



# WELLINGTON SCHOOL

## Information for Parents

September 2011

### AIMS



Our aim is to help provide pupils with a basis on which they can lead a successful adult life.

#### CURRICULAR AIMS

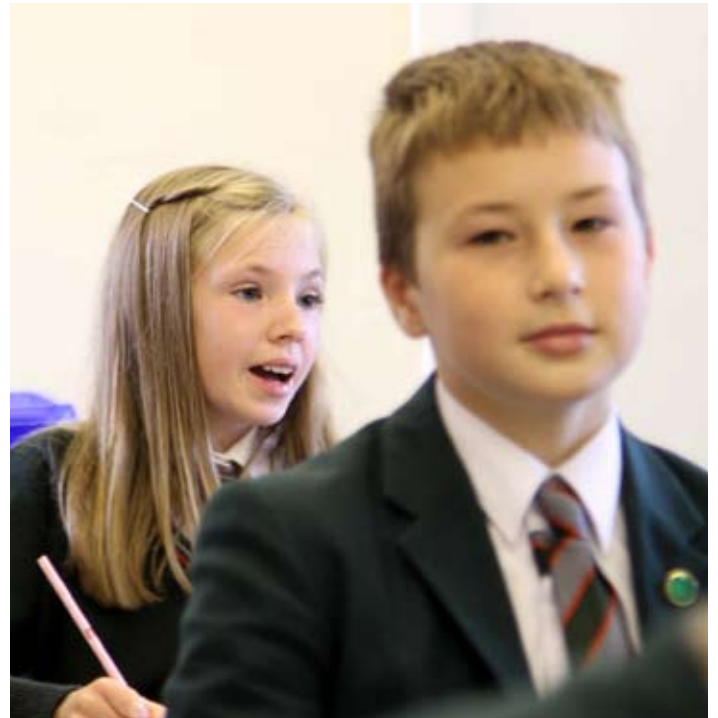
- To seek to fulfil the academic potential of each child.
- To provide opportunities and to develop interests which will enrich life at school and beyond.
- To ensure that the curriculum is appropriate for the world of the future.
- To create the best learning environment for each pupil.

#### PERSONAL DEVELOPMENT

- To promote self-confidence, self-discipline and high self-esteem.
- To teach pupils to act and think in an independent and resourceful manner.
- To foster a good work ethic.

#### GOOD CITIZENSHIP

- To encourage pupils to have a caring attitude towards each other and the wider community.
- To instil a sense of duty and to provide opportunities for service.



### GUIDANCE

Pupils in S1-S6 are organised into small Form Tutor Groups of between 10-16 pupils according to the House to which they belong.

There are four different Houses: Nightingale; Montgomery; Churchill; and Curie.

The Form Tutor will be the first contact person for pupils if concerns or problems arise. Wherever possible, pupils will remain with the same Form Tutor between S1-S6.

Pupils will meet with their Form Tutor at morning and afternoon registration and on Thursday mornings there is a period of form time when pupils will have 15 minutes with their tutor. Planned activities take place during this time, for example discussions relating to the School Council, when all pupils will have an opportunity to contribute.

If, however, a pupil wishes to speak about a personal difficulty the Form Tutor will make an arrangement to meet in the Guidance Base.

Playground supervisors are instructed to be watchful and mindful of any child who appears to be isolated, frightened or upset and to deal with them sensitively. Any pupil identified or suspected of behaving in an anti-social way will be reported to the class teacher or a senior member of staff.

Pupils who are new to the school will have a special interview with the Year Head to ensure that they are happy and getting on well in their new environment and that they are aware of all the opportunities which are offered by the school, for example, extra curricular and careers related activities.

Please remember that the guidance structure is here for the benefit of pupils. The school is anxious to ensure that pupils will be happy and successful during their years with us.

## ANTI-BULLYING POLICY

Bullying is repeated behaviour which makes other people feel uncomfortable or threatened whether this is intended or not.

The aim of our anti-bullying policy is to clarify for pupils, parents and staff that bullying is always unacceptable.

We wish to encourage an environment where independence is valued and individuals can flourish without fear. Every pupil has the right to be safe and happy in school and to be protected when he or she is feeling vulnerable.

