

QUEEN ANNE HIGH SCHOOL

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Ruth McFarlane - Rector

Dear Parent/Carer,

In preparation for next session please find a range of relevant information noted below:

SCHOOL DRESS

We appreciate your ongoing support in ensuring that all learners are dressed appropriately for school and we are keen to maintain very high standards of school dress. This is only possible with your continued support. If you have any difficulties in providing appropriate school dress for your child please contact the relevant Guidance Principal Teacher (GPT) or Depute Headteacher (DHT) and we will do our best to help.

Please note that we expect all pupils to wear a white shirt with a collar and buttons to the neck, a school tie, black trousers, or a skirt of an appropriate length and black shoes. Jumpers and cardigans should be black and of a style which enables the school tie to be clearly visible. In particular we would ask for your support with pupils not wearing black jeans.

Having entered the school building pupils are aware that any hooded tops and/or outdoor clothing should be removed and stored in their locker, or school bag, or carried. No outdoor clothing should be worn in classes or corridors within the main building.

Under Curriculum for Excellence we now have a single Senior Phase consisting of S4-S6 pupils. Therefore S4, S5 and S6 pupils are expected to wear blazers. Most S4 pupils have already been fitted for these but blazers are still available to order through Logoxpres online at www.logoxpres-schoolwear.co.uk or telephone 01786 447454.

If for any reason your child arrives at school with inappropriate school dress they should report to their Guidance Principal Teacher (GPT) or Depute Headteacher (DHT) to collect an 'Inappropriate School Dress Slip'. The collection of this slip is not a sanction, but facilitates a discussion around the reasons for inappropriate dress so that any necessary support can be put in place. It also ensures that should a member of staff question the pupil about their school dress later in the day the slip demonstrates that the situation has already been dealt with.

SENIOR PHASE PUPILS RETURNING TO SCHOOL FOLLOWING THE SQA EXAM DIET

Senior Phase pupils currently involved in the SQA exam diet should return to school for a morning induction session on **Tuesday 7 June (08.45 – 09.45) in the Assembly Hall**. Pupils will be issued with their new timetable and will begin their new courses from lesson 2. There will also be an S6 assembly period 3 where all S6 pupils interested in becoming a Prefect in session 16/17 will be issued with a form. On this form they should indicate which role they are interested in: Prefect/Head Boy/Head Girl and outline why they are interested in taking on this responsibility. All forms are to be returned to the main office by the end of the school day on Wednesday 8th June.



www.fifedirect.org.uk

SQA RESULTS

On receipt of the SQA results on Tuesday 9 August some pupils may require to change their existing course choices. Should this be the case a form (QAHS August Course Change form) must be completed noting the details of the requested change/s and be submitted to the school reception by **Thursday 11 August**. This will enable Mr Robertson (DHT) to process these changes on Monday 15 and Tuesday 16 August. Hard copies of the 'QAHS August Course Change form' will be available from the school reception from Tuesday 9 August and can also be downloaded from the school website. A copy of the course choice option form will also be available on the school website and from reception.

LOCKERS

Any pupil wishing a locker for the new session will be provided with one free of charge. All S1 pupils will be allocated a locker and these will be optional for all other year groups. Should a replacement key be required this will cost £5. Having a locker enables pupils to store their outdoor jacket, along with any books and folders that are not immediately required.

STRUCTURE OF THE SCHOOL DAY

Please note the structure of the school week from Tuesday 7 June.

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	08.45 – 08.55	08.45 – 08.55	08.45 – 08.55	08.45 – 08.55	08.45 – 08.55
Lesson 1	08.55 – 09.45	08.55 – 09.45	08.55 – 09.45	08.55 – 09.45	08.55 – 09.45
Lesson 2	09.45 – 10.35	09.45 – 10.35	09.45 – 10.35	09.45 – 10.35	09.45 – 10.35
Interval	10.35 – 10.50	10.35 – 10.50	10.35 – 10.50	10.35 – 10.50	10.35 – 10.50
Lesson 3	10.50 – 11.40	10.50 – 11.40	10.50 – 11.40	10.50 – 11.40	10.50 – 11.40
Lesson 4	11.40 – 12.30	11.40 – 12.30	11.40 – 12.30	11.40 – 12.30	11.40 – 12.30
Lunch	12.30 – 13.10	12.30 – 13.20	12.30 – 13.10	12.30 – 13.20	12.30 – 13.20
Lesson 5	13.10 – 14.00	13.20 – 14.10	13.10 – 14.00	13.20 – 14.10	13.20 – 14.10
Lesson 6	14.00 – 14.50	14.10 – 15.00	14.00 – 14.50	14.10 – 15.00	14.10 – 15.00
Lesson 7	14.50 – 15.40		14.50 – 15.40		

SENIOR LEADERSHIP TEAM YEAR GROUP RESPONSIBILITIES & ENTRY/EXIT POINTS

Year Groups & shared entry/exit points	DHT Responsible
Junior Phase 1 (JP1/S1) & Senior Phase 3 (SP3/S6)	Ms Campbell
Junior Phase 2 (JP2/S2) & Junior Phase 3 (JP3/S3)	Mrs Davie
Senior Phase 1 (SP1/ S4) & Senior Phase 2 (SP2/S5)	Mrs Martin

Mr Sinclair (DHT) will have responsibility for a vertical caseload of pupils from all year groups. This is to better facilitate personalised support, early intervention and partnership working where required.

All pupils will enter and exit the building via three points next session as noted above. Ms Campbell will be based in the JP1/SP3 concourse area. Mrs. Davie and Mr. Sinclair will be based in the JP2/JP3 concourse area. Mrs. Martin and Mr. Robertson will be based in the SP1/SP2 concourse area.

It should be noted that these are **entry and exit points**. Lockers are located in these areas as are toilets. Pupils are expected to be outside at interval/ lunchtime and are encouraged to actively engage in a range of healthy activities wherever possible outside in the fresh air.

I would like to take this opportunity to thank you for your continued support and should you have any concern at all about your child's education please do not hesitate to get in touch.

Regards,

A handwritten signature in black ink, appearing to read 'Ruth McFarlane', with a stylized flourish at the end.

Ruth McFarlane
Rector