

Dear Parent/Carer,

I hope you have enjoyed some time to relax and re-charge over the summer.

Our Academy staff team is fully prepared and very much looking forward to welcoming all our S1 and S2 students to Winchburgh Academy on Tuesday 15th August.

All students have their new timetable. S1 students received their timetable in their S1 Welcome Booklet, emailed to all parents/carers prior to the holidays and they will be provided with another copy of it on Tuesday morning. S2 students can access their new timetable on their class Microsoft team.

Day 1 - Tuesday 15th August

S1

We have arranged a brief Welcome Assembly for S1 students and we are inviting up to two parents/carers to accompany them. The morning arrangements are as follows:

9-9.10am	Arrival	Main Entrance
9.15am	S1 Welcome Assembly	Theatre
10am	S1 Parents/Carers Depart	Via Main Exit
10.10am	S1 & S2 (Full School) Morning Meeting	Theatre

There will be photograph opportunities throughout the morning and we are looking forward to seeing all our S1 students smartly dressed in line with our formal dress code for the day (please refer to the uniform/dress code leaflet emailed previously or on the school website).

As part of the S1 Welcome Assembly, students will be called to the front of the Theatre, one by one to receive their welcome pack which includes a gym (drawstring) bag, water bottle, some stationery items, a key ring and a Winchburgh Academy pin badge. Inside the pack, all students will also receive an allocated locker key, free of charge. Staff will cover all locker arrangements with students later in the morning.

S2

We look forward to welcoming all our S2 students back to our Academy on Tuesday 15th August at the normal time of 8.40am where they will attend Personal Support & Registration (PSR) as normal before heading to their first learning workshop (period) at 8.50am. As our most senior students, we always appreciate their help and support in 'setting the highest standards' and being role models for our new S1 students. Thank you to all parents/carers for your support in ensuring that all students attend in full formal dress code (including all black footwear) on the first day of the new session.

S2 students will be invited to the Theatre at 10.10am to join our S1 students for a full school assembly. Mr. Mitchell and Mr. Kerr will take this opportunity to share some important and supportive information at this point of the morning before enjoying morning interval at the normal time of 10.30am.

All students (S1 & S2) will report to their PSR area immediately after interval before being accompanied to their next class by their teacher and they will follow their normal timetable from there for the remainder of the day.

Uniform

Thank you for your ongoing support regarding our uniform range and dress code. We are often complimented on our range from local and national colleagues and it is something that we will continuously work on/evolve in partnership with our students and families. We are always here to help in any way we can regarding our uniform range – please contact us if you need to discuss anything.

The following links may provide some assistance/support regarding our Academy uniform range.

[Embroidered Schoolwear & Clubwear \(border-embroideries.co.uk\)](http://border-embroideries.co.uk)

<http://bitly.ws/y6xq>

<https://schoolbank-westlothian.org/>

Netbooks/IT Devices

Our state of the art school enables us to access high speed/high quality Wi-Fi throughout the building, safely controlled in line with West Lothian Council policy and practice. Almost all of our learning will be accessed via Microsoft Teams/OneNote. This is fundamental for supporting young people with additional support needs and ensuring consistent, inclusive pedagogy across the whole school.

We have a Netbook available in school for every young person throughout next session. There will be a procedure in place where they will collect their Netbook as part of their morning routine and they will return them to the charging station at the end of each day before they leave. It will be their responsibility to keep their Netbook safe over the course of the day. Netbooks will not be taken home. Anyone who has any questions/queries, please contact the school office in the first instance.

2023-24 Winchburgh Academy Family Calendar

Although emailed prior to the holidays, in the email you received this letter, you will also find attached a copy of our Academy 2023-24 Family Calendar (Version 1). Please save this and keep it handy for reference throughout next session. A copy will also be uploaded onto the relevant area of our school website.

Support

Please use any the official contact details at the top of this letter to contact us if you require any support, we are always delighted to help. Please contact the school office in the first instance and they will help or direct you to the most appropriate member of staff – in the first instance and on most occasions, your direct point of contact is your child’s PSR teacher. Please see a summary/reminder of our pupil support structure/system below:

Class 1.1 and 1.2 Personal Support & Registration (PSR) Teacher	Mrs. McCallum
Class 1.2 and 2.2 Personal Support & Registration (PSR) Teacher	Mrs. McIntosh
Class 1.3 and 2.3 Personal Support & Registration (PSR) Teacher	Mrs. Borthwick
Principal Teacher of Pupil Support	Mrs. Oliver
Depute Head Teacher (S1 & S2 Year Head)	Mr. Kerr
Head Teacher	Mr. Mitchell

Where specific curriculum area support is required, it would usually be the appropriate Principal Teacher of Curriculum who would respond.

Finally, I wish you a safe and enjoyable final week of the school holidays and I look forward to working in partnership with you all again to ensure another highly successful session at Winchburgh Academy.

Best wishes,



Jonny Mitchell