It is important that we create an atmosphere in the school where, if pupils are being bullied or witness bullying, they will be listened to and believed, and that action taken will be swift but sensitive to their concerns.

Our key message to pupils is:

- If you are being bullied, tell someone. Do not suffer in silence.
- If you see someone being bullied, tell a teacher immediately.
- Don't think it's OK to be a 'bystander'- this can give the impression that bullying is an acceptable form of behaviour.

If your son or daughter tells us he/she is being bullied, or we discover that he/she is bullying others, we will contact you, and will discuss together how the situation can be improved.

We wish to encourage a 'telling' environment - silence and secrecy nurture bullying. Pupils who do not wish to report their concerns to members of staff may email bullying concerns to: [antibully@wellingtonschool.org](mailto:antibully@wellingtonschool.org)

## DISCIPLINE

### POSITIVE REINFORCEMENT

It is the school's policy to acknowledge and praise good behaviour, and a system of House Marks and House Awards is operational from Primary 3 to Senior 6.

Housemarks may be awarded for outstanding personal work, for particularly helpful behaviour and for other acts which staff feel should be rewarded or encouraged.

Housemarks are recorded in Form Teachers' reporting and Bronze, Silver, Gold and Platinum certificates awarded as these are accumulated throughout the session.

In Primaries 1 and 2 there is a Star Awards system. Stars are awarded for thoughtfulness, caring, initiative, helpfulness and participation. Each time a pupil attains 20 stars a certificate is awarded in Assembly.

School rules are deliberately kept to a minimum, their purpose being to ensure the comfort and safety of everyone within the school community. The rules are a skeleton structure around which pupils are encouraged to develop 'self-discipline' rather than discipline which is constantly imposed from above. This is in line with the school's policy in encouraging independence.

### EARLY STAGES (NURSERY TO PRIMARY 6)

In the early stages of their school, children will gradually be introduced to the idea of school rules and guidelines. As they get older, the rules will be used as a point of discussion and their purpose explained. This is regarded as an integral part of each pupil's education. It is the duty of all school staff to promote good behaviour, basic good manners and socially acceptable conduct. This will be most successful when it is worked at in partnership with parents.

Class teachers will deal with general indiscipline matters on the spot. In most cases this will be dealt with by the teacher speaking to the child without recourse to punishment exercises. There will be occasions when staff feel it is necessary to take matters further and in these cases the Depute Head will be informed and will intervene. If the matter is of an extremely serious nature the Head of Junior School will be involved.

### SENIOR STAGES (REMOVE - SENIOR 6)

Any infringement of school rules will be dealt with 'on the spot' by school staff whether this takes place within the classroom or generally within the confines of the school. A system of 'Indiscipline Slips' is operational within the Senior Department whereby staff may record a misdemeanour.

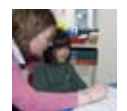
A Green Slip (P4-S3) is issued for minor offences. If three or more Green Slips are issued within one term, parents will be contacted. A Red Referral (P4-S6) is issued for any offence which is regarded as serious or recurrent.

The Year Head will automatically interview any pupil who is issued with a Red Referral and parents will always be contacted. Any slips issued will be recorded on a pupil's report and pupils should also be reminded that any slips issued will count against their House for the 'Conduct Shield'.

Should the need arise, additional sanctions may be invoked by the Year Head. These might be one or both of the following:

- Detention which takes place at lunchtime
- Behavioural Timetable which systematically monitors the behaviour of a pupil over a one week period, lesson by lesson. At the end of the week the Year Head will decide if the timetable is to be discontinued. Pupils will be required to enter an agreement to fulfil the requirements of a behavioural timetable.

In the event that all sanctions prove to be ineffective, the matter will be referred to the Deputy Head who will then consider the best way forward for the individual pupil concerned.



# SCHOOL RULES

## BEHAVIOUR

- Pupils are reminded that the same rules apply throughout the school day and do not only come into operation during class time.
- Any form of anti-social behaviour in the playgrounds, form rooms or dining area during break or lunchtime will not be tolerated. Any form of physical, verbal or emotional abuse is unacceptable and, if identified, will be dealt with promptly and decisively.
- Playground supervisors are instructed to be watchful and mindful of any child who appears to be isolated, frightened or upset and to deal with them sensitively. Any pupil identified or suspected of behaving in an anti-social way will be reported to the class teacher or a senior member of staff.

