

TO THE PUPILS OF DOLLAR ACADEMY: AN INTRODUCTION FROM THE RECTOR

“In your life and work at Dollar Academy we ask you, at all times, to consider the feelings and interests of other people. Good relationships are based on courtesy, on respect and on thoughtfulness.”

These are principles that have been central to the life of Dollar Academy for many years, and are, I think, the basis for what is distinctive about our community. I am delighted to see the natural care and consideration that you show towards staff, visitors and, generally speaking, each other. The quality of relationships; the ability to look the other person in the eye; and speaking with the right kind of self-assurance – those, for me, are the hallmarks of Dollar.

Visitor after visitor has indicated that the outstanding impression you convey is of a friendly, open and confident approach to life, and, even in a large school community, visitors have noticed that the Academy works on a particularly human scale. That is very much a testament to your friendliness and to your general enthusiasm. Good relationships between you and your teachers are vital to the life of Dollar Academy; and mutual respect is at the heart of this.

I am also reminded daily of the extent to which staff and pupils achieve enormous success in a variety of areas: in the classroom, on the games field, in the music rooms, in all their co-curricular activities and involvements. Dollar people seem to be able to go anywhere and do anything to which they set their minds.

In support of this, the Governors have enabled Dollar generations to enjoy an extraordinary range of facilities. We are lucky, too, to be able to live in an environment that combines green space with the best of ancient and modern architecture. I ask each of you to take a pride in your school, and to recognise that every single one of us has a significant part to play in maintaining its attractiveness. Our grounds are accessible to everyone – and we all should value our unique environment.

I very much hope that you enjoy your time at Dollar, and that you gain from it all the benefit that is on offer, not simply your achievements in your final exam grades, but also the pleasure of long-lasting friendships and memories of new, challenging experiences. Much of the responsibility for this lies in your hands, for it is your school and your own life that you are shaping.

I wish you the greatest good fortune in your career at Dollar. Make the most of it.

John Robertson
Rector

ABOUT THIS BOOKLET: A WORD FROM THE EDITOR

This booklet has been designed with all the pupils of Dollar Academy in mind. It therefore contains a great amount of information about a variety of things to do with daily life in this 5-18, co-educational, day and boarding school, not all of which may be relevant to you. However, it has to be as long as it is because all Dollar pupils and staff need to be able to find help on the matters that concern them. It is therefore best used as a kind of reference book to dip into.

So - nobody expects you to sit down and read it all the way through in one go, but you will be expected to have picked up the main points by the end of your first weeks in the Academy. To make life easier, and to help you through the days, weeks and months of term, you should try to find out as much as you can.

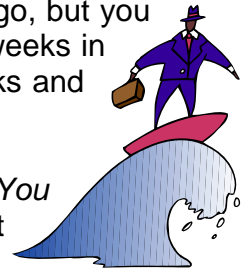
A word of warning: you will find a number of items in this booklet that begin “*You should not... pupils mustn’t it is not allowed*” and so on. Please don’t get the impression that Dollar is all about forbidding and being negative. You should be aware of the fact that thousands of young people have gone through the school in all its years and have had a very enjoyable and satisfying time.

It is important, however, that you understand what is and isn’t acceptable right from the start. If you know what the guidelines are, you should be able to avoid making mistakes. “*Knowledge is power*”, as Sir Francis Bacon once said.

If you know what you are doing and what is expected of you, you should be able to run your life more successfully, and get the most out of Dollar.

Good luck!

Geoff Daniel
Deputy Rector
and Editor of this booklet



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SCHOOL DAY

PREP AND JUNIOR SCHOOL DAY



The school day for Prep and Junior School begins at 8.50 am and ends at 3.25pm for Junior and Senior School pupils. The Prep School finishes at 3.15pm and intervals and lunch times are arranged by the Class Teacher. The Junior School lunch break begins at 12.15pm, while Senior School lunch-break is from 12.30 to 1.20pm.

NB Prep 1 pupils finish at 2.40pm until the October Break, and thereafter at 3.15pm.

SENIOR SCHOOL - MORNING

In the Senior School, you may enter the buildings at 8.35am; your bag may be taken to your period one class between 8.35 and 8.40am. Registration takes place between 8.40 and 8.55am. The school day begins at 8.40am and ends at 3.25pm; the time until 5.00pm is usually used for games, music and other co-curricular activities, or simply to relax and socialise. You may go home at 3.25pm if you have no school activities.

In the Senior School you may enter the cloakroom area when you arrive at Dollar in the morning, but you should not go beyond that until after the first bell at 8.35am. Rooms have been set aside for use at lunchtimes for each year group.

You may wish to call in at the Dining Hall to buy a breakfast snack first thing in the morning; please remember, however, that you must also ensure that you get to Registration in good time. Please note that you will be marked late if you arrive after 8.45am, unless you are travelling by a bus that has been delayed.

Senior School Assemblies take place three times a week – on Monday, Wednesday and Friday. On Tuesday and Thursdays you will be with your Form Tutor Group for an extended registration period.

BUSES

If you come to school by bus, you will be dropped between the Dining Hall and the Cairnpark Street gates; you should then walk up through these gates on the Heyworth path. If you travel home after school by bus, you should board it outside the Dining Hall, and not at the bus stops on Bridge Street. This will enable the school to give you late information if a bus has been delayed, for example.



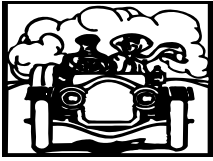
This does not, of course, apply if you aim to catch a later service bus. Your behaviour on any school bus should always be safe and sensible.

MOTOR-BIKES AND CARS

If you take driving lessons, you should make sure that they do not interfere with any school activities and that only qualified instructors are employed. Each year, many pupils pass their tests, but the school takes very seriously the problems faced by young drivers. It is strongly recommended that green "Learner" plates be used by all school-age drivers. Your parents are required to send a letter giving full indemnity to Dollar Academy if you wish to drive to school, naming passengers who will travel with you.

If you wish to drive a car or a motor-bike to school you must request permission in writing from Mrs Hutchison, Assistant Rector. This is also required if you are a Day pupil and you

wish to use the transport of other pupils. Cars and motor-bikes brought to school must be parked in the Dining Hall car park. You should not use a car or motor-bike during the school day, including morning break and the lunch interval.



Please note that Boarders are not allowed in Day pupils' cars.

You must remember that the school reserves the right to ban pupils who are reported for irresponsible driving from driving to or from school.

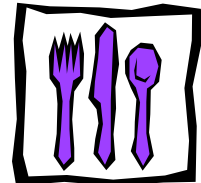
You should be also aware that there is no movement of vehicles in or out of the grounds between the hours of 8.35 and 9.00 in the morning, and 3.25 and 3.35 in the afternoon. This is to protect the large numbers of pedestrians moving about the roads at these times. There is a speed limit of 10mph at all times in the grounds. You should enter the Academy only via the gate by Argyll House; Academy Place is normally closed to through-traffic. You are asked to be particularly careful in the area around the Dining Hall.

Parents who deposit and collect pupils are asked not to enter the grounds by car. This also applies at weekends, when pupils are being dropped off for sports fixtures. Prep School parents are asked to use a one-way system, entering the Back Road from the east (the Burnside end) and departing via Mylne Avenue. Cars stopping in Back Road to drop off children should not cause inconvenience to residents and other road users.

LUNCHES

Lunch for pupils up to and including Junior 2 begins at 12.15pm. Lunch for all others begins at 12.30pm and goes on until 1.10pm.

A good three-course meal is available in the Dining Hall, offering a choice of various hot courses and of salads. The cost per meal is **£2.40**, payable at the checkout. If pupils wish to eat indoors, they should take their packed lunches to the Dining Hall. Snacks, rolls, chocolate and drinks (both hot and cold) are sold in the Dining Hall.



You can buy food and drink in the shops in Dollar, but you should remember not to eat while you are in the streets; this causes complaints and reflects badly on the school.

DRINKING WATER

All water taps that are available to you around the school will provide you with water of good drinking quality; you will not, therefore, need to buy expensive bottled water to bring to school. You are not expected, however, to have bottles of water on your desks during classes. There is plenty of opportunity at break times to fill up bottles, and to drink water at that time.

ATTENDANCE

ABSENCE

If you have been absent or have arrived late, you must bring, within three days, a letter of explanation written by your parent or guardian. If you miss registration, you must sign the late book in the School Office. If you are off school, your parent or guardian should contact the School Office on the first day of absence; when you return you should bring a note to cover each day of absence that you have been off. If you are returning after a serious illness or injury, you should also see the Nurse before you go to registration.

LEAVING ACADEMY GROUNDS

You may leave the school grounds during teaching time only if you have first obtained permission from your Form Tutor. For your own safety, you must sign in at the School Office both as you leave, and on your return. Members of Form VI may leave Dollar Academy grounds without permission but should sign in and out. Again, this is to ensure that we can account for you if, say, there is a fire alarm.

HOLIDAYS

Term dates are published well in advance each year; parents and guardians are therefore asked not to request early departure or late return arrangements for you at the beginning or end of term. If it does become necessary, they should write to the Rector.

