



LATHALLAN SCHOOL ACADEMIC AND SCHOOL LIFE

Motto

The School's motto 'Vincit Qui Se Vincit' means 'He who conquers himself, conquers all'.

School Hours

Core hours are as follows:

Nursery	7.30am – 6.00pm
J1-4	8.30am – 3.40pm
J5-S6	8.30am – 5.00pm

For Junior and Senior School the teaching day starts at 8.40am with registration at 8.30am (Junior pupils should arrive no earlier than 8.20am unless attending Breakfast Club) and ends at 3.40pm or 5pm with the option to stay at school after 5pm for tea and activities on either a regular or occasional basis.

Drop off and Collection

For ease of traffic around the Nursery and Junior car park, upper junior and senior school parents are requested to drop off and collect their children at the castle. If for any reason parents are unable to collect their children at the designated time please telephone the school office on 01561 362220.

Where to go on the first day of the School year (or child's first day at School)

All returning children should report to their new Form room for registration on the first day of the School year. New children should report to the Castle on their first day where they will be guided to their new Form room by their Buddy - these are existing pupils at the School who will help and guide new pupils in their Form during their early days at the School.

Term Dates

For parent's convenience, the School will publish term dates on the website as far in advance as possible.

Lateness

If a child is going to be late to School, parents are asked to call the School Office and inform them when the child might be expected. If the reason for lateness is known in advance, parents are asked to inform the form Teacher also. All children arriving after 08.30 should report to the School Office for late registration.

Absences

If a child requires to be excused from School for a reason other than an appointment or illness, parents are asked to give written notification to the Headmaster. Children are expected to be present during the whole of the term and avoidable absences are strongly discouraged. Permission for non-essential absences will be given in exceptional circumstances.

Leaving School during the day

It should not be necessary for children to leave School during the normal School day. However, if a child is to be absent for a medical appointment or some other legitimate reason, parents are asked to inform the school office in advance. Senior Pupils should sign out online and sign back in on their return. Parents of Junior School pupils should call the office when they have collected their child and when they are returned to school.

Transport

We run daily transport North – to and from Aberdeen via Westhill, Peterculter, Stonehaven, Catterline, Kinneff and Inverbervie, South via Finavon, Brechin and Montrose, west to Aboyne via Banchory, Arbroath via Inverkeilor and Inchbare via Edzell and Laurencekirk. Details of pick up and set down points can be found on the website or available from the school office. If you would like to register your child on the bus there is a weekly bus booking form that is issued on a Wednesday to complete for the following week. Pupils should also advise at registration. We appreciate that there will be occasions when plans change but to avoid delaying buses at the end of the day we request that the school office is notified of any such changes by email.

Minibus

The School has minibuses for the transportation of pupils. The minibus is fitted with seatbelts. The School engages a MIDAS trained instructor who ensures all minibus drivers receive appropriate training leading to a MIDAS certificate of professional competence.

Discipline and Pupil Code of Conduct

The School operates a positive discipline structure where children are rewarded for good standards of behaviour. Discipline within the School is the responsibility of all staff with The Head of School assuming overall responsibility. Senior and Junior School Rules are posted on the website and around the school on noticeboards. Clear standards and expectations are communicated to the children on an ongoing basis. Any issues parents have regarding discipline at the School should be reported to the Head of School in the first instance. Both the Senior and Junior School have policies on these matters which is available on request.

The Curriculum, Exams and Testing

At all levels, our curriculum aims to:

Inspire our pupils to be successful learners, confident individuals, responsible citizens and effective contributors.

Embed skills that prepare our pupils for further learning and productive adulthood.

Take learning beyond the classroom.

Develop pupil's ability to become reflective learners who have a sense of responsibility for their own learning and development.

Build confidence and motivation within our pupils.

Support our pupils to learn and understand the importance of perseverance, resilience and tolerance.

Enable our pupils to use their acquired skills and knowledge to observe, question and think.

Teach our pupils to value others, their views, cultures and beliefs.

