made aware of this.

We work closely with parents and carers to address any issues and find positive ways forward.

Careers Education

Skills Development Scotland works in partnership with us to support key parts of both our guidance work and related work in Personal and Social Education. Our programme of careers education is enhanced by contributions from Skills Development Scotland. One-to-one careers guidance is also arranged with students at different stages in the school, especially as they approach the more senior years. Parents/carers are also welcome to contact us for careers advice regarding their son or daughter, if that is required. A well-stocked careers library contributes to this provision along with information on work and Further/Higher Education which is available from a computer database. Students are encouraged to investigate career areas independently using the careers library and database provision. Senior Students are encouraged to attend relevant university open days and other careers events as appropriate. Careers talks from various outside agencies are also given each session. Again senior students in particular are encouraged to attend. Students who are considering leaving school at the end of S4 or students in S5 who are Christmas Leavers may have the opportunity to undertake targeted work experience placements to suit their own individual needs. These will be negotiated by the Principal Teacher of Guidance in conjunction with various agencies.

Child Protection

The Moray Approach to child protection is based upon the protection of children's rights and our commitment to the implementation of the United Nations Conventions on the Rights of the Child (UNCRC) by embracing the GIRFEC approach and Staged Intervention Model.

The National Guidance for Child Protection Scotland 2020 (DRAFT) advises that *"all staff working in education establishments, including early learning and childcare settings, have a key role in the support and protection of children. Day-to-day professional experience of, and relationship with children is a fundamental protective factor"*.

The Child Protection Guidance applies to children and young people up to the age of 18.

Child Protection Indicators

It is the duty of The Moray Council and its entire staff to ensure, as far as possible, that all children are protected from the danger of child abuse in all its forms. These include:

- *Physical Abuse*
- *Emotional Abuse*
- *Sexual Abuse*
- *Criminal Exploitation*
- *Trafficking*
- *Neglect*
- *Female Genital Mutilation*
- *Forced Marriage*
- *Forced or Dangerous Labour*
- *Child Sexual Exploitation*
- *Radicalisation*
- *Domestic Abuse*
- *Parental Drug Use*
- *Parental Alcohol Use*
- *Parental Mental Health*
- *Child Placing Self at Risk*

Where school staff have concerns about a pupil, which suggests the possibility of abuse, then these concerns will be passed on immediately to the designated Child Protection Co-ordinator in school,

who will then discuss the concerns with a member of the Social Work Team. In these circumstances, parents will not normally be consulted first.

GDPR

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of GDPR.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

GDPR ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

More information is available on the Moray Council Internet site at:

http://www.moray.gov.uk/moray_standard/page_75569.html

Privacy Statement

Elgin Academy privacy statement can be found on the school website <https://www.elginacademy.co.uk/> click on 'contact us' and then 'privacy notice' at the bottom of the page.

Developing the Young Workforce

16+ Learning Choices

It is the intent of the Scottish Government that every young person of school leaving age in Scotland will receive an offer of continuing education or training that is attractive, appropriate and relevant to their needs. It is felt that this is the best way of ensuring young people's long term employability. In partnership with Schools, Colleges, Skills Development Scotland (Careers), the private, voluntary and other public sectors, Moray has developed systems and plans that will translate that vision into reality.

For many young people schools will continue to be the main route for that progression beyond S4; for others college will be the best option or it might be a combination of school and college. For some young people the best offer may lie outside of school and college and this is where alternative provision will be identified and developed. During a young person's final year of statutory schooling, school guidance and Skills Development Scotland (careers) staff will be in discussion with pupils to identify the most appropriate offer.

Skills for Work, Life & Learning

Elgin Academy support all students in developing skills which they will use throughout their life and in their work, including the development of pre-vocational, enterprising and employability skills, personal skills, high levels of cognitive skills and the opportunity to put learning into a practical context.

These skills for life and skills for work are embedded across all curriculum areas and include learning which falls within a broad definition of 'vocational'; that is learning which is generally about the development of pre-vocational and employability skills which will be made use of in future working life.

A strong focus on literacy, numeracy and health and wellbeing are essential; all children and young people require these skills to gain access to learning and to succeed in life. Confidence and competence in literacy and numeracy provide the foundations for lifelong learning.

Education Maintenance Allowance (EMA)

Students who are planning to stay on at school after 16 years of age, and who are willing to participate in an approved learning agreement at school for a minimum of 21 guided learning hours per week may be eligible for an EMA. An EMA consists of a weekly allowance during term time. Further information on full eligibility criteria should be made directly with Moray Council Revenues and application forms can be obtained from the school office. Failure to maintain the agreement would result in payments being revoked.

English as an Additional Language

In Elgin Academy we are very proud that 26 languages are spoken by members of our school community. The school works hard to support the 100+ pupils at Elgin Academy for whom English is an additional language in a variety of different ways. The PT EAL, Mr Nabil Ramzy works in Elgin Academy on two days each week to support EAL learners and work closely with the Guidance team and SLT. A number of our learners complete the ESOL (English as a Second Language) qualifications either in school or at the college. Interpreters can be booked by the school to support parents' evenings and/ or parental meetings. Parental letters can also be interpreted into a variety of languages.

