

# Grove Academy Handbook Session 26/27



**Grove Academy**  
*Preparing learners for a successful future.*

**Our Vision:**  
To be a strong school community, built on positive relationships,  
where everyone feels included, valued and supported to be their best.



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## Section 1 Welcome & Vision

Dear Parent/Carer,

I warmly welcome you to Grove Academy.



This handbook is designed to provide you with as much information as possible about our school, our aims and the opportunities that it offers. I hope it will give you a good insight into school life at Grove Academy and answer all the questions you may have about our school.

At Grove Academy we believe that a successful school is built on positive relationships, so much so that our school vision is “to be a strong school community, built on positive relationships, where everyone feels included, valued and supported to be their”. Underpinning our vision are our key school values of Commitment, Ambition, Respect and Equity. Through our values we ensure all learners are supported, challenged, cared for and are prepared for a successful future.

I look forward to welcoming you and your young person to our school community wish your young person all the success they desire in their time with us.

Kind Regards

A handwritten signature in black ink, appearing to read 'T. Woodcock', is written over a light blue background.

Tim Woodcock  
Head Teacher



### Our School Vision

To be a strong school community, built on positive relationships, where everyone feels included, valued and supported to be their best.

### Our School Values

<b>Commitment</b> We follow through on decisions we make and challenges we take on, even when things get difficult.	<b>Ambition</b> We strive to do the best we possibly can in everything we do.
<b>Respect</b> We value everyone in our school community as an individual and treat them how we would like to be treated.	<b>Equity</b> We all have access to everything we need to be successful.

*Preparing learners for a successful future*

## **About Grove Academy**

Grove Academy is a large comprehensive secondary school with the privilege of welcoming 1,345 learners into our building each day. Grove Academy serves the Broughty Ferry area of Dundee. Our associated feeder primary schools are Barnhill Primary School, Eastern Primary School, Forthill Primary School and from session 2025/26 Craigiebarns Primary School. The catchment area for the school is the combined catchment areas of the associated schools however we also welcome learners from outwith our typical catchment area by means of a Placing Request to the local authority.

Grove Academy was founded in 1889 and as would be expected has undergone significant changes over the years to lead us into our new building on Claypotts Road which was opened in 2009. This new building provides us with excellent facilities for learning across a wide range of curricular areas. Our physical building contributes to our calm and purposeful learning environment which allows us to deliver high quality learning and teaching in order to ensure we maintain our achievements and reputation as a high performing and successful school.

At Grove Academy we have a school roll that includes 1,345 learners. Using the Scottish Index of Multiple Deprivation 61% of our learners live in the 20% least deprived areas of Scotland with 7% living in the most deprived areas. Across other key characteristics 41% of our learners have a identified additional support need with 10.6% of learners being entitles to free school meals.

## Section 2 - School Information

<b>School Address:</b>	Grove Academy, 24 Claypotts Road, Broughty Ferry, Dundee, DD5 1AB
<b>Telephone:</b>	01382 436800
<b>Email Address:</b>	groveacademy@dundeeschools.scot
<b>Website:</b>	grove.ea.dundee.city.sch.uk
<b>Senior Leadership Team</b>	
<b>Head Teacher:</b>	Mr Tim Woodcock
<b>Depute Head Teachers:</b>	Mrs Carla Barbour Mrs Claire-Louise Cunningham Mrs Laura Larkworthy Mr Matthew Robertson
<b>Business Manager:</b>	Mrs Lynn Preston
<b>School Status:</b>	Non-denominational S1-6
<b>School Roll:</b>	1345
<b>School Hours:</b>	Mon-Wed: 8.45am - 3.40pm Thu-Fri: 8.45am - 2.50pm
<b>Parent Council Contact Info:</b>	Tara Jared (Chair) grove@dundeeparentcouncil.org

### Office Hours

The school office is open from:  
Monday - Tuesday 8.15am – 4.15pm  
Wednesday - Friday 8.15am – 3.15pm

Please help us by making routine telephone calls within office hours. The answering machine is switched on for your convenience when the school office is unmanned. Please do leave a message and we will return your call as quickly as possible.

