

*Respect - Kindness - Ambition*



Winchburgh Academy



Welcome to  
Our Academy



An information guide for pupils coming to  
Winchburgh Academy to help you settle in to  
your new school.

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## Our Academy School Day

Our school day starts at 8.40am. You should enter the building prior to this time, via the doors at the back of the building, and meet in the atrium.

Below, you can see the timings for each day.

Monday - Thursday	
PSR	8.40 - 8.50
Class time	8.50 - 10.30
Break	10.30 - 10.45
Class time	10.45 - 12.25
Lunch	12.25 - 13.10
Class time	13.10 - 15.40

Friday	
PSR	8.40 - 8.50
Flexible Learning	8.50 - 10.30
Break	10.30 - 10.45
My Academy	10.45 - 12.25

You will be allocated a table in the atrium where you will sit for PSR at 8.40 each morning.

After break and lunchtime, you will also meet back at your PSR table, where your next class teacher will meet you and walk you to class.

## Your Timetable

You have been allocated a place in class **1H (Hawkhill House)**. Below is a copy of your school timetable:

Day / Period	PSR (8.40-8.50)	1 (8.50-10.30)	2 (10.45-12.25)	3 (1.10-2.00)	4 (2.00-3.40)
Monday	PSR	Social Subjects	English	PE	PBL
Tuesday	PSR	PE	CDT	Spanish	Maths
Wednesday	PSR	Science	Social Subjects	Spanish	English
Thursday	PSR	Music	Maths	Science	Art
Friday	PSR	Flexible Learning	My Academy		

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## Supporting you in Our Academy

Each class in Winchburgh Academy will have a dedicated Pupil Support Registration (PSR) teacher. This teacher will see your class every morning to register you in school and have a daily check in. Your PSR teacher for 1H is:

**Mr McDowell**

Your PSR teacher is the first port of call to talk to if you have any issues or challenges in school, or if your parent/carer would like to get in touch with the school. Your parent/carer can get in touch with us by email or phone:

[wlinchburgh-ac@westlothian.org.uk](mailto:wlinchburgh-ac@westlothian.org.uk).

01506 280440

Further support is available in the form of:

Mrs Oliver – Principal Teacher Pupil Support

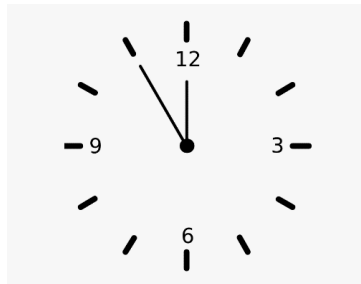
Mr Kerr – Depute Head Teacher

Mr Mitchell – Head Teacher

## What to do if you are late to school or absent from school

If you are running late for school in the morning, come in to school via the main doors at the front and sign in at the school office before you go to your class.

If you know you are going to be absent, your parent/carer can alert the school in advance, either by recording this in the parent portal, or by contact in to the school office. If you have an unexpected absence, please ask someone at home to contact the office and let us know.



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## Our Academy Dress Code

### Formal Uniform

Within our school dress code, we will have a number of different options for different occasions. Our formal school uniform consists of the following items:

- Blazer (optional)
- School tie
- Navy V-neck jumper
- White shirt
- Plain black trousers, or black skirt and black tights
- Plain black footwear



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## Our Academy Informal Uniform/PE Kit

In addition to our formal uniform, we also have additional Winchburgh Academy branded items your parents can purchase for you to wear on non-formal days. You can choose to wear your formal uniform every day, if this is your preference. We will keep you and your parents/carers informed when we have upcoming formal days throughout the year, where you must wear the formal uniform. All other days, you can choose between the formal or informal uniform. If you choose our informal uniform on PE days, we would encourage you to bring a second T-shirt to change into after PE.

You can see our uniform range, and place orders for items at the Borders Embroideries website. We have a small range of stock in the school. Please contact Mrs Reilly in the school office if you would like to see this to help you gauge sizes prior to placing any orders online.

<https://www.border-embroideries.co.uk/>



Some useful information about further ways to support families who are eligible, as appropriate, can be viewed via the links below:

<http://bitly.ws/y6xq>

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

<https://sway.cloud.microsoft/FnEbrp4cL9XdNjRi?ref=email>

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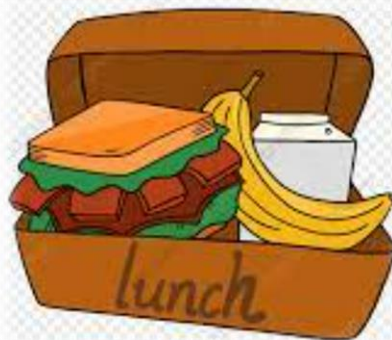
## Day One in Our Academy

On your first day at Winchburgh Academy, please come to school in your **formal uniform**. Your parent(s)/carer(s) are invited to come into school with you (arriving between 9am-9.10am) to attend a Welcome Assembly on the first morning until 10am.