Getting It Right For Every Child

Getting Right for Every Child is a national policy to help all children and young people grow, develop and reach their full potential. It aims to improve outcomes for children and their families based on a shared understanding of their wellbeing. Most children will receive all the support they need from their own families and community.

As part of the GIRFEC approach each child or young person is allocated a Named Person. In Elgin Academy, a member of the Guidance team is usually the Named Person. Their Named Person will remain the same throughout their school career and will be the key point of contact for the child/young person, their parents/carers and the professionals who work with the child.

The Guidance Teacher will be involved in many aspects of the your child's education including attendance, absences, report cards, course choices, individual interviews, additional support needs and generally ensuring their wellbeing needs are being met. The role of the Guidance Teacher is to support their pupils as they progress through the various stages. As Guidance Teachers have been allocated the role of Named Person, they should be your first point of contact. The best way to make contact is by phoning 01343 543485. Alternatively you can e-mail the school on admin.elginacad@moray-edunet.gov.uk marked for the attention of the particular Guidance Teacher and include your child's name.

Guidance

Every child and young person is entitled to support to enable them to gain as much as possible from the opportunities which Curriculum for Excellence can provide.

All teachers at Elgin Academy provide universal support to students. This support starts with the ethos, climate and relationships within every learning environment. Teachers create an environment which is calm, caring, inclusive, fair and focused on delivering learning to meet individual needs. In terms of direct pupil support, all students entering Elgin Academy are assigned to a House Group under the care of a Principal Teacher of Guidance and will normally remain in the same house throughout their education at Elgin Academy.

It is the responsibility of each PT Guidance to have a full knowledge of each student in their group. This is achieved through personal contact with students, liaison with registration and subject teachers and through meeting parents as frequently as possible. This way, the Guidance teacher can help each individual gain the greatest advantage from his or her time at school. All our students have regular opportunities to discuss their learning and development with their PT Guidance who

has a holistic overview of the young person's learning and personal development.

PTs Guidance, work closely with our PT Additional Support for Learning to support students who require targeted support. All students can benefit from additional or targeted support, tailored to their individual circumstances. This could be at any points of their learning journey or, for some, throughout the journey.

Barriers to learning may arise from, for example, specific learning difficulties, disability, social, emotional or behavioural needs, bereavement or family issues, etc. Additional support may also be required to ensure progress in learning for highly able pupils, looked after & accommodated children (LAAC) as well as young carers, Travellers, asylum seekers and those for whom English is an additional language (EAL).

Targeted support also encompasses children and young people requiring support in achieving positive, sustained post-school destinations. This 'targeted' support is usually, but not exclusively, delivered by staff with additional training and expertise. PTGs work closely with SDS and through discussion at Multi Agency/Pathways meetings to ensure support is in place.

At any time, should the need arise, students and parents alike are welcome to contact the Guidance staff on any matter connected with a student's wellbeing in or out of school. If there is a matter causing real concern, please get in touch. The Head Teacher and other members of the Senior Leadership Team as well as members of the Guidance Team will help in any way possible.



Mrs Fiona Chapman
Gordon House



Mrs Lynne Bowley
Innes House



Mrs Elaine Macrae
Randolph House



Mr Richard Wilson
Seafield House



Mrs Christina Fraser
Moray House



Ms Julia Westbrook
Innes House

Head Student's Welcome

As part of the Elgin Academy community, it is my honour to welcome all new students to our fantastic body of hard-working and diligent learners. As a member of TEAM EA, students have a wide range of access to all kinds of support, from personal guidance and counselling, teacher support, library and computer facilities and plentiful resources in each department; furthermore there is also a massive assortment of extracurricular activities to join and befriend others with the same interests. At Elgin Academy, the celebration of excellence and perseverance is at the heart of what we do, and is greatly encouraged. In the new academic year, we hope that everyone feels that their efforts are recognised and feel at home as part of TEAM EA, where Together, Everyone Achieves More.

Health Provision

Accident or Illness at School - When students become ill or are injured they MUST report to their class teacher who will contact reception. In the event of the illness or accident being serious, the school will attempt to contact a parent/carer so that the student may be taken home by the parent/carer or to their own doctor. School staff are not allowed to issue paracetamol/medication to students. In cases of emergency, where parents cannot be contacted, a student will be taken to Accident and Emergency, usually in Elgin, and parents will be informed as soon as possible. If there is real doubt about a student's health at the start of the school day, parents or carers are advised to keep them at home. **No student** should leave school when ill, without permission from the First Aider on duty. Students under 16 will not normally be sent home unless we have confirmed that there will be an adult there to receive them.

It is essential that parents keep the school informed of any changes to addresses, telephone numbers, email addresses, work contacts and so on to allow for efficient contact in any emergency. It is also extremely helpful if information regarding emergency contacts is also updated as required. These changes can be made via the Parents Portal app on mygovscot.

Homework

Elgin Academy has a homework policy and pupils are expected to complete some self-directed learning as part of developing their learning skills. Completing homework can have many benefits; these include developing a range of relevant learning skills, preparing for assessments, and fostering a love of learning and lifelong learning habits. Homework will be set on Microsoft Teams and young people will have a Team for all the curriculum subjects that they study that give out homework. Some of our learners will be supported to complete homework in school if they have additional support needs or other circumstances that are barriers to completing assignments at home.