Our latest communication tool is the Parent Portal app that all parents / carers are encouraged to sign up to. This tool can be accessed 24 hours day and can be used to report absence. In addition, Grove Academy, along with all other schools across Dundee has

introduced a new online system called Pupil Tracking to monitor, support and report on your young person's learning journey. As a parent or guardian you will be able to log into your young person's Pupil Tracking portal to view their reports, it will also allow you to stay up to date with their progress and see how they are doing in school.

At Grove Academy we believe that close and positive contact and co-operation with parents / carers is essential for the support, well-being and progress of the young people whom we serve. We welcome contact from parents and assure you that such contact will never be considered as an imposition. A mutually convenient time can usually be found for you to meet with the relevant Guidance teacher or, if appropriate, a member of the Senior Leadership Team, which avoids disrupting learning and teaching time.

As a matter of course the school will be in touch with you in a number of ways throughout the year;

- Our Learning Community Bulletin is sent out 3-weekly by e- mail
- Letters will be issued to share specific key information
- Pupil tracking reports are issued three times per year
- There is one Parents'/Carers' evening for each year group during the session
- X(Twitter) @Grove\_Academy
- Website = grove.ea.dundecity.sch.uk

Celebrations & Achievements		
Term	Event	Date
Term 2	Christmas Concert	18/12/2025
Term 4	Sports Day	21/05/2026
Term 4	Leavers Final Fling	05/06/2026
Term 4	Sports Awards	15/06/2026
Term 4	(S4-6) Senior Przegwiv	23/06/2026
Term 4	Summer Concert	24/06/2026
Term 4	(S1-3) BGE Przegwiv	30/06/2026

  

Transition & Progression		
Term	Event	Date
Term 1	P7 Transition Evening	22/09/2025
Term 2	Careers Fayre	05/11/2025
Term 3	S2 Pathways Course Choice Evening	08/01/2026
Term 3	S4/5 Pathways Course Choice Evening	04/02/2026
Term 4	P7 Information Evening	10/06/2026
Term 4	P7 Transition Day 1	11/06/2026
Term 4	P7 Transition Day 2	12/06/2026

  

SQA & Assessments		
Term	Event	Date
Term 2	N5 Prelim Diet Begins	08/12/2025
Term 2	N5 Prelim Diet Ends	19/12/2025
Term 3	H/A/H Prelim Exam Diet Begins	12/01/2026
Term 3	H/A/H Prelim Exam Diet Ends	23/01/2026
Term 4	SQA Exam diet begins	22/04/2026

# Diary Dates 25/26



Reporting		
Term	Event	Date
Term 1	S3 Tracking Report issued w/b	22/09/2025
Term 1	S4/5/6 Tracking Report issued w/b	29/09/2025
Term 1	S1 Tracking Report issued w/b	20/10/2025
Term 2	S4 Tracking Report issued w/b	03/11/2025
Term 2	S5/6 Tracking Report issued w/b	10/11/2025
Term 2	S3 Report issued w/b	01/12/2025
Term 2	S2 Report issued w/b	05/01/2026
Term 3	S4 Report issued w/b	19/01/2026
Term 3	S2 Tracking Reports issued w/b	02/02/2026
Term 3	S5/6 Report issued w/b	18/02/2026
Term 3	S1 Report issued w/b	09/03/2026
Term 4	S2 Report issued w/b	04/05/2026
Term 4	S3 Tracking Report issued w/b	11/05/2026
Term 4	S1 Report issued w/b	18/05/2026

  

