

The Gordon Schools

Handbook

2017/18



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Introduction to The Gordon Schools

The Gordon Schools is a non-denominational, comprehensive Aberdeenshire secondary school, for 11 to 18 years old pupils. Our School has a rich and successful history stretching back over 175 years. We draw pupils from our Cluster of twelve local primary schools spread widely around the town of Huntly in the north east of Scotland. Our current school roll stands at around 720 pupils.

The School identifies strongly with our local community, organisations and business. We value the input of Parents and Carers who are very much encouraged to become involved in the life of The Gordon Schools and our Parents in Partnership body.

Our Vision for the School is simply: Together Growing Succeeding. This, together with our Values is at the core of what we do in order to continually develop and improve quality learning and teaching experiences for all. We have high expectations of our pupils, encouraging each one to attain the best they possibly can at every stage through a journey of life-long learning.

I trust that you will find this Handbook informative and look forward to welcoming you in person to The Gordon Schools.

Phil Gaiter

School Contact Details

Mr Phil Gaiter

01466 792181

The Gordon Schools

Huntly. AB54 4SE

Website:-

www.gordonschools.aberdeenshire.sch.uk

Email:-

gordonschools.aca@aberdeenshire.gov.uk

Twitter:- @gordonschools

Parents in Partnership email:

tgspip@gmail.com

Adverse weather and emergency closure

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

Information Line 0370 054 4999 (Pin: 021130) (Please do not use this line to leave messages for the school.)

Devolved budgets are managed in accordance with Aberdeenshire Council guidelines in order to support planned improvements in the School.

Communications

A School Calendar is available online to all parents/carers each session. School information and good news stories are regularly tweeted and also posted on our Website, to keep parents, carers and the wider communities informed of pupil successes, Parents' Meetings, events, community ventures, and such like. The 'Huntly Express' gives generous regular coverage to School news and pupil achievements, in addition, provides the 'Chit Chat' column devoted to The Gordon Schools. Parents are, of course, advised also by letter and text of all important events and matters. Serious matters may be referred to the Rector or any member of Senior Leadership Team, however, parents and pupils should usually take any concerns initially to the school through the relevant Principal Teacher of Guidance. Further contact details are available on the School website:
<http://gordonschools.aberdeenshire.sch.uk/>

Our School Day

08:55 – 09:05am: Registration	12:05 – 1:00pm:	Period 4
09:05 – 10:05am: Period 1	1:00 – 2:00pm:	Lunch
10:05 – 10:55am: Period 2	2:00 – 2:50pm:	Period 5
10:55 – 11:15am: Interval	2:50 – 3:45pm:	Period 6
11:15 – 12:05pm: Period 3	3:45pm:	Close of School

Staff List

Senior Leadership Team (SLT)

Rector: Mr P Gaiter **Depute Rectors:** Mrs M Anderson, Mr A Dixon, Mrs C Grant
CSN Support Services Co-ordinator: Mr C Fleetham.

Faculties:

Additional Support for Learning	Mrs D Harper, Faculty Head Mr P Hastie Mrs D Johnson (Part-time) Mrs N Jennison (Part-time) Mrs M Lee Mrs H Robertson (Part-time) Mrs K Shepherd (Part-time) Ms E Woods (Part-time) Mr L Wright	Modern Languages	Mr A Sutcliffe, Faculty Head Miss K Allan Mr D Cholet Mrs S McLeod
Business Education & ICT	Mr J Forbes-Lawie, Faculty Head Mrs E Brown Mr S Caddell	Science	Mrs I Gardner, Faculty Head Mr K McIntosh Miss J Raeside (Part-time) Mrs P McWilliam (Part-time) Mr N Rowand Mrs C Thomson Dr R McKinnon (Part-time) Mr A Innes Mr J Lodge
English	Mr I Morrison, Faculty Head (Part-time) Mrs J Dixon, Teacher & Faculty Head (P-t) Mr S Beadle Mrs M Matheson (Probationer) Mrs V Ross Mrs P Sangster (Part-time) Miss C Fraser (Probationer)	Technical	Mr K Griffiths, Faculty Head Mr G Mitchell (Part-time) Mr J Whittet Mr N Wyllie (Part-time)
Expressive Arts	Mrs F Moffat, Faculty Head Vacancy (Part-time) Miss K Meldrum	Non-Teaching:	Mrs E Dougherty Admin Support Officer Miss L Brown Admin Assistant