Pupils are asked to...

- Check Microsoft Teams every weekday for homework and other communications from teachers about your learning.
- Ensure you talk to your parents about the homework you have each week.
- Manage your time to make sure you can complete homework to a good standard and hand it in on time.
- You always have homework. Skills and understanding can be developed outside of school. Some examples are:
 - Read for pleasure to develop your literacy skills.
 - Read or research around the topics you are learning about in school.
 - Develop note taking skills from the work in your jotters. E.g. read through and highlight key words or key information.
 - Use websites related to the subjects and courses you are studying.
 - Watch programmes to develop your understanding of the world.

How you can help you child with their homework.

- Try to have a weekly dialogue with their young people about their homework and checking Microsoft Teams together.
- If possible, homework is best completed in a quiet place in the home with few distractions or in another suitable place such as the school or public library.
- It is important that pupils manage their time and are supported and encouraged not to leave major items of homework to the last moment.
- Encouragement for pupils to keep notes in good order, to store books and jotters carefully and organise equipment the night before for the following day would be helpful.
- If parents are worried about their young person's homework, they can contact the pupil's Principal Teacher of Guidance.

Parental Engagement

Parents can help to encourage good homework habits as follows:

- If possible, homework should be undertaken in a situation where there are few distractions
- It is important to help pupils manage their time and they should be encouraged not to leave major items of homework to the last moment if at all possible.
- There should be encouragement for pupils to keep notes in good order, to store books and jotters carefully and, particularly for younger children, check the following day's to see what books, jotters and equipment are required for the following day.

If you have a concern

We have a clear intention that the welfare and progress of our students remain at the heart of everything we do. From time to time, however, you may have a concern related to your child's progress or welfare. You are strongly encouraged to work with the school by contacting us to make us aware of your concerns. In the first instance, you should contact your child's Guidance Teacher. If you wish to raise a formal complaint, please contact their Year Head.

Instrumental Tuition

Lessons are given in strings, woodwind, brass and percussion instruments by instructors who visit the school each week. Tuition is given in groups, although there is some opportunity for individual tuition for more advanced students. These lessons are provided by The Moray Council's Instrumental Music Scheme. After an appropriate level has been reached, students are expected and encouraged to attend school orchestra rehearsals each week. In addition, they may attend the Moray Music Centre in Elgin on Saturday mornings. Priority for instrumental tuition is given to students who have already been receiving lessons in primary. If places are available, an opportunity may also be given to first year students arriving at the school to apply for lessons. In such situations, a procedure involving testing for aptitude and reference to any primary musical tests to aid in the selection of students for musical tuition is followed.

Guitar and drum kit tuition is also available via a private scheme for students in S1-S6. Although normally in groups, pupils can opt to have individual lessons. Parents of students wishing to be considered for musical tuition for the first time should contact Mrs Helen Ross (PT Music).

Internet and Email – Student Use

Moray School networks are provided for students to do school related work, including research and communication with others. For internet access parental permission is required. This is one of the forms which we ask parents to complete during the process of admission to Elgin Academy.

Leaving Dates

Students who reach the age of 16 years on or before the last day of February are entitled to leave school on the last day of term before the Christmas holiday of the previous year. Students who reach the age of 16 on or before the last day of September may leave school on the last day of May of the same year. Advance written notice of leaving would be appreciated. Any student leaving Elgin Academy at any time, should collect a leaver's form from the school office at the start of their day of leaving and should follow the instructions set out on it. All books and equipment belonging to the school must be returned and details of their destination eg. further education/job etc must have been given to School prior to leaving

Library Resource Centre

The Library Resource centre is pivotal to the support of learning and teaching across the school, in particular the development of literacy across the curriculum. Our school librarian, Mrs Shelagh Toonen, leads work in this area very effectively, with the constant promotion of reading as an activity both for fun and as a means of making academic progress. She has the assistance of a team of volunteer students to help ensure an excellent service. Mrs Toonen also assists staff and pupils with

the development of literacy skills and study skills e.g. how to effectively use the internet as a research tool. The Library is a real 'hub' in the school, with many events taking place which help to capture the imagination of our students. Included is an extensive programme of visits from authors, who come into school and work with students at all stages of their learning.

Lockers

Lockers can be hired via iPay per academic year (starts after the October Break)

Mobile Telephones

Technological devices may be used appropriately in Elgin Academy at social times (break and lunch) but only with teacher permission at all other times.

Phones should be out of sight during class time (in their bag).

Named Person

As part of the national Getting right for every child (GIRFEC) approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a Named Person to help them get the support they need. In secondary schools the Named Person will usually be a Principal Guidance Teacher and will remain throughout their time at school. The Named Person will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person.

The GIRFEC approach (which includes the Named Person Service) aims to improve outcomes for children and their families based on a shared understanding of wellbeing. Most children receive the support they need from their own families and their community, in partnership with universal services such as health and education. Where extra support is needed the GIRFEC approach aims to make that support easy to access with the child or young person at the centre. It looks at a child or young person's overall wellbeing to establish how *safe, healthy, achieving, nurtured, active, respected, responsible and included* they are. This aims to ensure that each and every child gets the right support, at the right time, from the right people.

