

**TO THE PUPILS OF DOLLAR ACADEMY:  
AN INTRODUCTION**

***“In your life and work at Dollar Academy we ask you, at all times, to consider the feelings and interests of other people. Good relationships are based on courtesy, on respect and on thoughtfulness.”***

These are principles that have been central to the life of Dollar Academy for many years, and are, I think, the basis for what is distinctive about our community. I am delighted to see the natural care and consideration that you show towards staff, visitors and, generally speaking, each other. The quality of relationships; the ability to look the other person in the eye; and speaking with the right kind of self-assurance – these are the hallmarks of Dollar.

Visitor after visitor has indicated that the outstanding impression you convey is of an open and confident approach to life. That is very much a testament to your friendliness and to your general enthusiasm. Good relationships between you and your teachers are vital to the life of Dollar Academy, and mutual respect is at the heart of this.

I am also reminded daily of the extent to which staff and pupils achieve enormous success in a variety of areas: in the classroom, on the games field, in the music rooms, in all their co-curricular activities and involvements. Dollar people seem to be able to go anywhere and do anything to which they set their minds.

In support of this, the Governors have enabled Dollar generations to enjoy an extraordinary range of facilities. We are lucky, too, to be able to live in an environment that combines green space with the best of ancient and modern architecture. I ask each of you to take a pride in your school, and to recognise that every single one of us has a significant part to play in maintaining its attractiveness. Our grounds are accessible to everyone – and we should all value our unique environment.

I very much hope that you enjoy your time at Dollar, and that you gain from it all the benefit that is on offer, not simply your achievements in your final exam grades, but also the pleasure of long-lasting friendships and memories of new, challenging experiences. Much of the responsibility for this lies in your hands, for it is your school and your own life that you are shaping.

I wish you the greatest good fortune in your career at Dollar. Make the most of it.

**I H Munro**  
**Rector**

**CORONAVIRUS**

Please note that this booklet provides information that is based on school operating ‘normally’. This session will undoubtedly see some adjustments to our ‘normal’ routines as we take due consideration of all relevant Covid19 guidance. The latest adjustments and changes to our normal operating procedures will be shared with parents via email, and will be available on the school website.

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## SCHOOL DAY

### PREP AND JUNIOR SCHOOL DAY

The school day for Prep and Junior School begins at 8.50 am and ends at 3.25pm for Junior and Senior School pupils. The Prep School finishes at 3.15pm and intervals and lunch times are arranged by the Class Teacher. The Junior School lunch break begins at 12.15pm, while Senior School lunch-break is from 12.35 to 1.20pm.



**NB** Prep 1 pupils finish at 2.40pm until Friday 18 September, **and thereafter at 3.15pm.**

### SENIOR SCHOOL – MORNING

In the Senior School, you may enter the buildings at 8.35am; your bag may be taken to your period one class between 8.35 and 8.40am. Registration takes place between 8.40 and 8.55am. The school day begins at 8.40am and ends at 3.25pm; the time until 5.00pm is usually used for games, music and other co-curricular activities, or simply to relax and socialise. You may go home at 3.25pm if you have no school activities. In the Senior School you may enter the cloakroom area when you arrive at Dollar in the morning, but you should not go beyond that until after the first bell at 8.35am. Rooms have been set aside for use at lunchtimes for each year group.

You may call in at the Dining Hall to buy a snack first thing in the morning; remember, however, that you must also ensure that you get to Registration in good time. Please note that you will be marked late if you arrive after 8.45am, unless you are travelling by a bus that has been delayed.

Senior School Assemblies take place three times a week – on Monday, Wednesday and Friday. On Tuesdays and Thursdays you will be with your Form Tutor Group for an extended registration period.

### BUSES

If you come to school by bus, you will be dropped between the Dining Hall and the Cairnpark Street gates; you should then walk up through these gates on the Heyworth path; avoid using the main drive for safety reasons. If you travel home after school by bus, you should board it outside the Dining Hall, and not at the bus stops on Bridge Street, unless otherwise advised. This will enable the school to give you late information if a bus has been delayed, for example. This does not, of course, apply if you aim to catch a later service bus. Your behaviour on any school bus should always be safe and sensible.



Prep School pupils may only travel home on the early school buses and must be in Prep 3 and above.

### MOTOR-BIKES AND CARS

If you take driving lessons, you should make sure that they do not interfere with any school activities and that only qualified instructors are employed. Each year, many pupils pass their tests, but the school takes very seriously the problems faced by young drivers. It is strongly recommended that green "Learner" plates be used by all school-age drivers. Your parents must send a letter giving full indemnity to the Academy if you wish to drive to school, naming passengers who will travel with you.

If you wish to drive a car or a motor-bike to school you must request permission in writing from Miss Langley, Assistant Rector. This is also required if you are a Day pupil and you wish to use the transport of other pupils. Cars and motor-bikes brought to school must be parked in the Dining Hall or Mylne Avenue car parks. You should not use a car or motor-bike during the school day, including morning break and the lunch interval.

### **Please note that Boarders are not allowed in Day pupils' cars.**

You must remember that the school reserves the right to ban pupils who are reported for irresponsible driving from driving to or from school.

You should be also aware that there is no movement of vehicles in or out of the grounds between the hours of 8.35 and 9.00 in the morning, and 3.15 and 3.35 in the afternoon. This is to protect the large numbers of pedestrians moving about the roads at these times. There is a speed limit of 10mph at all times in the grounds. You should

enter the Academy only via the gate by Argyll House; Academy Place is normally closed to through-traffic. You are asked to be particularly careful in the area around the Dining Hall.

Parents who deposit and collect pupils are asked not to enter the grounds by car. At weekends, when pupils are being dropped off for sports fixtures, a one-way system operates – entering via the West Approach and exiting via the Junior School gates. In the morning, Prep School parents are asked to use a one-way system, entering the Back Road from the east (the Burnside end) and departing via Mylne Avenue. Cars stopping in Back Road to drop off children should not cause inconvenience to residents and other road users, and should not be parked illegally.

## CYCLES

Pupils wishing to use bicycles to travel to school are required to abide by the following rules:

1. Only pupils in the Junior School or Senior school may use bikes to come to school
2. Written parental permission must be received for all pupils
3. Parents take responsibility for damage and loss to machines and pupils
4. Cyclists must operate with care for / awareness of pedestrians and other road users at all times
5. The 10 mph speed limit in school grounds must be followed
6. Bikes can be used only for transport to and from school, start and end of day
7. No lunch time usage or casual use around the school
8. No cycling at embargoed times
9. No cycling on pedestrian areas / paths
10. All bikes to be locked when in school and kept in designated places
11. No lending / borrowing
12. Baggage must be appropriately safe – both hands must be free to control the bike
13. Helmets to be worn at all times while riding
14. Some element of hi-vis kit should also be worn
15. Lights must be used at appropriate times
16. No access to school repair / maintenance facilities; bikes must be kept in good repair
17. These rules apply to staff, with the exception of the embargo at lunchtime, written permission; lending and borrowing.

## LUNCHES

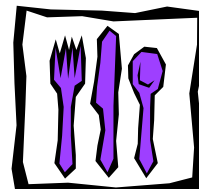
Lunch for pupils up to and including Junior 2 begins at 12.15pm; lunch for Form I begins at 12.30; and for all other seniors it begins at 12.35pm and goes on until 1.10pm.

A healthy three-course meal is available in the Dining Hall, offering a choice of various hot courses and of salads. The cost per meal is **£3.80**.

Dollar operates a cashless catering system using finger-scanning technology; new pupils will be logged on early in the school term, and the account should be pre-loaded with credit as soon as possible thereafter, either directly at the terminals or by using ParentPay. (Details of both methods will be sent out separately.) Please note that cash is **not accepted** at the checkouts. Senior pupils can order packed lunches in advance, using the terminals in the Dining Hall. Snacks, rolls, sweets and drinks (both hot and cold) are sold in the Snack Bar, and the McNabb Deli also offers individually priced alternatives to the main meal selections. If pupils wish to eat indoors, they should take their packed lunches to the Dining Hall.

You can buy lunch in the shops in Dollar, but you should ensure that you dispose of all rubbish carefully.

**All Form I pupils** will be required to attend lunch in the Dining Hall until the end of Second Term, after which they may choose where they take lunch.



## DRINKING WATER

All water taps that are available to you around the school will provide you with water of good drinking quality; you will not, therefore, need to buy expensive bottled water to bring to school. You are not expected, however, to have bottles of water on your desks during classes. There is plenty of opportunity at break times to fill up bottles, and to drink water at that time.

## ATTENDANCE

### ABSENCE

If you have been absent or have arrived late, your parents must contact the school. If you miss registration, you must sign the late book in the School Office. If you are off school, your parent or guardian should contact the School Office on each day of absence. A dedicated e-mail address **not@dollaracademy.org.uk** has been created for this purpose and is our preferred route, although a phone call is acceptable. If you are returning after a serious illness or injury, you should also see the Nurse before you go to registration.

### LEAVING ACADEMY GROUNDS

You may leave the school grounds during teaching time only if you have first obtained permission from your Form Tutor. For your own safety, you must sign in at the School Office both as you leave, and on your return. Members of Form VI may leave Dollar Academy grounds without permission but should sign in and out. Again, this is to ensure that we can account for you if, say, there is a fire alarm.

### HOLIDAYS

Term dates are published well in advance each year; parents and guardians are therefore asked not to request early departure or late return arrangements for you at the beginning or end of term. If it does become necessary, they should write to the Rector, or Mrs Morrison for Prep & Junior School pupils.

