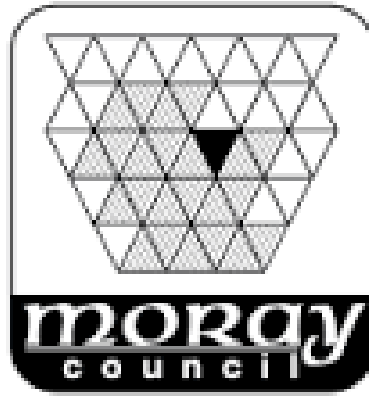




Elgin Academy

School Handbook A-Z

2025-2026

Moray Council

Education, Housing & Communities

tel: 01343 563374

web: www.moray.gov.uk

Date of Issue: 24th November 2025

The information contained within this Handbook are correct as at the time of publication and is updated annually.

For alternative formats, languages or further information, please ask an English speaking friend or relative to:

Phone: 01343 563319

Email: equalopportunities@moray.gov.uk

Write to: Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX

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School Information

Elgin Academy, Morriston Road, Elgin, IV30 4ND

Contact Details: School Tel: 01343 543485 Email Address: elgin.academy@moray-edunet.gov.uk

School Roll

Elgin Academy is the largest school in Moray – the official school roll in September 2025 was 1099.

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. He links with PE and HE.



Depute Head Teacher - Mrs Karen Grant

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 2026-27, Mrs Grant will be year head for S2 and S6.



Depute Head Teacher - Mrs Lynne Milligan

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 2026-27, Mrs Milligan will be year head for S1 and S5.



Depute Head Teacher – Ms Lizzy Toon

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 2026-27, Ms Toon will be year head for S4.



Depute Head Teacher – Ms Lynne Weir

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 2026-27, Ms Weir will be year head for S3.

Staff 2025-2026

Head Teacher

Mr Neil Johnson

Depute Head Teachers

Mrs Karen Grant
Mrs Lynne Milligan
Ms Lynne Weir
Ms Lizzy Toon

Art & Design

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

Biology

Mrs Rosalyn Gordon (PT)
Mrs Fiona Farquhar
Mrs Kyrie Jamieson
Mrs Rachel Rutter
Mrs Tracey Shaw

Business & Digital Learning

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

Chemistry

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

Design & Technology

Mrs Angela McLellan (PT)
Mr 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

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)
Miss Hannah Dempsey

Guidance

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)
Miss Cindy Bowie (NQT)

Library Resource Centre

Mrs Shelagh Toonen

Mathematics

Mrs Emma Thomson (PT)
Mrs Nichola Burpitt (PT)
Ms Carolyn Blance
Mr Ali Davies
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)
Mr Mark Sim (Technician)

Janitors (OCS)

Mr Alex McLaren
Mr Barry Sweeney
Mr David Mone
Mr Stuart Shields
Mr Neil Thompson

Modern Languages

Mr Jérôme Lestienne (PT)
Mrs Holly Cooper
Mrs Amanda Mackenzie
Miss Kirstie Mulheron

Modern Studies

Mrs Emma Hendry (PT)
Mr Chris Robertson
Mr Steven Rice

Music

Mrs Helen Ross (PT)
Mr Paul Brill
Mr Andrew Legge
Ms Nickea Warrenner

Physical Education

Mr Ross Wilson (PT)
Mrs Katie Wilson
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

Enhanced Provision

Mrs Hayley Morgan (PT)

Inclusion/Achievement

Mrs Amy Storey (PT Inclusion)
Mrs Claire McLean (PSW)
Mr Ben Moore (PSW)
Ms Susan Manson (Coordinator)
Mrs Stephanie Walker (PSW)
Mrs Pam Thomas
Mrs Elaine Ford

Home School Link

Mrs Jasmine Donaldson (HSL)
Mrs Stephanie Walker (HSL)

DofE Co-ordinator (PEF)

Ivonne Iser

Canteen

Mr Michael McGarrie (Supervisor)

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

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 <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.

