

Galashiels Academy
Staff Information Sheet
24th January 2005

Dates for the Diary

Thursday 3rd February

S1 Parents Evening

S5 / S6 Study Leave

Pupils will be told at assembly to continue to observe the dress code during prelim study leave. It would be appreciated if group tutors and pastoral staff would reinforce this message. Thank you!

HMIE: Complaints Procedure

Leaflets regarding this procedure are available from K Angus.

Information regarding the inspection

- a) All teaching and auxiliary staff should have been issued with a questionnaire: please return these to the admin office by 3:15 on Thursday 27th January
- b) All returns have to be with HMIE by Wednesday 2nd February
- c) Our Managing Inspector is called Sheila McKilligan
- d) Inspectors will be in Galashiels Academy on Wednesday 9th and Thursday 10th February. SMT will be required to make presentations on Wednesday and it is likely that a sample of PTs will be called upon to meet with Mrs McKilligan on Thursday (More details as we know them.)
- e) Mrs McKilligan has requested that all members of staff attend a briefing meeting at 3:25 on Wednesday 9th February. (As a result, the whole staff meeting scheduled for Thursday 10th March will be cancelled – unless anyone has any objections!)
- f) Inspectors will return on the week beginning Monday 21st February and leave on Friday 25th February. On this last day, HMIE will give feedback on the inspection to the management team with Mrs McIntosh, our QIO, present.
- g) It is proposed to hold a brief feedback session for staff in the hall at 3.25 on Friday 25th February where refreshments will be provided.
- h) E16b (large middle room) will be used on the 9th and 10th of February and again from 21st to 25 February (inclusive). I apologise for any inconvenience.

Present: K Angus, B Kelly, C Brown, R Angus

Apologies: M Bell (Tuesday) and R Angus (Friday)

1. S5 / S6 Prelim Timetable

Pupils' amendments have been made to the timetable.

Timetable will now be issued to PTs and then finalised. A coloured copy will be issued to all students and departments in the week beginning 24th January.

2. Faculty Matters

We will try to make this a topic for the weekly newsheet in the future. Areas of good practice will be highlighted.

3. School Improvement Plan Group

7 members of staff have volunteered and another member of SMT will also be involved. First meeting to take place on Monday 7th February at 3:15.

4. In-service Day

All faculty heads must ensure that their departments all have an allocated time slot for meeting. This meeting will involve looking at the department action plan for 2005 / 2006.

Evaluation of 2004/05 will also need to be completed.

Departments must also submit an agenda for the in-service day to their faculty heads.

5. Inspection Matters

- a) Departments being inspected might wish to organise time to work with faculty heads on their departmental profiles
- b) Self evaluation and monitoring of learning and teaching have been highlighted generally as issues of concern within SBC by HMI. These areas would therefore be well worth looking at again.

6. Uniform

It was suggested that we could step up the use of dress code slips at registration. SMT will be visiting tutor groups regarding uniform wearing starting next week. K Angus - S1 / S2 registration groups; M Bell and C Brown – S3 / S4 registrations groups in main building; R Angus – registration groups in extension.

7. Time-Keeping

Will staff please ensure that pupils do NOT leave classes early OR hang about in doorways waiting for the bell. Thank you.

8. Friday 4th February: Assemblies

S2	Make It in Scotland	Period 1
S5	Exams	Period 2
S6	Exams	Period 3

No assemblies for S3 / S4.

9. Study Seminar for S4

Moved from 22nd March to 18th March.

10. Discussion followed regarding room allocation. This discussion will be ongoing and staff consulted as and when problems arise.