	Mrs S Jacyna (Part-time) Mr R Mead Mrs A Moir	Mrs D Hamilton Mrs A Michie Mrs H Gordon-Roberts	Admin Support Assistant Admin Support Assistant CSN Admin Support Asst.
Guidance	Mrs J Bruce, Principal Teacher (Part-time) Mrs P Emslie, Principal Teacher (Part-time) Mrs L Fettes, Principal Teacher Miss C Hancy, Principal Teacher Miss J Raeside, Principal Teacher (Part-time) Mr N Wyllie, Principal Teacher (Part-time)	Mrs K Fairweather Mrs D Powell Mr C Young Mr F Ross Mr D Stewart Mr R Cooper	Librarian Assistant Librarian Supervisory Janitor Janitor Janitor Janitor
Health & Well being	Mrs D Harper, Faculty Head Mr G Emslie Mrs L Mitchell (Part-time) Miss M Sutherland Mr P Gleeson (Probationer) Mrs K Chalmers Mrs M Macdonald	Mrs K Simpson Mr G Ross Mr A McNamee Mrs A Gray Mrs V Kelman Mrs M Robertson	Pupil Support Worker Technician Technician Technical Asst Technical Asst Technical Asst
Humanities	Mr N Burgess, Faculty Head Miss L Bruce Miss A Dalziel Miss C Padden Mrs L-M Ritchie Miss H Mearns (Probationer) Miss L Bowman (Part-time) Mr R Knak	Mrs F Smith Mrs J Thomson Mrs L O'Brien Mrs D Mills Mrs D Allan Ms J Geddes Mrs L Ross Mrs C Sharp Mrs A Wilson Ms V O'Donnell Mrs T Paterson	School Nurse (NHS) Nursing Assistant Careers - Skills Development Scotland Pupil Support Asst Pupil Support Asst Pupil Support Asst Pupil Support Asst Pupil Support Asst Pupil Support Asst Pupil Support Asst
Mathematics	Mr G Ingram, Faculty Head Mr S Forrest Dr P Hopwood (Part-time) Mrs S McGowan Mr A Murdoch Mrs K Taylor (Part-time) Mr N Rattray (Probationer)	Mr K Linfoot Ms N Hughes	Aberdeenshire ICT Aberdeenshire ICT

Our Vision, Values and School Ethos

Following a School and community consultation, we renewed our Vision and Values during Session 2016-17. Our Vision is Together Growing Succeeding (TGS – the acronym of our School). The Values associated with 'Together' are Community, Cooperation and Respect; with 'Growing' are Happy, Healthy and Confident and; with 'Succeeding' are Achieve, Aspire and Explore. This is intended to be a living Vision & Values, underpinning everything we do and guiding us in our future aspirations and actions.

Our Vision and Values builds on the four capacities for learning central to Curriculum for Excellence, which are to enable all young people to become successful learners, confident individuals, responsible citizens and effective contributors.

The Gordon Schools Coat of Arms



At the top of the School Coat of Arms, two yellow boars' heads on an azure background represent the Gordon family. Two lion's heads on a gold background are linked with **Badenoch**. Two red crescents on a gold background link with **Seton**. Two fraises, or strawberry flowers, on an azure background represent **Fraser**. The **Gordon** family owned Badenoch, Seton and Fraser lands and these four names are remembered in the names of our House system.

A red chevron with silver stars carries the link with the Brodie Arms, the 5th Duke of Gordon having married Elizabeth Brodie. The colours black and gold relate to the Barry Arms of Strathbogie (the original name for Huntly). The green lime leaves represent our Linden trees. The grey tower represents the tower of the Simpson Building, the original building dating from 1839.

The motto *In Fas Constans* derives from *Bydand*, which appears on the armorial bearings of the Gordon family. Both mean *Steadfast* or *Abiding*.

Curriculum

Within The Gordon Schools, we aim to provide a curriculum that is both inclusive and ambitious for all – a curriculum which is both academically challenging and also provides opportunities to develop skills for learning, life and work.

Our curriculum will be based around the four capacities of Curriculum for Excellence – to ensure our pupils are successful learners, confident individuals, effective contributors and responsible citizens. Our curriculum will also reflect the principles of curriculum design to ensure breadth, depth, personalisation & choice, challenge & enjoyment, progression, coherence and relevance. Therefore we will have a curriculum which we will adapt continuously over time to meet the needs of our pupils.

Following the principles of Curriculum for Excellence, achievement of children and young people is celebrated in its broadest sense. This means looking beyond formally assessed learning, to also recognise activities like volunteering and participation in arts, sports and community-based programmes. This approach complements the nurturing and aspirational outcomes of Getting It Right for Every Child, and our aim in Aberdeenshire to overcome inequality by Raising Attainment for All, promoting Equity and Excellence in schools, and Closing the Gap.

The Scottish *Curriculum for Excellence* programme has been introduced to raise standards of learning for all 3 to 18 year olds. It aims to help prepare children with the knowledge and skills needed in a fast changing world, with the key outcome being to ensure your child develops the skills, knowledge and understanding to be successful now and in future life.

What is the Curriculum?

Curriculum for Excellence takes a much broader view of the curriculum than previously and includes four main elements.

Curriculum areas and subjects	These are the ways in which learning is organised and delivered in classes e.g. Maths, English, Science, Expressive Arts, etc.
Interdisciplinary Learning	There is much more 'joined up' learning between and across subjects and curriculum areas. This makes learning more relevant and realistic.
Ethos and life of the school	Within the school a positive ethos and atmosphere supports learning in its widest sense and supports the development of the four capacities. Within the school a positive ethos and atmosphere supports learning in its widest sense, supporting the development of the four capacities.
Opportunities for personal achievement	Both within the classroom and beyond we aim to provide opportunities which encourage challenge, satisfaction, motivation and resilience.

Curriculum Areas and Subjects

These form the main part of pupil timetables. There are eight curriculum areas in the secondary curriculum. Each contains a range of subject areas. Pupils in secondary school are building on their study of these curriculum areas from primary school.