## WORK

### GENERAL

We hope that you will make the most of the facilities and teaching at Dollar, and that you will be able to achieve all that you set out to do. You should remember that everyone in the school is working towards the same end, which is to ensure that you get the best chance to use all your talents, whether in the classroom, on the games field, in your activities or simply in learning how to get on with others.

There are bound to be times when life is challenging, and you find difficulties – all teachers and parents understand that pupils don't necessarily get things right straight away. Remember that staff are there to help you; don't be afraid to ask for their help. Remember, too, that learning needs your effort, and that those people whose job it is to teach you deserve your respect and co-operation. If you work *with* them, you will make progress.

### HOMEWORK

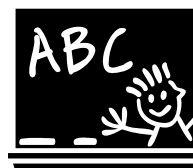


Since the style of teaching and examinations has changed over recent years, it is no longer possible to give a homework timetable in which particular amounts of time are allocated to particular subjects on set days. Instead, we expect every pupil in the school to undertake significant amounts of work out of school time.

In the early stages of the **PREP** School, assistance to young readers at home is welcomed. As they develop in confidence, they will be provided with a range of written work, activities and games. This develops in the **JUNIOR** School - work to support what has been done during the day and practice in a range of activities. Teachers will give guidance on the length of time expected to be spent on this.

In the **SENIOR** School, we offer as a rough guide the following allocations:

FORMS I AND II	approximately an hour per night
FORM III	approximately two hours per night
FORM IV	approximately two and a half hours per night
FORMS V and VI	as much time as it takes to complete the work (It is expected that you will often need to work at weekends, also.)



In Personal and Social Education lessons (FI-III) you will be given guidance about study skills that will help you with organising your work, and planning for examinations.

In the early stages of the Senior School it is important that you get into the habit of going over the work that has been done during the day, and clearing up problems that you might have encountered. You will be provided with a Dollar Academy organiser or prep diary as appropriate, and it is essential that you use this properly: every piece of work that you are set should be noted clearly, and the date by which it is due should be recorded. Your Tutor should be able to inspect your planner and see exactly what you are doing in terms of work. If you lose the planner or need to replace it, you can get another one from the School Office at a cost of £3.00. You will also find that all homework in the senior school is set on Firefly, and should be easily accessible through any Internet-enabled device.

If you have any concerns about your homework you should talk to your teachers sooner rather than later: ask if you don't understand exactly what it is you are being told to do. If you cannot do the work, you should see the teacher before the due date to explain. If you fail to complete the work in time, be honest – avoiding the truth will only make things worse.

### **ABSENCE FROM CLASS**

If you are absent from a class for any reason, it is your responsibility to find out what has been done and what homework has been set, and to complete it before the next lesson. If you are likely to be off school for some time for medical reasons, your parents should contact the Academy to obtain work for you. Remember that it is in your own best interests to keep up with what is going on at school: it will make coming back easier.

### **FORMS V AND VI**

(See the separate Form VI booklet.) Normally five Highers are taken in **Form V**. Where it is appropriate for you to sit fewer than five, individual discussions will take place.

In **Form VI** you must take at least three examinable subjects at Higher level or above. In order to allow personal study time and to fulfil the need for prefecting duties around the school, you will have some "non-contact" time in the day. Your timetable should contain at least 18 periods of teaching, however. Units and modules in various subjects are available as additions to the core academic timetable, and you are invited to take up these opportunities to broaden your educational experience. Form VI pupils often volunteer to help with Prep and Junior pupils – see Mrs Morrison for further details.



There is a relatively short time between the start of the course and the prelim exams; furthermore, the regular assessments that Highers and Advanced Highers demand means that you have to be very organised from the start of term. There is no time at all to waste. The advanced nature of the courses you are now undertaking will almost certainly require wider background reading and research – do not ignore this: it is an essential part of independent senior study which will prepare you for the style of work that most of you will shortly encounter in University. You will not achieve satisfying grades without it, either.

### **BOOKS AND MATERIALS**

Most books for academic subjects are provided by the school. You may be asked in some subjects to buy your own booklets of past exam papers. A hymn book ("CH3" – the small red book) is required for Assembly in the Senior School, and you should have your own English dictionary, such as the Heinemann or the Little Oxford, for personal reference. Pupils in Form II will be supplied with the relevant Foreign Language dictionary which will be charged to accounts if pupils cannot supply their own copies of the required publication. A similar arrangement will apply for pupils who start a new language later on in their school career. You should also have a calculator. Advice will be given by the Maths department, and all pupils will have the chance to buy suitable models.



Senior pupils currently buy their own paper and jotters. You will be issued with a Dollar Academy organiser / prep diary (although you may bring in a suitable alternative.) *The Sorting Office* shop in Dollar offers a wide range of stationery, including Dollar Academy branded jotters, atlases, dictionaries and other necessities.

It is important that you come prepared for every class, bringing the necessary books, writing instruments and materials, a calculator as required and so on. Spare pens and pencils are useful.

## INFORMATION TECHNOLOGY

You are encouraged to make use of our extensive IT facilities and to enjoy becoming competent in all aspects of the technology. Of course, there are conditions of use, for your own and others' safety, and you and your parents will be asked to sign a User Agreement (as indeed the members of staff are required to do). This covers personal IT equipment brought into the school as well. The main points of the agreement are: you must not try to introduce nor access any unsuitable material; nor should you attempt to modify any of the software programmes in Academy computers; and all communications you create on school facilities should be of a decent and acceptable nature. As you might expect, you may well lose access to the facilities should you break any of these basic rules. You should be aware that if your use of IT out of school creates concerns for Dollar Academy or for individual members of the community, there will be consequences.



You are asked to note that machines in the IT suite should not be used unsupervised (unless you are in Form VI, and with permission). It is obviously reasonable, furthermore, to give way to those who need to use the machines for work, if you are using the facilities only for general interest.

## BRING YOUR OWN DEVICE ("BYOD")

The school recognizes that as technology has changed, more pupils have access to internet capable devices, such as mobile phones, music players, wearable technologies, and tablet computers. In the senior school, these devices are seen as a resource and can provide an opportunity to enable quick and easy access to the internet to enhance learning. At times, and when deemed appropriate, pupils in the senior school may use their own device for filtered internet access through the Dollar Academy wi-fi network. The use of a personal device during lessons is at the discretion of the teacher, and pupils should only use devices as directed by their teacher. The use of personal devices is governed by the school's conditions of use for Information Technology as outlined above.

## TOURS AND TRIPS

During the course of your school career, there will be the opportunity to join in a number of educational or sporting visits. Taking part in such visits can add a great deal to your experience and the school encourages pupils to make the most of these opportunities. Occasionally, however, individual pupils are not permitted to join trips when it is felt that they might not benefit from being included, or that they have previously given the school cause for concern. Your behaviour on any trip you do join in should never fall below the high standard that is expected, whether in public or private, and you should remember that co-operating with the staff who are organising the trip is essential for everyone's sake.

Please note that where parental consent slips have been required (which your parents or guardians have to sign to give permission) you will not be allowed to go on the trip if the slip has not been returned. This is important for legal reasons.

## CAREERS

Mrs Robinson (Business Education) is in charge of Careers in Dollar, and will be pleased to discuss any matters arising. Your Head of Year, or any member of Senior Staff, will likewise be willing to advise. (Incidentally, a major Careers Convention is held every other year – the next will be in March 2022.) Work experience in Forms V and VI can also be useful to explore career ideas.



## HIGHER EDUCATION (UCAS)

There is a team of specialists who will help you through the process of gaining a place at University or College headed by Mr Burbury, the Deputy Rector; it includes Miss Langley, Assistant Rector; Mrs Miller, Assistant Rector; Mrs Mason, Assistant Rector; Miss McCord, Head of Form IV; Mrs McDougall, Head of Support for Learning; Ms Nozedar, English Co-ordinator; Mr Moore, Head of Business Education; Mrs Robinson, Careers Advisor; Dr Johnson, Head of Form I; Dr Keys, Head of EDT and School Regent; Mrs Mackie, School Counsellor; and Mrs Moore, Editor of *Fortunas*. Heads of Department, Personal Tutors and, of course, individual teachers will also be happy to advise. There is a UCAS evening in the Summer term at which you will be able to meet representatives from many major institutions, and to collect their prospectuses. There is a further UCAS parent / pupil evening at the start of First Term at which more information regarding the application process is given.



There is a UCAS Library of prospectuses and reference material between Mr Burbury and Miss Langley's offices; you are invited to read any of this material, but are asked not to take it away and thus deprive others of the chance to do research; all universities provide up-to-date information on their websites, and personal copies of the prospectuses can be ordered online. There are also computers in this area, to allow the use of the UCAS online application facility, "apply" and to give you an opportunity to seek guidance from Mr Burbury or Miss Langley on application matters.

It is important that you realise that **you** yourself are ultimately responsible for researching your options, discussing them with staff and parents or guardians, visiting institutions, and finally making decisions. There are deadlines that have to be met (Oct 15<sup>th</sup> for Vet, Dental, Medicine and Oxford and Cambridge entries.)

### **OPEN DAYS / UNIVERSITY VISITS**

You are encouraged to visit the higher education institutions to which you intend to apply, but it is important that you balance your visits with the other demands on your time. Ideally, you should try to visit out of term time, so that you miss as little work in school as possible. You will be given permission to visit institutions' open days during the school day provided that the institutions are ones that are high in your order of preference.

### **WORK EXPERIENCE**

Many pupils in Form V will undertake work experience towards the end of Third Term, and some Form VI pupils will do the same in the early weeks of their final session. Mrs Morrison is responsible for this area. You should note that experience of this kind is regarded as essential when applying for certain careers such as Medicine, Dentistry, Physiotherapy and Veterinary medicine.

