

**GALASHIELS ACADEMY
STAFF INFORMATION SHEET**

Dates for Diary:

Thursday 3 rd February	S1 Parents' Evening
Friday 4 th February	S2, S5/6 Assemblies
Wednesday 9 th February	School Board

Staff Handbook

This will shortly be issued to all staff with requests for changes / improvements, etc to be made.

Choice of Course Sheets

Meetings have been held with a number of PTs and written submissions will be taken into account. M Bell and K Angus meeting this week to look at finalising the course choice sheets.

Changes to Calendar

Rehearsals for the Easter Concert will now take place on Tuesday 22nd and Wednesday 23rd March 2003.

Press Committee

Paul Wight 6EX (with the invaluable help of Norman Bowman!) has now set up a School News Web. This can be accessed via the Pupils Menu on the Intranet. At the moment, the School News Web reflects the school news which is published weekly in the Borders Telegraph.

Paul hopes to be able to add photos in due course and is also looking at ways of keeping an archive of school news on the Web as well as displaying the current edition.

Dawn Patterson 6AZ and Rachel Walker 6TZ are making a News Letterbox which will be placed in a prominent position in the school. The Committee hopes this will encourage younger pupils to 'mail' items to the Press Committee.

SMT Meetings 25th and 28th January

Both meetings focused on HMIE visit and relevant materials.