WORK

GENERAL

We hope that you will make the most of the facilities and teaching at Dollar, and that you will be able to achieve all that you set out to do. You should remember that everyone in the school is working towards the same end, which is to ensure that you get the best chance to use all your talents, whether in the classroom, on the games field, in your activities or simply in learning how to get on with others.

There are bound to be times when life is challenging, and you find difficulties – all teachers and parents understand that pupils don't necessarily get things right straight away. Remember that staff are there to help you; don't be afraid to ask for their help. Remember, too, that learning needs your effort, and that those people whose job it is to teach you deserve your respect and co-operation. If you work *with* them, you will make progress.

HOMEWORK



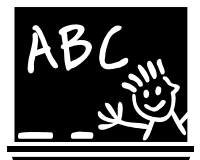
Since the style of teaching and examinations has changed over recent years, it is no longer possible to give a homework timetable in which particular amounts of time are allocated to particular subjects on set days. Instead, we expect every pupil in the school to undertake significant amounts of work out of school time.

In the early stages of the **PREP** School, assistance to young readers at home is welcomed. As they develop in confidence, they will be provided with a range of written work. This develops in the **JUNIOR** School into project work; work to support what has been done during the day; and practice in a range of activities. Teachers will give guidance on the length of time expected to be spent on this.

In the **SENIOR** School, we offer as a rough guide the following allocations:

FORMS I AND II	an hour and a half per night
FORM III	approximately two hours per night
FORM IV	approximately two and a half hours per night
FORMS V and VI	as much time as it takes to complete the work (It is expected that you will often need to work at weekends, also.)

In Personal and Social Education lessons (FI-III) you will be given guidance about study skills that will help you with organising your work, and planning for examinations.



In the early stages of the Senior School it is important that you get into the habit of going over the work that has been done during the day, and clearing up problems that you might have encountered. You will be provided with a homework diary, and it is essential that you use this properly: every piece of work that you are set should be noted clearly, and the date by which it is due should be recorded. Your Tutor should be able to inspect your diary and see exactly what you are doing in terms of work. If you lose the diary or need to replace it, you can get another one from the School Office at a cost of £1.00.

If you have any concerns about your homework you should talk to your teachers sooner rather than later: ask if you don't understand exactly what it is you are being told to do. If you cannot do the work, you should see the teacher before the due date to explain. If you fail to complete the work in time, be honest – avoiding the truth will only make things worse.

ABSENCE FROM CLASS

If you are absent from a class for any reason, it is your responsibility to find out what homework has been set, and to complete it before the next lesson. If you are likely to be off school for some time for medical reasons, your parents should contact the Academy to obtain work for you. Remember that it is in your own best interests to keep up with what is going on at school: it will make coming back easier.

COURSEWORK

Standard Grade and Intermediate 2 work in Forms III and IV demands coursework in some subjects, and there are frequent Unit assessments, too. It is important that you learn to plan ahead and get this kind of work done in good time, avoiding any last minute panics.



FORMS V AND VI

(See the separate Form VI booklet.) Normally five Highers are undertaken in **Form V**. Where it is appropriate for you to sit fewer than five, individual discussions will take place.

In **Form VI** you must take at least three examinable subjects at Higher level or above. Some pupils very successfully take four or even five subjects. In order to allow personal study time and to fulfil the need for prefecting duties around the school, you will have up to one "non-contact" period in the day. This means that your timetable should contain at least 20 periods of teaching. Units and modules in various subjects are available as additions to the core academic timetable, and you are invited to take up these opportunities to broaden your educational experience. Form VI pupils often volunteer to help with Prep and Junior pupils – see Mrs Robertson for further details.

There is a relatively short time between the start of the course and the prelim exams; furthermore, the regular assessments that Highers and Advanced Highers demand means that you have to be very organised from the start of term. There is no time at all to waste. The advanced nature of the courses you are now undertaking will almost certainly require wider background reading and research – do not ignore this: it is an essential part of independent senior study which will prepare you for the style of work that most of you will shortly encounter in University. You will not achieve satisfying grades without it, either.

HIGHERS - UNIT ASSESSMENTS [“NABs”]

If you fail to achieve the desired standard in a Unit assessment, you will be allowed to take a retest. If the result is still not satisfactory, only in exceptional circumstances (under SQA guidelines) will you be able to take the assessment again. One reason for this is that constantly revising for and resitting old exams interferes with the ongoing work, and is likely to reduce your chances of a good result in new Unit tests. Very quickly you can become mixed up in a complicated programme of new tests and resits, while you are trying to move towards your final end of course exams; this is why we do not allow the resitting of Unit tests in the two weeks preceding the SQA examinations. This is a situation that you should aim to avoid; it is essential that you work hard towards a good result in each Unit assessment on the first occasion that you take it.

BOOKS AND MATERIALS

Most books for academic subjects are provided by the school. You may be asked in some subjects to buy your own booklets of past exam papers. A hymn book (“CH3” – the small red book) is required for Assembly in the Senior School, and you should have your own English dictionary, such as the Heinemann or the Little Oxford, and atlas where necessary, for personal reference – the Longman School Atlas is the Geography Department’s choice. Pupils in Form II will be supplied with the relevant Foreign Language dictionary which will be charged to accounts. A similar arrangement will apply for pupils who start a new language later on in their school career. Prep and Junior School pupils should buy a copy of “*Junior Praise*”. You should also have a calculator. Advice will be given by the Maths department, and all pupils will have the chance to buy suitable models. Senior pupils currently buy their own paper and jotters, along with the hymn books, from The Paper Shop in Dollar.



It is important that you come prepared for every class, bringing the necessary books, writing instruments and materials, a calculator as required and so on. Spare pens and pencils are useful.

INFORMATION AND COMMUNICATION TECHNOLOGY

You are encouraged to make use of our extensive ICT facilities and to enjoy becoming competent in all aspects of the technology. Of course, there are conditions of use, for your own and others’ safety, and you and your parents will be asked to sign a User Agreement (as indeed the members of staff are required to do). This covers personal computer equipment brought into the school as well. The main points of the agreement are: you must not try to introduce nor access any unsuitable material; nor should you attempt to modify any of the software programmes in Academy computers; and all communications you create on school facilities should be of a decent and acceptable nature. As you might expect, you may well lose access to the facilities should you break any of these basic rules. You should be aware that if your use of ICT out of school creates concerns for Dollar Academy or for individual members of the community, you will be expected to deal with the problem fully.



You are asked to note that machines in the ICT suites (the two in Dewar and the Playfair ICT room) should not be used unsupervised. It is obviously reasonable, furthermore, to give way to those who need to use the machines for work, if you are using the facilities only for general interest.

TOURS AND TRIPS

During the course of your school career, there will be the opportunity to join in a number of educational or sporting visits. Taking part in such visits can add a great deal to your

experience and the school encourages pupils to make the most of these opportunities. Occasionally, however, individual pupils are not permitted to join trips when it is felt that they might not benefit from being included, or that they have previously given the school cause for concern. Your behaviour on any trip you do join in should never fall below the high standard that is expected, whether in public or private, and you should remember that co-operating with the staff who are organising the trip is essential for everyone's sake.

Please note that where parental consent slips have been required (which your parents or guardians have to sign to give permission) you will not be allowed to go on the trip if the slip has not been returned. This is important for legal reasons.

CAREERS

The school retains the services of a professional careers adviser, Mrs Willox, who is available each Tuesday morning. Dr Hendry is pleased to be consulted on any matter related to careers in the Armed Services and his office is sited in the Reprographics room. Your Head of Year, or any member of Senior Staff, is likewise willing to advise. (Incidentally, a major Careers Convention is held every other year – the next will be in March 2010.) Work experience in Forms V and VI can also be useful to explore career ideas.



HIGHER EDUCATION

There is a team of specialists who will help you through the process of gaining a place at University or College: Mr Daniel, the Deputy Rector; Mrs Hutchison, Assistant Rector in charge of Forms V and VI; the Director of Studies, Mr Johnson; Mr Lumsden, Head of Form VI; and Dr Brooks, Houseparent in Argyll. There is also a wider team of advisers to whom individual students will be assigned. Heads of Department, Personal Tutors and, of course, individual teachers will also be happy to advise. There is a UCAS evening in the Summer term at which you will be able to meet representatives from many major institutions, and to collect their prospectuses. There is a further UCAS parent / pupil evening at the start of First Term at which more information regarding the application process is given.



There is a UCAS Library of prospectuses and reference material between Mrs Hutchison and Mr Daniel's offices; you are invited to read any of this material, but are asked not to take it away and thus deprive others of the chance to do research; all universities provide up-to-date information on their websites, and personal copies of the prospectuses can be ordered online. There are also computers in this area, to allow the use of the UCAS online application facility, "apply" and to give you an opportunity to seek guidance from Mr Daniel or Mrs Hutchison on application matters. Mr Johnson has particular responsibility for Oxbridge applications, while Mr Daniel and Mrs Hutchison deal with Medicine, Dentistry and Vet science between them. Mrs Hutchison advises on Art and Law applications, in addition.

It is important that you realise that **you** yourself are ultimately responsible for researching your options, discussing them with staff and parents or guardians, visiting institutions, and finally making decisions. There are deadlines that have to be met (Oct 15th for Vet, Dental, Medicine and Oxford and Cambridge entries); but the general principle is that the sooner you can complete your applications to universities, the better chance you have of achieving what you are aiming for.