## Our Academy Break & Lunchtimes

For lunch, you have the option either to eat food from the school canteen, or to bring a packed lunch with you. Everyone will eat together in the atrium, regardless of what you choose. Leaving the school premises is not permitted at lunchtime. Everyone will receive a dinner card on their first day. If someone at home has applied, and you are eligible for free school meals, your money goes onto the card automatically every morning. If you pay for lunches, someone at home can top up your card via the parent portal, or you can bring cash and put it on your card before school starts.

A universal free breakfast club will be available in the atrium before school each day.



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## Our Academy in School & Our Academy at Home

Your teachers will use Microsoft Teams and/or One note to share and record the work you are doing in class. The work will be posted before the day of the lesson, so you can have a look and see what you will be doing in class! The materials will also be accessible to you if you wish to look back on them in your own time for revision, or if you are absent from school for any reason but are well enough to keep up with what your class are learning in school.

You will have one team for all of your classes, with the work separated out into individual subjects in the channels section. Don't worry if you are not confident in using teams, we'll cover all of this with you in school! Where you are using IT in school, you will be provided with access to a netbook to support your learning. You are also welcome to bring your own device to school and use this within your lessons. You will be allocated a locker on your first day so you will have a safe space to keep this. Please note that a mobile phone is not considered a suitable device to do your school work on when you are in school.