### **PARENTS' EVENINGS**

Your parents or guardians will be invited to school for parents' evenings to meet with your teachers. These meetings are intended for parents and staff only, and it is not expected that you will attend, unless you are a prefect helping to organise the event.

### **LIBRARY**

The library is a well-stocked resource area, and is open on weekdays during term time, and after school from 3.30 to 5.00pm. Miss Hepburn, the Librarian, will always be pleased to help you. The Library may also be used for study at lunchtime.

During class time, the Library is a quiet working area for Form VI, and duty prefects are based here. Conversation, food and drink are not acceptable and you should also avoid using the Library as a corridor. Pupils in the Senior school may make use of the Library for work after school if they are waiting for a bus home.



If you are using the Library for study, you must observe the code of practice. A quiet working atmosphere should be maintained. You may borrow up to four items at any one time; items will be issued for two weeks initially, but can be renewed if no-one else is waiting for them. Please note that borrowers will be charged and fined for library books not returned by the deadline at the end of the session.

## **HELP AND ADVICE**

### **MATTERS OF CONCERN**

If you have concerns about life in Dollar Academy, you should feel free to raise them with **any** member of staff with whom you feel comfortable – you are not restricted to members of staff who have been given particular responsibility for you (like Class teachers, Form Tutors, Houseparents or Heads of Year). You could also phone Childline on 0800 1111; the Care Inspectorate on 01382 207288; or the National Child Protection helpline on 0800 022 3222.

### **THE GUIDANCE SYSTEM**

The Academy is committed to providing a safe and supportive environment in which you are encouraged to make progress in curricular, co-curricular and personal terms. Central to this is the class teacher in the Prep and Junior School and the guidance system in the Senior School, although all teachers, whether part of the guidance system or



not, are committed to the well-being of their pupils. It should be repeated that you are encouraged to talk to **any** member of staff with whom you feel comfortable on any matter where support is needed, whether academic or personal.

The guidance system at Dollar Academy is focused on year groups; there are six Heads of Year, one for each year group from Form I to Form VI, and six Assistant Heads of Year. The Head of Form I always stays with Form I; all other Heads and Assistants generally move up the school with their year groups. Within the year group you are assigned to a Form Tutor group. The Form Tutor meets with the form group each morning and, in addition to monitoring the day-to-day routines, is well placed to get to know you individually, to encourage curricular, co-curricular and personal progress, and to offer support.

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

Heads and Assistant Heads of Year are the first points of contact for your parents if they wish to discuss any aspect of your schooling or welfare. Matters of concern can also be raised with the Child Protection Co-ordinator, Miss Langley (who is assisted by Mrs Morrison in the Prep and Junior School and Mr Blezard in the Senior School), the Assistant Rectors, the Deputy Rector, and the Rector.

## **HEALTH, SAFETY AND SECURITY**

### **EMERGENCY CONTACTS**

It is essential that the School Office has up-to-date details of telephone numbers, mobiles, e-mail and day-time contact addresses in case of emergency. Please ensure that any changes are notified immediately.

### **IN TIMES OF BAD WEATHER (eg SNOW, STORMS)**

Dollar Academy aims to stay open, whatever the weather. You should make sure that you do not leave the school without signing out, however, if it is decided that you have to go home early because of bad weather.

### **LOST PROPERTY**

It is important that you look after your own property and must ensure that all your books, bags and clothing are named, whether you are a boarder or day pupil. If you are 'recycling' an older pupil's clothing, please ensure that any name tags are updated. If you have lost something, please ensure that you have checked all possible locations before contacting the School Office or Janitor. Remember that it may take several days before lost property is received by the Janitor and whilst assistance will be offered wherever possible, it is not his job to actively search for lost property. His job is complicated by the number of bags which can lie overnight in some locations, so you should remove these daily.

Named lost property will be held by the Janitor, who will circulate names to Tutors on Thursdays, to be reclaimed from his office daily between 12.30 and 12.45 only. His office is to be found in The Middle of the Playfair Building.

If you have lost something, which you know is unnamed, you should only contact the Janitor at this time as well. Unnamed property is retained for three weeks only after which it is transferred to the Thrift Shop. Items of clothing, sportswear etc. are retained in the Lost Property Store located in the Playfair Building behind the Sixth Form Centre, whilst more valuable items such as watches, mobile phones are retained by the Janitor. PE staff also retain such items left on the changing rooms.

You should never leave money or valuables in the cloakrooms, changing rooms or pavilions, but give such property to a member of staff or to the Office for safekeeping. It is strongly recommended that you do not bring high value

items such as smartphones to school; if you do it will be at your own risk and the school's insurance will not cover any loss or damage.

## SECURITY ON SITE

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

## FIRE

Please make sure that you understand the fire regulations available in each form or class room and know exactly what you should do if the fire alarm sounds.

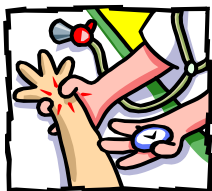
## BAGS

For reasons of safety, your bag must not be left lying around in a corridor or stairwell: it could block important fire exit routes. Senior School pupils may use lockers; you should provide your own padlock for these. Remember that these must be cleared before the end of the school session as any contents will be disposed of immediately after school closes for the summer break.

You may also leave bags in the areas marked off with blue tape in the foyers of the girls' and boys' cloakrooms in the Playfair and Dewar Buildings, or in the "pens" situated outside various school buildings. Where possible, at morning break and at lunchtime, you should take your bag to Period 3 or Period 4 classrooms. **Beware:** bags left in unsafe places may be removed.

## MEDICAL HELP

The School Nurses are Miss Finnie and Mrs Scott, and they will be happy to help any pupil who needs attention. If you are feeling unwell during the school day, or you have hurt yourself, you can visit the Nursing Centre at break-time, lunchtime (closed between 12.45pm – 1.15pm on Mondays, Tuesdays and Wednesdays) or after school. If necessary, you may be seen at other times, with your teacher's permission. **Please remember that you must not leave school and go somewhere else without telling anyone.** If you feel that you need to go home, you should visit the Nursing Centre to be signed out first. Any pupil attending Dollar Health Centre during the school day is asked to collect a completed card from the receptionist at the Health Centre and hand it in to the School Office.



The Nurses are based in the Nursing Centre, Mylne House, 3 Academy Place, from 8.45am – 5.00pm. In an emergency, we can call on the Dollar Health Centre, or Stirling Royal Infirmary. Boarders are registered with Dollar Health Centre.

## MEDICINES

You should not carry medicines around with you, apart from items such as an asthma inhaler or an "Epipen", if required. Over-the-counter medicines can be dispensed by the Nurse. In the Prep and Junior School any medication to be taken during the school day should be handed to the teacher, in its original packaging, with appropriate instructions signed by a parent or guardian, for administration by the Nurse, or class teacher as appropriate.

In the Senior School, medication for the day should be discussed with the Nurse. Medicines for occasional use (e.g. for migraine) can be kept at the school medical centre. Boarders should hand medicines over to their Houseparents.

## RETURN TO SCHOOL AFTER INJURY

When you return to school after an injury requiring the use of crutches and/or a plaster cast you should report to the Nurse at the Nursing Centre **before registration**. This will let us assess your ability to move around the school and negotiate stairs. If you feel there may be a problem in this area, your parents are asked to contact the school in advance of your return to discuss the matter.

## MEDICAL CONFIDENTIALITY

In accordance with the Nurse's professional obligations, medical information about pupils will remain confidential. However, information on medical conditions that may affect or be affected by school activities (e.g. asthma) will be shared with academic staff as necessary, with pupil/parental consent. You will be asked for your consent before information on sensitive matters is shared with anyone else.

## OTHER STAFF CONFIDENTIALITY



You are welcome to speak to any member of staff about any matter that concerns or troubles you. Please remember, however, that no member of staff can promise to keep something secret: it may be that you will tell them something that they have to share with other people because of a possible risk to you or someone else. Be assured however, that nothing you have said will be passed on without your being told what is happening. Members of staff will ensure that only those who need to know are informed, and that all sensitive information will be treated very carefully.

## CHILD PROTECTION

Dollar has a full and effective child protection and wellbeing policy, and a very experienced team working to provide care for pupils at Dollar. (Our policy is based on the Children's Charter the Children and Young Persons Act (2014) Scotland, the Scottish government's 'Getting It Right For Every Child' legislation, as well as on many years of experience.) Copies of the Dollar guidelines are available from Miss Langley.

## NAMED PERSON SERVICE

In line with the Children and Young Persons Act (2014) Scotland, Dollar Academy has a Named Person Service which will work to ensure someone is available to listen, advise and help a child or young person and their parent(s), provide direct support or help them access other services. Miss Langley is the Named Person for all pupils at Dollar Academy. She will also be the point of contact for other services if they have any concerns about a child's wellbeing.

## SCHOOL COUNSELLOR

Mrs Mackie is Dollar's School Counsellor. Based in the English Department, she is available to help any pupil in the school who needs further support, and she will be pleased to discuss matters of concern with anyone who approaches her.

## HEAD INJURY, CONCUSSION AND RETURN TO PLAY POLICY

### Introduction

Dollar Academy seeks to provide a safe return to all activities for pupils after injury, particularly concussion. As such, Dollar Academy has established this policy to outline procedures for staff, parents and pupils to follow in the management of head injuries.

### Definitions

**Head injury** is a trauma to the head that may or may not include injury to the brain.

**Concussion** is the sudden but short-lived loss of mental function that occurs after a blow or other injury to the head (a blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion).