OPEN DAYS / UNIVERSITY VISITS

You are encouraged to visit the higher education institutions to which you intend to apply, but it is important that you balance your visits with the other demands on your time. Ideally, you should try to visit out of term time, so that you miss as little work in school as possible. You will be given permission to visit institutions' open days during the school day provided that the institutions are ones that are high in your order of preference.

WORK EXPERIENCE

Many pupils in Form V will undertake work experience towards the end of Third Term, and some Form VI pupils will do the same in the early weeks of their final session. You should note that experience of this kind is regarded as essential when applying for certain careers such as Medicine, Dentistry, Physiotherapy and Veterinary medicine.



LIBRARY

The library is a well-stocked resource area, and is open on weekdays during term time, and after school from 3.30 to 5.00pm. The Library may also be used for study at lunchtime. Members of the public may use the Library between 3.30 and 4.30pm.

During class time, the Library is a quiet working area for Form VI, and duty prefects are based here. Conversation, food and drink are not acceptable and you should also avoid using the Library as a corridor. Pupils in Senior and Junior School may make use of the Library for work after school if they are waiting for a bus home. If you are using the Library for study, you must observe the code of practice. A quiet working atmosphere should be maintained.

You may borrow up to four items at any one time; items will be issued for two weeks initially, but can be renewed if no-one else is waiting for them. Please note that borrowers will be charged and fined for library books not returned by the deadline at the end of the session.

PARENTS' EVENINGS

Your parents or guardians will be invited to school for parents' evenings to meet with your teachers. These meetings are intended for parents and staff only, and it is not expected that you will attend, unless you are a prefect helping to organise the event.

HELP AND ADVICE

MATTERS OF CONCERN

If you have concerns about life in Dollar Academy, you should feel free to raise them with **any** member of staff with whom you feel comfortable – you are not restricted to members of staff who have been given particular responsibility for you (like Class teachers, Form Tutors, Houseparents or Heads of Year). You could also phone Childline on 0800 1111; the local Care Commission Officer on 01382 207288; or the National Child Protection helpline on 0800 022 3222.

THE GUIDANCE SYSTEM

The Academy is committed to providing a safe and supportive environment in which you are encouraged to reach your potential in curricular, extra curricular and personal terms. Central to this is the class teacher in the Prep and Junior School and the guidance system in the Senior School, although all teachers, whether part of the guidance system or not, are committed to the well-being of their pupils. It should be repeated that you are encouraged to

talk to **any** member of staff with whom you feel comfortable on any matter where support is needed, whether academic or personal.

The guidance system at Dollar Academy is focused on year groups; there are six Heads of Year, one for each year group from Form I to Form VI, and six Assistant Heads of Year. The Head of Form I always stays with Form I; all other Heads and Assistants move up the school with their year groups. Within the year group you are assigned to a Form Tutor group. The Form Tutor meets with the form group each morning and, in addition to monitoring the day-to-day routines, is well placed to get to know you individually, to encourage curricular, extra curricular and personal progress, and to offer support.

The Head of Year, helped by the Assistant Head of Year, has overall responsibility for the welfare, progress, conduct and support of the pupils in the year group and responds to the needs of individuals by encouraging, motivating, praising achievement, disciplining when necessary and putting in place a range of strategies designed to help you to overcome any difficulties that you may encounter. The Head of Year liaises with the Assistant Rector with responsibility for his or her year group: Mrs Robertson for Prep, Junior and Form I pupils; Dr Hendry for Forms II, III and IV; and Mrs Hutchison, who also has the overview of the guidance system, for Forms V and VI. Assistant Rectors will often become involved in issues of more serious concern. In these cases, there may be input from the Child Protection Co-ordinator; the Deputy Rector and / or the Rector will also be informed and might become directly involved. In addition, Form VI pupils choose an individual Personal Tutor who will help and advise during your final year.

Heads and Assistant Heads of Year are the first points of contact for your parents if they wish to discuss any aspect of your schooling or welfare. Matters of concern can also be raised with the Child Protection Co-ordinator, Mrs Robertson (who is assisted by Miss Foster in the Prep School, Mrs A Morrison in the Junior School and Mr Blezard in the Senior School), the Assistant Rectors, the Deputy Rector, and the Rector.

HEALTH, SAFETY AND SECURITY

EMERGENCY CONTACTS

It is essential that the School Office has up-to-date details of telephone numbers, mobiles, e-mail and day-time contact addresses in case of emergency. Please ensure that any changes are notified immediately.

IN TIMES OF BAD WEATHER (eg SNOW)

Dollar Academy stays open, whatever the weather. You should make sure that you do not leave the school without signing out, if it is decided that you have to go home early because of snow.

SECURITY ON SITE

CCTV cameras are in operation around the site to enhance the safety and security of pupils, staff and property.

FIRE

Please make sure that you understand the fire regulations available in each form room and know exactly what you should do if the fire alarm sounds.

BAGS

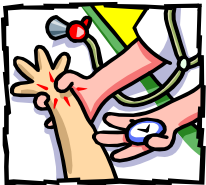
For reasons of safety, your bag must not be left lying around in a corridor or stairwell: it could block important fire exit routes. Senior School pupils may use lockers. You may also leave bags in the areas marked off with blue tape in the foyers of the girls' and boys' cloakrooms in the Playfair and Dewar Buildings, or in the "pens" situated outside various school buildings.

PROPERTY

You must ensure that all your books and clothing are named, whether you are a boarder or a day pupil. Named lost property will be held by the Janitor, who will circulate names to Tutors on Thursdays, to be reclaimed from his office daily between 12.30 and 12.45pm. Unnamed property will be transferred after three weeks to the Thrift Shop. You should never leave money or valuables in the cloakroom or pavilion, but give such property to a member of staff or to the Office for safekeeping. You should provide your own padlock for school storage lockers.

MEDICAL HELP

Mrs Dunnet is the School Nurse, assisted by Nurse Robson (on Thursdays and Fridays), and she will be happy to help any pupil who needs attention. If you are feeling unwell during the school day, or you have hurt yourself, you can visit the Nurse at break-time, lunchtime (closed between 12.45pm – 1.15pm on Mondays, Tuesdays and Wednesdays) or after school. If necessary, you may be seen at other times, with your teacher's permission. **Please remember that you must not leave school and go somewhere else**



without telling anyone. If you feel that you need to go home, you should visit the Nursing Centre to be signed out first. Any pupil attending Dollar Health Centre during the school day is asked to collect a completed card from the receptionist at the Health Centre and hand it in to the School Office.

The nurses are based in the Nursing Centre, Mylne House, 3 Academy Place, from 8.45am – 5.00pm. In an emergency, we can call on the Dollar Health Centre, or Stirling Royal Infirmary. Boarders are registered with Dollar Health Centre.

MEDICINES

It is not recommended that you carry medicines around with you, apart from items such as an asthma inhaler or an "Epipen", if required. Over-the-counter medicines can be dispensed by the Nurse. In the Prep and Junior School any medication to be taken during the school day should be handed to the teacher, in its original packaging, with appropriate instructions signed by a parent or guardian, for administration by the Nurse.

In the Senior School, medication for the day should be discussed with Nurse Dunnet. Medicines for occasional use (e.g. for migraine) can be kept at the school medical centre. Boarders should hand medicines over to their Houseparents.

RETURN TO SCHOOL AFTER INJURY

When you return to school after an injury requiring the use of crutches and/or a plaster cast you should report to Nurse Dunnet at the Medical Centre **before registration**. This will let us assess your ability to move around the school and negotiate stairs. If you feel there may be a problem in this area, your parents are asked to contact the school in advance of your return to discuss the matter.

MEDICAL CONFIDENTIALITY

In accordance with the Nurse's professional obligations, medical information about pupils will remain confidential. However, information on medical conditions that may affect or be

affected by school activities (e.g. asthma) will be shared with academic staff as necessary, with pupil/parental consent. You will be asked for your consent before information on sensitive matters is shared with anyone else.

OTHER STAFF CONFIDENTIALITY



You are welcome to speak to any member of staff about any matter that concerns or troubles you. Please remember, however, that no member of staff can promise to keep something secret: it may be that you will tell them something that they have to share with other people because of a possible risk to you or someone else. Be assured however, that nothing you have said will be passed on without your being told what is happening. Members of

staff will ensure that only those who need to know are informed, and that all sensitive information will be treated very carefully.

CHILD PROTECTION

Dollar has a full and effective child protection policy, and a very experienced team working to provide care for pupils at Dollar. (Our policy is based on the Children's Charter and the National Framework for Standards, as well as on many years of experience.) Copies of the Dollar guidelines are available from Mrs Robertson.

PUPIL COUNSELLOR

The school has appointed a member of staff, Mrs Jeffrey, to be its first Pupil Counsellor. Mrs Jeffrey – to be found in the Mathematics Department in the Younger Building - is available to help any pupil at Dollar Academy who needs further support, and she will be pleased to discuss matters of concern with any pupil who approaches her.

AROUND THE ACADEMY

VISITORS

Visitors to the school are required to check in at Reception – behind the Bronze Doors in the Main building. They are given a visitor's badge, which is "time-sensitive" – the badges will turn red after 12 hours and the word "expired" will show up. Any person seen to be wearing such an expired badge around the campus should be reported to Reception. While you are encouraged to offer guidance to visitors around the school, you should also notify staff if you see strangers who in any way give cause for concern. Such strangers should not be approached, however.