The Named Person Service supports this approach, offering a single point of contact for children and their families at a time when support may be needed. It also serves as a way to coordinate multi-agency support (e.g. from health, social work, police etc.) if required.

Should you have anything you would like to discuss regarding a child's wellbeing, please do not hesitate to contact your Named Person either by phone, email or alternatively a letter marked for the attention of your Named Person.

Parent Council

We believe that an effective partnership between home and school is a very powerful support for our young people and their learning. Some of the ways in which parents can be involved have been set out elsewhere in this prospectus.

There are however several ways in which parents are linked with the school in a more direct way and it is to be hoped that these links continue to develop over the coming years through our very supportive Parent Council.

The Parent Council is open to any member of the parent community and meetings are published via the website. The current chair is James Walls.

Parents' Evenings

Parents' Evenings are now booked via the website <https://parents-booking.co.uk/elginacademy>

Where appropriate, information evenings are arranged immediately prior to the appointments to provide updates and information on various aspects such as curricular changes, assessment etc. If at any stage parents would like more information on any aspect of their child's progress, please do not hesitate to contact the school. We hold an Information Evening in September for S1.

Photography & Filming

Parents/Carers will be asked whether or not they give permission for filming, photography and recording of students in school by the media on the enrolment form.

Planning for Improvement

Every year, the school produces an annual Strategic Improvement Plan (S.I.P) which guides the work of the school for the following year. A copy of the current plan is available on the school website www.elginacademy.co.uk. It is our aim to involve parents as much as possible in the drawing up of the S.I.P. and we build on evidence gathered from, for example, parent surveys and questionnaires.

Policies

School policies are detailed throughout this handbook. For local authority policies and information, please visit the Moray Council website www.moray.gov.uk. Click on "Learning and Education" and then "Schools".

Religious Observance and Education

Religious and Moral Education as a subject forms a part of the core curriculum for all students in first to third years. The aim of the Religious and Moral Education of each student is to instil in our young people an understanding and tolerance of the beliefs of other people in Scotland and the wider world. We hope to help young people to develop their own moral values by providing opportunities for them to seek answers to some of life's ultimate questions. We feel that such courses are essential to a broad, general education.

Safety and Security Guidelines

- All clothes and possessions should carry name tags. Expensive or valuable items should be left at home.
- Money should **NOT** be left in coats or bags. As little money as possible should be brought into school and where possible Young Scot Cards should be used.
- Students are expected to follow all instructions given by staff in the event of an emergency evacuation of the building. A practice evacuation is carried out each term.
- Students **MUST NOT** leave the school premises without the permission of SLT and report to the office during the timetabled day. This also applies during morning interval.
- In the event of a known appointment e.g. medical or dental, Students are asked to bring a parental/carers note advising of the details. This should be handed in to the office for processing.
- Students should not behave in any way which might put themselves or others at risk because of their actions.

School Cafeteria

The school canteen provides a variety of tasty and healthy food on their menu. These meals are in line with the Healthy eating in Schools (Scotland) 2020 regulations, and are nutritionally analysed to promote healthy eating. The food provided is nutritious and available at a reasonable cost. There is a wide range of items on sale at break time such as: egg in a roll, scones, pancakes, crisps and drinks. At lunch time we offer main meals, grab and go hot snacks, baguettes, and drinks are available. Each day a nutritionally analysed main meal and baguette are available as a healthy option.

All pupils and staff will be issued with a National Entitlement Card (Young Scot Card) which will contain their unique identification number as the school canteen uses a cashless catering system. We would emphasise that Young Scot Cards **MUST** be used for a safe and speedy process. The cashless system is where pupils can top up online or with cash at the coin machines within the school. There is a pre order app available to order meals ahead of time and save time queuing at lunch time (this has limited options to order) Ordering can be done by app on a mobile phone or computer, and is linked to the pupil's iPay account.

Pupils entitled to free school meals will automatically have their card topped up. The allowance of £2.65 is available to spend at break time and lunchtime. Click link below to watch video on how the NEC cards work: (<https://youtu.be/3UI7YZypxYA>)

Free school meals are provided to children whose parents/carers receive the following benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, and who have an annual income (as assessed by the Inland Revenue) please check direct with benefits office for current allowance.
- Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit, currently set by the UK Government.
- Guaranteed Pension Credit

Students between 16 and 18 years old who receive any of these benefits in their own right, can claim free school meals for themselves. Students may also be eligible if they are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999. Application forms are available from the school office

The current menu and price list for items sold in the canteen can be found at: http://www.moray.gov.uk/moray_standard/page_84855.html

Allergen information can be found for each schools menu via the link above. The Catering department can provide adapted menus for pupils with medically diagnosed food intolerance or allergies. If you require a menu please make your school aware for them to pass your details onto the Catering department.

School Dress Code

Students are encouraged to wear school uniform as a sign of identification with, and pride in, Elgin Academy and its activities. While wearing the uniform, students carry Elgin Academy's reputation wherever they go.