### Recognition of Concussion

Common signs and symptoms of head injury resulting in concussion:

Signs (observed by others)	Symptoms (reported by pupil)
<ul style="list-style-type: none"><li>• Pupil appears dazed or stunned</li><li>• Confusion</li><li>• Unsure about game, score, opponent</li><li>• Moves clumsily (altered coordination)</li><li>• Balance problems</li><li>• Personality change</li><li>• Responds slowly to questions</li><li>• Forgets events prior to injury</li><li>• Forgets events after the injury</li><li>• Loss of consciousness</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Fatigue</li><li>• Nausea or vomiting</li><li>• Double vision, blurry vision</li><li>• Sensitive to light or noise</li><li>• Feels sluggish</li><li>• Feels 'foggy'</li><li>• Problems concentrating</li><li>• Problems remembering</li></ul>

### Management

At the time of incident/injury the pupil is to be removed from the activity/game and **not to return to play that day**. If this occurs on a school day the pupil should be escorted to the Nursing Centre or the School Nurse should be

called to assess the pupil at the site of the incident (ext. 299/07917 434 754). If the injury is serious an ambulance should also be called immediately by the staff with the pupil. At weekend fixtures the School Nurse, First Aider or Physiotherapist (for the 1<sup>st</sup> XV) will be at the pitch side and will attend to the injured player. Parents or Houseparents (if the pupil is a boarder) will be contacted by the school nursing staff as soon as possible after the event.

Treatment involves physical and cognitive rest until symptoms resolve. If there is any deterioration or concern the pupil should be taken to the GP or A&E. The symptoms usually go away entirely within three weeks, but in some cases a longer time frame for recovery may be necessary.

Some pupils play for a club side as well as school. Players and parents should ensure that both the school and club are informed of the head injury or concussion.

### Returning to Sports

Dollar Academy's policy is in line with SRU/IRB guidelines which state that a pupil diagnosed with concussion should have 2 weeks off all physical activity with a gradual return to sports (non-contact) over the next week if remaining symptom free. This means that **a pupil with a concussion will be off contact sports for a minimum of 3 weeks and longer if symptoms persist**. Return to activity should be accompanied by a note from home.

## AROUND THE ACADEMY

### VISITORS

Visitors to the school are required to check in at Reception, where they are given a visitor's badge, while you are encouraged to offer guidance to visitors around the school, you should also notify staff if you see strangers who in any way give cause for concern. Such strangers should not be approached, however.

### LITTER

The tidiness and cleanliness of the school grounds are the responsibility of everyone: you should not walk past litter, but pick it up and put it in the nearest litter-bin. Please do not be offended if you are asked to help in tidying up about the school, even if you have not personally dropped any litter: we all share the responsibility for keeping the school looking good.



### MOVEMENT ABOUT THE SCHOOL

When it is dark, you should avoid walking up or down the main drive, but you should use the Heyworth path instead; this is the preferred route for all pedestrians in any case.

For your safety and that of others, you should not walk about the school wearing earphones or headphones. You should walk on the left-hand side of corridors, and on the paths inside the grounds. The Hockey pitches and Cricket squares must not be walked on; Newfield is available for informal games. The Bronze Doors are usually for the use only of Form VI, staff and visitors.

### GROUNDS



Make the most of fine weather: when conditions are good, you should be out of doors during morning break unless you have permission from a member of staff to be inside the building. In the Summer Term, you may use the grass areas for relaxation, unless the conditions are not appropriate; you will be advised of this. For obvious reasons, there should be no ball games anywhere near school buildings or cars. Furthermore, you should remember that there are many visitors to the school at all times of the day; your behaviour around the school should always be directed by the sense that the school is a public space, to be enjoyed by all members of the community. You should thus make nobody feel uncomfortable by your actions. The large grass triangle alongside Manor House Road is generally reserved for the Junior School. During study leave in fine weather you may use the grounds in lesson time, provided that you stay to the rear of the Senior School. Guidance may be varied from time to time as conditions change, and will be published very clearly. The Grounds staff use a system of flags to indicate when grass cannot be walked on; whenever the red flags are displayed, you should keep off grassed areas.

## LOCAL INFORMATION

### ROAD SAFETY

You should be aware that the roads around the Academy can be very busy and that Bridge Street is invariably so during the day. Pay great attention and use the Green Cross Code when crossing roads. Walking on the carriageway itself, even in the quieter streets, is self-evidently dangerous. Don't do it.



### OUT OF BOUNDS

There are some areas of Dollar where you are not allowed to be: Gloomhill Quarry; the mines at Vicar's Bridge; the graveyard and the old kirk in Dollar Church. In addition, Form II pupils and below are not permitted to be in Dollar Glen beyond Mill Green. Pupils should not enter the burns above Mill Green or swim in the River Devon; the dangers are considerable, and consequences have, in the past, been fatal.

Sometimes for safety reasons, an area will be put out of bounds. You should ensure that you know exactly where these places are. (Day pupils should note that if they are out of bounds with boarders, they will be covered by the same rules that apply to boarders.)

If you are intending to fish in the River Devon or its tributaries, you should buy a ticket from the Devon Angling Association before you start. (*The Sorting Office* shop in Dollar will sell you one.) It is unsafe to play games or to use skateboards, scooters or roller-skates/blades on public roads in Dollar.

Pupils in the Prep School should remain within the grounds of Dollar Academy at all times. Junior School pupils are allowed to go to the shops in Bridge Street during lunch break on certain days, but are not allowed to cross the road.

You should not enter a public house in Dollar.

## GAMES

### ATTENDANCE

For your health, the development of wider skills, and for the enjoyment that can be gained from sport at all levels, you are expected to participate in games at Dollar, and should attend when required.

If you are travelling with a school team, you must wear correct uniform, and return by the same transport unless other arrangements have clearly been made and the member of staff informed in advance. You may enter the pavilions only if you are taking part in games. Girls generally travel in tracksuits.



### MOUTHGUARDS

Mouthguards are mandatory for hockey, rugby and squash, and must be worn at all times in games and practices. These should be moulded and fitted by a dentist; it is recommended that they are not bought over the counter. Mr Newton, Head of PE, will be pleased to advise.

## COLOURS AWARDS

Staff responsible for activities propose pupils for Colours to a committee, chaired by the Deputy Rector. The principles upon which the committee bases its decisions are as follows:

### FULL SPORTING COLOURS

A pupil judged worthy of Full Sporting Colours –

- 1) Demonstrates excellence in the skills associated with the sport, measured by district, national or international standards, where appropriate.
- 2) Has represented the school at 1<sup>st</sup> team level for at least a season, having been a first-choice player throughout.
- 3) Has made a very notable personal contribution to the success of the team; ideally, demonstrating leadership qualities.
- 4) Has had excellent attendance at practices and matches.
- 5) Has invariably given of his or her best in practices and matches
- 6) Has maintained an outstandingly positive and helpful attitude at all times.
- 7) Is in Forms V or VI [or, exceptionally, Form IV].



### HALF SPORTING COLOURS

A pupil judged worthy of Half Sporting Colours –

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

### FULL CULTURAL COLOURS

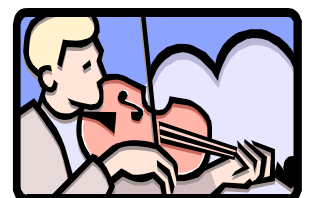
A pupil judged worthy of Full Cultural Colours –

- 1) Demonstrates excellence in the skills associated with the activity, measured by the highest school standards, or by district, national or international standards.
- 2) Has been involved in major school competitions or performances for at least a year, having been a first-choice player / performer throughout.
- 3) Has made a very notable personal contribution to the success of the activity; ideally, demonstrating leadership qualities.
- 4) Has had very good attendance at practices and performances.
- 5) Has invariably given of his or her best in practices and matches.
- 6) Has maintained an outstandingly positive and helpful attitude throughout the activity.
- 7) Is in Forms V or VI [or, exceptionally, Form IV].

### HALF CULTURAL COLOURS

A pupil judged worthy of Half Cultural Colours –

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



A pupil judged worthy of Half Colours should normally fulfil the vast majority of the Full Colours criteria, except that he or she may not have played / performed at district or international level, or have played / performed in the 1<sup>st</sup> team for more than one season.

The awards are for school activities and denote achievement in and commitment to Dollar Academy; participants in activities not organised through or supported by the school are not generally eligible for Colours. Failure to live up to these standards may lead to removal of the award.

For **Sporting** awards, Half Colours entitle the holder to the ship blazer badge, and Full Colours to the addition of white braid to the blazer. For **Cultural** Colours, Half Colours entitle the holder to the blue blazer badge, and Full Colours to the addition of blue braid to the blazer. **The Colours tie** is available to holders of both Full Sporting or Cultural colours, but not Half Colours.

### **THE INTERNATIONALISTS' AWARD**

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

A pupil eligible for The Internationalists' Award:

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

Furthermore,

1. the pupil should be beyond development squad level;
2. the pupil must have competed with others for a place in the team and been selected on merit.
3. the pupil must have been selected for at least one game or performance that took place, against opposition or in front of an audience, and he or she must have played or performed during the event.

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

## **GUIDANCE ABOUT BEHAVIOUR**

In this section there is a range of advice about your behaviour as a pupil of Dollar Academy.

Prep & Junior School pupils will generally be dealt with by the Assistant Heads of the Prep and Junior Schools, although Mrs Morrison may become involved, along with other members of the Senior Staff Group on occasion.

### **ANTI-BULLYING POLICY**

The Anti-Bullying Policy is on the School Website under Information – Policies. The aim of our Anti-Bullying Policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied.

Dollar Academy is committed to providing a safe and supportive environment. Members of our community are entitled to go about their daily life at school without fear of harassment or harm. The deliberate causing of distress, either mental or physical, to another person is totally unacceptable and will be dealt with very seriously. More than this, Dollar expects compassion and kindness to others. Kindness is one of our core values.