## PROCEDURE AND SAFETY

- Pupils must not absent themselves from class without first requesting permission to do so and must not leave the school buildings without written notification from parents.
- Primary pupils must not go beyond the front gate or fence.

## CONDUCT AND APPEARANCE

- Pupils must demonstrate a high standard of behaviour and consideration for others at all times. When travelling to and from school pupils must remember that they represent the school and should behave accordingly.
- Pupils must travel to and from school in uniform and must wear blazers at morning assembly. Hair must be kept tidy and makeup and nail varnish may not be worn. The only permissible jewellery is one watch, one signet ring and, for girls, one pair of stud earrings (one per ear).
- When moving around the school building, pupils must keep to the left-hand side of the staircase and corridors. Food or drink should only be consumed in designated areas during breaks and lunchtime.
- Bringing mobile telephones to school is discouraged. Any telephones seen or heard during the school day will be confiscated. It is an offence for pupils to make improper use of electronic messaging. The school accepts no responsibility for loss or damage to mobile telephones.
- Pupils should not bring electronic equipment, such as iPods and games consoles, into school.
- Chewing gum is not permitted in school.
- Pupils should respect the school environment by not dropping litter or vandalising property.

- All individual clothing and property must be named. Pupils must take full responsibility for their own belongings and must not leave money or valuables unattended in cloakrooms, classrooms or bags. Pupils in the Senior Department must ensure that their lockers are kept locked.
- Pupils must be suitably equipped for all lessons and extra-curricular activities. All prep must be handed in on time.

## DRUGS ABUSE

It is the policy of the Board of Governors that any pupil proven to be involved in the misuse of drugs or alcohol, either on school premises or in a context likely to bring the school into disrepute, will be asked to leave.

**There can be no exceptions to this rule.**



## FORM RULES SENIOR SCHOOL

- Pupils must be in their Form Room by 8.50 a.m. each morning and by 1.55 p.m. each afternoon. Pupils who fail to meet their Form Teacher at these times will be marked absent until they report to their Form Teacher and explain their absence.
- After any absence, pupils must provide their Form Teacher with a note from their parent or guardian explaining the absence.
- Pupils may eat their morning snacks or packed lunch (S3-S6) in the Form Room but must ensure that rubbish is placed in the wastepaper bin. If the Room is not left clean and tidy, this privilege will be removed.
- Furniture and equipment must be treated with respect and care and any damage, be it accidental or otherwise, must be reported to the Form Teacher as soon as possible.
- Pupils may only invite pupils from their own year group into their Form Room and must not enter other Form Rooms other than those of the same year.
- Every pupil must ensure that they have a Church Hymnary with them on Monday, Tuesday and Friday mornings.

It must always be remembered that being given the use of the Form Room at break and lunchtimes is a privilege and if abused this privilege will be taken away.

'Education should be directed to the development of the personality, talents and mental and physical abilities of the child or young person to their fullest potential.'

Education (Scotland) Act 2000

# HOMWORK

It is the policy of the school to set homework at all stages from Primary 1 to Senior 6.

## PURPOSE

The main purpose of homework is to reinforce and review classroom work and to develop good study habits. Homework is an exercise in self discipline and is therefore part of the school's policy in encouraging independence. It also provides the school with an opportunity to forge links with parents and provides parents with information regarding the type of work being undertaken by a child.

## NATURE

In the early stages the most valuable form of homework is where the parent has a key role to play in actively working with their children.

As children progress the parental input should decrease to allow the child to work more independently, with parents monitoring and supporting their children with their homework.

Homework or project work (apart from reading), will not be set for children (Primary 1 - Senior 3) during the holiday periods. At the beginning of each session pupils in P5-S2 will be given the dates for projects issued during the course of the session.

## MONITORING

All pupils (P7-S6) will be issued with a 'PREP DIARY' where a record should be kept of all work set and a note of the date when work should be submitted.