LITTER

The tidiness and cleanliness of the school grounds are the responsibility of everyone: you should not walk past litter, but pick it up and put it in the nearest litter-bin. Please do not be offended if you are asked to help in tidying up about the school, even if you have not personally dropped any litter: we all share the responsibility for keeping the school looking good.



MOVEMENT ABOUT THE SCHOOL

You should walk on the left-hand side of corridors, and on the paths inside the grounds. The Hockey pitches and Cricket squares must not be walked on; Newfield is available for informal games. The Bronze Doors are usually for the use only of Form VI, staff and visitors.

GROUNDS



Make the most of fine weather: when conditions are good, you should be out of doors during morning break unless you have permission from a member of staff to be inside the building. In the Summer Term, you may use the grass areas for relaxation, unless the conditions are not appropriate; you will be advised of this. For obvious reasons, there should be no ball games anywhere near school buildings or cars. Furthermore, you should remember

that there are many visitors to the school at all times of the day; your behaviour around the school should always be directed by the sense that the school is a public space, to be enjoyed by all members of the community. You should thus make nobody feel uncomfortable by your actions.

The large grass triangle alongside Manor House Road is generally reserved for the Junior School; the smaller triangle with a variety of trees [“The Rectors’ Triangle”] is not generally used at all.

During study leave in fine weather you may use the grounds in lesson time, provided that you stay to the rear of the Senior School. Ball games etc are restricted to break times. Guidance may be varied from time to time as conditions change, and will be published very clearly. The Grounds staff use a system of flags to indicate when grass cannot be walked on; whenever the red flags are displayed, you should keep off grassed areas.

LOCAL INFORMATION

There are some areas of Dollar where you are not allowed to be: Gloomhill Quarry; the mines at Vicar's Bridge; the old station and railway line between Dollar Burn and Devon Road railway bridge; the graveyard and old kirk in Dollar Church, and the swing park behind the old Playfair House. In addition, Form II pupils and below are not permitted to be in Dollar Glen beyond Mill Green. Pupils should not enter the burns above Mill Green.



Sometimes for safety reasons, an area will be put out of bounds. You should ensure that you know exactly where these places are. (Day pupils should note that if they are out of bounds with boarders at weekends, they will be covered by the same rules that apply to boarders.)

If you wish to visit Dollar Glen, you should not do so in school uniform, unless you are on a school trip. If you are intending to fish in the River Devon or its tributaries, you should buy a ticket from the Devon Angling Association before you start. (*The Paper Shop* in Dollar will sell you one.) It is unsafe to play games or to use skateboards, scooters or roller-skates/blades on public roads in Dollar.

Pupils in the Prep School should remain within the grounds of Dollar Academy at all times. Junior School pupils are allowed to go to the shops in Bridge Street during lunch break on certain days, but are not allowed to cross the road.

You should not enter a public house in Dollar.

GAMES

ATTENDANCE

For your health, the development of wider skills, and for the enjoyment that can be gained from sport at all levels, you are expected to participate in games at Dollar, and should attend when required.

If you are travelling with a school team, you must wear correct school uniform, and return by the same transport unless other arrangements have clearly been made and the member of staff informed in advance. You may enter the pavilions only if you are taking part in games.

MOUTHGUARDS



Mouthguards are recommended by the School Doctor for hockey, rugby and squash, and must be worn at all times in games and practices. These should be moulded and fitted by a dentist. It is recommended that they are not bought over the counter. Mr Foster, Director of Sport, will be pleased to advise.

COLOURS AWARDS

Staff responsible for activities propose pupils for Colours to a committee, chaired by the Deputy Rector. The Colours Committee discusses the proposals and then makes recommendations to the Rector, who takes the final decision. The principles are as follows:

FULL SPORTING COLOURS

A pupil judged worthy of Full Sporting Colours –

- 1) Demonstrates excellence in the skills associated with the sport, measured by district, national or international standards, where appropriate.
- 2) Has represented the school at 1st team level for at least a season, where appropriate.
- 3) Has made a very notable personal contribution to the success of the team.
- 4) Has had a very good attendance at practices and matches.
- 5) Has maintained a fully positive and helpful attitude throughout the season.
- 6) Is in Forms IV, V or VI.

HALF SPORTING COLOURS

A pupil judged worthy of Half Sporting Colours –

- 1) Demonstrates very good skills in playing the sport.
- 2) Has represented the school at 1st team level for at least a season, where appropriate (or exceptionally at 2nd team level).
- 3) Has made a notable personal contribution to the success of the team.
- 4) Has had good attendance at practices and matches.
- 5) Has maintained a fully positive and helpful attitude throughout the season.
- 6) Is in Forms IV, V or VI.



FULL CULTURAL COLOURS

A pupil judged worthy of Full Cultural Colours –

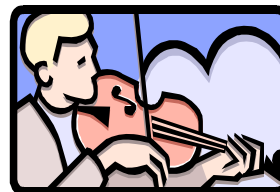
- 1) Demonstrates excellence in the skills associated with the activity, measured by the highest school standards, or by district, national or international standards.
- 2) Has been involved in major school competitions or performances for at least a year.
- 3) Has made a very notable personal contribution to the success of the activity.
- 4) Has had very good attendance at practices and performances.
- 5) Has maintained a fully positive and helpful attitude throughout the activity.
- 6) Is in Forms IV, V or VI.

HALF CULTURAL COLOURS

A pupil judged worthy of Half Cultural Colours –

- 1) Demonstrates very good skills in the activity.
- 2) Has been involved in major school competitions or performances for at least a year.
- 3) Has made a notable personal contribution to the success of the activity.
- 4) Has had good attendance at practices and performances.
- 5) Has maintained a fully positive and helpful attitude throughout the activity.
- 6) Is in Forms IV, V or VI.

The awards are for school activities and denotes achievement in and commitment to Dollar Academy. Failure to live up to these standards may lead to removal of the award.



For **Sporting** awards, Half Colours entitle the holder to the ship blazer badge, and Full Colours to the addition of white braid to the blazer. For **Cultural** Colours, Half Colours entitle the holder to the blue blazer badge, and Full Colours to the addition of blue braid to the blazer. **The Colours tie** is available to holders of both Full Sporting or Cultural colours, but not Half Colours.

THE INTERNATIONALISTS' AWARD

Pupils who have represented their countries in either sporting or cultural activities will be eligible for the award of the Internationalists' Tie. As with Colours awards, the Colours Committee discusses the proposals received and then makes recommendations to the Rector, who takes the final decision. The general principles are as follows:

A pupil eligible for The Internationalists' Award:

1. is involved in either Sporting competition or Cultural activities;
2. is in a team or group representing any nation [i.e. not restricted to Scottish or British];
3. is at any age / level [pupils from the Prep & Junior School are thus included].

Furthermore,

1. the pupil should be beyond development squad level;
2. the pupil must have been selected for at least one game or performance that took place, against opposition or in front of an audience;
3. the pupil remains eligible if he / she was a substitute but remained on the bench during the game.

Pupils should apply in writing to the Deputy Rector, Mr Daniel, in his role as Chairman of the Colours Committee, giving full details of their selection and performance, with supporting evidence. The Committee will be happy to discuss any proposal received, to ascertain whether it fits the criteria. Once the decision has been made by the Rector, the successful applicant will be notified, and an arrangement made to present a tie in Senior School Assembly. There will be no cost for the tie.

FURTHER IMPORTANT GUIDANCE

CARE FOR OTHERS

Dollar Academy is committed to providing a safe and supportive environment. Members of our community are entitled to go about their daily life at school without fear of harassment or harm. The deliberate causing of distress, either mental or physical, to another person is totally unacceptable. Any behaviour of this sort should be reported to a member of staff immediately, who will take action. **DO NOT IGNORE IT IF YOU SEE IT: DO SOMETHING ABOUT IT.**

BEHAVIOUR IN GENERAL

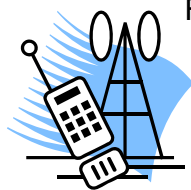
You should remember that the reputation of the school depends on high standards of behaviour; you will ultimately benefit from being known as a member of a well-disciplined community. Equally, the opposite is true: if a school gains a bad reputation, everyone suffers. You should therefore bear in mind that any form of unmannerly or disorderly behaviour in school, in Dollar, or while travelling to and from the school is unacceptable. There may also be occasions at the weekends or during holidays when the school's name could be brought into disrepute. In cases of unacceptable behaviour the Rector reserves the right to take appropriate action. This may involve sanctions that include elements of community service or detention (including 8am detentions for more serious offences), or, indeed, suspension or exclusion.

It should be noted that a pupil who remains in the company of another pupil / other pupils while school rules are being broken is likely to be regarded as guilty by association. You have a responsibility to avoid situations where rules are being broken.

Day pupils in the company of boarders at weekends will be regarded as bound by the same rules that apply to the boarders.

You should note, in particular, that the Rector reserves the right to require the removal of a pupil from Dollar Academy if he or she is not deriving benefit from being in the school, or is having an undesirable influence on others.