### **BEHAVIOUR IN GENERAL**

You should remember that the reputation of the school depends on high standards of behaviour; you will ultimately benefit from being known as a member of a well-disciplined community. Equally, the opposite is true: if a school gains a bad reputation, everyone suffers. You should therefore bear in mind that any form of disorderly behaviour in school, in Dollar, or while travelling to and from the school is unacceptable. There may also be occasions at the weekends or during holidays when the school's name could be brought into disrepute, even when you are not in uniform or involved in school activities.

It should be noted that a pupil who remains in the company of another pupil / other pupils while school rules are being broken may be regarded as guilty by association: you have a responsibility to avoid situations where rules are being broken. Day pupils in the company of boarders at weekends will be regarded as bound by the same rules that apply to the boarders.

## BREAKING RULES, UNACCEPTABLE OR INAPPROPRIATE BEHAVIOUR

There are clear guidelines about what may happen if you get things wrong and the school will follow these as fairly and reasonably as possible. You should bear in mind, however, that the school needs to be able to respond to individuals and situations flexibly, applying its knowledge of the background in each case. It may therefore seem to you occasionally that some pupils are being treated differently when all involved seem to have got the same things wrong. There may well be good reasons for this which members of staff are not able to discuss.

## MOBILE PHONES / DEVICES



For a variety of good reasons, mobiles are accepted in Dollar, particularly for pupils who travel into school. They may also be of use on certain school trips or outings; members of staff will advise in this area. Equally, there may be times when their use is not appropriate and you are asked to abide by the guidance given here. In the Prep & Junior School, pupils must ask permission to use their mobiles during the course of the school day. There is very particular advice given about bringing mobile phones into exams; you should be aware that the SQA may impose very severe penalties on any candidate found to have broken its rules in this matter. Mobile phones should be kept **switched off** throughout lesson times; they may be confiscated otherwise.

It is important that mobiles are used sensibly – they should never be used, for example, to cause distress to others by the sending of unpleasant messages, even if this is meant as a “joke”. The camera facilities on some phones must also be used with great sensitivity: just as the school formally asks for permission to take photographs, so pupils must be very careful in the taking and publication of photographs (or even in pretending to take images). You may lose access to your phone if you get involved in inappropriate behaviour.

## BREAKAGE

You should inform the Janitor or a member of staff immediately if you break anything like a window or some furniture.

## UNACCEPTABLE ITEMS

**Laser Pointers** should not be used as they are potentially dangerous. **Aerosols** are also prohibited because of their effect on health, as are lighters and e-cigarettes. **Chewing gum** is not acceptable in any school context. **Glass bottles** should not be brought into school. Furthermore, you should not have any of the following in your possession in school: **firearms, fireworks, knives, airguns, catapults** or **imitation weapons**.

## ALCOHOL

While the school permits the occasional consumption of alcohol by senior pupils in staff-supervised social settings, such as the Sixth Form Dinner, you are not allowed to possess or use alcohol unsupervised. Possession or consumption of alcohol is not allowed on school trips outwith the Academy.

## ILLEGAL DRUGS / “LEGAL HIGHS”

Dollar Academy is committed to a drugs-free learning environment. To that end, there is an element of drugs education in a range of curricular areas – PSE, Biology and so on.



Any incident involving pupils in Dollar Academy found to have alcohol, illegal drugs, or smoking materials, including e-cigarettes, in their possession will be viewed seriously. The school is aware that some substances which are not currently illegal in the UK may have an intoxicating or hallucinatory effect, so-called “legal highs”. The use of animal, vegetable or mineral products which have such an effect is against school rules, and pupils using such substances may be dealt with in a similar way to those who use illegal drugs.

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



## INFORMATION FOR BOARDERS

### GENERAL INFORMATION

Dollar Academy offers boarding facilities to provide pupils with the opportunity to continue their education while living away from home. Our aim is to provide a secure and comfortable environment where pupils are able to enjoy life among other young people, with the guidance and support of members of staff.

There are three boarding houses in Dollar Academy. Argyll and Heyworth are girls' Houses; McNabb & Tait is the boys' house, combining Juniors and Seniors under one set of Houseparents, supported by resident Assistant Houseparents. As a boarder at Dollar Academy, you will have full opportunity to participate in the whole life of the school, and there are many advantages which derive from being located so close to the Academy itself. While there are three Houses, there is a body of information which is common to all, and you are expected to recognise the standards and the accepted practices which apply to all boarding Houses. As you might expect, there may be minor variations in each House which reflect the different traditions in the Houses and the different approaches of the Houseparents.



The information which follows should, however, offer a reasonably full guide to boarding life in Dollar. If you are in doubt about anything, please consult your Houseparents who you should remember are responsible for you throughout your boarding life; you must at all times attempt to co-operate with them. The website contains further up-to-date information, and each House will give you a welcome pack that contains all you need to know about settling in and making the most of the opportunities at Dollar.

### COMMUNICATION

You will have ready access to e-mail, telephone and (filtered) wi-fi facilities in your House. Note that telephone calls to other Houses are free using the internal line, but you will have to pay for external calls. You may use mobile phones, but you should be aware of the guidance given in Houses about these. Skype facilities are also available in Houses.

### ABSENCES IN SCHOOL TIME

If you wish to visit a University or if you are called for interview, you should fill out the standard pink form obtainable from the school office. In the case of other events, such as weddings and funerals, your Houseparent will inform the school of such absences.

### DRESS

During the school week, you are expected to wear correct school uniform until lesson time is finished at 3.25pm, after which you can change into casuals.

### MEALTIMES

MEAL	MON - FRI	SAT	SUN
BREAKFAST	7.45 – 8.15	In-house	In-house
LUNCH	12.30 – 1.00 [12.15 for up to 12]	1.00 – 1.30	1.00 – 1.30
TEA	5.00 – 5.45	In-house	5.30 – 6.00

Most meals are taken in the school dining hall and you are expected to attend every meal unless you have made a particular arrangement with your Houseparent. You should stay out of the kitchen, and you should not return to the servery before permission has been given by the member of staff on duty.

### ORGANISING YOUR MONEY

Every boarder is encouraged to have an individual approach to money, and the following comments are offered as straightforward guide based on previous experience.

For every boarder there are 3 ways to pay for items at Dollar Academy:

1. **Personal Funds** – this can be either a personal bank account or cash. Pupils in Forms III-VI generally operate their own bank accounts. Your Houseparents will help you organise this and it usually takes around three weeks. Boarders use these funds to pay for all personal items, such as stationery, toiletries, public transport costs, school dance tickets and snacks.

If you are in Form IV-VI you will use these funds to pay for kilt hire for formal school events, should you wish. The cost of this is usually around £65.

**Purchases of a personal nature cannot normally be funded by boarding Houses.**

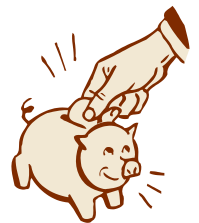
If you are in Form II or below, you can, if you wish, choose to receive weekly pocket money from your House parent. This pocket money is distributed on a Friday and the cost allocated to your termly bill.

2. **ParentPay** – this is used by boarders' parents to pay remotely for non-boarding school expenses. This could be school curricular trips, either day, national or international and co-curricular expenses, such as horse-riding or skiing. In addition, there are a number of events during the school year which pupils regard as "essential" - particularly for those in Form VI, these should be paid for through ParentPay. The prices charged for last year's ventures are offered as a guide;

First Term:	FVI Dinner (£22.50), Senior Christmas Dance (£8)
Second Term:	Burns Supper (£22.50), Plays (£3), Band Night (£7).
Third Term:	FVI Summer Ball (£30), Plays (£5), various photographs e.g. leavers/team photos (£9.50 each), FVI Photo (£17-30) FVI Yearbook (£15)

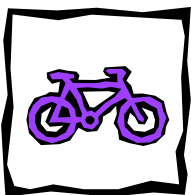
3. **Boarding House Termly Bill** – Parents or guardians of a boarder will receive a bill at the end of each of the three terms in the school year. This bill will be itemised and list the expenses incurred as a boarder. In the main this will be House outings, airport transfer costs, House photographs and dry cleaning.

For boarders in Form III and below who wish to hire Highland dress for Christmas dances, Houseparents will allocate the cost of this to termly bills.



**GOING OUT**

If you have no commitments on Saturday morning, leave may begin on Friday after 3.25pm and return should be by half an hour before bedtime (but in any case not later than 9.30pm on Sunday evening). Houseparents may grant leave for a day or part of a day at their discretion.



On returning from any leave you must report to your Houseparent immediately. You must obtain permission from your Houseparent if you are going out of Dollar for any reason.

You are welcome to cycle out of Dollar, but for reasons of safety, you are asked to inform your Houseparent of your route and your timings. You should follow the school guidelines given earlier in this booklet.

**Boarders are forbidden to travel in cars driven by other pupils**, and must always have written permission for any car journey except with a member of staff.

You are permitted to visit other boarding Houses only with permission from both Houseparents. Day pupils may also visit boarding Houses but at the discretion of Houseparents. When a boarder visits another House, it is necessary to conform to House rules. Boys may visit girls' Houses and girls may visit boys' Houses only if permission is granted by the Houseparents of both Houses. You must return by at least half an hour before your lights-out, or by 10.30pm, whichever is the sooner.

**SUNDAY ATTENDANCE**

On Sunday mornings, boarders may attend services at the local Church of Scotland, Episcopalian or Roman Catholic churches. Arrangements can be made for pupils of other faiths.