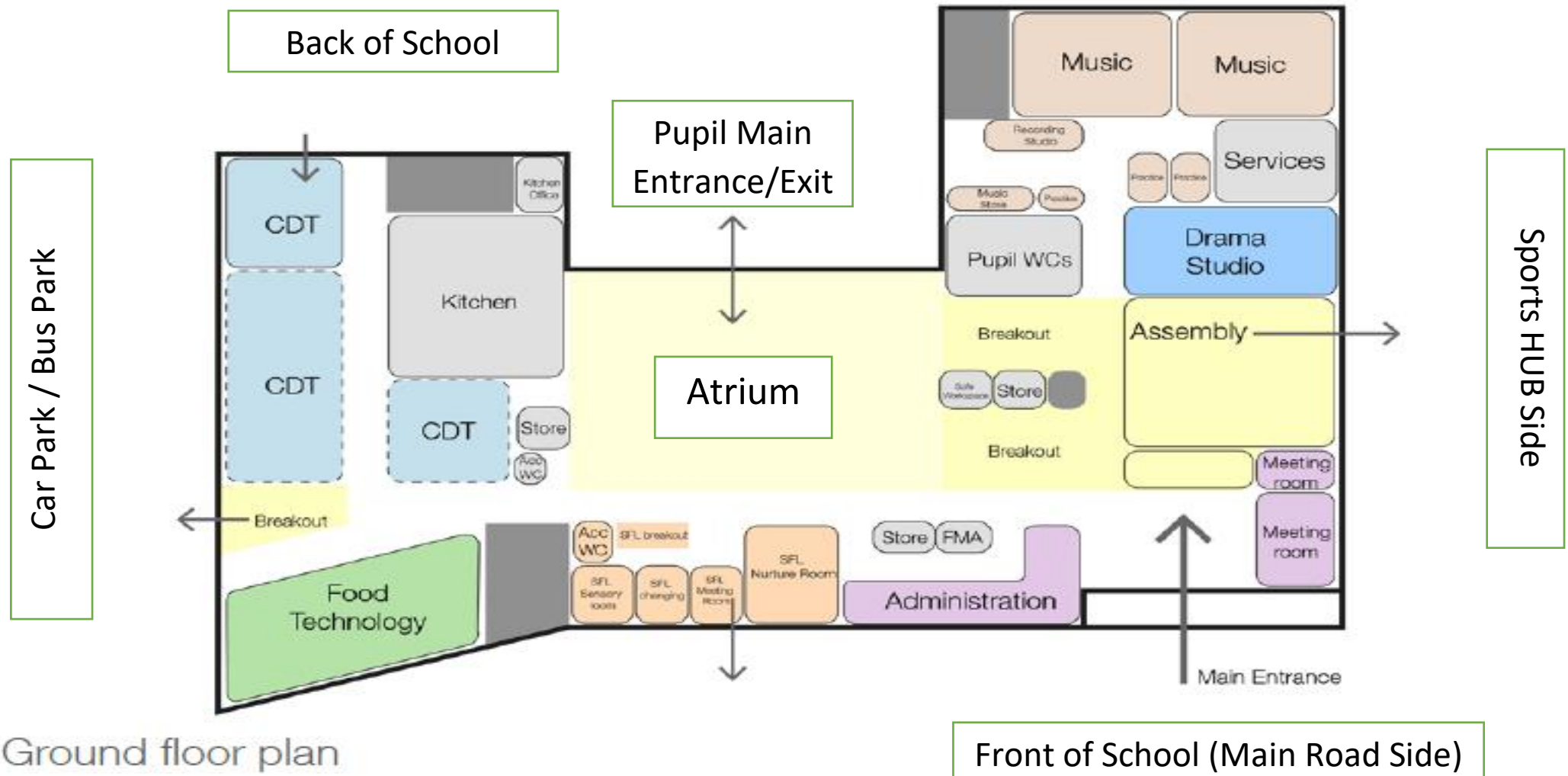


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## Our Academy Ground Floor Plan

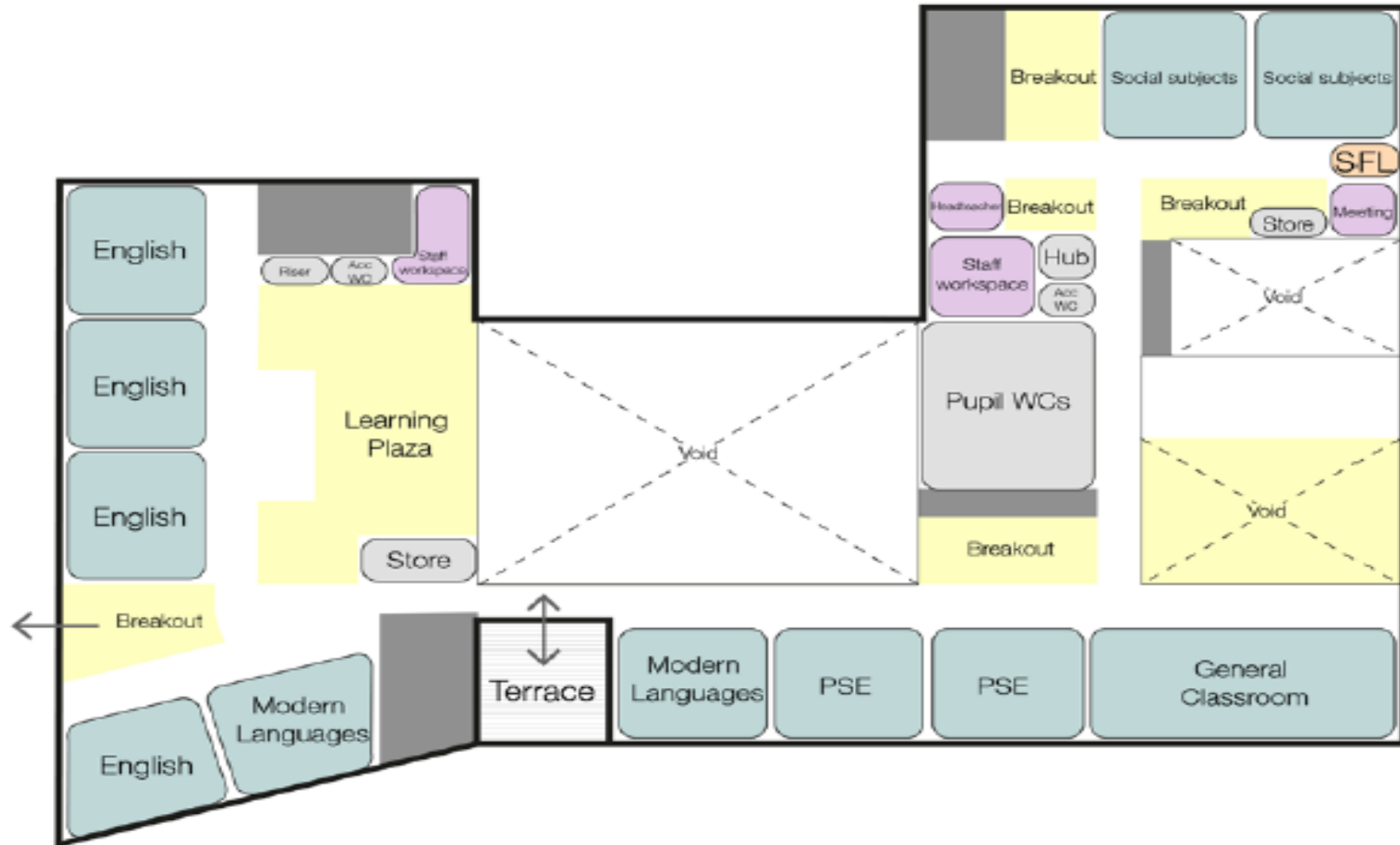


Ground floor plan

Front of School (Main Road Side)