Parent & Carer Contact		
Term	Event	Date
Term 1	S2 Parents' Evening	01/10/2025
Term 2	S1 Parents' Evening	27/10/2025
Term 2	S4 Parents' Evening	11/11/2025
Term 2	S5/6 Parents' Evening	03/12/2025
Term 3	S2 Course Choice Interview	13/01/2026
Term 3	S4 Course Choice Interview	11/02/2026
Term 3	S5 Course Choice Interview	23/02/2026
Term 3	S4 Targetted Evening	23/02/2026
Term 3	S3 Parents' Evening	17/03/2026

Term Dates, Holidays and Inset		
Term	Event	Date
Term 1	In-Service Day (1) – staff only	18/08/2025
Term 1	Pupils return to school – start of term	19/08/2025
Term 1	Last day of term	03/10/2025
Term 2	Pupils return – start of Term 2	20/10/2025
Term 2	In-Service Day (2) – staff only	13/11/2025
Term 2	In-Service Day (3) – staff only	14/11/2025
Term 2	Last day of term	23/12/2025
Term 3	Pupils return – start of Term 3	07/01/2026
Term 3	Holiday	13/02/2026
Term 3	Holiday	16/02/2026
Term 3	In-Service Day (4) – staff only	17/02/2026
Term 3	Last day of term	02/04/2026
Term 3	Pupils return – start of Term 4	20/04/2026
Term 4	Holiday	04/05/2026
Term 4	In-Service Day (5) – staff only	22/05/2026
Term 4	Holiday	25/05/2026
Term 4	New Timetable begins S2-S4	26/05/2026
Term 4	S5/6 Study Leave Ends & New Timetable	01/06/2026
Term 4	Last Day of Term	03/07/2026



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 Commitment – Ambition – Respect – Equity  
 #Grove\_Academy #GroveCARE

## Section 3 - School Policies and Practical Information

### School Uniform

Parents and carers are asked to support the school by encouraging a smart appearance and the wearing of our agreed school uniform. School uniform promotes a strong sense of ethics and culture within our school, supports equity and allows us to quickly identify our learners and therefore enhances school security measures.

Our uniform includes;

Black jumper, cardigan or hoodie (without large branding)

White shirt or blouse

School tie

Black trousers, skirt or tailored shorts

Black footwear

PE kit includes;

#### Indoors

- Black or white top
- Black shorts
- Leggings or tracksuit bottoms
- Clean Trainers

#### Swimming

- 1-piece swimsuit, shorts
- Towel
- Cap
- Goggles

#### Outdoor

- Black or white top
- Black shorts, leggings, tracksuit bottoms
- Jumper
- Trainers (different to school shoes)
- Waterproof top



## GroveAcPE Kit



### School Clothing Grants

If you are in receipt of Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is less than £850 per month), Support under Part VI of the Immigration and Asylum Act 1999, Housing Benefit or Council Tax Reduction you may be entitled to receive a grant towards the cost of buying essential clothing to enable children up to the age of 16 to attend school. Grants are paid directly into the applicant's bank account. If you do not have a bank account we will contact you to discuss other payment options. The current value of a Clothing Grant is £155 per child.

Most families will get an automatic award, which means they will not need to fill in a new application each year. You get an automatic award if you meet these conditions;

- you got an award in 2024/25 and
- you get Housing Benefit or Council Tax Reduction

Payments will be made from 7<sup>th</sup> July onwards, otherwise you must apply.

Application forms can be submitted online;

[www.dundee.gov.uk/eduforms](http://www.dundee.gov.uk/eduforms)

### **School Meals**

The cost of a school lunch varies according to what the individual young person chooses from the menu but typically a meal (including a drink and snack) will cost £2.25.

All learners are required to stay within our Canteen and Assembly Hall areas whilst eating. Learners are welcome to bring their own lunch with them and these can also be eaten in Canteen and Assembly Hall areas.

### **Free School Meals**

Free school meals are available to all pupils whose parents receive Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is not more than £850 per month), Support under Part VI of the Immigration and Asylum Act 1999.

