



Portlethen Academy
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1st July 2024

Dear Parent/Carer,

Change to Pupil Support at Portlethen Academy

At Portlethen Academy we currently operate a Year Head System. Each young person is in their House Group, with a designated Principal Teacher of Guidance (PTG), who looks after their wellbeing and is the main point of contact. When there are concerns around attendance, behaviour, welfare etc, the Year Head, (one of the Depute Head Teachers), steps in to support the PTG and will often get in touch with home or lead child's plan meetings with young people and families.

Operating a Year Head system means that each of our Guidance Teachers needs to liaise with several different members of the Senior Leadership Team in order to meet the needs of our young people. We have four full time Depute positions at Portlethen Academy, but as there are two job-share positions within the team, this means each Guidance Teacher has to speak to six different Deputes to resolve issues or put plans into place for targeted supports and interventions.

In order to improve our GIRFEC (Getting it Right for Every Child) approaches, improve consistency and efficiency, and make things easier for families with more than one child in school at a time, we are going to be moving from a Year Head System to a House Head System from the start of Term 1 in August 2024. This means that each Guidance Teacher will work solely with one Depute Head Teacher or one Job Share team of Depute Head Teachers. Instead of being a Year Head for a year group, Deputes will now be a House Head for a house group. These will be as follows:

House Head for Pupils in Auchlee:	Mrs Jenny Law
House Head for Pupils in Bourtree:	Mrs Kirsty Campbell-Robertson
House Head for Pupils in Cookston:	Mrs Jenny Law
House Head for Pupils in Downies:	Mr Euan Lawson/Mr Craig Cowie
House Head for Pupils in Elsick:	Mrs Lauren Miller/Mrs Rhona MacKenzie

For pupils and families, all this means is that rather than having a Year Head within the Senior Leadership Team, each young person will now have a House Head instead. The exact same processes will be in place but responses to issues and effectiveness of GIRFEC will improve due to their being a dedicated team for each house group.



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Pupils have been informed of this change through House Assemblies already and there will be regular reminders until systems are effectively in place. There will be a transition and handover period for the remainder of this term and the changes will be in place from 20th August 2024.

Where pupils have a lot of input from their current Year Head, we will ensure to extend the handover period if needed. If you have any questions about this please do contact your young person's current Year Head, Guidance Teacher or Jenny Law as Pupil Support DHT, via the school email address or school office.

Yours sincerely,

Jennifer Law
Depute Head Teacher (Pupil Support)