Parents are asked to monitor and sign this diary regularly and contact the school if appropriate.

Parents are asked to inform the class teacher if their child is finding homework a burden or is having difficulty organising and planning their homework schedule.

This is often a problem in the transition from Primary to Secondary (Remove and Senior 1). In instances where a child is spending a disproportionate amount of time on work at home, advice will be given to the pupil and the parents.

## DURATION

Primary 1 and 2:	10-15 minutes. Small, regular exercises should be set.
Primary 3 and 4:	20 minutes. Homework should be set each night, Monday- Friday.
Primary 5 and 6:	30 minutes. Homework should be set each night, Monday-Friday.
Remove (Primary 7)	45 minutes - 1 hour each evening.
Senior 1 and 2	1 hour - 1.5 hours each evening.
Senior 3 and 4	2 hours each evening.
Senior 5 and 6	As required.

# REPORTS

All pupils in school (P1 - Senior 6) will receive a minimum of 2 reports during the course of the school session.

If you require additional information, please contact the school office to arrange an interim report.

STAGE	REPORT ISSUED
Primary 1- 6	November, May
Remove - Senior 3	December, May
Senior 4	November, February
Senior 5 & 6	November, March

# PARENTS' EVENINGS

Parents' Evenings are arranged to take place immediately after the issuing of reports.

The school operates an appointment system at all stages. Having noted the dates of Parents' Evenings from the school diary, if you are unable to attend, please inform the school well in advance as this will avoid the issuing of unwanted appointments.

Parents' Evenings are for adults only, to discuss the progress of their child with teaching staff. It is therefore inappropriate for children to attend and no supervision or child minding service is provided.

In addition, interim reports are issued on pupils who are identified as 'underachieving'. The school also recognises those pupils who have made exceptional progress or have maintained an exceptionally high standard of work and a letter is issued accordingly. These are issued at the end of October and the beginning of March.



[www.wellingtonschool.org](http://www.wellingtonschool.org)

For updated newflashes, news stories, and additional information for parents, please visit the school website.

# SCHOOL DAY



YEARS	START	FINISH
Primary 1 and 2	8.50	3.30
Primary 3 - Senior 6	8.50	3.50
After School Care (P1 - Remove)	3.30	5.30

Nursery – opening hours are between 8.15 a.m. and 5.30 p.m. Funded places are available between 9.00 a.m. and 12.00 noon. Parents may buy additional care for their child out with these times.

## ABSENCE

It is important that we know where pupils are at all times. Whenever pupils are not in school, and the absence is unexplained, parents will be contacted as soon as possible after 9.30am.

## ABSENCE PROCEDURE

Letters requesting permission to be absent during the school day (i.e. dental appointments, etc.) should be sent to Form Teachers prior to the event.

If your child is unwell and will not be attending school, please notify the school immediately. Outwith normal office hours, a message can be left on the school's answer phone. Alternatively, please telephone the office no later than 9am on 01292 269321.

Parents should telephone each morning your child is unwell. We cannot assume an absent pupil is still unwell.

When your child returns to school after a period of absence, a parental note is still required, with the exception of Nursery pupils. This should be addressed to Mr Stovell or Mrs Allan, as appropriate, and handed to the Form Teacher.

The telephone call cannot be accepted as a substitute for an absence note.

## LATE ARRIVALS

Pupils in Junior School who arrive late in the morning should go directly to the Hall and join assembly. If assembly has ended, pupils should report to their classroom.

Senior pupils (Remove - Senior 6) will have their name recorded in the 'LATE BOOK' and will remain with the member of staff on late duty until assembly is over.

Pupils who arrive after 9.05am should report directly to the General Office before moving on to their Period 1 class. Pupils who repeatedly report late for school, without good cause, will be interviewed by Mr Stovell and their parents informed by letter.

The support of parents in ensuring good time keeping is crucial and is much appreciated.

# UNIFORM



All pupils (with the exception of Nursery pupils) must wear regulation uniform, as stated in the uniform lists, throughout the school day and while travelling to and from the school. Parents are asked to co-operate and not to ask for exceptions to be made.