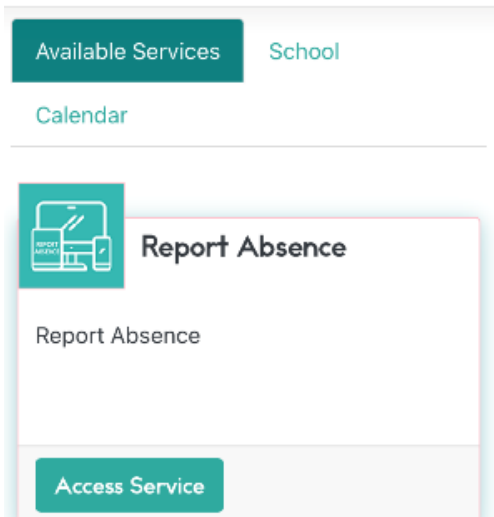
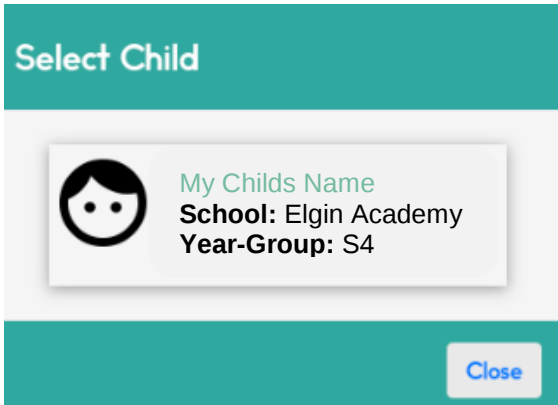
Attendance and Absence

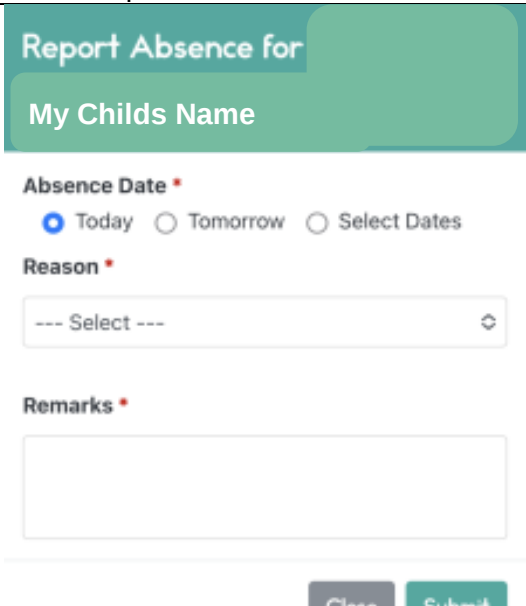
All parents/carers have a legal responsibility for their child's education. Section 30 of The Education (Scotland) Act 1980 requires parents to ensure that their children attend school regularly. Regulation 7 of The Education (School and Placing Information)(Scotland) Amendment etc. Regulations 1993 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).

Any absence or prearranged appointments must be reported to the school office via Parents Portal, any absence must be reported by the start of the school day (8.45am) medical appointments 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.

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.

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)

 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 modal window titled 'Report Absence' is open, showing a 'Report Absence' button and an 'Access Service' button at the bottom.	 The 'Select Child' modal window displays a child's profile with a circular icon. The text reads: 'My Childs Name', 'School: Elgin Academy', and 'Year-Group: S4'. A 'Close' button is located at the bottom right.
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3. Click on report Absence button  The 'Absence Details' page shows 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 at the bottom.	4. Input the absence details and submit  The 'Report Absence for' form is for 'My Childs Name'. It includes fields for 'Absence Date' (with radio buttons for 'Today', 'Tomorrow', and 'Select Dates'), 'Reason' (a dropdown menu), and 'Remarks' (a text area). 'Close' and 'Submit' buttons are at the bottom right.
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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

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

(United Nations Conventions on the Rights of the Child)

Moray Council is committed to safeguarding all children and young people. It is the responsibility of every member of staff to take all reasonable steps to protect children from harm and abuse in all its forms. These include:

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

When school staff have concerns that a pupil may be at risk of harm, these concerns will be reported immediately to the school's designated Child Protection Co-ordinator (CPC). The CPC will then consult with Social Work and/or Police Scotland to clarify and assess the level of risk or harm to the child and determine the appropriate course of action.

Any decision about informing a child's parent or carer should be made in partnership with Social Work and/or Police Scotland as part of the referral process. School staff, including the CPC, will not contact parents or carers prior to this multi-agency discussion as doing so may compromise the child's safety and the integrity of any subsequent investigation.