Application forms can be submitted online:

<https://www.dundee.gov.uk/eduforms>

### **Instrumental Tuition**

Tuition fees and instrument hire are free of charge in all Dundee City Council Schools.

### **EMA**

EMA is part of the Scottish Executive's agenda of encouraging access to, and participation in, further and higher education by young people from low-income families. EMA provides financial support for 16 – 19 year olds who stay on in full time non advanced education or a community/voluntary Activity programme after their statutory school leaving date.

### **Do you qualify for EMA?**

- Pupils born between 1 March 2006 and 28 February 2009 may be eligible for an award starting in August 2025.
- Pupils born between 1 October 2009 and 28 February 2010 may be eligible for an award starting in January 2026. Pupils eligible from January 2026 do not need to wait until January to submit their application form.
- Do you attend a Dundee school or do you reside in the Dundee area and are you undertaking a programme of learning in a community or voluntary setting?

Is your household income:

- £24,421 per annum or less (for families with a single dependent child)
- £26,884 per annum or less (families with more than one dependent child)?

EMA is a weekly allowance of £30 payable to eligible young people who have achieved 100% attendance per week. It is payable in arrears, generally on a 2 weekly basis.

### **How to apply for EMA?**

Application forms can be submitted online: <https://www.dundee.gov.uk/ema>

### **Payments to Schools**

The school currently accepts payments online, using a secure website called ParentPay, for items such as school meals, trips and uniforms. The ParentPay system is easy to use and offers parents the freedom to make payments by debit or credit card, whenever they like, ensuring that monies reach schools safely and securely.

The system helps to remove the costs associated with having to manage cash securely on school premises and it frees up time to better support the smooth running of the school.

If you already have a ParentPay account you don't have to do anything. If you haven't yet activated your ParentPay Account, please contact the school office who will reprint your activation letter to enable you to set up your ParentPay account ready for the start of the new term.

### **Leaving Dates**

#### **Summer Leaving Date**

A pupil whose sixteenth birthday falls on or after 1st March and before 1st October, is judged to have reached school leaving age on the 31st May.

#### **Winter Leaving Date**

A pupil whose sixteenth birthday falls on or after 1st October and before the last day of February, is judged to have reached school leaving age on the first day of the Christmas holidays.

### **Emergency School Closure Procedures**

In exceptional circumstances the school may be unable to function normally. The school may be affected by severe weather or power failures. We shall do all we can to let you know about the details of closure and re-opening through the local radio, press, text messages and letters home. You can be assured that we will never send a child home without first checking that there is an adult at home.

### **Placing Requests**

Parents who wish their child to attend the school are asked to make a placing request. Information and links for applications are on the City Council website at [Enrolment and Placing Requests for Schools in Dundee | Dundee City Council](#)

## **School Absence procedures**

Please telephone the school as soon as possible if your child is absent.

If your child is absent and no contact is made by you, a text message will be sent from the school. If three days pass without explanation for an absence, a referral is made to a Senior Support Worker who will call you or arrange to visit you and your child at home.

The following points are included in the Education Authority's policy:

### **Attendance**

Regular attendance at school ensures your child is receiving the continuous education they are entitled to. Dundee City Council asks that, where possible, parents do not take children out of school for family holidays during term time. In accordance with Scottish Executive guidelines for pupil attendance, most holidays are recorded as unauthorised unless there is proof from an employer that this is the only time when holidays could be taken. A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school – <http://www.scotland.gov.uk/Publications/2009/12/04134640/>

- If your young person is ill and cannot attend school, please contact the school to report the reason for absence before, or as soon as possible after 8.45am on the first day of absence. via written note, email, text, Parent Portal message or telephone call
- If the absence is planned, e.g. a hospital appointment, we ask you to let us know prior to the absence.
- If your young person is absent for more than three days, please contact the school again, via the any of the communication methods outlined above. Parent / Carer will need to contact us on each day of any continued absence if they have not already informed the school of a definite period of absence for their young person.
- If you have not contacted the school to say your young person is absent and have received a text message, please contact us as soon as possible via any of our communication methods.