It is important that all items of uniform fit correctly and are smart. The only items of uniform where a certain amount of free choice and variation is permitted is in the choice of school shoes, schoolbags and, for girls, hair accessories. In all of these, the school asks that a certain amount of discretion is exercised when purchasing these items.

- Shoes must be black and FLAT
- School bags should be predominately grey, green or black
- Hair accessories must be functional and green, brown or black in colour.

All senior pupils are permitted to wear a wrist watch and one signet ring. Girls in the Senior Department (Remove - S6) may wear one pair of stud earrings (one in each ear).

The appropriate uniform list is issued to all parents prior to the commencement of the Autumn Term. Please contact the General Office if you require a further copy of this list, or refer to the website.

## UNIFORM STOCKISTS

Items of uniform may be purchased from the following:-

Finnies Sports

2/4 Arthur Street, Ayr KA7 1QJ

Tel 01292 287543

Email:

finniessports@aol.com [www.finniessports.co.uk](http://www.finniessports.co.uk)

Balmoral Knitwear (Scotland) Ltd,

16 Church Lane, Galston, KA4 8HF

Tel 01563 820213

Email:

shop@balmoralknitwear.co.uk [www.balmoralmill.com](http://www.balmoralmill.com)

The management of the school reserves the right to ask pupils and parents to make alterations to uniform if it is felt this is necessary. Queries or problems regarding school uniform should be addressed to the Deputy Head.

# LUNCH



## CATERING ARRANGEMENTS

All food within the school is provided by our contract caterers Sodexo and prepared by them in the kitchens within Craigweil House.

The school should be informed of any special dietary requirements and food allergies. Children with acute nut allergy should bring a packed lunch to school since Sodexo cannot always guarantee that nuts do not form part of certain recipes.

With the exception of nursery children, all pupils are expected to remain in school over the lunch hour. Parents who stay very close to the school and who wish their child to return home at lunchtime should write to the Deputy Head or Head of Junior School.

## NURSERY

Lunch is served in the Dining Room at Craigweil House between 12.00 and 12.30 p.m. and is supervised by Nursery staff. Children may bring a packed lunch if they wish. Good manners are encouraged at all times. Lunch menus are displayed on the Nursery Department notice board.



## JUNIOR DEPARTMENT (DRUMLEY HOUSE)

Children in Junior School are offered a choice of a hot meal or sandwiches and parents are invoiced for lunches termly.

A wide range of food is on offer each lunchtime.

## SENIOR DEPARTMENT (CARLETON TURRETS)

A Cafeteria style system is operational within the Dining Room in Craigweil House between 1.00 pm - 1.50 pm.

Year groups are placed on a 'Sittings rota', each pupil varying between first and second sitting depending on the day of the week. The Dining Room is supervised by a member of the teaching staff throughout the lunch hour.

The member of staff on duty is responsible for ensuring that pupils adhere to the stated Rota, that pupils behave in an appropriate manner and clear all crockery, cutlery and refuse from their table once they have finished their meal. Pupils are expected to pay for their lunch on a daily basis.

Alternatively, pupils may bring a packed lunch to school. Pupils (P7-S2) will eat their packed lunch in Drumley Hall and pupils (S3-S6) may use Form Rooms to eat packed lunches. Should the Form Room be left in an unacceptable condition, pupils may be sent to the Dining Room.

All pupils in the Senior Department must register with their Form Teacher in the Form Room at 1.55 p.m. each day. Failure to do so will result in that pupil being marked absent.