**MID-TERM BREAKS/ENDS OF TERM**

You are expected to follow your school timetable until the end of each term, and until a mid-term holiday. At the

end of each term, school finishes at 12.30pm. In exceptional circumstances, however, your Houseparent might permit you to travel early on the last day if you have a particularly long or difficult journey. In any case you are expected to leave your boarding House as soon as possible after 12.30pm. It is important to note that you are expected to leave Dollar by that time, and we ask that you do not spend a further night in Dollar after the end of term. When you are returning to Dollar, you should arrive **between 4.30pm, and 9.30pm**, unless otherwise agreed.

Only in exceptional circumstances will permission be given by the Rector for early departure at the end of term or late arrival at the beginning of term.

### **DAYS OUT AND LEAVE**

During the course of each term, you are allowed weekends out of your House at the discretion of your Houseparents and by arrangement with your family. In each case, you are expected to produce letters two days in advance in which your parent or guardian gives permission, and the person you are visiting invites, agreeing to take responsibility for you. All sports or other commitments must be fulfilled before you begin leave.

In certain circumstances, your Houseparents will be willing to accept the written requests up to the day of departure. Leave-out on week days is not encouraged, and is permitted only for special family events involving immediate family members by prior arrangement with the Rector or Deputy Rector. Other weekends and days out may be granted at Houseparents' discretion.

### **AT NIGHT**

You may be out after dark only if your Houseparent's permission has been obtained. In summer, there is a time indicated weekly by which you must be in the House and everyone should observe this timing. The time for leaving the grounds applies equally to Day Pupils. Please note that Dollar Glen beyond Mill Green is out of bounds to pupils of Form II and below. Pupils of different ages have different bed-times, and all pupils must be in their Houses at the appropriate times. Times for leaving the grounds and return are clearly published and apply to all pupils in the Academy. Even the most senior pupils must be in the House by 9.30pm, except with the express permission of the Houseparent.



### **SPECIAL EVENTS**

With your Houseparent's permission, you may visit private houses on special occasions after having obtained letters of request from parent/guardian and from the parent in the house being visited. You may not normally attend social events on weekday evenings unless they are with close family. You should understand that the reasons for this control are based simply upon the need for the school to fulfil its responsibilities. Putting your welfare and safety first, the Academy must be sure that all arrangements are satisfactory before permission is given.

If you are a senior pupil, your Houseparent might, on suitable occasions, offer a social and supervised alcoholic drink in the House, but you should not make mistakes in this area.

### **ELECTRICAL EQUIPMENT**

Consult with Houseparents for details. Please note that safety in this area is essential.

### **CO-CURRICULAR ACTIVITIES**

While there is a range of co-curricular activities available to all pupils, there are some which are specifically set up with boarders in mind.

#### **Cookery**

This takes place on some weekday evenings in the Home Economics department.

#### **Dancing**

Throughout the first two terms, there are dancing classes every Friday night, and skilled instructors teach a variety of styles. All boarders up to Form II should join in dancing classes. In practice, many continue with dancing until the most senior years in the school - as a result of which there are many award-winning dancers in the school.

#### **Football**

An Indoor football activity is run on a regular basis for boarders.

### **Fitness**

The fitness suite can be used during evenings after Prep, under certain conditions.

### **Golf**

You can become a school member of the Dollar Golf Club, at reduced rates. At all times on the golf course, you should obey the Club rules and observe the etiquette of the game.

### **Music**

The Gibson Building is open for boarders' practice on certain evenings in the week.

### **Swimming**

There are specific times for boarders to use the swimming pool.

### **Volleyball**

Sessions are run in the Gym from time to time for boarders.

## **APPEARANCE**

We have some clear rules about appearance, because this is an important aspect of our community. You should wear correct school uniform on all school occasions, with shirt tails tucked in, ties fully done up and top buttons fastened. Blazers should be worn around the school. Whatever is worn under the shirt or blouse should not draw attention to itself; e.g. logos or designs on t-shirts should not be visible. Jewellery, make-up and coloured nail-varnish are not permitted. If you wish to have your ears pierced you should arrange this at a time in the year which will not require you to wear studs (covered or otherwise) to school. You may wear badges related only to school achievements. Hair should be clean and tidy, and all styles that are extreme or that draw undue attention to themselves should be avoided. Boys should be clean-shaven.



The rules on appearance are in operation at all times when uniform is being worn, and thus do not change after 3.25pm, at weekends, on school trips or during examination study leave.

If you are involved in an activity like skiing or a Duke of Edinburgh Award expedition, you will be advised by the member of staff in charge as to correct clothing. On the Sponsored Walk (next on September 25 2020) you will be required to wear appropriate clothing for your own health and safety. Pupils walking to school are advised to wear clothing with reflective and/or high visibility areas attached.

## DRESS CODE

At events outside school hours there is a variation in what is expected of pupils in their appearance, depending on the nature, context and location of the event; some activities are by their nature more formal than others. The following grid gives guidance:

EVENT	LOCATION	DRESS CODE	NOTES
Weekend / weekday sports fixtures spectators	Academy grounds	Casuals / weather dependent	Sports teams have their own dress codes
Trips Information evenings	In school, various	Casuals	
Rehearsals [Drama, music, etc]	In school, various	Casuals; clothes to move around in as appropriate	
All drama productions [Forms I, II, III, IV, VI]	Studio Theatre	Smart Casuals	Occasionally, events to which the Dollar community is invited may be uniformed
School Play	Assembly Hall	Smart Casuals	Ushers in uniform
Senior Musical	Theatre outside Eg MacRobert; Assembly Hall	Smart Casuals	
Junior Musical	Auditorium	School Uniform	Ushers in uniform
Junior Concerts	Auditorium	School Uniform	
School Concerts [Spring x2]	Auditorium	School Uniform	
Carol Concert	Usher Hall	School Uniform	
UCAS Evenings	Playfair Building	School Uniform	
Parents' Evenings	Playfair Building	School Uniform	
Other lectures [eg JMJET]	Auditorium	School Uniform	
Sports Weekend	Academy grounds	School Uniform	Prefects for tours in uniform
Form II Interviews	Playfair Building	School Uniform	
Debating competitions	Library	School Uniform	
Open Morning	In school, various	School Uniform	
SPECIAL EVENTS [one-off]	In school, various	School Uniform	Eg presentations, VIP visits
Christmas Dances	Assembly Hall	Formal	
Burns Supper	Dining Hall	Formal	
Form VI Dinner	Dining Hall	Formal	
Summer Ball	Assembly Hall	Formal	Form V waiters in black / white
CCF Dining-In	Dining Hall	Formal	

## SCHOOL UNIFORM

### GENERAL INFORMATION & STOCKISTS

All equipment and garments should be of regulation style, of the shade and fabric approved by the Academy, and **named**. Articles of clothing need not be new, but should be in good condition.

Uniform items can be obtained from:

**Messrs. R R Henderson** 6/8 Friars Street, Stirling Tel. 01786 473681

On-line at [www.houseofhenderson.co.uk](http://www.houseofhenderson.co.uk)

**Aitken & Niven** (Stevensons) Main Stockist 21-23 High Street, Perth, PH1 5TJ 01738 637843.

Dollar Uniform available on-line at [www.aitken-niven.com](http://www.aitken-niven.com)

Also at 6 Falcon Road West, Edinburgh, EH10 4AQ Tel: 0131 477 3922 or 234 Queensferry Road Edinburgh, EH4 2BP  
Tel: 0131 467 8825

They also have a supply of heavy weight Dollar Academy Tartan fabric for Men's kilts etc.

An excellent Thrift Shop is run by parents (opening between 2.30-4.00pm on the second and fourth Thursday of each month, and on the last afternoon of the summer and spring holidays). The Thrift Shop is located in the basement of the Prep School Building.

### COMBINED CADET FORCE UNIFORM

The necessary uniform is issued to cadets in the Academy; the only item that needs to be purchased is a pair of boots. These should not, however, be bought before joining the CCF, which is open to all pupils in Form II and above.

**In the following clothing lists please note:  
\*All asterisked items are regulation items  
All clothing should be clearly and indelibly named**

## PREP SCHOOL BOYS

\*Navy blue shorts

Navy v neck pullover

White long sleeved shirt

Short sleeved shirt (optional – Summer Term only)

\*Academy tie (elasticated option for Prep 1 and 2)

Navy knee length socks and named garters

Black polished leather lacing shoes (velcro fastening shoes for Prep 1)

Black or navy wellingtons

\*Fleece lined coat (to be worn from the October Break to Easter Holiday)

(A plain navy pac-a-mac should be carried in school bag when blazer is worn)

\*Blazer to be worn from August to the October Break and in the Summer Term

\*School scarf (optional – but only a regulation Dollar scarf to be worn)

\*Warm navy hat or Dollar hat; cricket style navy or white sunhat in summer

Navy gloves

Painting apron – waterproof and long sleeved

Plain navy or black school bag (rucksack style; Dollar bags are available)

Plain navy pac-a-mac

Waterproof trousers for snow days (can be kept in school)

Navy tracksuit bottoms may be worn over shorts for travelling to and from school in particularly adverse winter weather

## PREP SCHOOL GIRLS

\*Tartan pinafore  
Navy cardigan  
White long sleeved blouse  
Short sleeved open necked blouse for Summer Term  
\*Academy tie (elasticated option for Prep 1 and 2)  
Plain knee length navy socks or navy tights  
White knee length socks for Summer Term  
Flat black polished leather shoes (not slip-ons) (velcro fastening shoes for Prep 1)  
Black or navy wellingtons  
Hair accessories must be plain navy blue, white or Dollar Academy Tartan  
\*Fleece lined coat (to be worn from the October Break to Easter Holiday)  
(A plain navy pac-a-mac should be carried in school bag when blazer is worn)  
\*Blazer to be worn from August to the October Break and in the Summer Term  
\*School scarf (optional – but only a regulation Dollar scarf to be worn)  
\*Warm navy hat or Dollar hat; cricket style navy or white sunhat in summer  
Navy gloves  
Painting apron – waterproof and long sleeved  
Plain navy or black school bag (rucksack style; Dollar bags are available)  
Plain navy pac-a-mac  
Waterproof trousers for snow days (can be kept in school)

## JUNIOR SCHOOL BOYS: JUNIOR 1 AND 2 (P6 & 7)

### As Senior boys

The fleece-lined coat is to be worn instead of a blazer from the October Break to the Spring Holiday  
Short sleeved shirts may be worn in the Summer term  
Plain navy or black school bag (rucksack style); Dollar bags are available.