### **Appointments**

If your child has an appointment during the school day or needs to leave school for any other reason, please call the school office. We would appreciate it if routine appointments could be made outwith school hours but understand that this isn't always possible. If your young person does need to leave school during the school day they must be collected by a parent/carer at the main reception. In the interest of safety we cannot allow young people under the age of 16 to leave the school unaccompanied.

### **Accidents/Illness at School**

In the event of a child having an accident or becoming ill at school we will attempt to contact the parents so that they can collect the child from school. However, if we cannot contact the parents, we will contact the Emergency Contact whose name and telephone number should be given to us by the parents.

**It is very important that parents inform the school of the name, address and telephone number of the Emergency Contact and advise the school immediately of any changes.**

## **School Concerns and Complaints Procedures**

Please share any concerns with your young person's Guidance Teacher in the first instance. If you have concerns in relation to a member of staff, please contact the office, asking to speak with Mr Woodcock. If you have made a complaint to the school and you are not satisfied with the outcome, you can have your complaint reviewed by a senior officer in Dundee City Council's Children and Families Service.

## **Section 4 Parental Involvement**

### **Parent Council**

The Parent Council is a group of parents who have been selected in accordance with the Parent Council constitution to represent all the parents of children at our school. Parents of any young person at Grove Academy can seek to be part of the Parent Council in line with arrangements set out in the constitution. The Parent Council can co-opt other members.

### **The aims of the Parent Council are**

- to work together with everyone involved in the life of the school – parents, learners, teachers, school staff and the wider community
- to make sure that all parents have a say in their children's education – and are able to express their views and wishes
- to build links between the school, parents, pupils, nurseries/pre-school groups and the community

Our Parent Council meets at least once each term and meetings are open to all parents. If you would like more information about the Parent Council, please contact the school, see our website or email the Parent Council at: [Grove@dundeeparentcouncil.org](mailto:Grove@dundeeparentcouncil.org)

## **Section 5 - The Curriculum**

Grove Academy's curriculum is designed to provide all learners with a broad, balanced and coherent experience from S1 to S6. Shaped by the school's vision and values of commitment, ambition, respect and equity, it aims to ensure that all learners experience an ambitious, inclusive and supportive curriculum which helps them develop the knowledge, skills and qualifications they need for learning, life and work.

In S1 to S3, learners follow a Broad General Education which builds on their learning in primary school and provides breadth across all curriculum areas. Literacy, numeracy and health and wellbeing are developed across learning. As learners move through the Broad General Education, they begin to make choices which help personalise their curriculum and support a smooth transition into the Senior Phase.

In S4 to S6, learners follow a Senior Phase curriculum which allows them to build on prior attainment and progress through a range of academic and vocational pathways. Learners are supported to make informed choices which reflect their strengths, interests and aspirations, and which help prepare them for positive destinations beyond school.

The curriculum is supported by a 32-period week, which provides a clear and consistent structure for learning, alongside Social Education and Tutor Time. Across the school, learners benefit from opportunities for wider achievement, interdisciplinary learning and partnership working, helping them to develop as successful learners, confident individuals, responsible citizens and effective contributors.

### **Getting it Right for Every Child (GIRFEC)**

The GIRFEC approach is about how staff in all children's services meet their needs by working together to ensure that children reach their full potential.

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### **Sensitive Issues**

Part of our curriculum involves teaching the children about issues which could be considered sensitive i.e. sexual health and relationships education or drugs and alcohol awareness. Parents should be assured that whenever these topics arise, we will communicate as appropriate with home. On some occasions we may send a letter just to raise awareness that specific issues are to be covered, on other occasions we will actively seek permission to include your child/children in a series of lessons. If any parent is concerned about what is being covered within the curriculum should contact their young person's Guidance Teacher.

