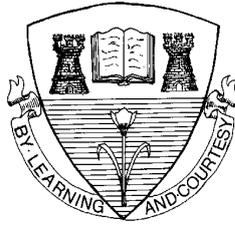


**HARLAW**



**ACADEMY**

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19 May 2017

Dear Parent/Pupil

**MOVING INTO THE SENIOR PHASE (S4-S6)** – Parents please discuss with your son/daughter

Over the last few weeks our senior pupils have been sitting exams and our S3s are the 'seniors' in waiting. I wanted to write at what is one of the most important transitions in the school year to highlight some important points.

- 1) **Work Experience:** A massive amount of work has gone into placing our pupils. I am very grateful to staff from Aberdeen City Council Work Experience Unit, staff at the school, pupils, parents and employers who have all played a part in securing places and putting arrangements in place. The placement might not turn out to be the job everyone wants and it may not always be perfect but the crucial thing is that youngsters experience work. That includes basic things such as getting in on time every day, using interpersonal skills, following instructions, coping with the unexpected, doing your best and sticking in (all the things you should do at school but this time in a different workplace). If things are great it might lead to further opportunities. If things are not so good do try to stick in anyway – it is only a week and sometimes things improve as you get more familiar with a place. I am keen that we keep good relationships with all the employers who are helping us because you are the best adverts for your school. I want the employers of Aberdeen to be speaking about the confident, polite, enthusiastic and talented youngsters from Harlaw Academy – that way you will be opening doors not only for yourself but also for future generations of Harlaw pupils.
- 2) **Senior school expectations:** Soon after you return from work experience you will be given your new timetable. This will be for senior courses and in some of your classes you will be in with S5 and S6 students from Harlaw and from other schools. Our senior pupils are expected to wear blazers, white shirts and ties. We moved to a black blazer as this enabled families to opt for a less expensive lightweight option available from many retailers. I appreciate some families might need a bit of time to get the full senior school uniform but hopefully we will see most there by the start of June and all by August. I attach the uniform letter which is for all pupils in our new S4, S5 and S6 but as I say it might take some of the current S3 a week or two to be kitted out for the senior school. Your uniform is a second way in which you represent yourselves and your school. When you return to the senior school it is very much your workplace.

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In January of S4 most of you will have prelim exams and by this time next year you will have sat all of your National Qualifications. So when you return from work experience keep the good work habits because we will be starting the school at a fast pace and we need you in on time, dressed for work and ready to give your best from the start.

- 3) Opportunities: S4–S6 is now one senior phase and a few of our approaches need to reflect this change. One of these is the role of Prefect which has until now been a role reserved for S5 and S6 only. Because S4 is part of the senior school we feel it is appropriate to offer them the opportunity to apply for the role of Prefect. If you would like to apply for the role please complete an application form (copy attached). The deadline for applications is 12.30 on Wednesday 31<sup>st</sup> May and any completed forms should be returned to the school office. I hope a good number of you will consider taking up this role now it has been opened up to S4s.

We spend a fair bit of time at this time of year visiting our local Primary schools and working to try and make that transition work well for pupils. However, when I think of all the work we do to get ready for your work experience, your course choices and your senior timetable, we spend just as much time preparing for the transition you are about to make. We now need you to step up into the senior school and show the maturity, leadership and work ethic required of a senior student. I wish you every success on the work experience week and during your senior school year(s).

Yours sincerely

A handwritten signature in black ink that reads "David Innes". The signature is written in a cursive style and is positioned above a horizontal line that extends to the right.

**David Innes**  
Head Teacher