The 8 Curriculum Areas	
Expressive Arts	Religious and Moral Education
Health and Wellbeing	Sciences
Languages and Literacy	Social Studies
Mathematics and Numeracy	Technologies

Each of the eight curriculum areas is built upon 'Experiences and Outcomes', around which teachers plan learning with classes. Within the new curriculum all teachers will focus on Literacy, Numeracy and Health and Wellbeing. These 3 areas develop skills that underpin and support success in all other areas of learning. The secondary curriculum is divided into two main stages as shown below:

S1-S3	Broad General Education	All pupils follow a common course which includes study across all eight curriculum areas. This builds on learning from primary school. Pupils will have increasing opportunities to achieve and study in depth as they progress through their Broad General Education. In third year pupils will have the opportunity for some personalisation and depth in their curriculum.
S4-S6	Senior Phase	For each year in the Senior Phase, pupils will choose courses for qualifications. These will include the SQA National courses at the appropriate level, as well as the option of Highers and Advanced Highers.

Development of Spiritual, Moral, Social and Cultural Values

The Gordon Schools welcomes and values pupils from all faith backgrounds. We are a non-denominational School and have close links with Churches in the extended Huntly community. Situated in a predominantly Christian community, at Christmas, our school participates in services held by local Ministers and, where appropriate, encourages presentations by religious groups and charities. The Gideons present First Year pupils with a copy of the New Testament each year. The Scottish Executive has issued new guidelines for Religious Observance which further assist in the spiritual development of all members of our school community.

Extra-Curricular Activities

Sports and activity clubs are widespread across our School. Sports offered include athletics, badminton, cross-country running, football, hockey, netball, rugby, swimming and volleyball, to name just a few. There continues to be sporting representation regionally and nationally. Seniors are involved in enterprise, citizenship and health & well-being activities. We also have various School musical groups and there is also an annual high profile School show. There are trips and visits around the country and also abroad. Pupils are required to contribute to the cost of local excursions. All pupils in all years are given wide and varied opportunities to participate in the life of the school.

1 1+2 Approach to Language Learning in Aberdeenshire

The Scottish Government has introduced a policy 'Language Learning in Scotland: A 1+2 Approach'. Children are growing up in a multilingual world and to allow them to take their place as global citizens, they need to be able to communicate in many settings. This approach entitles every child and young person to learn two languages at school in addition to their mother tongue language.

At The Gordon Schools the first foreign language will either be French or German. The first language will be learned from Primary School through to Secondary 3, with the opportunity to be introduced to the other later in Primary School and again in S1.

For more information go to: <https://www.aberdeenshire.gov.uk/schools/parents-carers/involvement/information-to-support-learning/language-learning-in-scotland-a-1plus2-approach/>

If you would like your child to access Gaelic Medium Education and they have not yet started to attend a primary school you can make a request for an assessment of need for Gaelic Medium Primary Education (GMPE). For more information, please go to:

<http://aberdeenshire.gov.uk/schools/information/gaelic-in-schools/>

The parent or carer of any child or young person can make a request for their child to attend to any school which offers GMPE. This will enable your child to be taught by specialist staff. As there are currently no schools in Aberdeenshire which have GME provision learners are transported to school in Aberdeen City.

2 Further Information

Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at: www.gordonschools.aberdeenshire.sch.uk.

More general information on Curriculum for Excellence and the new Qualifications can be found by clicking on the hyperlinks below.

Policy for Scottish Education:

<https://education.gov.scot/scottish-education-system/policy-for-scottish-education>

Early Learning & Childcare:

<https://www.education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>

Broad General Education (Pre school – S3):

<https://education.gov.scot/scottish-education-system/Broad%20general%20education>

Senior Phase and beyond (S4 – 16+):

<https://education.gov.scot/scottish-education-system/senior-phase-and-beyond>

National Qualifications:

<https://education.gov.scot/nationalqualifications/>

Assessment and Reporting

Pupils move through the curriculum at their own pace. Assessment will focus on **how well** and **how much** pupils are learning and not just how quickly they move through all the experiences and outcomes.

Progress will be evidenced using a variety of approaches that best reflect the learning that has taken place, and will track the skills that your child or young person is developing. There are four main ways in which pupils will be assessed in the **Broad General phase (pre-school – S3)**:

'SAY' where a pupil may have presented to the class or teacher.

'WRITE' where a pupil may have some written evidence e.g. end of unit/topic.

'MAKE' where a pupil may have created a model or poster.

'DO' where pupils may act out a scenario or conduct a class vote.

Assessment is ongoing throughout the Broad General phase and is a continuous process which influences the goals set for your child. Assessment can take many forms including observation, sampling of work, presentations, portfolios, performance, self & peer assessment as well as tests.

From August 2017, new national standardised assessments are being introduced as part of the National Improvement Framework, where every child in P1, P4, P7 and S3 will undertake assessments covering aspects of reading, writing and working with numbers over the course of the school year.

Assessments will be completed online and will be automatically marked by the online system, giving teachers immediate feedback to help children progress. To help teachers judge how well children are doing and plan next steps in their learning. For more information please go to:

<http://www.gov.scot/Resource/0051/00510590.pdf>

Throughout this time, parents will receive regular updates through **TRACKING Reports** along with an **ANNUAL Report** and the opportunity to **meet informally and formally with** teachers and support staff (see school calendar in APPENDIX)

Pupils have responsibility for maintaining their **pupil profile** which involves them pulling together their strengths, achievements both inside and outside of school to help them understand what they are learning and support planning for future learning.