MOBILE PHONES



For a variety of reasons, mobiles are accepted in Dollar, particularly for pupils who travel into school. They may also be of use on certain school trips or outings; members of staff will advise in this area. Equally, there may be times when their use is not appropriate and you are asked to abide by the guidance given here. There is very particular advice given about bringing mobile phones into exams; you should be aware that the SQA may impose very severe penalties on any candidate found to have broken its rules in this matter. Mobile phones should be kept **switched off** throughout lesson times; they will be liable to confiscation otherwise. There is a telephone for pupils in the main building.

It is important that mobiles are used sensibly – they should never be used, for example, to cause distress to others by the sending of unpleasant messages, even if this is meant as a “joke”. The camera facilities on some phones must also be used with great sensitivity: just as the school formally asks for permission to take photographs, so pupils must be very careful in the taking and publication of photographs. You may lose access to your phone if you get involved in inappropriate behaviour.

BREAKAGE

You should inform the Janitor or a member of staff immediately if you break anything like a window or a piece of furniture.

UNACCEPTABLE ITEMS

Correcting fluid for paper should not be used, nor should **Laser Pointers** - both are potentially dangerous. **Aerosols** are also prohibited because of their effect on health. **Chewing gum** is not acceptable in any school context. **Glass bottles** should not be brought into school. Furthermore, you should not have any of the following in your possession in school: **firearms, fireworks, knives, airguns, catapults or imitation weapons.**

ILLEGAL DRUGS

Dollar Academy is committed to a drugs-free learning environment. To that end, there is an element of drugs education in a range of curricular areas – PSE, Biology and so on.

The school rules state quite clearly that any incident involving pupils in Dollar Academy found to have alcohol, illegal drugs, or smoking materials in their possession will be viewed seriously.



Where there is suspicion of illegal drugs use, the Rector may ask pupils to provide evidence that they have not been involved, and continue not to be involved, by means of drugs tests through the agreed procedure in liaison with Dollar Health Centre.

The *Information for Parents* booklet stresses that the policy of the Governors of Dollar Academy is to conclude that anyone found to have taken illegal drugs has forfeited the right to remain as a pupil in the school. While it is hoped that recourse to such action will be extremely rare, the Rector reserves the right to treat each case on its individual merits after consultation with the Chairman of Governors.

INFORMATION FOR BOARDERS

GENERAL INFORMATION

Dollar Academy offers boarding facilities to provide pupils with the opportunity to continue their education while living away from home. Our aim is to provide a secure and comfortable environment where pupils are able to enjoy life among other young people, with the guidance and support of members of staff.

There are three boarding houses in Dollar Academy. Argyll and Heyworth are girls' Houses; McNabb & Tait is the boys' house, combining Juniors and Seniors under one set of Houseparents, supported by a resident House Tutor. As a boarder at Dollar Academy, you will have full opportunity to participate in the whole life of the school, and there are many advantages which derive from being located so close to the Academy itself. While there are three Houses, there is a body of information which is common to all, and you are expected to recognise the standards and the accepted practices which apply to all boarding Houses. As you might expect, there may be minor variations in each House which reflect the different traditions in the Houses and the different approaches of the Houseparents.



The information which follows should, however, offer a reasonably full guide to boarding life in Dollar. If you are in doubt about anything, please consult your Houseparents who you

should remember are responsible for you throughout your boarding life; you must at all times attempt to co-operate with them. The website contains further up-to-date information, and each House will give you a welcome pack that contains all you need to know about settling in and making the most of the opportunities at Dollar.

COMMUNICATION

You will have ready access to e-mail and telephone facilities in your House. You can buy phone cards from your Houseparent to use the outside line, but calls to other Houses are free, using the internal line. You may use mobile phones, but you should be aware of the guidance given in Houses about these. Skype connections are also available in Houses.

ABSENCES IN SCHOOL TIME

If you wish to visit a University or if you are called for interview, you should fill out the standard pink form obtainable from the school office. In the case of other events, such as weddings and funerals, your Houseparent will inform the school of such absences as soon as they have been arranged.

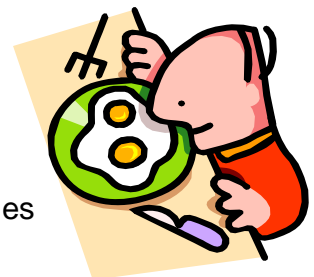
MEALTIMES

MEAL	MON - FRI	SAT	SUN
BREAKFAST	7.45 – 8.15	7.45 – 8.15	8.45 – 9.00
LUNCH	12.30 – 1.00 [12.15 for up to J2]	1.00 – 1.30	1.00 – 1.30
TEA	5.00 – 5.45	6.00 – 6.30	5.30 – 6.00

All meals are taken in the school dining hall and you are expected to attend every meal unless you have made a particular arrangement with your Houseparent. You should stay out of the kitchen, and you should not return to the servery before permission has been given by the member of staff on duty.

At breakfast, you may take up to three items from a combination of cereals, hot food and juice. Toast, coffee and tea are freely available. You are expected to have finished breakfast by 8.30 am at the latest and you can then return to your boarding house in order to pick up books for the day's school.

At lunchtime, you should hand in your dining pass. If you lose your pass, you must inform your Houseparent who will provide you with a temporary cover note. There is a full choice of hot and cold food at lunchtime with a varied menu.



Three-course evening meals are served and there is a variety of dishes available at that time.

At the weekends, only boarders make use of the dining hall facilities. Our school servery operates in an effective manner, and you are asked to return your trays to the racks at the end of each meal - all plates, cutlery, napkins and so on will then be dealt with by the kitchen staff.

As a boarder, you will become very used to the routines of our dining hall, and we ask that you act politely at all times in this area.

DRESS

During the school week, you are expected to wear correct school uniform until lesson time is finished at 3.25pm, after which you can change into casuals. On Sunday mornings, the kilt may be worn, and pupils in Forms V and VI may also wear dark suits.

GOING OUT

If you have no commitments on Saturday morning, leave may begin on Friday after dancing and return should be by half an hour before bedtime (but in any case not later than 9.30pm on Sunday evening). Houseparents may grant leave for a day or part of a day at their discretion.



On returning from any leave you must report to your Houseparent immediately.

You must obtain permission from your Houseparent if you are going out of Dollar for any reason.

Boarders are forbidden to travel in cars driven by other pupils, and must always have written permission for any car journey except with a member of staff.

You are welcome to cycle out of Dollar, but for reasons of safety, you are asked to inform your Houseparent of your route and your timings. You are strongly recommended to wear a helmet when you are cycling.

You are permitted to visit other boarding Houses only with permission from both Houseparents. Day pupils may also visit boarding Houses but at the discretion of Houseparents. When a boarder visits another House, it is necessary to conform to House rules. Boys may visit girls' Houses and girls may visit boys' Houses only if permission is granted by the Houseparents of both Houses. You must return by at least half an hour before your lights-out, or by 9.30pm, whichever is the sooner.

SUNDAY ATTENDANCE

On Sunday mornings, boarders attend a service at the Church of Scotland, Episcopalian or Roman Catholic churches. Those attending the service return to their Houses until lunch-time. Arrangements can be made for pupils of other faiths.



MID-TERM BREAKS/ENDS OF TERM

You are expected to follow your school timetable until the end of each term, and until a mid-term holiday. At the end of each term, school finishes at 12.30pm. In exceptional circumstances, however, your Houseparent might permit you to travel early on the last day if you have a particularly long or difficult journey. In any case you are expected to leave your boarding House as soon as possible after 12.30pm, and we ask that you **leave by 2.00pm** at the latest. It is important to note that you are expected to leave Dollar by that time, and we ask that you do not spend a further night in Dollar after the end of term. When you are returning to Dollar, you should arrive **between 4.30pm, and 9.30pm**, unless otherwise directed.

Only in exceptional circumstances will permission be given by the Rector for early departure at the end of term or late arrival at the beginning of term.

DAYS OUT AND LEAVE

During the course of each term, you are allowed a number of days and weekends out of your House. In each case, you are expected to produce letters four days in advance in which your parent or guardian gives permission, and the person you are visiting invites, agreeing to take responsibility for you. Boarders are allowed either two weekends and one day or one weekend and three single weekend days of leave per term. Form VI will be permitted four weekends in the First Term and up to three weekends in each of the Second and Third Terms. All sports or other commitments must be fulfilled before beginning leave.

You are generally permitted a weekend out in Dollar itself only if you are going to visit a close relative, and the standard two-letter rule is adhered to; this will be checked by the Houseparent with the Rector or Deputy Rector. In certain circumstances, your Houseparent will be willing to accept the written requests up to the day of departure. Leave-out on week days is not encouraged, and is permitted only for special family events involving immediate family members by prior arrangement with the Rector or Deputy Rector. Other weekends and days out may be granted at Houseparents' discretion.

AT NIGHT

You may be out after dark only if your Houseparent's permission has been obtained. In summer, there is a time indicated weekly by which you must be in the House and everyone should observe this timing. The time for leaving the grounds applies equally to Day Pupils. Please note that Dollar Glen beyond Mill Green is out of bounds to pupils of Form II and below. Pupils of different ages have different bed-times, and all pupils must be in their Houses at the appropriate times. Times for leaving the grounds and return are clearly published and apply to all pupils in the Academy. Even the most senior pupils must be in the House by 9.30pm, except with the express permission of the Houseparent.