Prepare our pupils for life in modern Britain

Junior School

The organisation of the daily timetable is determined at the start of each academic year and the content and curriculum covered follows the Curriculum for Excellence. The Curriculum for Excellence levels are broad curricular stages which offer children a range of learning experiences and opportunities that are designed to assist them to achieve the desired outcomes. At every stage children are encouraged to be successful learners, confident individuals, responsible citizens and effective contributors. As a guide:

Early stage= Nursery-Junior 1 / First stage=Junior 2- Junior 4 / Second Level=Junior 5-Junior 7

Progress within a curriculum level will often be described as 'developing', 'consolidating' or 'secure'. Further information on specifics of the curriculum can be obtained from your child's form tutor.

The Junior School pupils are assessed in a variety of ways in order to be able to judge how pupils are progressing towards expected outcomes in the Curriculum for Excellence Early Years, Level 1 and Level 2. The School report issued at the end of the Winter and Summer Terms will indicate the level within which your child is working, for each of the different learning activities.

Pupils in J3, J5 and J7 are now assessed annually (in the Spring Term) using the Centre for Evaluation and Monitoring's InCAS Assessment tool. The InCAS primary assessment is a computer-adaptive assessment designed to help teachers identify each individual's development and personalise learning. InCAS can be used to monitor the progress of each individual child from age 5 to 11 in key developmental areas, which research shows are linked to later academic outcomes.

Senior School

With the introduction of the Curriculum for Excellence in Scottish Education, all schools are asked to reflect and demonstrate how they are helping their pupils develop into effective contributors, responsible citizens, successful learners and confident individuals. To allow our pupils to do this in the Senior School, the compulsory courses and choices we have put together cover the following curriculum areas: Expressive Arts / Health and Wellbeing / Languages / Mathematics / Sciences / Social Studies / Technologies. There are no formal examinations in S1 and 2. Pupils are assessed by continuous assessment.

In S3 pupils will continue to follow a broad/general education with personalisation and choice by choosing 8 subjects at the end of S2. Pupils will sit National 4 or 5 courses in S4 in all 8 subjects.

National 5 courses contain units which are assessed internally by teachers with moderation by the SQA. There is then an exam assessed externally by the SQA in May/June.

The National 4 qualification does not involve formal exams at the end of the course - these courses rely on continuous assessment.

Some students will do more Nat4s and 5s in S5 and S6.

National 4 will not be graded and will be on a pass/fail basis.

National 5 upwards will be graded A-D

Co-Curricular Activities

Choosing a sensible range of activities outside of timetabled classes in and outside of the School, is encouraged. Pupils are expected to fulfil their obligations to sporting fixtures, attend trips and support clubs and societies as and when they occur. These are sometimes as important as academic subjects when it comes to putting together references for Universities and prospective employers and are seen as evidence of commitment.

At the start of S5, the number of subjects studied by each pupil is reduced to allow a degree of specialisation and a greater amount of time to be spent on each subject. Each S5 pupil should aim to study five main certificate subjects but occasionally four Higher subjects may be enough for the pupil. In addition, time will be set-aside for Games, Personal and Social Education, Tutor time, House time and PDA (Personal Development Afternoon). Pupils are still encouraged to participate in Instrumental Music and LAMDA Drama where appropriate.

In S5 pupils should take advantage of the careers advice offered from subject specialists, form tutors & the careers team. S5 pupils considering a move to University or College straight after S5 are encouraged to join the weekly S6 careers lesson with the careers team to help them put forward a good application.

Work experience is becoming increasingly important in a competitive workplace with many employers seeing this as having equal, if not more importance as academic qualifications. At Lathallan we encourage pupils to seek out work experience from S4 upwards and in S5 we include a work experience week in our timetable during the final week of the May/June exams.

S6 gives pupils the chance to specialise in areas of excellence and interest at Advanced Higher level and pick up subjects that help to broaden their portfolio of skills at Higher or National 5 levels. Personal tutors will be at hand to support the programme. In S6 pupils are required to do a minimum of three subjects that would normally be a combination of Advanced Highers and Highers. Advanced Highers bring an additional two private study periods with them and common room periods for relaxation.