If you have an immediate child protection concern and cannot contact education, please contact Social Work directly on **01343 554370** or if it is out with working hours call the Out of Hours Social Work Team on **03457 565656**. If you cannot contact Social Work, please call Police Scotland on **101**. If it is an emergency call **999** immediately.

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021 – updated 2023\)](#)

Data Protection/GDPR and Privacy Statement

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_119859.html

Privacy Statement

Privacy Notices are available to explain how personal information may be collected, used, stored, shared and securely disposed of, the legal basis for doing so, and what your Data Subject Rights are. Privacy Notices are available from the Moray Council website

http://www.moray.gov.uk/moray_standard/page_142831.html

Elgin Academy's 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 (GIRFEC)

The Getting it Right for Every Child (GIRFEC) approach aims to improve outcomes for children, young people and their families based on a shared understanding of wellbeing. Most children and young people 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, GIRFEC 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 wellbeing indicators they are, to ensure that each and every child or young person gets the right support, at the right time, from the right people.

As part of the national GIRFEC approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a single point of contact to help them get the support they need. In secondary schools this will usually be provided by a Principal Guidance Teacher and will remain throughout their time at school. The Guidance Teacher 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. Should you have anything you would like to discuss regarding your child's wellbeing, please do not hesitate to contact your child's Guidance Teacher either by phone, email or alternatively a letter marked for the attention of your child's Guidance Teacher.

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 Christina Fraser
Moray House



Mrs Elaine Macrae
Randolph House



Ms Julia Westbrook
Innes House



Mr Richard Wilson
Seafield House

Head Student's Welcome

Being a proud ambassador for the school, it is my privilege to invite every new student into our team of supportive, inquisitive and hard-working individuals. Being a member of this team at Elgin Academy opens the door to a number of support points including personal guidance and counselling, support from teachers, the library and incredible IT facilities as well as being a friend to each and every department. In addition to this, you have the chance to pursue passions, create memories and grow your skillset through the extra-curricular activities that are on offer where a friendly and welcoming environment is promised. These range from sports and music clubs to science literature and math groups which you can take part in and make friends with the same interests. Being a key member of our community, your achievements are celebrated with perseverance and dedication being at the heart of our endeavours and hoped for throughout the academic year. In Team EA, 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. 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).

These lessons are all charged on a termly basis.

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/Employment 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 (available after the October Break)

Medicines in School

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicine with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category and will therefore not be administered on pupil request. Parent/Carers are required to complete a MED1 and MED 2 form (provided by the school office) prior to any medication being provided. This should be clearly labelled with the pupils name. We have first aiders in school to help support pupils with medical needs. A copy of the "Guidance on Administration of Medicine" guide is held in school.

Mobile Telephones

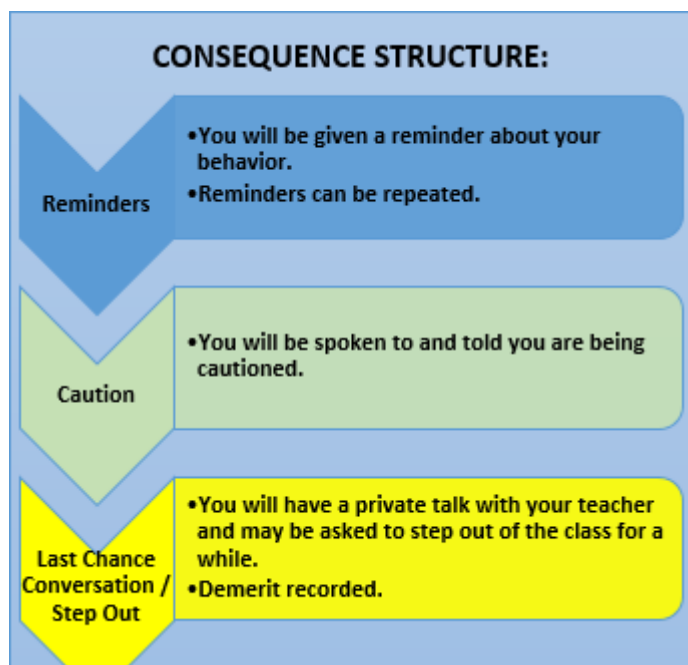
Moray's Council new mobile phone policy will, from August 2025, prohibit the use of mobile phones in schools. This change means that we need to adjust our procedures to ensure that we fall in with the expectations of the council. These procedures were developed by staff and representatives from the Parent Council. Pupils will get a short briefing on these today, with a full briefing on these on the first day back. It is really important that families support us in this. The policy was put in place as a result of parental feedback, consulted on widely, and parent support for the new policy was overwhelming.