SPECIAL EVENTS

With your Houseparent's permission, you may visit private houses on special occasions after having obtained letters of request from parent/guardian and from the parent in the house being visited. You should understand that the reasons for this control are based simply upon the need for the school to fulfil its responsibilities. Putting your welfare and safety first, the Academy must be sure that all arrangements are satisfactory before permission is given.

If you are a senior pupil, your Houseparent might, on suitable occasions, offer a social and supervised alcoholic drink in the House, but you should not make mistakes in this area.

ORGANISING YOUR MONEY

Every boarder is encouraged to have an individual approach to money, and the following comments are offered as guidelines based on previous experience.



If you are in Form II or below, you will receive weekly pocket money. Other expenditure for school dances, discos, parties, orienteering, skiing, horse riding, postage and so on will be paid, and your parents will be billed. In **emergencies only**, stationery, toiletries and school clothing may be obtained on a chit system administered by the House staff, and your parents will be billed at the end of term.

Pupils in Forms IV-VI operate their own current bank accounts and pupils in Form III may do so if their parents agree. (You should note that you may need a letter from the school confirming that you have a place as a boarder here.) You should be aware that it may take

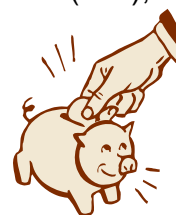
some time to set up an account at the local bank; allow plenty of time to do this. Sending in an application form in advance of your visit could save considerable time. **If you are in Forms III-VI, it is essential that all of your expenditure can be covered by what you have in your account. Purchases of a personal nature cannot normally be funded by boarding Houses and charged to fee accounts.**

There are a number of functions during the school year which pupils regard as "essential" - particularly for those in Form VI, and the prices charged for last year's ventures are offered as a guide; please remember, these cannot simply be "put on the bill".

First Term: FVI Dinner (£17), Senior Dance (£7)
Second Term: Burns Supper (£17), Plays (£5), Band Night (£4).
Third Term: FVI Summer Ball (£21), Plays (£5), various photographs e.g.: leavers/team photos (£8 each), FVI Photo (£17-30) FVI Yearbook (£25), FVI Trip (£15)

In addition, there are often subject-based activities such as theatre trips which will also require payment.

Boys wishing to hire kilts (at possibly up to four functions in the year) should budget for £35-40 a time. As a guide therefore, we would suggest that a pupil in Form VI should expect to budget for extras of a non-curricular nature; in lower years, this sum should be much less. If, however, you enjoy such activities as riding, skiing or orienteering, then the charges will be substantially more.



If you are operating your own current bank account you should provide your own stationery and clothing. You are also expected to provide money to cover public transport costs for day/weekend leave and end/beginning of term travel. Your allowances should include pocket money and a sum to cover all expected expenses.

Payment for larger items can be made in several ways:

1. By a cheque from your parents or guardians.
2. By a personal guaranteed cheque drawn on your own account.
3. By a credit arrangement with your Houseparents: it may be possible to arrange this if you are too young to operate your own account. A credit can be made to the House account against which Houseparents can draw a cheque.
4. By cash – this is the least desirable option, because of the security implications.

We appreciate that parents and guardians are often at great distances from the school. As a result, Houseparents will on request book and pay for any taxis required by pupils to facilitate day/weekend leave and end/beginning of term travel. Travelling expenses will be billed at the end of each term. It is your responsibility, however, to ensure that your arrangements are clear and your connection can be made.

If you are an overseas boarder, you may leave your trunk in the House at the end of session. A charge of £30.00 is made to cover time spent on washing, ironing, repairing and dry cleaning the contents. It is possible for other boarders, in special circumstances, to make use of this facility, but the Houseparent should be consulted beforehand.

ELECTRICAL EQUIPMENT

Consult with Houseparents for details. Please note that safety in this area is essential.

CO-CURRICULAR ACTIVITIES

While there is a range of co-curricular activities available to all pupils, there are some which are specifically set up with boarders in mind.

Basketball

A basketball hoop and backboard is provided in the Prep School playground. You should be aware of the neighbours along Back Road when playing.

Dancing

Throughout the first two terms, there are dancing classes every Friday night, and skilled instructors teach a variety of styles. All boarders up to Form II should join in dancing classes. In practice, many continue with dancing until the most senior years in the school - as a result of which there are many award-winning dancers in the school. Dancing fees (£20.20 per term) will be added to your termly account.

Football

Newfield is available for football, but you should not play football in the school grounds unless specifically authorised by a member of staff. An Indoor football activity is run on a regular basis for boarders.

Fitness

The fitness suite can be used during evenings after Prep, under certain conditions.

Golf

You can become a school member of the Dollar Golf Club, at a reduced subscription. At all times on the golf course, you should obey the Club rules and observe the etiquette of the game.

Riding

There is an activity specifically for boarders on Tuesday evenings (5.00 – 7.00pm), based at the Gleneagles Equestrian Centre.

APPEARANCE



We have some clear rules about appearance, because this is an important aspect of our community. You should wear correct school uniform on all school occasions, with shirt tails tucked in, ties fully done up and top buttons fastened. Blazers should be worn around the school. Whatever is worn under the shirt or blouse should not draw attention to itself; e.g. logos or designs on t-shirts should not be visible. Jewellery, make-up and coloured nail-varnish are not permitted. You may wear badges related only to school achievements. Hair should be clean and tidy, and all styles that are extreme or that draw undue attention to themselves should be avoided. Boys should be clean-shaven. The rules on appearance are in operation at all times when uniform is being worn, and do not change after the end of the school day or at weekends.

If you are involved in an activity like skiing or a Duke of Edinburgh Award expedition, you will be advised by the member of staff in charge as to correct clothing. On the Sponsored Walk (next in Sept 2009) you will be required to wear appropriate clothing for your own health and safety. Pupils walking to school are advised to wear clothing with reflective and/or high visibility areas attached.

COMBINED CADET FORCE UNIFORM

The necessary uniform is issued to cadets in the Academy; the only item that needs to be purchased is a pair of boots. These should not, however, be bought before joining the CCF, which is open to all pupils in Form II and above.

SCHOOL UNIFORM

**In the following clothing lists please note:
*All asterisked items are regulation items
All clothing should be clearly and indelibly named**

GENERAL INFORMATION

All equipment and garments should be of regulation style, of the shade and fabric approved by the Academy, and **named**. Uniform items can be obtained from:

Messrs. Aitken and Niven, 6, Falcon Rd. West, Edinburgh, Tel 0131 477 3922 and 234 Queensferry Rd., Edinburgh Tel. 0131 467 8825 and 21-23 High Street, Perth, PH15TJ. 01738 637843. Aitken and Niven have an on-line ordering service at www.aitken-niven.co.uk. They also have a supply of men's weight Dollar Academy tartan fabric for kilts etc.

Messrs. R R Henderson, Bridge Street, Dollar Tel. 01259 742530 and 6/8 Friars Street, Stirling Tel. 01786 473681

McAree Bros., 55 King Street, Stirling. Tel. 01786 465646 and 38a Newmarket St, Falkirk. Tel 01324 628327.
Also through the website www.mcadirect.com or sales@mca.direct.com .

Articles of clothing need not be new, but should be in good condition. An excellent Thrift Shop is run by parents (opening between 2.30-4.00pm on the second and fourth Thursday of each month, and on the last afternoon of the summer and spring holidays). The Thrift Shop is located in the basement of the Prep School Building.

For those pupils who attend dancing, specialist shoes are recommended.

The Academy tracksuit is changing in **August 2008**, when the separate boys' and girls' tracksuits will be replaced by a single style for boys and girls; this has been phased in during the 2007 – 2008 school year. The new tracksuit is the Prostar 'Nova' tracksuit in navy, with the Dollar crest, which will be available from the above stockists, and also from

Sports Warehouse, 24 Coburg Street, Edinburgh. Tel 0131 553 6003.
An online ordering service is available at www.sportswarehouse.co.uk

The Academy tracksuit is required for all pupils in the year groups Junior 1, Junior 2, Form I and Form II and for members of all Academy sports teams. This is to allow for the comfort and protection of pupils participating in outdoor activities and events throughout the year.

The new tracksuit will be required from August 2008.