Pastoral Care

Lathallan takes its pastoral care responsibilities very seriously and prides itself on its warm and friendly environment. With our enviable student-to-tutor ratio, Lathallan can ensure that all pupils are known to staff and concerns are quickly observed and addressed by the pastoral care team who meet weekly to ensure pupil concerns are discussed and support can be put in place. Most important within our flexible system is that the students know that any member of teaching or non-teaching staff is available to listen, advise and support, no matter what the problem is.

All pupils from J1 to S5 attend weekly PSHE lessons with the majority taught by dedicated pastoral staff. Pupils in S6 receive specific careers lessons with lots of opportunities given to attend workshops led by people from different careers and backgrounds. They also have time to write their CV, covering letters and in many cases university application with the constant support of staff.

PSHE lessons are structured around the health and wellbeing outcomes of Curriculum for Excellence focusing on mental and emotion wellbeing, social wellbeing, physical wellbeing, planning for choices and change, substance misuse, food and nutrition and relationships, sexual health and parenthood as well as incorporating literacy and numeracy outcomes into lessons. Lathallan also utilises support from external agencies who run workshops and presentations for pupils and are able to use their specialised expertise to give pupils an informed and up to date understanding of issues such substance misuse and internet safety.

All pupils receive information on the 'Getting It Right For Every Child' (GIRFEC) legislation in PSHE. This ensures pupils know why certain strategies are put in place at different times and who is involved in implementing them. Pastoral staff also host themed weeks every year. This includes activities within and out with lessons which pupils can engage with to build upon their knowledge and skills of a particular topic. In the past this has included Anti-bullying week, Healthy Eating week and Mental Health Awareness week. Pupils from across the Senior School have been trained to give all pupils another source of support and a listening ear out-with staff. This Peer Mentor team works with the Head of Pastoral Care to plan and implement their ideas within the Junior and Senior Schools.

Homework/Prep

In Junior School homework (prep) will be set most evenings and as a rough guide, 20 minutes (Lower Junior) and 20-30 minutes (Upper Junior) per day is expected. In the early stages reading is a priority and thereafter Reading, spelling and maths will make up the core for all years. Lower Junior School pupils will be given a home to school diary and a red reading folder that should come to school every day. The home to school diary is used for communication between parents and Form teachers.

Teachers will set homework tasks that are part of the progression and continuity of pupils' learning. Whenever possible, work will follow on from the days teaching points and consolidate understanding. Parents are not expected to be teaching new concepts or skills. Appropriate time to complete the homework will be given and care will be taken to ensure the right amount of homework is set for individuals- this includes appropriate differentiation for our most able pupils and those who require additional support. In Senior School homework (prep) may vary in length but S2 should expect up to 1 hour on average and up to 2 hours per subject per week from S3 and above.

Learning Support

One aspect of education and learning at Lathallan is that we offer an exciting and varied platform for learning that takes into consideration each child's strengths and areas for development. This continues from the junior school right through to the final years in S5 and S6. The Learning Support Department at Lathallan is available for both gifted children and children who would perhaps benefit from additional support in one or more subject areas. Pupils use this department for varying reasons; 'catching up' in specific areas following a relocation or school transfer, assistance with a specific learning need or support with levels of work and homework.

For Junior School pupils, the number of lessons required by a pupil can vary and room is set aside for one-to-one tuition which is the norm. Other teachers communicate regularly with the LS Department and seek support for pupils if required. An Educational Psychologist is in regular contact with the school and is engaged to work with pupils after parent consultation.

Those with learning difficulties*(i) in S1-S3 are usually provided learning support and/or strategies in the classroom so that they can tackle their work effectively in situ. As pupils progress into S3 and beyond class sizes can be very small and appropriate support is generally solely provided through the classroom teacher. In cases where pupils need more intensive support, or help with study, our flexible staff team are always willing to identify and implement effective strategies to enable success. Once pupils reach the stage where national examinations are sat (S4-S6), students will be provided with the support necessary to produce their best – in class and for final SQA assessments.

**(i) Education Act 1996 "A Child has special educational needs if he or she has a learning difficulty which calls for special education provision to be made him or her." A "learning difficulty" is defined as being where a child has a "significantly greater difficulty in learning than the majority of children his age" or when they have a "disability which either prevents or hinders him from making use of the educational facilities of a kind generally provided for children of his age".*

School Reports

Junior and Senior Parents of S1-3 will receive a written report every term, Autumn and Summer are Full reports and Spring term will be a one-page interim report

Senior Parents of S4-S6 will receive a full written report at the end of the Autumn term only. Prelim results will be in Spring term followed by a parents' evening and Summer term will be the exam period and study leave.