Key points that we would want families to reinforce with children before we come back:

Mobile phone use in schools – outline of expectations:

1. The policy applies to pupils, staff and visitors. Moray-wide signage has been agreed and will be displayed throughout the school in August.
2. Very limited exceptions are permitted – principally for staff and students who have a medical requirement (for example, use of a phone as a blood-sugar monitor). For students this exemption is granted by the PTG Guidance through the Child Planning system.
3. In secondary schools, staff, students and visitors are able to bring their 'phones to school – however once in school buildings, they should be switched off and kept in bags **at all times**.

- This includes interval, lunchtime and before and after school.
- The expectation is that 'phones are turned off. In reality some students may well switch their 'phones to 'do not disturb' - which allows parents to continue to track children. If this is the case, smart-watches should be disconnected whilst in school and ear-buds should also be disconnected and in bags. The aim is for phones not to be seen, heard or to create a distractions from learning.



Mobile phone use in schools – procedures

1. Staff who see young people using their mobile 'phones should follow the same process as our Rights, Responsibilities and Behaviour policy. A specific de-merit for mobile phone use will be available.
2. If the phone use continues, the 'phone can be confiscated and taken to the office for collection at the end of the day.
 - A5 manilla envelopes will be available to all staff
 - Any obvious damage and the pupil name and year should be noted on the envelope
 - The confiscation should be noted as another de-merit
 - If this is repeated during that term, parents will be contacted and ask to collect the 'phone themselves
 - The parents of repeat offenders will be contacted and a complete ban on bringing a mobile phone to school considered.

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 Sarah Anne Kielczewski.

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 – as outlined in the Curriculum for Excellence

(<https://education.gov.scot/curriculum-for-excellence/about-curriculum-for-excellence/what-is-curriculum-for-excellence/>). The aim of Religious and Moral Education 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. Such courses are a core component of the broad, general education, however you do have the right of withdrawal - please contact your child's Principal teacher of Guidance to discuss this.

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.

Sanctions and Expectations

Pupils are expected to follow the school rules. Generally, pupils are made aware that they are responsible for their own actions, and that breaking the rules leads to punishments and/or

consequences.

- Verbal warnings for persistent misbehaviour, or
- Reported to the Head Teacher, or
- Punishment exercises, or
- Withdrawal of privileges, or
- Parent/carer asked to attend a face to face meeting to discuss behaviour and agree future conditions, or
- Exclusion from school

Any incident involving violence, dangerous weapons, drugs or alcohol are reported immediately to Education and the Police may also be involved.

School Canteen

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 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 PC, 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 £2.75 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 Moray Council website

http://www.moray.gov.uk/moray_standard/page_55486.html

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 a 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 Parent carers can apply for a clothing grant via the Moray Council website at http://www.moray.gov.uk/moray_standard/page_55486.html

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.

Statutory Information

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 Dates also available from Moray Council Website
http://www.moray.gov.uk/moray_standard/page_55829.html