## JUNIOR SCHOOL GIRLS: JUNIOR 1 AND 2 (P6 & 7)

### As Senior Girls with the exception of the kilt, which can be Junior style (elastic waist)

The fleece-lined coat is to be worn instead of a blazer from the October Break to the Spring Holiday.  
Plain navy or black school bag (rucksack style); Dollar bags are available.

## SENIOR SCHOOL GIRLS: (FORMS I TO VI)

\*Dollar blazer and tartan kilt (**NB: the kilt is to be worn at knee length**)  
Plain navy v neck sweater (sleeveless optional) or cardigan  
White blouse, **long enough to be fully tucked in to the kilt**, short or long sleeved  
Short sleeved open necked white blouse (optional for Summer Term to October Break)  
Hair accessories must be plain navy blue, white or Dollar Academy Tartan  
\*Academy tie  
Navy opaque tights (or heavier) or knee length navy socks  
\*School scarf (optional – but only a regulation Dollar scarf to be worn)  
Flat black polished leather shoes  
(The blazer is the standard indoor wear for all Seniors, who may, in addition, wear a black or dark blue coat during bad weather. NB: "Hoodies" are not to be worn with school uniform)

## SENIOR SCHOOL BOYS: (FORMS I TO VI)

\*Dollar blazer

Dark grey (charcoal) or black trousers (not jeans)

Plain navy v neck pullover

White shirt (short sleeve optional)

\*Academy tie

\*School scarf (optional – but only a regulation Dollar scarf to be worn)

Black polished leather shoes

Plain dark socks

(The blazer is the standard indoor wear for all Seniors, who may, in addition, wear a black or dark blue coat during bad weather.)

NB: "Hoodies" are not to be worn with school uniform

## PREP SCHOOL SPORTSWEAR

### PREP SCHOOL GIRLS

\*White short sleeved polo shirt with school logo

"Quint" rugby shirt - Prep 4 and 5

\*Navy gym shorts

Navy "skort" for Prep 4 and 5

Navy joggers for colder weather

Long sleeved **white** thermal base layer (recommended)

Navy knee length sports socks

Swimming costume (black or navy)

Swimming cap (navy)

Towel (named)

Drawstring bag (named)

Good supportive trainers, predominantly white, non-marking (velcro fastening optional for Prep 1)

Gumshield and shin guards – Prep 4 and 5

### PREP SCHOOL BOYS

\*White short sleeved polo shirt with school logo

\*Navy gym shorts

Navy joggers for colder weather

Long sleeved **white** thermal base layer (recommended)

"Quint" rugby shirt - Prep 4 and 5

Navy knee length sports socks

Swimming trunks (black or navy)

Towel (named)

Drawstring bag (named)

Good supportive trainers, predominantly white, non-marking (velcro fastening optional for Prep 1)

Football boots (Prep 4 and 5)

Gumshield – Prep 4 and 5

## JUNIOR AND SENIOR PE UNIFORM

### BOYS

White rugby shirt

"Quint" rugby shirt

Long sleeved **white** thermal base layer (recommended)

Navy rugby socks and rugby shorts

Swimming trunks (black/navy)

Gym shorts (navy)

Football boots and trainers

Gumshield



**GIRLS**

White hockey shirt  
"Quint" hockey shirt  
Long sleeved **white** thermal base layer (recommended)  
Navy games skirt (or "skort")  
Navy shorts (available at school)  
Navy knee length socks  
Swimming costume (black/navy)  
Swimming cap (white/navy)  
Football boots (or astro shoes) and training shoes  
Hockey stick and tennis racquet  
Gumshield and shinguards

A Dollar Academy tracksuit is required for all pupils in the year groups Junior 1, Junior 2, Form I and Form II and for members of the Academy sports teams. This is to allow for the comfort and protection of pupils participating in outdoor activities and events throughout the year.

**SUMMER TERM:** sports equipment is to be purchased as required.

## ARTICLES REQUIRED BY BOARDERS

All articles must be machine washable, dye-fast, and able to be tumble-dried. All items must be prominently and indelibly marked in ink, or with woven name tapes; a supply of spare name tapes should be sent at the beginning of the year. As storage of a large amount of clothing may be difficult, pupils should limit their packing to what is necessary. Houseparents will be happy to advise on the extent of the facilities.

### **In addition to the standard clothing list for day pupils, boarders should bring:**

- 1 large suitcase, & a smaller suitcase for holidays
- 1 school bag, rucksack or sports bag for books, equipment
- Sufficient underwear
- 2 pairs pyjamas/sleep-wear & 1 dressing gown & 1 pair slippers
- 1 hot water bottle (optional)
- Spare name tapes
- A toilet bag with all toilet requisites
- Alarm clock
- 1 duvet and 2 duvet covers
- 1 pair polyester cotton fitted single sheets & 2 polyester cotton pillow cases
- 2 bath towels & 1 sports towel

### **FORMAL / INFORMAL WEAR**

Formal clothing is required for the social functions in First term, such as the Christmas dances; Seniors are likely to wear formal clothes on other occasions. Girls wear a variety of formal styles; boys may wear kilts, dinner suits, lounge suits or school uniform at such events, although it is unusual for uniform to be worn. Pupils can choose to wear their own smart casual clothing if they attend church on Sundays, although they must wear uniform if they are attending at whole school services.

**Personal items:** you may bring in items to personalise the room in which you will sleep, including books, photos, music, posters and other small items. Be aware that Houses have particular guidelines about music and posters, for example, however – there is a designated space in which to display posters, and “blu-tak” cannot be used on walls.

Each House has good facilities for computers, and each is linked to the Academy network. There is no need, therefore, for personal laptops to be specially purchased for boarders. There are wi-fi facilities provided through the school’s filtered network, and subject to timing controls. Any items of personal computing equipment that are brought into the House are also governed by the same rules concerning use as the school computers, and are covered by the IT agreement which is signed by all pupils and staff. You should be aware that DVDs and videos brought into the House must be of an appropriate nature, and that images stored on computer hard drives etc must be of an acceptable nature. IT equipment may be randomly checked by members of staff to ensure compliance.

You are reminded that the school does not insure your personal belongings, and so expensive items such as personal computers must be covered by your own or your family’s insurance policy.

## CO-CURRICULAR ACTIVITIES

In Dollar Academy you are fortunate in having access to a wide range of activities, organised by staff who are both enthusiastic and skilled, and who have volunteered their services willingly because they want to share their interests. You are not required to undertake any number of activities, but it is suggested that you will gain a great deal of enjoyment, besides useful skills, and make a wider circle of friends if you use these opportunities to the full. Once you have taken up an activity, you should aim to make a real commitment to it.

Full details of the activities on offer, and the staff associated with each activity, are published in the separate *Information on Co-Curricular Activities* in the first few weeks of First Term, and publicised in the annual “Get Active!” Activities Fair.

## STAFF LISTS

### SENIOR STAFF GROUP

Rector	Mr I H Munro, BSc, MEd, FRSB
Deputy Rector	Mrs G S Burbury, BA, MMus, ACE, NPQH
Assistant Rectors	Miss E M Langley, MA
	Mrs V I Mason, BSc
	Mrs K B Miller, BSc
	Mrs A M Morrison, MA (and Head of Prep & Junior School)

**Key:**    **HD = Head of Department**    **HT = House Tutor**    **Co-ord = Co-ordinator**  
           **HP = Houseparent**            **AHP = Assistant HP**    **HY = Head of Year**    **AHY = Assistant HY**

### PREP AND JUNIOR SCHOOL

Mrs M Barbour, BEd (Deputy Head, Prep School)  
 Mrs L C MacDonald, BEd, (Assistant Head, Junior School)  
 Miss S A M Renton, MA (Assistant Head, Prep School)

Mr C D Ashforth, BSc		
Mrs K A Baird, BSc	HP Heyworth	Mrs L O' Sullivan, BEd
Mrs L E Barlow, MA		Miss L Pollock, BEd, AVCM    HT <i>Mc/Tait</i>
Miss K Cleghorn, MA		Miss S A M Renton, MA
Mr T A Dann, BEd		Miss E Sharma, MA            HT <i>Heyworth</i>
Miss A M Eddie, BEd		Miss A Sheridan, BCom
Mrs L R Fraser-Tilus, BEd		Mrs K E Thomson, BEd
Mrs M Harewood, MA, BEd		Mrs L L Thomson, BEd
Miss H Holloway, BEd		Mrs K Bunyan (Senior Teachers' Assistant)
Mrs J L Leslie, BSc	HT <i>Heyworth</i>	Mrs E Beveridge (Teachers' Assistant)
Mrs N M Letford, BEd		Mrs E Hamilton (Teachers' Assistant)
Mrs L C MacDonald, BEd		Mrs S Smith (Teachers' Assistant)
Mrs G McFadyean, BA	Sen HPt <i>Mc/Tait</i>	