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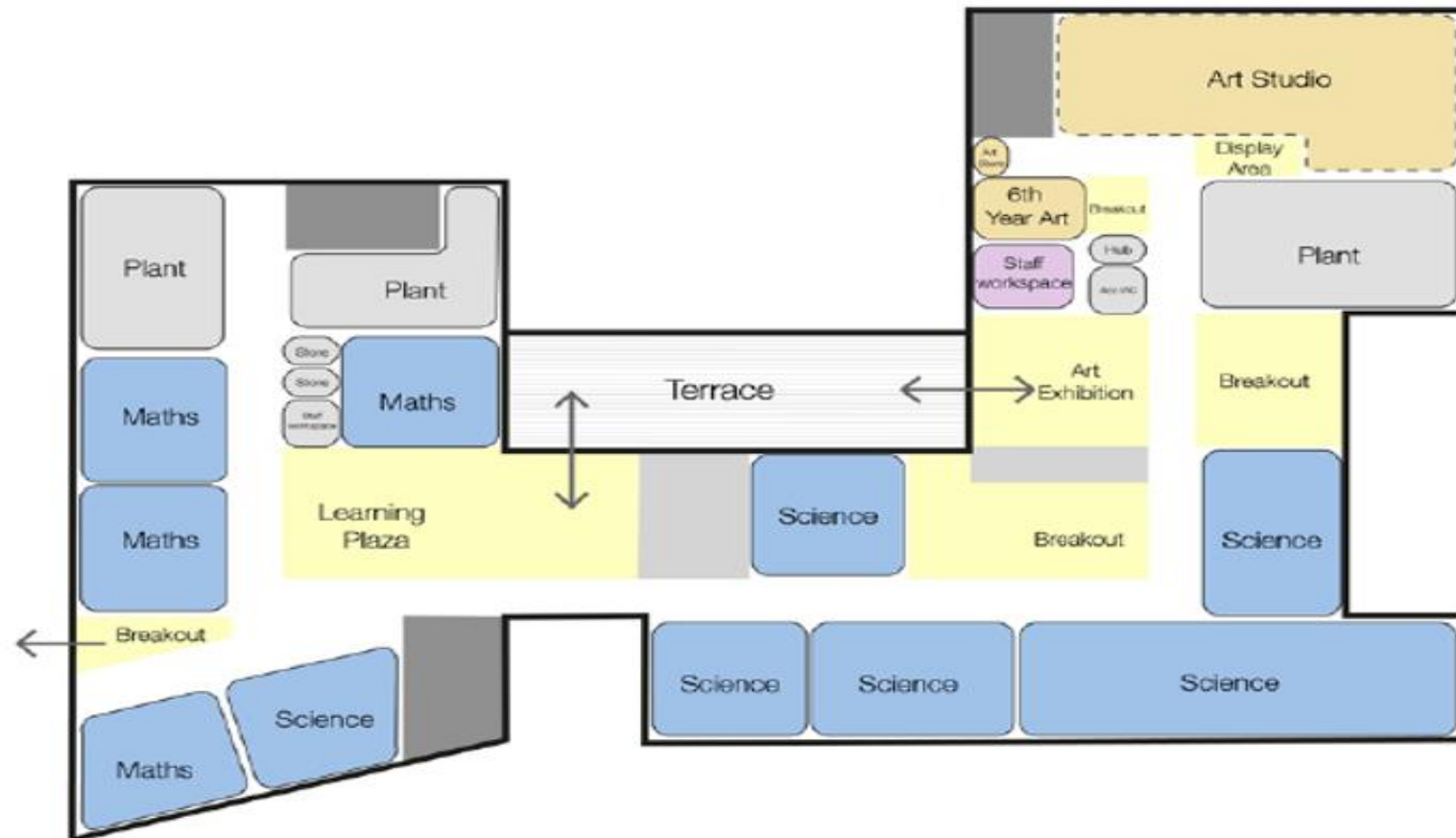
## Our Academy First Floor Plan



First floor plan

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## Our Academy Second



Second floor plan