All students should wear uniform as follows:

- Black trousers (no rips) or skirt of any suitable style and length
- White shirt or blouse of choice
- School tie (red for S1-S3; striped for S4-6)
- Black footwear

Denim jackets, jeans, coloured tops or trainers are **not acceptable** dress.

Orders for school uniform can be made via <https://myclothing.com/>

Physical Education Kit

Students should have the following kit for PE:

Indoors	Outdoors
A change of trainers and socks Black or white T-shirt Black or white shorts or tracksuit	Football/rugby/hockey boots for team games Black or white T-shirt & black sweatshirt Black or white shorts or tracksuit Rain jacket

This 'PE Kit' must be a complete change of clothes and should be carried to school in a bag.

Financial help for school wear may be available to children who are under 16 whose parent/carer is in receipt of the following benefits:

- Income Support (or to children who receive it themselves)
- Income Based Jobseeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, and who have an annual income (as assessed by the Inland Revenue)
- Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit, currently set by the UK Government
- Guaranteed Pension Credit

Students between 16 and 18 years old and who receive any of these benefits in their own right, can apply for a clothing grant themselves. Students may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999. Queries concerning clothing grant payments is The Moray Council Payments Helpdesk in Elgin (01343 563144).

The Moray School Bank charity can help with providing items of school clothing. Details can be found here:

www.morayschoolbank.org

School Information

In the event of inclement weather or other incidents, information on school closures is available on Moray Council's website: www.moray.gov.uk We will also add a message to our facebook page and send info via Groupcall Messenger.

School Roll





Elgin Academy is the largest school in Moray – the official school roll in September 2024 was 1074.

Senior Leadership Team



Head Teacher - Mr Neil Johnson

Overall responsibility for formulation and monitoring of school policies and for all aspects of leadership and management of the school. He has responsibility for curricular policy, ICT and for developing the school's vision, values and aims. Mr Johnsons' links with the SLT, School Business Manager and the School Librarian.

	<p>Depute Head Teacher - Mrs Karen Grant</p> <p>Responsibility for curriculum, timetabling, baseline assessments, DYW co-ordinator, college link, school transport arrangements, emergency arrangements. Mrs Grant also acts as a link for local businesses. She links with the English, Modern Languages, Design and Technology and Business & Digital Learning departments. In 2025-26, Mrs Grant will be year head for S1 and S5.</p>
	<p>Depute Head Teacher – Mrs Natalie Munro</p> <p>Responsibility for exam arrangements, linking with the SQA, data analysis, tracking and monitoring, transition from primary to secondary and working with the Associated School Group. She links with the Geography, History, Modern Studies, RMPS and Maths departments. In 2025-26, Mrs Munro will be year head for S2 and S6.</p>
	<p>Depute Head Teacher – Ms Lizzy Toon</p> <p>Responsibility for pupil support, child protection, attendance, inclusion, equalities, school documentation and parents' evening arrangements. Ms Toon also has responsibility for drug, alcohol, weapons and equalities incidents. She links with Support for Learning, Guidance and the Inclusion department. In 2025-26, Ms Toon will be year head for S3.</p>
	<p>Teacher - Mrs Lynne Milligan</p> <p>Responsibility for learning, teaching and assessment, overview of the responsibilities of all (Literacy, Numeracy and Health & Wellbeing), interdisciplinary learning, extra-curricular activities including school trips, Continuing Professional Development, Professional Review and Development, S1-3 personalisation, student teachers and newly qualified teachers. Mrs Milligan links with the Biology, Chemistry and Physics, Art, Music and Drama departments. In 2025-26, Mrs Milligan will be year head for S4.</p>

SQA Presentations

S4

In May, students move from a Broad General Education (S1-3) to the Senior Phase where they will have an opportunity to study and be presented for seven new qualifications at the following levels - National 3, 4 or 5.

Courses at National 3 and National 4 will not be graded but assessed overall as pass or fail. There will be no requirement to sit an external exam. All courses at National 5, Higher and Advanced Higher will be graded A to D or 'No Award'

S5/6

Students will study between five and seven subjects in S5 depending on the level and up to seven courses in S6 or three Advanced Higher courses.

All courses at National 5, Higher or Advanced Higher are graded A to D or 'no award'. National 4 is assessed as a pass or fail.

The S6 Experience

All S6 students are able to sign up for leadership opportunities. That could be being a member of the pupil leadership team, leading or taking part in committees and supervision. S6 also undertake responsibility for S1 students and assist the Pupil Support staff in ensuring progression when settling into school. S6 is a year for giving back to the school and as such S6 take a prominent role in organising parents' evenings, social events for fellow students, fundraising for charity, community involvement, publicity and improving the economy & environment.