PREP SCHOOL BOYS

*Navy Blue Shorts
Navy V Neck Pullover
White long sleeved Shirt
Short sleeved Shirt (optional – Summer Term only)
*Academy Tie (elasticated option for Prep 1 and 2)
Navy Knee length socks and named garters
Black polished leather lacing shoes (velcro fastening shoes for P1)
Black or Navy Wellingtons
*Fleece lined Coat (to be worn from the October Break to Easter Holiday)
(Waterproof outer layer should be carried in school bag when blazer is worn,
or a plain Navy “pacamac”)
*Blazer to be worn from August to the October Break and in the Summer Term
*School Scarf (optional – but only a regulation Dollar scarf to be worn)
*Warm Navy Hat (the Dollar “beanie” hat is available)
Navy Gloves
Painting apron – waterproof and long sleeved
Plain Navy or Black School bag (rucksack style)

PREP SCHOOL GIRLS

*Tartan Pinafore
Navy Cardigan
White long sleeved Blouse
Short sleeved open necked Blouse for Summer Term
*Academy Tie (elasticated option for Prep 1 and 2)
Plain knee length navy socks or navy tights
White knee length socks for Summer Term
Flat Black polished leather shoes (not slip-ons) (velcro fastening shoes for P1)
Black or Navy Wellingtons

Hair accessories must be plain navy blue, white or Dollar Academy Tartan
*Fleece-lined Coat (to be worn from the October Break to Easter Holiday)
(Waterproof outer layer should be carried in school bag when blazer is worn)
*Blazer to be worn from August to the October Break and in the Summer Term
*School Scarf (optional – but only a regulation Dollar scarf to be worn)
*Warm Hat (the Dollar “beanie” hat is available)
Navy Gloves
Painting apron – Waterproof and long sleeved
Plain Navy or Black School bag (rucksack style)

JUNIOR SCHOOL BOYS: JUNIOR 1 AND 2 (P6 & 7)

As Prep school except Dark Grey Trousers (Charcoal) instead of shorts
Painting apron optional
The Fleece-lined Coat is to be worn instead of a Blazer from the October Break to Easter
Holiday
Short sleeved shirts may be worn in the Summer term

JUNIOR SCHOOL GIRLS: JUNIOR 1 AND 2 (P6 & 7)

As Senior Girls with the exception of the Kilt, which can be Junior style (Elastic waist)
The Fleece-lined Coat is to be worn instead of a Blazer from the October Break to Easter Holiday

SENIOR SCHOOL GIRLS: (FORMS I TO VI)

*Dollar Blazer and Tartan Kilt

Plain Navy V Neck Sweater (Sleeveless Optional)

White Blouse, **long enough to be fully tucked in to the kilt**, short or long sleeved

Short sleeved open necked White Blouse (optional for Summer Term to October Break)

Hair accessories must be plain navy blue, white or Dollar Academy Tartan

*Academy Tie

Navy Opaque Tights (or heavier) or knee length Navy Socks

*School Scarf (optional – but only a regulation Dollar scarf to be worn)

Flat Black polished leather shoes

(The blazer is the standard indoor wear for all Seniors, who may, however, wear the lined coat over it without the zipped-in fleece when out of doors.)

Form IV, V or VI pupils may wear the school fleece in place of the v-necked sweater

SENIOR SCHOOL BOYS: (FORMS I TO VI)

*Dollar Blazer

Dark Grey (Charcoal) Trousers

Plain Navy V Neck Pullover

White Shirt (short sleeved optional)

*Academy Tie

*School Scarf (optional – but only a regulation Dollar scarf to be worn)

Black polished leather lacing shoes with dark socks

(The blazer is the standard indoor wear for all Seniors, who may, however, wear the lined coat over it without the zipped-in fleece when out of doors.)

Form IV, V or VI pupils may wear the school fleece in place of the v-necked sweater

PREP SCHOOL SPORTSWEAR

PREP SCHOOL GIRLS

*White short sleeved polo shirt with school logo

*Navy Gym Shorts or Gym Pants

Navy Joggers for colder weather

Swimming Costume (Black or Navy)

Swimming Cap (White)

Towel (named)

Drawstring Bag (named)

Good supportive trainers, predominantly white, non-marking (velcro fastening optional for P1)

PREP SCHOOL BOYS

*White short sleeved polo shirt with school logo

*Navy Gym Shorts

Navy Joggers for colder weather

“Quint” Rugby Jersey (Prep 4 and 5 – to be bought during First term)

Swimming Trunks (Black or Navy)

Towel (named)

Drawstring Bag (named)

Good supportive trainers, predominantly white, non-marking (velcro fastening optional for P1)

The coat for Prep & Junior pupils has a zip-in fleece, which can act as the top of a track suit, along with jogging trousers. Our aim is to keep pupils warm, rather than recommend extra expense. A sun hat is required for use during the summer months; staff will advise at the appropriate time.

JUNIOR AND SENIOR PE UNIFORM

BOYS

White Rugby Jersey

“Quint” Rugby Jersey (to be bought during First term)

Navy Rugby Socks and Rugby Shorts

Swimming Trunks (Black/Navy)

Gym Shorts Navy

Football boots and trainers

GIRLS

White Rugby Jersey

“Quint” Rugby Jersey (to be bought during First term)

Navy Games Skirt

Navy Shorts (available at school)

Navy Knee Length Socks

Swimming Costume (Black/Navy)

Swimming Cap (White/Navy)

White Dollar Aertex shirt

Football boots (or astro shoes) and training shoes

Hockey stick and Tennis racquet

“Quints” are the groups into which pupils are divided for internal sports competitions. The allocation takes place during the First term, so the shirts cannot be bought in advance. Form VI pupils are asked in particular to contact the PE department to be allocated.

SUMMER TERM: sports equipment is to be purchased as required. Gym shorts can be purchased in the Thrift Shop.

ARTICLES REQUIRED BY BOARDERS

All articles must be machine washable, dye-fast, and able to be tumble-dried. All items must be prominently and indelibly marked in ink, or with woven name tapes; a supply of spare name tapes should be sent at the beginning of the year. An inventory should be sent with the trunk. As storage of a large amount of clothing may be difficult, pupils should limit their packing to what is necessary. Houseparents will be happy to advise on the extent of the facilities.

In addition to the standard clothing list for day pupils, boarders should bring:

1 labelled trunk or large suitcase, & a suitcase for holidays
1 school bag, rucksack or sports bag for books, equipment
Sufficient underwear
2 pairs pyjamas/sleep-wear & 1 dressing gown & 1 pair slippers
1 hot water bottle (optional)
Sewing kit with spare name tapes
A toilet bag with all toilet requisites
Alarm clock
1 duvet and 2 duvet covers
1 pair polyester cotton fitted single sheets & 2 polyester cotton pillow cases
2 bath towels & 1 sports towel

FORMAL / INFORMAL WEAR

Formal clothing is required for the social functions in First term, such as the Christmas dances; Seniors are likely to wear formal clothes on other occasions. Girls wear a variety of formal styles; boys may wear kilts, dinner suits, lounge suits or school uniform at such events, although it is unusual for uniform to be worn. Pupils (both boys and girls) in Form V or VI may wear dark suits to church on Sundays. (Any boy boarder may wear the kilt at this time.)

Personal items: you may bring in items to personalise the room in which you will sleep, including books, photos, music, posters and other small items. Be aware that Houses have particular guidelines about music and posters, for example, however – there is a designated space in which to display posters, and “blu-tak” cannot be used on walls.

Each House has good facilities for computers, and each is linked to the Academy network. There is no need, therefore, for personal laptops to be specially purchased for boarders. Any that are brought into the House are subject to the same rules concerning use as the school computers, and are covered by the ICT agreement which is signed by all pupils and staff. You should be aware that DVDs and videos brought into the House must be of an appropriate nature, and that images stored on computer hard drives etc must be of an acceptable nature. ICT equipment will be randomly checked by members of staff to ensure compliance.

You are reminded that the school does not insure your personal belongings, and so expensive items such as personal computers must be covered by your own or your family's insurance policy.

CO-CURRICULAR ACTIVITIES

In Dollar Academy you are fortunate in having access to a wide range of activities, organised by staff who are both enthusiastic and skilled, and who have volunteered their services willingly because they want to share their interests. You are not required to undertake any number of activities, but it is suggested that you will gain a great deal of enjoyment, besides useful skills, and make a wider circle of friends if you use these opportunities to the full. Once you have taken up an activity, you should aim to make a real commitment to it.

Full details of the activities on offer, and the staff associated with each activity, are published in the separate *Information on Co-Curricular Activities* in the first few weeks of First Term.

CO-CURRICULAR ACTIVITIES LISTS [provisional]

PREP SCHOOL

Knitting Club
 Book Club
 Chess/Games
 Choir
 Craft
 Drama
 Football
 Hockey
 Netball
 Orchestra
 Scottish Country Dancing
 Skiing
 Yoga

JUNIOR SCHOOL

Art	Orchestra
Chamber Music	Rugby
Chess	Scottish Country Dancing
Choir	Skiing
Creative Writing	Swimming
Cricket	Tennis
Drama	
Eco-club	
Fencing	
Football	
Hockey	
Netball	

SENIOR SCHOOL

Art	Fitness Training	Russian
Athletics	Football	Sailing
Badminton	French Visits	Schools Challenge Quiz
Band Nights	<i>The Galley</i> newspaper	Scripture Union
Basketball	Games & Puzzles	Shooting
Combined Cadet Force	German Exchange	Sixth Form Yearbook
Charities Committee	Golf	Sixth Form Play
Chess	Greek	Skiing / Snowboarding
Childcare	Greenpower Challenge	Sound Crew
Clay pigeon shooting	Gymnastics	Spanish Visits
Computing	Hockey	Sub-Aqua
Cookery	Horse Riding	Surfing
Cricket	Japanese	Swimming
Cross Country	Lighting Crew	T'ai Chi
Curling	Malaysian expeditions	Technology
Dancing	Mountaineering	Tennis
Debating & Literary	Music (various)	Theatre Visits
<i>Fortunas</i> school magazine	Photography	Work experience
Drama	Physics	Worldwise (Geography)
Duke of Edinburgh Award	Reading groups	Year Group councils
Egyptian Belly Dancing	Pipe Band	Young Enterprise
Fabricwork	Public Speaking	
Fencing	Riding for the Disabled	
First Aid	Rock Climbing	
Fishing	Rugby	