Parents and carers are encouraged to contact the school at other times throughout the year to discuss their child's progress.

Secondary schools: Assessment & Reporting in the Senior Phase (S4-S6)

In the Senior Phase pupils embark on the National Qualifications.

*As pupils enter this phase they are set an **aspirational target grade** for each subject they are studying. This forms the basis for learning conversations between staff and*

*pupils to discuss progress and identify next steps. This is shared with parents/carers through **TRACKING Reports**.*

Further Information on Assessment, Reporting & Profiling can be found on Parentzone:

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

Transitions (Moving On)

The majority of pupils at The Gordon Schools come from our twelve Cluster Primary Schools:

Cairney School	Clatt School	Drumblade School	Forgue School	Gartly School
Glass School	Gordon Primary	Insch School*	Kennethmont School	Largue School
Premnay School*	Rhynie School			

* Dual-zoned for The Gordon Schools and Inverurie Academy

To assist in the transition from Primary to Secondary, we liaise with our Cluster Primary Schools throughout the session. All of our Head Teachers meets regularly to co-ordinate developments.

Two Open Information Evenings for Parents and Carers of pupils in Primary 7 are each school session. There are opportunities to meet Senior Leaders, Guidance Teachers and pupils from the School.

There are visits from secondary colleagues to our Cluster Primary Schools during the session, together with a week-long Transition Experience for Primary 7 pupils to The Gordon Schools in June. An easy-to-follow Welcome Booklet is prepared, giving advice, facts and information. To make the transition as smooth as possible and to lessen the impact of change, pupils meet new teaching staff in settled groups. They have an opportunity to follow their timetable, meet a range of subject teachers and to see the facilities and buildings. As required, in addition small groups of pupils meet on a regular basis during the session to support them in a more extended transition.

During the 5-day Transition Week, a second Parents' Information Evening is held. Throughout this process, Parents/Carers will have opportunities to ask any questions or share any information about your child's needs which will help support them through any transition. Senior pupils also act as *Buddies* to support first year pupils as they settle in to School in August. The aim of all of this is to make sure that transition is as smooth as possible.

Families of pupils enrolling out-with transition time meet with one of the Depute Rectors. Time is made available to provide families with a guided tour and to provide advice and information about School life.

Visit Parentzone for more information about transitions:

<https://education.gov.scot/parentzone/my-child/transitions>

3 Admissions

Nursery Admissions.

All parents should submit an application form for their child, to the nursery of their choice during the admissions period. The application form can be found here:

<http://aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Primary Admissions

New entrants to P1 are enrolled early in the calendar year for entry to school in August. This is for children who will be five on or before the school start date in August. Those that have their fifth birthday between the August start date each year and the end of February the following year, may also be admitted. Go to:

<http://aberdeenshire.gov.uk/schools/information/primary-school-registration/>

4 Placing requests & School Zones

For all advice and information on placing requests and guidance on school catchment/zones go to:

<http://aberdeenshire.gov.uk/schools/information/choosing-a-school>

If you live Out of Zone, parents have the right to request that their child attends a school in another 'zone' if they wish (without giving any particular reason) and Aberdeenshire Council will, where possible, agree to this request. Please follow the link for more info:

<http://aberdeenshire.gov.uk/media/14818/out-of-zone-placing-request-policy-final-updated.pdf>

<http://aberdeenshire.gov.uk/media/14819/electronic-placing-request-application-form-aug16.pdf>

5 (S) Skills Development Scotland

The Careers advisor for The Gordon Schools *is Lisa O'Brien*

The aim of the service is to help pupils career plans and move smoothly from school to employment, training or further/higher education.

All pupils have access to the Careers Advisor though most time is spent with S4/5/6. Pupils may meet with the Careers Advisor during class, in a group setting or for a one-to-one interview. The Careers Advisor may also be available for parents to seek advice during some of our events*

For more information about Skills Development Scotland go to:

<https://www.skillsdevelopmentscotland.co.uk/>

6 Skills for Learning, Life and Work / Developing Young Workforce

As part of the curriculum, pupils will work towards developing the key employability skills, those being **communication, teamwork, problem-solving, computer literacy and customer service.**

All pupils will have an opportunity to experience meeting and talking with employers, further education and training providers. Pupils in secondary will also have an opportunity for a work experience placement.

Further information for parents can be found on the DYW Website:

<http://dywaberdeenshire.org/>

Support for Children and Young People

7 Getting it Right for Every Child

Getting It Right FEC is the national policy approach in Scotland which aims to support the wellbeing of all children and young people, by offering the right help, at the right time, from the right people. Certain aspects of this policy have been placed in law by the Children and Young People (Scotland) Act 2014.

Wellbeing of children and young people sits at the heart of the Getting it Right for Every Child approach. Eight Wellbeing Indicators shown below, outline the aspirations for all Scotland's children and young people.



The Getting It Right approach means services will work in partnership with children, young people and their parent/carer(s) and we want every child at The Gordon Schools to feel happy, safe and supported to fulfil their potential.