Session 2025/2026		
Autumn Term	Starts	<i>In-Service Closure: Monday 18 Aug 2025</i> <i>In-Service Closure: Tuesday 19 Aug 2025</i> Wednesday 20 August 2025
	Ends	Friday 10 October 2025
<i>Autumn Holiday</i>	<i>Starts</i>	<i>Monday 13 October 2025</i>
	<i>Ends</i>	<i>Friday 24 October 2025</i>
Winter Term	Starts	Monday 27 October 2025
		<i>In-Service Closure: Monday 10 Nov 2025</i> <i>In-Service Closure: Tuesday 11 Nov 2025</i>
	Ends	Friday 19 December 2025
<i>Christmas Holiday</i>	<i>Starts</i>	<i>Monday 22 December 2025</i>
	<i>Ends</i>	<i>Friday 2 January 2026</i>
Spring Term	Starts	Monday 5 January 2026
		<i>In-Service Closure: Thursday 12 February</i> <i>Mid Term Holiday:</i> <i>Friday 13 & Monday 16 February 2026</i>
	Ends	Friday 27 March 2026
<i>Spring Holiday</i>	<i>Starts</i>	<i>Monday 30 March 2026</i>
	<i>Ends</i>	<i>Good Friday Holiday: Friday 3 April 2026</i> <i>Friday 10 April 2026</i>
Summer Term	Starts	Monday 13 April 2026
		<i>May Day Holiday: Monday 4 May 2026</i>
	Ends	Thursday 2 July 2026
<i>Plus 1 occasional day holiday when the following schools will be closed:</i>		
Buckie High ASG	Elgin Academy ASG	
Tuesday 17 February 2026	Tuesday 17 February 2026	
Elgin High ASG	Forres Academy ASG	
Tuesday 17 February 2026	Tuesday 17 February 2026	
Keith Grammar ASG	Lossiemouth High ASG	
Monday 1 June 2026	Tuesday 17 February 2026	
Milne's High ASG	Speyside High ASG	
Tuesday 17 February 2026	Monday 1 June 2026	

Session 2026/2027		
Autumn Term	Starts	<i>In-Service Closure: Monday 17 Aug 2026</i> <i>In-Service Closure: Tuesday 18 Aug 2026</i> Wednesday 19 August 2026
	Ends	Friday 9 October 2026
<i>Autumn Holiday</i>	<i>Starts</i>	<i>Monday 12 October 2026</i>
	<i>Ends</i>	<i>Friday 23 October 2026</i>
Winter Term	Starts	Monday 26 October 2026
		<i>In-Service Closure: Monday 9 Nov 2026</i> <i>In-Service Closure: Tuesday 10 Nov 2026</i>
	Ends	Friday 18 December 2026
<i>Christmas Holiday</i>	<i>Starts</i>	<i>Monday 21 December 2026</i>
	<i>Ends</i>	<i>Friday 1 January 2027</i>
Spring Term	Starts	Monday 4 January 2027
		<i>In-Service Closure: Thursday 11 February</i> <i>Mid Term Holiday:</i> <i>Friday 12 & Monday 15 February 2027</i>
	Ends	Thursday 25 March 2027
<i>Spring Holiday</i>	<i>Starts</i>	<i>Good Friday Holiday: Friday 26 March 2027</i>
	<i>Ends</i>	<i>Friday 9 April 2027</i>
Summer Term	Starts	Monday 12 April 2027
		<i>May Day Holiday: Monday 3 May 2027</i>
	Ends	Friday 2 July 2027
<i>Plus 1 occasional day holiday to be agreed by 31 March 2026</i>		

Plus 1 occasional day holiday Tuesday 17 February 2026

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/carers 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, Communities & Organisational Development. 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 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. 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 2024

At the time of publication, finalised figures using the new benchmarking tool “Insight” for 2025 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 2024 are as follows:

	Elgin Academy										Virtual Comparator									
Percentage of school leavers entering a positive destination	94%										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 63%					Level 4 91%					Level 5 72%				
Overall attainment of school leavers – Complementary Tariff Point Score	Lowest 20% 130			Middle 60% 602			Highest 20% 1355				Lowest 20% 139			Middle 60% 622			Highest 20% 1266			
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
	157	211	529	526	756	473	770	801	625	814	453	479	525	562	603	652	712	752	823	935

*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

Moray Council Education, Housing & Communities

Address: Council Office, High Street, Elgin IV30 1BX

Telephone: 01343 563374

Email: education@moray.gov.uk

Hours: 8.45am - 5.00pm Monday to Friday

Website: www.moray.gov.uk

Updated 18/11/2025

Moray Council A-Z

Active Schools	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	Telephone:	Local school or 01343 563374
	Email:	Local school or education@moray.gov.uk
	Website:	https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Armed Forces Families Information	Telephone:	01980 618244 (MOD Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland). If it is an emergency call 999
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html

Moray Council A-Z		
Data Protection	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability & Inclusion	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Race & Equality	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html