If your child takes instrumental music or LAMDA lessons you will also receive a report on their progress.

Parent/Teacher Evenings

Each Form will hold a Parent/Teacher evening during the academic year. These will be announced well in advance. However, parents are encouraged to contact Form Teachers should they wish to discuss matters throughout the year.

Assemblies

The Senior School has an Assembly each Monday morning while the Junior School has Assembly on a Monday and a Friday. On Mondays these are largely information based with a prayer; on Fridays they have a moral or religious theme. There are usually 2 or 3 Music/Drama Junior School Assemblies per term to which parents and friends are invited. We have joint Assemblies on the Monday at the start and end of every half term. Assembly begins at 8.40am prompt and parents are asked to please ensure that their children arrive on time for registration at 8.30am in their classrooms first.

Playtime and Supervision

Children throughout the School have a number of opportunities for informal play throughout the School day. For children in J1 and above, play generally takes place within the walled garden. In particularly cold or inclement weather, playtime is held in the sports hall, or inside. Members of staff supervise all play. For specific timetables for breaks and daily playtimes for each year, please consult the Form timetables. It is recommended that children wear wellingtons or trainers and tracksuit bottoms/fleeces during playtime.

Pupil Positions of Responsibility

Junior School

In J7 the pupils have the opportunity to take on responsible roles which contribute significantly to the running of the school at a variety of levels. There is a Head of School or a Head Boy and Head Girl depending on whichever is more appropriate. There are specific, often quite high profile roles to fulfil such as on Presentation Day but also this pupil(s) are expected to be a Primus Inter Pares. There will be a Head of Watch: this role involves leading a small team which takes responsibility for aspects of the school day on a rota basis. There are usually 4 Watches and they assist with Registration; Snacks and Wet Breaks and other tasks as needed. There are 3 Heads of House for each of Livingstone, Nelson and Scott. The Heads of House, under the guidance of the Teacher Head of House, leads and organise their House in a variety of Inter House Events - some sport orientated; others not, such as debating - and then there is the Inter House Values Points competition. There is a Head of Eco, who organises the weekly Eco Meetings and leads eco related initiatives; there is the Chair of the Council, who chairs all School Council Meetings. Each year elects a member and they meet, under the direction of the Chair, to discuss issues raised by their peers. There are also two Librarians, who organise the Library partly in terms of lending but also in terms of strategic Library initiatives. The exact number of the above does vary according to year size but all the positions are filled each year.

In addition, all J7's are expected to lead by example and display the Values of Confidence, Opportunity, Respect, Endeavour and Modesty in all they do. They also contribute to the

annual review of the School Rules by providing a pupil perspective on how to meet expectations within the School Community.

Senior School Senate (School Council) Structure

Consuls (2 from S6) - These will be elected by the pupil body and Senior School teachers and are the most prestigious positions within the student populace

Senators (2 per year) - These will be elected by the pupils in each year group and will be their representatives on the Senate for a term

Houses: As the school does not have boarding houses pupils have the opportunity to represent their "House" in competitive events (Aberdeen, Stonehaven and Montrose). Pupils will be allocated to a House based on their home location as much as possible. A tally of points will be kept and the winner announced at Presentation Day

Officials:

House Captains (2 per House from S6) - These will be elected by the pupil body and Senior School teachers.