The Gordon Schools operates within the Guidelines set out for Aberdeenshire:
<http://www.girfec-aberdeenshire.org/>

In Scotland a national programme called Getting it right for every child (GIRFEC) aims to improve outcomes for all children and young people. The GIRFEC method supports three initiatives to help children's well-being and learning — Equally Well, The Early Years Framework and Achieving our Potential (for more information on these see the Scottish Government website www.scotland.gov.uk). It encourages professionals to make judgements based on the best relevant information, and supports appropriate early intervention. GIRFEC's approach should be reflected in all Government policy documents and initiatives affecting children and young people.

The GIRFEC Practice Model contains the well-being wheel shown below. This illustrates the main ways in which children can be best supported to ensure their overall well-being. A child's well-being and other outcomes can be assessed against the eight indicators in this wheel: safe, healthy, achieving, nurtured, active, respected, responsible and included. For all children and young people to achieve their potential and become successful learners, confident individuals, effective contributors and responsible citizens — the aim of Curriculum for Excellence — they must each be helped to achieve the best they can according to these eight indicators. You can find out more about Getting it right for every child on the Scottish Government website - www.scotland.gov.uk/gettingitright. You can find information about Curriculum for Excellence from your child's school, Parentzone, Learning Teaching Scotland and the Scottish Government.

Secondary – Pupil Support Team/Guidance

Mrs C Grant – Depute Recor

Mrs J Bruce/Miss J Raeside - Badenoch House

Miss C Hancy - Fraser House

Mrs P Emslie/Mr N Wyllie - Gordon House

Mrs L Fettes - Seton House

Our Guidance teachers provide the link between home and School. Although all teachers in the school have responsibility for pupil welfare, it is our Guidance colleagues who are in a position to have a complete picture of pupil progress during their secondary school years. They provide support and guidance of a personal nature, assisting pupils to make well-considered decisions. Guidance teachers see all their pupils on a weekly basis when teaching Personal and Social Education and conduct routine interviews with pupils during each stage of their school career.

Guidance colleagues meet regularly with members of the Senior Leadership Team to discuss all aspects of pupil welfare. There are also regular meetings to co-ordinate Additional Support for Learning. The progress and welfare of pupils experiencing specific difficulties are reviewed at these times.

Guidance teachers are also the link between the school and outside agencies, such as:

Universities, Further Education Establishments, Skills Development Scotland, Children's Hearings, Psychological Services, Work Experience agencies, Health & School Medical Service, Social Work Department, Cluster Primary Schools and Community Health & Development.

Whenever there is concern about the well-being of pupils, Guidance teachers contact Parents/Carers by telephone, e-mail or by letter. In return, Parents/Carers are asked to inform the appropriate member of the Guidance team of any circumstances that might affect a pupil's progress at School. Colleagues in The Gordon Schools value this sense of partnership between home and school. Should you wish to meet with a Guidance teacher an appointment should be made through the School Office. The telephone number is 01466 792181. Parents are also encouraged to contact the Rector or members of the Senior Leadership Team; if there is something causing real

concern do not hesitate to get in touch. Someone will help. We are all concerned and will try to assist.

8 The Named Person

Prevention and early-intervention are seen as key to the Getting It Right approach in achieving positive outcomes for children and young people. By providing support at an early stage, most difficulties can be prevented from escalating.

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Deputy Head Teacher and in Secondary School, the Named Person will be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

The purpose of the Named Person role is to make sure children, young people and parents have confidence that they can access help or support no matter where they live or what age the child is. Acting as a central point of contact, the Named Person can help children, young people or parents/carers get the support they need, if and when they need it.

The Named Person can help by:

- Providing advice, information or support
- Helping a child, young person, or parent/carer to access a service or support
- Discussing or raising a wellbeing concern about a child or young person.

There is no obligation for children and young people or parents to accept any offer of advice or support from the Named Person. Non-engagement with a Named Person is not in itself a cause for concern.

For more information you can contact your child or young person's Named person directly, or go to:

<http://www.girfec-aberdeenshire.org/for-parents-carers/what-is-the-named-person/>

Here at The Gordon Schools the Named Person for your child/young person is: Mrs Carol Grant, Depute Rector

9 Educational Psychology

Educational psychologists are trained to work in collaboration with school staff, parents and other professionals to help children and young people to achieve their full potential. They use psychological skills and knowledge to improve the learning and wellbeing of all children and young people and offer schools a range of services including consultation, assessment, intervention, research, project work as well as support for staff's professional learning and development.

<http://aberdeenshire.gov.uk/schools/eps/>

10 Enhanced Provision & Community Resource Hubs

Aberdeenshire Council is committed to supporting children and young children to be educated in local schools through providing the right support in the right place at the right time. By enhanced provision we mean that a local primary and secondary school has an enhanced level of resources, such as access to a sensory room and life skills area; and support for learning staff who have an enhanced level of expertise to meet a range of needs.

