

# QUEEN ANNE HIGH SCHOOL

Broomhead Parks, Dunfermline, KY12 0PQ  
queenannehs.enquiries@fife.gov.uk  
01383 602404



Ruth McFarlane - Rector

20 June 2016

Dear Parent/Carer,

It was a pleasure to meet so many of you at the recent Information Evening. Thank you for your attendance. We hope you found the detail of the presentation and the pupil led tours around the school reassuring.

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

## **SCHOOL DRESS**

We appreciate your 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, school bag or carried. No outdoor clothing should be worn in classes or corridors within the main building.

Pupils in the Junior Phase (S1 to S3) are entitled to wear a school blazer. These are available to order through Logoxpres online at [www.logoxpres-schoolwear.co.uk](http://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. The best time to collect a slip is during registration.

## **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.



[www.fifedirect.org.uk](http://www.fifedirect.org.uk)

### STRUCTURE OF THE SCHOOL DAY

Please note the revised structure of the school week. There is a ten minute variation from the structure noted in the School Prospectus 2016-17 (illustrated in red). This change was out with the control of the school and is the result of discussions between the bus service providers and Fife Council.

	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		

Eleven of the fourteen buses will come in line with the new structure from August. There are three exceptions: QA1 (Townhill/Bowershall – Blue), QA12 (Crossford – Brown) and QA14 (Kingseat - Blue). We have been informed that these three buses will not leave Queen Anne High School until 15.40. Bus passes and details of bus routes are sent directly to pupils entitled to free transport during the school summer holiday.

A supervised study club will be available on a Tuesday, Thursday and Friday for all pupils on these three buses.

### ENTRY/EXIT POINTS

Ms Campbell is the Depute Rector with responsibility for S1 (Junior Phase 1) and S6 (Senior Phase 3) pupils. Her office is located within the JP1/SP3 concourse area.

It should be noted that this concourse area is an **entry and exit point**. Lockers and toilets are located in this area. Pupils are expected to be outside at lunchtime and are encouraged to actively engage in a range of healthy activities wherever possible outside in the fresh air when the weather is fair. S6 pupils have a leadership role throughout the two day transition and will continue with this into next session.

I would like to take this opportunity to welcome you as a new parent/carer and should you have any concern at all about your child's education please do not hesitate to get in touch.

Regards,



Ruth McFarlane  
Rector