Staff List 2024-2025

Head Teacher

Mr Neil Johnson

Depute Head Teachers

Mrs Karen Grant
Mrs Lynne Milligan
Mrs Natalie Munro
Ms Lizzy Toon

Art & Design

Mrs Templeton (PT)
Mrs Victoria Lee
Mrs Tracey Johnman
Mrs Mandy Ronald

Biology

Mrs Rosalyn Gordon (PT)
Miss Karen Crookston
Mrs Fiona Farquhar
Mrs Rachel Rutter
Mrs Tracey Shaw

Business & Digital Learning

Mr Ian Ord (PT)
Mr Donald Mackay
Mr Stuarly Moran

Chemistry

Mrs Nichola Burpitt (PT Job Share)
Mr Mark Baker (PT Job Share)
Mr Ross Gray

Design & Technology

Mrs Angela McLellan (PT)
Ian Fraser
Mr Jan Pellegrom

Drama

Ms Angela Ogg (PT)
Mrs Sarah May
Mr Callum McLeod

Pupil Support Assistants

Mrs Annette Crombie
Mrs Wendy Donaldson
Mrs Jackie Grant
Mrs Deborah Logie
Mrs Kerrie Martin
Mrs Brenda Steele
Mrs Tina Stephens
Mrs Nikki Wolf
Mrs Julie Heritage
Mrs Jane Abbott

Administration

Mrs Susan Taylor
Ms Kirsty Fegan
Mrs Tamara Greenwell
Mrs Sharon Murray
Mrs Joan Main
Miss Lisa Stewart
Mrs Andrea Strasdin
Mrs Lesley Urwin
Mrs Linda MacFarlane

English

Mrs Jane Forster (PT)
Miss Jennifer Blackburn
Mr Douglas Clark
Ms Jennifer Macdonald
Mrs Helen McGougan
Mrs Sandra Mills
Mrs Claire Ross
Mrs Lorraine Teviotdale
Mr Keith Hay

Geography

Mr Calum Simpson (PT)
Mr Sandy McWhirter

Guidance

Mrs Lynne Bowley (PT)
Mrs Fiona Chapman (PT)
Mrs Christina Fraser (PT)
Mrs Elaine Macrae (PT)
Mr Richard Wilson (PT)
Mrs Julia Westbrook (PT)

History

Mrs Suzanne McCudden (PT)
Mr Robert Maclean
Mrs Hazel Strachan

Home Economics

Miss Karen Ainslie (PT)

Library Resource Centre

Mrs Shelagh Toonen

Mathematics

Mrs Nichola Burpitt (Acting PT)
Ms Carolyn Blance
Mrs Lizzy Fraser
Mr Ian MacAndie
Mrs Lorna Sproates
Mrs Rachel Thompson
Mrs Bri Wignall

Technicians

Mr Corey Anderson (HE Assist)
Mr Philip Blanche (Technician)
Mrs Tonia Fleming (Technician)
Mr Owen Mair (Technician)
Mr Alasdair Murchison (Technician)

Janitors (FES)

Mr Paul Binks
Mr Alex McLaren
Mr David Mone
Mr Stuart Shields
Mr Neil Thompson

Modern Languages

Mr Jérôme Lestienne (PT)
Mrs Amanda Mackenzie
Miss Kirstie Mulheron
Mrs Fleur Stewart
Miss Hazel Wilson

Modern Studies

Mrs Emma Hendry (PT)
Mr Chris Robertson

Music

Mrs Helen Ross (PT)
Mr Paul Brill
Mr Andrew Legge

Physical Education

Mr Ross Wilson (PT)
Miss Katie Anderson
Mrs Kerry Burton
Mrs Morag McDonald
Miss Laura Turnbull
Mr Tom Watson

Physics

Mr Pete Kelly (PT Job Share)
Mr Allan Reid (PT Job Share)
Mrs Morag McLuckie
Mrs Rosemary Still

Religious Education

Mrs Marilyn Hamilton (PT)
Miss Ellie Foster

Support for Learning

Ms Katie Morton (PT)
Mr Stephen Kirkpatrick
Mr Richard McWhirter
Mrs Dawn Phillips
Mr Rob Thomas

Inclusion/Achievement

Mrs Amy Storey (PT Inclusion)
Mr Ben Moore (PSW)
Ms Susan Manson (Coordinator)

DofE Co-ordinator (PEF)

Ivonne Iser

Canteen

Mr Michael McGarrie (Supervisor)

The Moray Council has produced a “Notes for Parents and Carers” booklet, which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child's experience at school. This booklet is available from the school, from Educational Services, or the Moray Council Internet site http://www.moray.gov.uk/moray_standard/page_47236.html. This booklet is also available in other languages.

Student Councils

The year group councils meet on a regular basis with their respective Year Head. They discuss all aspects of life in the school and recommend areas for improvement. The year group councils act as an important ‘voice’ for our young people. The Head Student, Depute Head Students, and Heads of House form the ‘Executive’, and meet weekly with the Head Teacher and the S6 year head. A representative from each pupil council and all of the executive meet as the ‘Senate’ approximately every six weeks. From time to time, e.g. to find out opinion on important developments, a ‘Learner Conference’ is held, where every pupil council rep meets to take apart in and influence the decision-making process.

Support for Learning

Elgin Academy is committed to the principle of inclusive education. As part of our #TEAM EA vision, we pride ourselves on ensuring that all of our pupils are valued within the school. Our Support for Learning (SfL) department is proud to support pupils with a focus on facilitating their independence, so they can achieve their personal best. Staff within the school have an excellent knowledge of individual pupils, their learning preferences and requirements, as well as a good knowledge of learning barriers. This was recently highlighted when the school received Autism Accreditation from the National Autistic Society of Scotland. In conjunction with our Guidance team, the SfL department consult with other professional services, as well as parents/carers and young people to develop a range of long and short term support strategies. Staff use their knowledge of Moray Council's inclusion policy, the 2009 Education Act and SQA policies to promote and support students' equal opportunities throughout their educational journey.