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning. The enhanced provision centres and community resource hubs can offer outreach support to mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

For more information on all of our resources and policies go to:

<http://asn-aberdeenshire.org/>

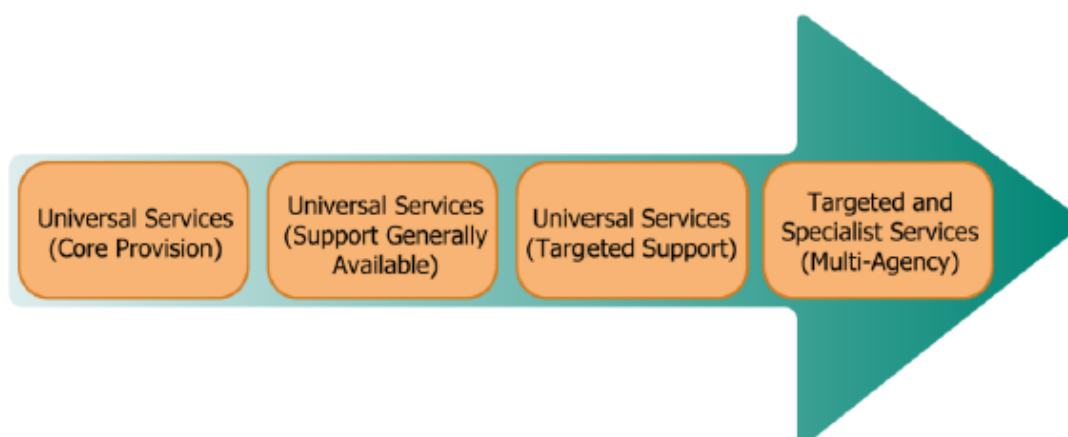
11 Support for Learning

There are times when pupils may experience challenges with their schoolwork. This can be for a variety of reasons including specific learning difficulties, challenges with specific subjects, general learning difficulties or a period of absence.

Each school cluster has an allocation of **Teachers of Additional Support for Learning (ASL)** who are employed to support pupils with additional support needs. They work across each cluster in primary and secondary with the main aims of identifying and assessing (with others) barriers to learning, and in partnership with appropriate practitioners and parents, address these needs through a relevant curriculum. **Pupil Support Assistants (PSA)** assist teachers in promoting achievement and raising the standards of pupil attainment and provide general 'hands-on' support in relation to the needs of the class and individuals' care, health and wellbeing and safety and to ensure a secure and safe environment.

12 The Child's Plan

The Getting It Right approach makes sure children and young people are provided with a range of support, which is proportionate and put in place to meet assessed need. This is reflected in Aberdeenshire's staged approach to assessment and planning for individual children and young people, shown below.



For a small minority of children or young people, there might be higher levels of need or risk identified. These children may require a level of targeted support, coordinated on a single or multi-agency basis through a Child's Plan.

Where a child or young person needs one or more targeted interventions, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment would identify any affected wellbeing indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included), looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

The Child's Plan will outline what action will be taken by the child, their family and professionals, and detail how these supports aim to help improve the child or young person's Wellbeing and overcome any difficulties.

A Lead Professional will help to co-ordinate and manage any Child's Plan.

Information is available on the Aberdeenshire Getting It Right Website:

<http://www.girfec-aberdeenshire.org/for-parents-carers/>

13 Child Protection

Child Protection is everyone's responsibility. Protecting children and young people is the responsibility of every member of the community.

Within The Gordon Schools we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to refer the child to Social Work, the Police or the Children's Reporter. Here at The Gordon Schools the designated officers are: Mrs Carol Grant, Depute Rector and Mr Philip Gaiter, Rector

Remember – if you suspect abuse, do not rely on someone else to notice.

If you would like to speak to someone, seek help or pass on information or concerns:

Social Work Monday to Friday during office hours contact your Children & Families local Social Work Office

Evenings & Weekends call the Out of Hours Service on 03456 08 12 06

Police Emergency 999, Non-Emergency 101

Signs of abuse can range from poor personal hygiene and hunger to unexplained injuries or self-harm.

If a young person tells you they are being abused:

- stay calm and listen to them
- never promise to keep it a secret – tell them you must let someone else know
- remind them that they are not to blame and are doing the right thing
- report it, but leave any investigation to child protection agencies

Protecting Aberdeenshire's children and young people is everyone's business, go to:

<http://www.girfec-aberdeenshire.org/child-protection/>

14 Further Information on Support for Children and Young People

The following websites may be useful:

Getting It Right For Every Child (GIRFEC)

<http://www.girfec-aberdeenshire.org/>

Aberdeenshire Council

<http://www.aberdeenshire.gov.uk/schools/additional-support-needs/>

Support for All

<https://www.education.gov.scot/scottish-education-system/Support%20for%20all>

Enquire

<http://enquire.org.uk/>

Parent & Carer Involvement

Here at The Gordon Schools, we recognise that parents are the main educators and most influential people in a child's life and as such, we strive to work with you as partners to support your child's learning. To do this we aim to work with you in a number of ways.

Parental engagement and feedback from children and young people who use services is seen as key to their development and creating relationships of trust, based on transparency, inclusion and respect, is the basis of positive working relationships with children, young people and their families. This includes recognition and awareness of differing cultures and backgrounds, which may have an impact on, or be important to a child or young person's situation.

Aberdeenshire Parents Charter. (See Appendix) These are a series of expectations that state our commitment to a way of working with you that places the following as priorities: welcome & care; value and include; communication and working in partnership.

Assessment and Planning

The Getting It Right approach and Children and Young Person (Scotland) Act 2014 means the views of children, young people and their families, are seen as central to any assessment of wellbeing, and when drawing up a Child's Plan.