STAFF LISTS

Rector	Mr J S Robertson, MA
Deputy Rector	Mr G P Daniel, MA
Assistant Rectors	Dr J M Hendry, BSc, CPhys, MinstP
	Mrs L Hutchison, BA
	Mrs K Robertson, MA
Director of Studies	Mr S P Johnson, MA
Director of Sport	Mr J Foster, DipPE
Director of Music	Mr J McGonigle, DipMus, RSAMD

Key *HD = Head of Department* *CD = Chair of Department* *HT = House Tutor*
 HPt = Houseparent *HY = Head of Year* *AHY = Assistant HY*

PREP AND JUNIOR SCHOOL

Mrs J G Adamson, BA, AUPE (Assistant Head, Prep School)
 Miss F Goudie, BEd, AdvDipEd (Assistant Head, Junior School)

Mrs A W Alexander, DipCE	Ms M Jedrzejewska, MA, BEd
Miss L L Beattie, BEd	Mrs N M Letford, BEd
Mrs A Briggs, DipCE, ACE	Mr A Mills, BEd
Mrs V Currie, Cert Ed	Mrs A M Morrison, BA
Mrs E M M Dow, DipCE	Mrs G McFadyean, BA HPt <i>McNabb & Tait</i>
Miss R E Foster, MA	Mrs J G M Montgomery, BA
Ms O Gannon, BA	Mrs J Moffat, BEd
Mrs M E Hamilton, BA, DipCE	Miss L Pollock, BEd, AVCM
Miss S Horne, BEd	
Mrs L Hudson, BA	Mrs K Bunyan (Prep Assistant)
	Mrs P Ramsay (Prep Assistant)

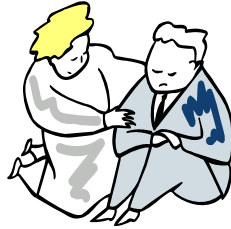
SENIOR SCHOOL

Art and Design	Mr A K MacLean, DA	HD
	Mrs C Kelly, BA, MFA	
	Ms A Lindsay, BA	
	Mrs T L Livingstone, BA	AHY (FII)
	Mrs C MacLean, DA	
Biology	Miss E Scott, MA	
	Mr A N Morton, BSc	HD
	Mrs M A Smith, BSc	HD (<i>Biotechnology</i>)
	Mr C K Ainge, BSc	HY (FII)
	Mrs P Ferguson, BA	
	Mr J B Fraser, BSc	
Business Education	Mrs F McDonald, BSc	AHY (VI)
	Dr L A Payne, BSc	
	Mr W W McFarlane, BA	HD
	Mrs H Duncan, BA	
	Miss N J Griffith, BA	
	Mr M C Moore, BSc, MBA	
	Mrs A L Robinson, MA	
Ms T Spencer, BA		
	Mrs M A Waddell, DipCom	

Chemistry	Dr W Beveridge, BSc, CChem, MRSC	HD
	Mr N F Blezard, BSc, MRSC	HY (I)
	Dr R J R Johnson, BSc	
	Mr D J Lumsden, BSc	HY (VI)
	Dr S Scheuerl, BSc, MRSC	
Classics	Mr C Smith, BSc	HY (V)
	Mrs C B Mason, MA	Joint HD
	Mr D C Hall, MA, MLitt	Joint HD
Computing	Dr E Macleod, MA	
	Mr R W Marchant, BSc	HD
English	Ms R McGuinness, BSc	
	Mrs C Murray, MA, MPhil	CD
	Mrs K G du Vivier, MA	HT <i>Heyworth</i>
	Ms E M Langley, MA	
	Miss E A Miller, MA	HT <i>Heyworth</i>
	Mrs H K Moore, BA, MLitt	
	Mr F O' Connor, BA, DEA	
	Mr P G Russell, BA	HD (<i>Drama</i>)
	Mrs M E Tetley, BA, MSc	
	Ms H Walker, MA, PGDip	HD (<i>Comms.</i>)
Geography	Ms N L Cowan, MA	HD
	Mrs F McBride, MA	
	Mrs S A Scott, BSc	
History / Modern Studies	Miss M D Sharp, MA	HD
	Mrs I Morrison, MA	
	Miss McCord, MA	HT <i>McNabb & Tait</i>
	Mr N G McEwan, MA	HT <i>McNabb & Tait</i>
	Mr N J McFadyean, MA, MPhil	(Snr) HPt <i>McNabb&Tait</i> HD (<i>World Studies</i>)
Home Economics	Mr R W Welsh, MA	AHY (III) HT (Res) <i>McNabb&Tait</i>
	Mrs A Kean, DomSciDip	
Support for Learning	Mrs C Maciver, DipHome Econ	
	Mrs S Birrell, BA, MSc	HD
Mathematics	Mrs A Gibson, DipCE	
	Mr S P Johnson, MA	HD
	Dr J T Brooks, BSc, PhD	HPt <i>Argyll</i>
	Miss S G Cannon, BSc	
	Mrs C M Childs, BSc	AHY (V)
	Mr R W Durran, BA	
	Mrs L A Jeffrey, BA	
	Mr I Mackenzie, BSc	
	Mrs M Pennie, BSc	
	Mrs F G Stewart, BSc	
Modern Languages	Mr D Delaney, MA	HD
	Mr J A Allan, MA	HPt <i>Heyworth</i>
	Mrs S Brooks, MA	HPt <i>Argyll</i>
	Mrs A R Bryce, BA	
	Dr J M Fotheringham, BA	
	Ms J Popelka, MA	
	Mrs J Young, MA	
	Mr S K Young, BA	

ML Assistants	Monsieur R Lamothe (<i>French</i>) Señorita B Gallego (<i>Spanish</i>) Herr G Straßburger (<i>German</i>)	
Music	D M Christie, BA, LLCM, ALCM Mrs K Fitzpatrick, MSc, BMus Ms S A Herbert, BMus	HD
Physical Education	Mrs M Leggatt, Mus B, DipMTh, LGM, LLCM Mr S R Newton, BSc Mrs E A Borrowman, DipPE Mr J G A Frost BEd, MSc Mrs C C Galloway, BEd Mr M I Hose, BEd Mrs G M Robb, BEd Mrs V A M Smith, BEd	HD HY (III) HT <i>McNabb & Tait</i> HT <i>McNabb & Tait</i>
Physics	Mr J T Fulton, BSc Dr S Fulton, BSc Mr A N Johns, BSc, CPhys, MInstP Dr D A Keys, BSc Mr C A Stair, BEng	HD HY (IV) AHY (IV) HD (<i>App'd Sci / Engineering</i>)
Technology	Mr R Farthing, BSc Mr S W Cochrane, BEd Tech Mrs P Webster, BEd Tech	HD
Technicians	Mrs K Carmichael, BSc Mrs J Inglis Mr P R Nelson, BA	
Head of Communications	Ms H Walker, MA, PGDip	
Asst Network Manager	Mr J L Tracey	
IT Support Assistant	Mr A J Kenny	
Librarian	Miss E J Watson, BA	HT <i>Argyll</i>
Rector's PA	Mrs W Pearson	
Office Manager	Mrs E C Gallagher	
Janitor	Mr W Anderson	
Assistant Janitor / CCF	Mr C Cairns	
Head of Grounds	Mr R W Meldrum	
Piping Instructor	Mr C Stewart Mr D Methven	
Pool Manager / Swimming Instructor	R W Kidd, FIOS, MSTA, TE	
School Nurses	Mrs J H Dunnet, BSc, RGN, RMN, SCM, DN Mrs J Robson, MSc, RGN, RSCN, BN	
Houseparent (non-teaching)	Mrs A M Allan, Dip IB Scot	HPt <i>Heyworth</i>
Bursar and Clerk to Governors	Mr J St J Wilkes, MA	
Assistant Bursar	Mrs J Johnson, MA, ACA	
Bursar's PA	Mrs M Campbell, BA	
Building and Works Controller	Mr T McLean	

There may be times when you need help and advice,
or you are worried about things that are happening to you.



TALK TO SOMEONE – DON'T BOTTLE IT UP

Talk to your friends, your family, a senior pupil,
a teacher or any adult you trust.

Talk to your Tutor, Assistant Head of Year, Head of Year, Houseparent.
Talk to the Assistant Rector in charge of your year,
the Deputy Rector [especially if you are a boarder] or the Rector.

There are many staff ready and willing to listen and help;
they will all try to do what they can.

If you are worried about keeping the problem quiet,
tell the staff – they will understand;

they may be concerned about your safety
and may need to share this with others,
but they will tell you first what they are going to do.

If you are still unsure about talking to a member of staff, you can

PHONE CHILDLINE ON 0800 1111

The call is free and will not show up on the phone bill;

Childline will help you work out what to do next.

But remember – **TALK IT OUT!!!!**

**Dollar Academy
Dollar
FK14 7DU**

**Telephone (01259) 742511
Fax (01259) 742867
e-mail: rector@dollaracademy.org.uk
Website: www.dollaracademy.org.uk**

The Governors of Dollar Academy Trust is a charity registered in Scotland, No: SC009888