Additional support needs are identified in many different ways. These include:

Partnership working

- Staff visit primary 7 classes, observing and interacting with students and talking to class teachers.
- Some pupils will be known to Support for Learning in primary school as a result of their learning needs. We work with our associated primaries to share information and ensure smooth transitions.
- Elgin Academy staff regularly attend transition review meetings in primary schools.
- If necessary, pupils will attend Elgin Academy for different levels of enhanced transition, depending on their individual requirements.
- SfL staff will consult with parents who have concerns about their children.
- SfL staff will, where necessary, communicate information to classroom teachers and create pupil learning profiles in collaboration with pupils and parents/carers about how learning works best for them.
- There is a staff referral process to make the SfL department aware of any concerns teachers have regarding students.
- Multi- agency meetings with a variety of external agencies are held every two weeks to discuss students which require additional support on their educational journey and transitions to reach a positive destination.

Support staff work across the breadth of the entire curriculum developing curricular materials with class teachers. Where necessary, pupils are also able to attend support sessions within the base

to support their educational needs. Should the need arise, students and parents alike are welcome to contact Ms Katie Morton, Principal Teacher of Support for Learning.

Further information is also available from visiting the following websites:

Inclusion Scotland
<http://www.inclusionscotland.org/>

Parents for Inclusion
<http://www.parentsforinclusion.org/>

National Autistic Society
Addressing Dyslexia toolkit

Scottish Qualifications Authority

Enable
<http://www.enable.org.uk/>

Enquire
<http://www.enquire.org.uk>

www.autism.org.uk
<https://www.dyslexiascotland.org.uk/addressing-dyslexia-toolkit>

<https://www.sqa.org.uk/sqa/14976.html>

Term Times

Autumn Term	Wednesday 20 August 2025 Friday 10 October 2025	
Winter Term	Monday 27 October 2025 Friday 19 December 2025	In-Service Closures: Monday 10 November and Tuesday 11 November 2025
Spring Term	Monday 5 January 2026 Friday 27 March 2026	In-Service Closure: Thursday 12 February 2026 Mid Term Holiday: Friday 13 February and Monday 16 February 2026
Summer Term	Monday 13 April 2026 Thursday 2 July 2026	May Day Holiday: Monday 4 May 2026

Plus 1 occasional day holiday to be agreed by 31 March 2025

Transport

The Public Transport Unit will issue students who are entitled to transport, with a bus pass. Application forms for transport are available from the school office. The current conditions of entitlement are given below. It is important to emphasise that Students' behaviour on school transport should be of the very best to allow suitable, safe travel for all students. In cases where a student persistently misbehaves, consideration will be given regarding withdrawal of a bus pass. In special circumstances, students may ask for permission to travel on a bus other than their normal one, subject to there being a space available. A letter from a parent/carer is normally required for this to be granted.

Entitlement to School Transport - Students who live a distance from the school are entitled to free transport to ensure that they do not have more than two miles to walk. If a student lives more than a mile from an established bus point, parents should contact the school to discuss the matter. This may in turn be referred to the Moray Council Education & Social Care Department. Door-to-door transport is not guaranteed.

Adverse Weather Conditions (bus students) - In stormy weather it may be advisable to send students home early (particularly those who travel by bus). In such circumstances, the school will endeavour to contact parents/carers who live at a distance from the school and whose children may be at risk. Parents/carers of bus students are asked to inform the school of any changes to emergency contacts. In cases where road conditions are bad in the morning, parents/carers who live at a distance from the school are advised to use their discretion in keeping their son or daughter at home. In all that we do in this matter, we will err on the side of caution to ensure safety for students and staff.

Unaccompanied Out of School Activities

From time to time, students will be involved in learning experiences which will take them out of the school buildings. In such circumstances they will not always be under the direct supervision of teaching staff. Parents/Carers will be asked to give consent for such activities.

Work Permits - Employment of Children

The Children and Young Persons (Scotland) Act 1937, Section 28(1) as amended by the Children (Protection at Work) Regulations 1998 permits the employment of children aged between 14 years and the legal school leaving date i.e. children who attain the age of 16 years on or between 1st March and 30th September cease to be of school age on 31st May and children who attain the age of 16 years on or between 1st October and the last day of February cease to be of school age on the last day of the Christmas term. Section 28(2) permits the employment of children aged 13 years in categories of light work specified in these Bye-Laws. It is illegal to employ a child aged 12 or under in any circumstances. Applications for job licences are available from the school office. Further information in connection with the above may be obtained from the school.