15 Our Parent Forum & Working with you as partners

The Parent Forum is a collective name for every parent, carer or guardian at the school. As part of our forum we want to work together to give children and young people every opportunity to be successful and increase attainment. For that to work well, we have summarised how we aim to do this:

16 Communication.

The school uses a range of approaches to share information and enable insight into what your child is learning and how they are progressing. These include:

- Use of Groupcall Messenger to text and email
- School Website: www.gordonschools.aberdeenshire.sch.uk
- Twitter: @gordonschools
- Newsletters:
- Events
- Praise system

The school calendar highlights planned opportunities where we welcome parents & carers into school for events and opportunities to talk about their child's progress, wellbeing and behaviour (see Appendix).

17 Parenting

Working with you we aim to make advice and information available which helps create home environments to support children and young people's learning by providing guidance along with support programmes or events where you have the opportunity to learn together with your child.

18 Volunteering

There are many opportunities for parents to support learning in school by giving up some time to maybe share the skills and knowledge they have; support children and young people in the classroom; support or lead extra-curricular activities or indeed more direct support with specific skills (paired reading as an example). To do this please go to:

<http://jobs.aberdeenshire.gov.uk/volunteer-with-us/> or contact your Headteacher.

19 Learning at Home

We provide materials and resources to support either homework or materials for you to work with your child to develop key skills at home. For explanation of this please go to our homework policy

www.gordonschools.aberdeenshire.sch.uk

20 Decision-making and Developing Services

Reflecting our vision, values and aims, the school has a range of priorities that we work to improve on each year which are explained in our School Improvement Plan (SIP). To take forward some of those priorities we need parents views, ideas, opinions along with creating the opportunity to draw upon parents skills and strengths. To enable this we have a series of working groups/focus groups which any interested parent is invited to be part of. We also regularly consult on key issues using a range of tools such as questionnaires.

Our **Parent Council**, which is a nominated group of parents that represent the views of the parent forum, works with us to ensure we understand how to most effectively involve parents in their children's learning and to support the school with our improvements. Contact the Parent Council Chairperson, Mrs Hazel McIntosh or Headteacher for more information about getting involved in the Parent Council or email: tgspip@gmail.com

21 Collaborating with the Community

The Gordon Schools and our staff strive to work with the many local organisations, community groups and businesses to ensure our children and young people benefit from further resources, experiences and opportunities. If you are interested in working with the school, please contact the Headteacher.

School Policies and Useful Information

School Policies such as the Homework Policy; Promoting Positive Relationships; our Mobile Phone etc. are published on the school website and can be found by clicking the parents tab at the top. Please go to: www.gordonschools.aberdeenshire.sch.uk

All Aberdeenshire Council Education policies can be found here:

<http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/service-structure/education-and-children-s-services-policy-framework/>

22 Attendance

What pupils need to know:

Lateness: Pupils should make sure they sign in at reception so their attendance record can be updated. Patterns of late attendance will be followed up by members of the Guidance and Senior Leadership Teams.

Permission for absence from school: A note should be forwarded to the school explaining the reason for the planned absence.

If you are absent: If the absence is not planned, Parents/Carers can contact the school or phone our 'Absence Line' on 01466 405999 and select the appropriate option.

If you feel ill, tell your class teacher and ask permission to report to the school office. If appropriate, office staff will arrange for you to be collected from school.

What parents needs to know:

Good attendance and punctuality will help to foster better learning and attainment.

All parents/carers of children of school age have a duty to provide education suitable to age, ability and aptitude. As part of an Aberdeenshire's approach to the management of pupil absences, we use a system called Groupcall, which allows us to contact parents/carers more quickly and efficiently to ensure the safety and wellbeing of children and young people. Groupcall gives us the ability to send text messages to parent/carer's mobile phones or make automated telephone calls to parent /carers via telephone numbers supplied to the School. The system is primarily used to seek clarification on why a child is absent from School.

Parents should note that the majority of holidays taken during term time are categorised an *unauthorised absence*. Under exceptional circumstances the Head Teacher can authorise a family holiday during term time, following serious or terminal illness, bereavement or other traumatic events.

Improving attendance is vital for our School. There is a direct link between good attendance and good attainment. Parents/carers are asked to ensure that pupils come to School on time each and every day. Late-coming seriously disrupts learning

in classes and is dealt with as part of the Aberdeenshire Council Attendance Policy. Every effort will be made, with parental co-operation, to encourage good habits of punctuality in pupils. Latecomers should report to the Reception in order to register and subsequently report to a member of the Senior Leadership Team at morning interval to review the reason for their lateness. Again, good punctuality is just as important as good attendance, in helping make for a settled start to daily learning.

The school follows the Aberdeenshire Attendance Policy:

http://www.aberdeenshire.gov.uk/media/19805/attendance-policy_april-2015.pdf

Procedures for following up on pupil absence are based on the Education (Scotland) Act 1980 which requires by law that parents/carers ensure that children attend school regularly. The Home/School Liaison Officer has a key role to play, providing a vital link.

23 Holidays during term time.

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must inform the Head Teacher. This will be recorded as unauthorised absence though there may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For annual holiday dates for Aberdeenshire schools please see the section at the back of this book, contact the school office or go to:

<http://www.aberdeenshire.gov.uk/schools/parents-carers/school-term-dates-and-in-service-days/>

24 Abshire School Dress Code

Pupils at The Gordon Schools are expected to wear the following items to school as part of our uniform:

Black school jumper/sweatshirt/cardigan with the school crest

Black blazer with school crest (optional)

Black school skirt or trousers

Black or white shirt or blouse

Black or white polo shirt with or without school crest

School tie

Pupils, parents and staff were involved in choosing the current dress code and the items have been selected so that pupils clearly identify with the school.