Sports Officials - For each major sport played, peers and coaches will appoint a Captain

Other Positions: Head of Eco Group / Head of Senior Boarding /Head(s) of Common Room

School Houses – Junior and Senior School

There are currently three School Houses in Junior School: Livingston, Scott and Nelson. In Senior School we have Stonehaven, Montrose and Aberdeen. Each house has a staff member as co-ordinator and a pupil nominated as Head of House. Inter-house competitions are ongoing in both the academic and sporting aspects of pupil's life at Lathallan. The Junior School operates two house competitions, House Values Points Cup and The House Trophy. The Senior School competes for the House Shield. House points can be gained for good work and general good behaviour awarded at the discretion of staff with a cup awarded at the end of the year for the house with most points. Inter-house sports competitions and matches are held for Cricket, Hockey, Netball, Tennis, Cross-Country, Swimming, Athletics (Sports Day for example), Football and other tournaments as organised by staff. These competitions combine to give an overall winner of the House Trophy or Shield. The Senior School competes for the House Shield

Library

The School has two libraries for the use of school pupils and they are located in the main Teaching Blocks of both the Senior and Junior school. The School and pupils would very much appreciate any donations of appropriate literature to the Library and Boarding house that parents or friends might wish to make.

Scholarships

Testing for Scholarships is held annually in January (for S1) and March (for S5) for entrance to those year groups in the August of that year.

Scholarships Awards are available in the following fields:

Academic - All candidates will sit the same papers: Mathematics, English and Verbal Reasoning. Academic awards will be based upon success in these three areas.

Sports - A great emphasis is placed upon sports at Lathallan. The assessment will consider general ball skills, fitness and cooperation towards encouraging teamwork. Please indicate preferred sports on the application form.

Rugby - Candidates will be given the opportunity to participate in Senior rugby sessions and assessed on their speed, agility, fitness and ball handling skills. (Testimonials of current club or school achievements are to be submitted alongside the application).

Netball - Candidates will be given the opportunity to participate in a netball session and will be assessed on their speed, agility, fitness and ball handling skills. (Testimonials of current club or school achievements are to be submitted alongside the application).

Music - Candidates should be able to offer two instruments/voice and general musical ability. At least one instrument should be working towards grade 4 or similar standard. Please note preferred instruments on the application form.

Art - A portfolio will be required demonstrating range of ability and standard. At assessment pupils should be prepared to discuss their preferences in Art and attempt a 'still life' drawing.

Drama - Drama will be assessed by means of a workshop and impromptu performances.

Bagpipes and Marching Drums - Children may present themselves for both or either the bagpipes or marching drums and play tunes of their own choice.

All Rounder - This award is offered to candidates who feel comfortable in two or more of the above disciplines. Please specify on the application form.

Scholarships for sport, netball, rugby, music, drama, art, piping, drumming and 'all-rounder' will be assessed following the academic papers set.

It is hoped that all children will enjoy the assessment experience and should approach the scholarship process with this in mind. We are looking for those who show aptitude and potential and enjoy their co-curricular pursuits. Awards can be worth up to 100% reduction on the tuition element of the school fee. Scholarships will remain with a pupil throughout their time at Lathallan, provided the given criteria are continually met (music scholars, for example, will be expected to maintain tuition and perform in school concerts).

School Photograph

A full School photograph is taken in the Summer Term of all children from Nursery to Form S6 as well as all the teaching/support staff. There will also be an individual and/or sibling group photograph taken in Spring Term. Parents then have the opportunity to order a copy of these photographs.

Presentation Day

Presentation Day is held on the last day of the Summer Term each year. The event formally draws to a close the School year and family and friends are encouraged to attend. An invitation will be sent out to all parents during the summer term. The Board of Directors will be present along with a variety of guests including a guest speaker/guest of honour. The format for Presentation day is to showcase our wonderful talent at Lathallan with a concert in the marquee in the morning where pupils put on a variety of performances in music and drama.

Parents are invited to bring a picnic lunch with them and if the weather is good, set up their tables and rugs within the grounds. If the weather is bad, picnics can be taken inside the Marquee. After the picnic lunch, the children gather and their Form Teachers will escort them into the marquee for the formal part of the proceedings which starts with an address by the Chairman of the Board of Governors, the Headmaster and the guest speaker. Prizes and trophies are then awarded to the children. The Pipe Band then performs after the presentations while Afternoon Tea is served in front of the castle at about 4pm. Dress is 'formal' for the event and pupils are required to wear dress kilts. Presentation Day is considered a School day, i.e. all children are required and expected to attend. The event is not weather dependent. If your child is needed for morning activities you will be informed (and told where and when they are required and what kit if appropriate).

Information Packs

Prior to the start of every term information packs are sent out with a fee note and important information. Please read all this information carefully