Appendix A – Attainment Figures 2023

At the time of publication, finalised figures using the new benchmarking tool “Insight” for 2024 are not available. To give an indication of how well a school is performing, it is compared to a ‘virtual comparator’ which has very similar characteristics to the school. Figures for 2023 are as follows:

	Elgin Academy										Virtual Comparator									
Percentage of school leavers entering a positive destination	95%										96%									
Percentage of school leavers who attained literacy and numeracy at SCQF level 4 or better, and SCQF level 5 or better.	Level 4 83%					Level 5 59%					Level 4 87%					Level 5 65%				
Overall attainment of school leavers – Complementary Tariff Point Score	Lowest 20% 94			Middle 60% 559			Highest 20% 1237				Lowest 20% 114			Middle 60% 559			Highest 20% 1265			
Attainment versus deprivation (using Complementary Tariff Points)	School										National Average									
	SIMD Decile										SIMD Decile									
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
	452	340	549	510	568	508	583	701	747	796	463	490	530	569	622	659	709	760	817	940

*SIMD - This stands for “Scottish Index of Multiple Deprivation”.

Full details and further explanations of these figures are available on the “Parentzone” website - <https://education.gov.scot/parentzone>

Date of Issue of this Handbook: January 2025

This handbook has been prepared by the Head Teacher, and follows guidelines set out by The Moray Council. The information contained within is believed to be correct at the time of publication.

Appendix B

Contact: The Moray Council, Education and Social Care **Address:** Council Office, High Street, Elgin IV30 1BX
Website: www.moray.gov.uk
Telephone: 01343 563374 **Fax:** 01343 563990 **Email:** education@moray.gov.uk
Hours: 8.45am - 5.00pm Monday to Friday

Revised 02/12/2016

Moray Council A-Z	Telephone:	Web page address:
Active Schools	01343 563890	http://www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	01343 563374	http://www.moray.gov.uk/moray_standard/page_42567.html
Admission to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_52987.html
Adverse Weather Procedures	Local school or 01343 563374	http://www.moray.gov.uk/moray_standard/page_53021.html http://www.moray.gov.uk/moray_standard/page_40560.html
Armed Forces Families Information	01343 563374	http://www.moray.gov.uk/moray_standard/page_156431.html
Attendance and Absence	01343 563374	http://www.moray.gov.uk/moray_standard/page_55580.html
Bullying	01343 563374	http://www.moray.gov.uk/moray_standard/page_52988.html
Children and Families Social Work	01343 563374	http://www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	01343 554370 03457 565656 (out of hours) 101 (Police Scotland)	http://www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	revenues@moray.gov.uk	http://www.moray.gov.uk/moray_standard/page_55486.html
Moray Council A-Z	Telephone:	Web page address:
Community Care	01343 563999	http://www.moray.gov.uk/moray_standard/page_77362.html
Community Learning & Development	kevin.mcdermott@moray.gov.uk	http://www.moray.gov.uk/moray_standard/page_39860.html
Curriculum for Excellence	01343 563374	http://www.moray.gov.uk/moray_standard/page_76320.html
Data Protection	01343 563374	http://www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	01343 563374	http://www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare	01343 563374	http://www.moray.gov.uk/moray_standard/page_42682.html

Education and Social Care	01343 563374	http://www.moray.gov.uk/moray_standard/page_2069.html
Education Maintenance Allowance	01343 563456	http://www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	01343 563374	http://www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Local school	http://www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	01343 563374	http://www.moray.gov.uk/moray_standard/page_43903.html
Home Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_53000.html
Information for Parents and Carers Leaflets	01343 563374	http://www.moray.gov.uk/moray_standard/page_47236.html
Instrumental Instruction	01343 563374	http://www.moray.gov.uk/moray_standard/page_53005.html
Notes for Parents and Carers booklet	01343 563374	http://www.moray.gov.uk/downloads/file158374.pdf http://www.moray.gov.uk/moray_standard/page_47236.html
Moray Council A-Z	Telephone:	Web page address:
Learning and Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_44028.html http://www.moray.gov.uk/moray_standard/page_76320.html
Libraries & Information Services	01343 563374	http://www.moray.gov.uk/moray_standard/page_1472.html
Museums Service	01309 673701	http://www.moray.gov.uk/moray_standard/page_572.html
Parental Involvement & Parent Councils	01343 563374	http://www.moray.gov.uk/moray_standard/page_55068.html
Placing Requests	01343 563374	http://www.moray.gov.uk/moray_standard/page_49601.html
Pre-School Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_42682.html
Racial Equality	01343 563374	http://www.moray.gov.uk/moray_standard/page_43019.html
School Catchment Areas	01343 563374	http://www.moray.gov.uk/moray_standard/page_114991.html
School Contact Details	01343 563374	http://www.moray.gov.uk/moray_standard/page_55590.html
School Information Line	0870 054 9999 Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge	http://www.moray.gov.uk/moray_standard/page_40560.html
School Meals	01343 557086	http://www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	01343 563374	http://www.moray.gov.uk/moray_standard/page_55829.html
Sports Facilities	01343 563374	http://www.moray.gov.uk/moray_standard/page_2237.html
Swimming Pools		http://www.moray.gov.uk/moray_standard/page_137038.html
Transport (Pupils)	transport@moray.gov.uk 01343 563783	http://www.moray.gov.uk/moray_standard/page_1680.html http://www.moray.gov.uk/moray_standard/page_47797.html
Travelling People	0300 123 4566	http://www.moray.gov.uk/moray_services/page_40313.html