



Portlethen Academy
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7th June 2024

Dear Parent/Carer,

NEW TIMETABLES (S2-6)

Firstly, I wanted to welcome back all returning pupils (new S2-6). It has been great to have everyone back into the building in their new year groups and timetables. The work that has been undertaken by pupils and their Guidance Teachers during our mock choice a few months ago and in subject choice conversations, plus the hard work of Mr Cowie/Mr Lawson (DHTs Curriculum), Mrs Rinchey and our School Office has meant a positive start with less changes required than previous years. Thanks to everyone involved in this process.

I also hope our Senior Pupils have done everyone proud in their recent SQA Examinations. We know it is an anxious wait between now and August; however, I mentioned in Assembly today that those positive study habits must continue from the outset of the new timetable as the more pupils do in these first 4-5 weeks, and the first 5-6 months of timetable will really make a difference. #DoMoreNow!

We will be back in touch in due course to share a reminder of all the additional, free study resources that are available to pupils to begin those consistent, positive habits from the outset.

The majority of our pupils have coped well in returning and getting used to their new spaces and social areas - a big thank you and well done to them. Uniform has also improved, particularly in the Senior School; there has been a noticeable difference. Well done and keep it up!

***IMPORTANT UPDATE - SOCIAL AREAS / TOILETS**

Unfortunately, there are a small number of pupils who are not complying with our social area year group groupings and our toilet expectations, and they still believe this is optional. It is often quite challenging to identify everyone involved so, for avoidance of doubt, I wanted to share our four basic rules below. Everyone must follow these to ensure safety and good order in our school.

***I would appreciate it if parents/carers can go through this information with their young people over this weekend for a fresh start from Monday 10th June 2024.** I will also be holding a Virtual Briefing on Monday to ensure these messages are clear and understood by everyone.



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A clear reminder that:

- **All S1-4 pupils must always remain on ground floor at social times.**
- **All pupils must remain in the main corridors or their assigned social areas only.**
- **No pupils should ever be in our toilets in groups or socialise in them.**
- **(This includes before the school day, at period change over, break or lunchtime).**

Our social areas are as follows: (Pupils have moved 'up' a Year Group – i.e., S1 should now be S2 etc.)

S1/2 Second social area – further along from Theatre and towards D+T/PE.

S3/4 Canteen and First social area, opposite Theatre.

S5/6 Upstairs, First Floor social area.

Toilets are also clearly marked for before school/social times – S1/2, S3/4 only and so on.

During lesson times, pupils must go to the nearest toilet to their classroom and leave their mobile devices on the Teacher's desk, to maximise their time in lessons. This change to mobile devices has been working well.

From next week onwards, SLT will be monitoring social spaces and toilets even more closely. For anyone found to be breaking our very simple expectations we will follow these consequences/steps:

- i) First warning.
- ii) Second warning – and contact home.
- iii) Third warning – loss of social time / lunchtime reflection and second contact home.
- iv) Fourth warning – parental meeting.
- v) Anything beyond this we will follow our next steps in terms of Exclusion warning letter and beyond.

It is unfair for the actions of a small few pupils to be impacting on the rest of the school and must stop immediately.

Further Next Steps:

- Clans will be nominating their Pupil Action Group (Pupil Council) members next week.
- Once established, I will meet with them to create our Toilet / Social Space Charter, which will be created for pupils, by pupils.

Thanks, as always, for your continued support.

Yours sincerely,

Barry Drennan
Head Teacher