### **Religious Observance**

Through the school's ethos and within the curriculum, opportunities arise throughout the pupil's experiences to explore morals and values. We help learners develop a responsible attitude to others as well as their beliefs and values. Pupils are encouraged to develop an understanding of many religions. Through specific focused inputs during the academic year, each year group has the opportunity to develop their skills of reflection, critical thinking and learn how to act when making moral decisions. The school welcomes diversity and individuality whilst emphasising our common commitment to moral values such as honesty, compassion, justice and respect for others. It is a fundamental principle of Harris Academy that all who are involved in the life of the school feel valued and have the right to be respected as individuals. All within the school community carry the responsibility to act in a considerate and respectful manner towards one another.

Under the Education (Scotland) Act 1980 "any pupils may be withdrawn by his/her parents from instruction in religious subjects and from religious observance" Parents wishing to exercise this right should discuss with the Head Teacher.

### **Prayer Room**

Young people who wish to make use of a quiet room for individual prayer and contemplation can do so during their lunch break. Any queries should be directed to the relevant Guidance teacher in the first instance.

## **Section 6 - Support for Pupils**

Most children make satisfactory progress in school and their education can be fully supported by class teachers. Some children may, however, need additional support to help them access learning in the classroom.

### **Assessment and Planning**

When a child requires extra help, their needs are assessed and planned for through one or more of the following:

- Additional Support Plan
- Individual Education Plan (IEP)
- School Environment Plan
- Child's Plan
- Co-ordinated Support Plan (CSP) – for a very small number of children with significant, long-term needs.

Support is always tailored to the individual child. Plans identify the child's strengths, barriers to learning, and the actions or support required to meet their needs.

### **Inclusive Practice**

Support for learning takes place in every class and is the responsibility of all staff, following the service's Standard for Inclusive Practice. All pupils are encouraged to work to the highest level of their ability, and extra support is available for those who need it. The Head Teacher, teachers, and support staff work closely to ensure individual learning needs are met.

### **Supporting Learners Team**

Our Supporting Learners staff provide targeted help based on pupil need. Support may be:

- Within the classroom
- In small groups
- In another setting

### **Identification and Intervention**

The procedures for identifying and addressing needs follow Dundee City Education Department's Inclusion Strategy, using a staged intervention model and involving parents/carers at every stage. We also work in partnership with other agencies to support pupils with additional needs.

### **Educational Psychology Support**

If further assessment is needed, the school can seek advice from Dundee Educational Psychology Service. Parents/carers are always consulted before any referral, and the reasons are fully explained.

### **Further Information for Parents/Carers**

You can access a wide range of ASN information directly from the school or via the Dundee City Council website [Additional Support Needs | Dundee City Council](#).

## **Legislation and Guidance**

Our approach is guided by:

Additional Support for Learning (Scotland) Act 2004 (as amended by the 2009 Act)  
Children and Young People's Act (2014) – including the Child's Plan and Named Person responsibilities

Supporting Children's Learning Code of Practice

Getting It Right For Every Child (GIRFEC)

## **External Support Services**

**Enquire** – Independent advice on ASN

- o Helpline: 0345 123 2303

- o Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)

- o Websites: [www.enquire.org.uk](http://www.enquire.org.uk) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp)

**Let's Talk ASN** – Support for parents in disputes with education authorities

- o Email: [letstalkasn@edlaw.org.uk](mailto:letstalkasn@edlaw.org.uk)

- o Phone: 0141 440 2503 or 0800 043 0306

**Scottish Child Law Centre** – Legal advice for families

**Scottish Government ASN Guidance** –

[www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL](http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL)

## **Section 7 - School Improvement**

Please visit the school website where you will find the information regarding our School Improvement Plan, School Improvement Report and Attainment Reports. These documents provide a clear overview of our recent academic attainment and plans for continuous improvement.

## **Section 8 - Extra Curricular Activities**

Detail of these is available on the school's website.