# STAFF LIST

HEADMASTER	Mr R M Parlour BSc (Hons) BA PGCE (Oxon) MMBA FIAP FRSA	PSYCHOLOGY	Mrs A Howie BEd
BURSAR	Mr J McColgan BSc CPFA	PRIMARY 7	Mrs A Cotter DPE
DEPUTY HEAD	Mr D Stovell BA (Hons) MEd MSc MA		Mrs D McLaren BSc (Hons) PGCE
ASSISTANT HEADS:		JUNIOR School	Mrs C Clark BEd (Hons) (Senior Teacher, Remove)
Health & Safety	Mrs L McMahon MA Dip Ed		Mrs K Mack BEd (Hons) ATQ
Curriculum	Mrs D McLaren BSc (Hons) PGCE		Mrs E Bowyer BA (Hons) MA
Pupil Welfare	Mrs N O'Connell BA (Hons) PGCE		Mrs L Clachan BEd (Hons)
Head of Junior School	Mrs A Allan BA PGCE PGCEE		Mrs S Devlin BEd (Hons)
Depute Head of Junior School	Mrs S Lomas BEd (Hons)		Miss E Lawson MA (Hons) PGCE
ART AND CRAFT	Mrs L Morrison Dip Art PGCE		Mrs A Larkin DCE ACE
	Miss A Bindley BA (Hons) PGCE		Mrs M Loughlin LLB(Hons) PGCE
	Mrs L Hunter BA (Hons)		Mrs G Lynn DCE Cert Com Ed
BUSINESS STUDIES	Mr A Byers BA PGCE		Mrs V MacKenzie Cert Ed
	Mrs L Munn BA PGCE		Mrs A McKellar BEd (Hons)
CAREERS	Mrs M Murray MA (Hons)		Mrs H Morgans Dip Ed ITQ
CLASSICS	Mr D Helps BA (Hons) PGCE	NURSERY DEPARTMENT	Mrs W Rigg BSc (Hons) PGCE
COMPUTING	Mr S O'Connell BSc (Hons) PGCE		Miss C Sanderson BEd TESOL
	Mr B McPherson BEngMEngPGDEIEng MIET		Mr C Robinson BA Cert Ed
ENGLISH AND DRAMA	Miss CA Garven MA (Hons) Cert Ed		Mrs L Fleming HNC
	Mrs S Ulph MA (Hons) PGCE		Mrs C Gibson SNNB
	Mrs N O'Connell BA (Hons) PGCE		Mrs M Gibson BA
	Miss P Nimmo BA (Hons) PGCE		Mrs A Hamilton SNNB
	Mrs C Downie MA (Hons) Dip Ed PGCE		Mrs A Jamieson HNC
GEOGRAPHY	Mrs H Hemmings BSc (Hons) STQ		Miss A McLean HNC
	Mrs A Shaw MA Cert Ed		Mrs K Smith BA
	Mrs L Malloch BA PGCE		Mrs G Simmons BA PGCE
GUIDANCE	Mrs N O'Connell BA (Hons) PGCE	SUPPORT for LEARNING	Miss H Walkinshaw NNEB
HISTORY	Mrs L McMahon MA (Hons) Dip Ed		Mrs S Thomson HNC
	Mrs A Shaw MA Cert Ed		Miss G-A Wilson HNC
	Mrs L Malloch BA PGCE		Mrs M Murray MA (Hons)
	Dr A McQueen MA (Hons) PhD PGDE		Mrs G Sutherland DCE AMBDA
MATHEMATICS	Mr S Cathro BSc (Hons) PGCE	BURSARIAL DEPARTMENT	Miss S Duncan B.Ed.(Hons), PGCLS
	Mrs E Gardiner BSc (Hons) Cert Ed		Mr D Frame DCE
	Mr L Mooney BSc PGCE		Mr J McColgan BSc CPFA
	Mrs L McCall BSc (Hons) PGCE	PA TO THE HEAD	Miss M Finnie
	Miss B McAngus MA (Hons) PGDE	ICT MANAGER	Mrs A Pirrie
MODERN LANGUAGES	Mrs S Coontz BA (Hons) MSc Dip Ed	ADMINISTRATIVE STAFF	Mrs M Dunlop BCom (Hons)
	Mrs MEJ Allan BA Cert Ed		Mr G Miller BSc (Hons)
	Mrs A Craig MA Cert Ed		Mrs A Tuite
	Miss C Mennessier French Assistant		Mrs F Paton
	Miss C Reuster German Assistant	LAB TECHNICIAN	Mrs K Thomson
	Miss D Mitkova Comenius Assistant	AUXILIARIES	Mrs B Peden BSc (Hons) PGCE
MODERN STUDIES	Mr A. McDougall, M.A. (Hons) PGDE		Mrs R Rimmer
	Dr A McQueen MA (Hons) PhD PGDE		Mrs F Shrinivas
MUSIC	Mr D Goudie DipMusEd LTCL	SCHOOL CHAPLAIN	Mrs E Wallace
	Mrs S Docherty BEd (Music)		Mrs C Wallis
NATURAL SCIENCES	Mr A McPhee BSc (Hons) MSc PGCE	BOARD of GOVERNORS:	Revd Fraser R Aitken MA BD (Minister, Church of St. Columba, Ayr)
	Mr R West, B.Sc PGCE	Chairman:	Mr G Walker, MA (Cantab) DipAcc
	Mrs M McIntyre BSc (Hons) PGCE.	Governors:	Mrs A Brodie DCE JP
	Mrs M Newall BA MUP		Mrs S Foran LLB NP
	Mrs D McLaren BSc (Hons) PGCE		Mr P Lorimer MA DipA ARIAS RIBA
	Mr B McPherson BEngMEngPGDEIEng MIET		RATS FSA (Scot) DL
	Mrs B Peden BSc (Hons) PGCE		Dr BE Stewart MBBS
	Mrs C Ness BVMS (Hons), MSc PGDE		Mr A. Wilson
PHYSICAL EDUCATION	Mr A Ness BEd (Hons)		Mrs J. Fergusson BSc (Hons)
	Miss E Brierley BSc.(Hons) PGDE		Mr K Swinley LLB (Hons) Dip LP
	Mrs L Braund BEd (Hons)		Mrs D Gardner BA (Hons) JP
	Mr D Craig BEd (Hons)	Secretary to the Board:	Mr J McColgan BSc CPFA