### SENIOR SCHOOL

<i>Art &amp; Design</i>	Mrs C Kelly, BA, MFA	HD
	Mrs J Brown, BA	
	Ms T L Livingstone, MFA	AHY (I)
	Mr M MacDermot, BA	
	Mr F Muirhead, BA	AHY (VI)
<i>Biology</i>	Mrs R L Munro, BA	
	Mr C K Ainge, BSc	HD
	Mr D Campbell, BSc	HT <i>Mc/Tait</i>
	Mr R C Florence, BSc	HT <i>Mc/Tait</i>
	Ms S Hussain, BSc	AHY (II)
	Mr M McComiskie, BSc	Co-Ord Junior Science
	Mrs F McDonald, BSc	
<i>Business Education</i>	Dr L A Payne, BSc, PhD	
	Mr M C Moore, BSc, MBA, IDMDip	HD
	Mrs H Duncan, BA	
	Miss L A McGookin, MA	AHY (IV)
	Mrs L McMartin, BA	

	Mrs A L Robinson, MA	Careers
	Mr J A Simpson, BA	
	Mrs M Stevenson, BA	
<i>Chemistry</i>	Mr D J Lumsden, BSc	HD
	Mr N F Blezard, BSc, MRSC	HY (V)
	Mrs H M Cook, MChem	
	Dr R J R Johnson, BSc, PhD	HY (I)
	Dr S Scheuerl, BSc, PhD, MRSC	
	Mr C Smith, BSc	HY (II)
<i>Classics</i>	Mrs H S Lumsden, MA	HD
	Dr E Macleod, MA, PhD	
	Miss E B Wood, MA, MA	HT <i>Mc/Tait</i>
<i>Computing</i>	Ms R McGuinness, BSc	HD
	Mr J P Shaw, BSc	
<i>Drama</i>	Mr P G Russell, BA	HD
<i>English</i>	Mrs C M Murray, MA, MPhil	HD
	Ms C Abel, BA, MLitt	
	Miss K Cunningham, MA	HD
	Mrs R J Gibb, BA	
	Mr D A H Johnston, BA, MLitt, MPhil	HP <i>Argyll</i>
	Mrs F A Mackie, MA	School Counsellor
	Mrs J E M Monk, MA	
	Mrs H K Moore, BA, MLitt	
	Ms J K Nozedar, MA	Co-ord English
	Mrs E A Taylor, MA	
	Mrs B S C Wright, BA	
<i>Engineering, Design &amp; Technology (EDT)</i>	Dr D A Keys, BSc, PhD	HD; Regent
	Mr S W Cochrane, BEd Tech	HT <i>Mc/Tait</i>
	Mr J Delaney, BEd Tech	
	Mrs P Webster, BEd Tech	HY (VI)
<i>Geography</i>	Mr A M McConnell, BSc	HD
	Miss G Dean, MA	
	Mrs J McLean, BSc	
<i>History &amp; Modern Studies</i>	Mr N J McFadyean, MA, MPhil	HD; (Snr) HP <i>Mc/Tait</i>
	Miss G McCord, MA	HY (IV)
	Mr N G McEwan, MA	AHY (III); AHP <i>Mc/Tait</i>
	Miss E D McRitchie, MA	
	Mrs C J Munro, MA	
	Miss H Thomson, MA	HT <i>Mc/Tait</i>
	Mr C Wilson, MA	
	Mrs H L Young, MA	
<i>Home Economics</i>	Mrs N O'Donnell, BA	
<i>Mathematics</i>	Mr J D Hamilton, BSc, MSc	HD
	Mrs C M Childs, BSc	HY (III)
	Mr R W Durran, BA	
	Mr D H M Gibb, BSc	
	Mr A Lewis, BSc	
	Mr P McKay, MA	
	Mr I Mackenzie, BSc, CEng, MIET	
	Mr I Robertson, BSc	
	Mrs F G Stewart, BSc	
	Mrs L J Taylor, BSc	
<i>ML Assistants</i>	TBC (Spanish)	
	TBC (German)	
	TBC (French)	

<i>Modern Languages</i>	TBC (Mandarin)	
	TBC (Italian)	
	Miss S K Rice, BA	HD
	Miss E J Clarke, BA	
	Mr D Delaney, MA	
	Miss R Farquhar, MA	HT <i>Argyll</i>
	Dr J M Fotheringham, BA, PhD	
	Mrs J S Millard, BA	
	Senorita A R Sánchez-Román, BA	
	Mrs M Wei, MSc	HT <i>Heyworth</i>
<i>Music</i>	Mrs J Young, MA	
	Mr S K Young, BA	
	Mrs L Timney, MA, LTCL, LRSM	Director
	Mr A Morley, BMus	Assistant Director
	Mr D M Christie, BA, LLCM, ALCM	
	Ms H Duff, BEd	
	Mrs K Fitzpatrick, BMus, MSc	
	Mr P A Leslie, BMus	
	Mr P Piwowar, MA	
	Mr S R Newton, BSc	HD
<i>Physical Education</i>	Ms L Allan, BEd	Director of Hockey
	Mr D W Caskie, BEd	Director of Rugby
	Mr P N Gallagher, BEd	
	Mr M I Hose, BEd	HP <i>Argyll</i>
	Mr C D McLeod, BEd, MSc	
	Mr E T N Pollock, BEd	
	Mrs G M Robb, BEd	
	Miss K Robertson, BEd	
	Mrs V A M Smith, BEd	
	Dr S Fulton, BSc, DPhil	HD
<i>Physics</i>	Mrs K L Caine, BSc	AHY (V); HT <i>Argyll</i>
	Mr A N Johns, BSc, CPhys, MInstP	
	Miss C Malley, BSc	
<i>Support for Learning</i>	Mrs L S McDougall, MA	HD
	Mrs W J Ainge, MA	
	Mrs J Burbury, BEd	HT <i>Argyll</i>
	Mrs S Currie, BSc	
<i>Technicians</i>	Mrs S Delaney, BA	
	Mr G R Brown, BA	
	Mrs E W Goodwin, BSc	
	Mrs J Inglis	
	Mrs K MacBean, BSc	Co-ord Comm Serv
	Mrs J-A Mitchell, BA	
	Mrs J Watson, MEng	
	Mr J M Hughes, BEd Tech	
	Mr J Tracey, CCNA	
	Mr S Ramage, BSc	
<i>Director of IT</i> <i>IT Manager</i> <i>IT Systems Administrator</i> <i>IT Service Support Manager</i> <i>IT Support</i>	Mr A Rankine	
	Mr J S Hendry	
	Miss F J Kelsall	
	Miss T Hepburn, MA	HT <i>Heyworth</i>
	Ms E C Gallagher	
	Mrs K Hall, BA	
	Mrs K J Molnar, BSc	
	Mrs L Cloherty	
	<i>Librarian</i>	
	<i>Rector's PA</i>	
<i>Registrar</i>		
<i>FP Registrar / Events &amp; Lettings</i>		
<i>Admin Assistant</i>		

<i>Head of Marketing</i>	Mrs J S Shillady, BA	
<i>Digital Marketing Coordinator</i>	Miss A L Galashan, BA	
<i>Database / Website Admin</i>	Miss K Adams	
<i>Reprographics</i>	Mrs A Simpson	
<i>School Office Manager</i>	Ms L Elrick	
<i>School Office Staff</i>	Mrs A M Clark, BA	
	Mrs A J Dearden	
	Mrs P Fyall	
	Mrs J A Russell	
<i>Janitor</i>	Mr W Anderson	
<i>Assistant Janitor</i>	Mr C Cairns	
<i>CXO (CCF)</i>	Mr M Scott	
<i>Head of Grounds</i>	Mr R W Meldrum	
<i>Piping Instructors</i>	Mr C Stewart	
	Mr M Wilson	
<i>Pool Manager / Swimming</i>	Mr R W Kidd, FIOS, MSTA, TE	
<i>Graduate Sports Coach</i>	Mr R J Baird, BSc, MSc	HP Heyworth
<i>School Nurses</i>	Miss K Finnie, BN, DipNS	
	Mrs C Scott, BSc, PGPHN	
<i>Housestaff (non-teaching)</i>	Mrs S E Johnston, BA	HP Argyll
<i>HR Manager</i>	Miss E J Duncan, CIPD	
<i>Building and Contracts Manager</i>	Mr D R Yuill-Kirkwood	
<i>Bursar and Clerk to Governors</i>	Mr J St J Wilkes, MA	
<i>Assistant Bursar</i>	Mrs S M Dunsire, BA, CA, Dip Bus	
<i>Bursar's PA</i>	Ms M Campbell, BA	
<i>Payroll Administrator</i>	Ms K Brown	
<i>Accounts Administrator</i>	Mrs V Rorke	
<i>Finance Administrator</i>	Ms R Scobie	

There may be times when you need help and advice, or you are worried about things that are happening to you.

### **TALK TO SOMEONE – DON'T BOTTLE IT UP**

Talk to your friends, your family, a senior pupil,  
a teacher or any adult you trust.

Talk to your Tutor, Assistant Head of Year, Head of Year, Houseparent.

Talk to the Assistant Rector in charge of your year,  
the Deputy Rector [especially if you are a boarder] or the Rector.

There are many staff ready and willing to listen and help; they will all try to do what they can.

If you are worried about keeping the problem quiet, tell the staff – they will understand;  
they may be concerned about your safety and may need to share this with others,  
but they will tell you first what they are going to do.

If you are still unsure about talking to a member of staff, you can

### **PHONE CHILDLINE ON 0800 1111**

The call is free and will not show up on the phone bill;  
Childline will help you work out what to do next.

But remember – **TALK IT OUT!**



Dollar Academy	Telephone	(01259) 742511
Dollar	Fax	(01259) 742867
FK14 7DU	email	rector@dollaracademy.org.uk
	Website	www.dollaracademy.org.uk

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