# EXTRACURRICULAR ACTIVITIES

A wide range of extra-curricular activities (which take place during lunchtimes, after 3.50 p.m. or in the evenings or weekends) is on offer to pupils in all departments of the school.

Listed below are some of the activities on offer during the course of the school year.

## Mrs A Allan: Primary 1 - Primary 6 Activities

## Mr Stovell: Remove - Senior 6 Activities

Technology Club	Language Games
Latin for Juniors	Road Safety
Debating	Bible Stories
Walking	Speech and Drama
Sketch and Draw	Pupil Council
Touch Typing	Healthy Lifestyle
Circuit Training	Junior Road Safety Officers
Maths Games	Cycling

Choir	Theatre Trips
Hockey	Cricket
Duke of Edinburgh's Award	Tennis
Orchestra	Athletics
Junior Orchestra	Computer Club
Art Club	Science Club
Scripture Union	Football Club
Geography Worldwide	Madrigal Group
Rugby	Comenius Club
Young Enterprise (S5)	School Show
Wind Band	Jazz Band
Creative Writing	



# CONTACTS

<b>Headmaster:</b>	Mr R M Parlour	After School Care	Mrs A Allan
<b>Bursar:</b>	Mr J McColgan	Appointments with Teachers	Mr D Stovell or Mrs A Allan
<b>Deputy Head:</b>	Mr D Stovell	Careers	Mrs M Murray
<b>Assistant Heads:</b>		Change of Address	Mrs F Paton
Mrs L McMahon UCAS, Health & Safety, Year Head (S5 & S6)		Discipline	Mr D Stovell
Mrs D McLaren Curriculum, SQA, Year Head (S3 & S4)		Extra Curricular P1-P6	Mrs A Allan
Mrs N O'Connell Pupil Welfare, Child Protection, Year Head (S1 & S2)		Extra Curricular P7-S6	Mr D Stovell
		Former Pupils	Mrs F Paton
<b>Head of Junior School:</b>	Mrs A Allan	Guidance	Mrs N O'Connell
Depute Head of Junior School:	Mrs S Lomas	Individual Music Lessons	Mr D Goudie
		Medicals	Mrs M Dunlop
<b>Other Contacts:</b>		Parents' Evenings	Mr D Stovell or Mrs A Allan
Senior Teacher (Remove)	Mrs C Clark	SQA Examinations	Mrs D McLaren
Accounts	Mr J McColgan	Uniform	Mr D Stovell
Admissions Secretary	Mrs M Dunlop		



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 Email: [info@wellingtonschool.org](mailto:info@wellingtonschool.org)