Please also consider the changeable nature of weather conditions and provide your child with appropriate outerwear and footwear to suit.

School uniform can be purchased through the school or via Tesco.

Physical Education. PE Kit consists of: T-shirt or polo shirt, shorts or tracksuit trousers, trainers, swimsuits/trunks.

Parents should note their responsibility to ensure all clothing and belongings brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from that of others.

25 Clothing Grants

Some families may be entitled to a school clothing grant of £50 per year. More information about this can be found at:

<http://www.aberdeenshire.gov.uk/schools/parents-carers/assistance/school-clothing-grants/>

26 Transport

The Council provides free transport to all secondary school pupils who live over three miles walking distance from school. School transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport. Contact your school for more details.

27 Early Years Transport

Transport to early year's settings will not be provided by Aberdeenshire Council, unless there are relevant exceptional circumstances. Where there are significant additional support needs, transport may be provided. In such instances this requirement should be discussed with the Head Teacher in conjunction with the Early Years Quality Improvement Manager.

28 Privilege Transport

Pupils who live within three miles of the secondary school may be able to travel on school transport at a charge. Where spare seats are available on a school transport route parents/carers can apply for a privilege place for their child by downloading an application form. The application form includes information on prices and payment methods for privilege passes. Discounts are available for pupils entitled to Free School Meals, and to families with 3 or more children travelling to the same school. For further information click on the link below or contact the school.

<http://www.aberdeenshire.gov.uk/roads-and-travel/school-transport/school-transport/>

29 Special Schools and Enhanced Provision

Aberdeenshire Council may provide free transport where necessary for pupils who attend a school with enhanced provision proposed by the Authority. In certain cases, pupils may be encouraged to make their own way to school by public transport, and where this is authorised, bus passes are issued. Where a pupil's address falls in the delineated area of a resourced school, and is within reasonable walking distance, the Authority will take advice from the Community Child Health Service before deciding if free transport should be provided

30 School Closure & Other Emergencies

Head Teachers decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information

about local weather conditions. This decision can be made during any time, day or night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

If children are at school...

School transport contractors have been told not to allow children to walk home alone from drop-off points under any circumstances during extreme weather conditions. If you can't meet or arrange for your child to be met, the school transport will return them to a designated location.

Public service vehicles – drivers of these vehicles follow a specified route and keep to timetables – they cannot make special arrangements.

If your child attends a Nursery, Primary or Special School, which is to close early, the school will contact you by telephone. If this is not possible the school will contact your named 'emergency contact'. No child will be released from school without contact being made. It is important contact details are current and the people named are available – particularly during bad weather.

If your child attends a Secondary School, because of the large number of pupils in Secondary Schools, parents will be contacted via text/email to inform them of closure.

If you are concerned about local weather conditions contact the school. You may wish to collect your child yourself and are free to do so provided you make arrangements with the school.

Before the start of the school day...

During bad weather some staff may not be able to get to school or bus routes may not be safe to travel on – so the school may have to close. Headteachers will advise parents and carers using the following communication tools:

Outwith school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 30 mins from our website:

Northsound 1

FM 96.9

Northsound 2

MW 1035 kHz

BBC Radio Scotland

FM 92.4 - 94.7 MW 810 kHz

Moray Firth Radio

FM 97.4 MW 1107 kHz

North East Community Radio

FM 97.1 - 106.4

Waves Radio

FM 101.2

Original 106 FM

Twitter

<http://twitter.com/aberdeenshire>

Aberdeenshire Council Website

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

You also have the option to sign up to receive email alerts when your school(s) updates their closure status:

<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

School Information Line

Tel: 0370 054 4999 then 021130. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

31 Storm Addresses

When there has been severe snow storm during the day it may be prudent for pupils who live some distance from the normal bus routes not to attempt to reach their homes but to spend the night in alternative accommodation nearer school. It is the parents responsibility to inform school about any pupils who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

32 Change of address and Parental Contact Details

To enable us to make easy contact with parents, the school would appreciate if any changes of address, telephone number of circumstances is notified in writing to the School Office. It is also important that the school has details of an Emergency Contact should it prove impossible to get in touch with parents in the event of an emergency.

33 School Meals

It is Aberdeenshire Council policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required.

- Secondary pupils are currently charged £2.15 for a school meal unless they qualify for Free School Meals.

For more information and how to apply for **Free School Meals**, go to:

<http://www.aberdeenshire.gov.uk/schools/parents-carers/assistance/free-school-meals/>

For information about **school meals and menus** go to:

<http://www.aberdeenshire.gov.uk/schools/meals/>

Aberdeenshire Council provides an **online payment service to pay for school meals**.

To register for online payments you will be provided with a reference number by your school for each child. Parents and carers of pupils who qualify for Free School Meals are encouraged to create an account to see meal selection histories and to pay for non-food items such as school trips and activities when that option becomes available.

The first step in accessing the online payment service is to visit Pay facility located on the Aberdeenshire Council web site home page. Alternatively you can register by following the link:

<http://www.aberdeenshire.gov.uk/schools/meals/online-payment-for-school-meals-and-other-school-payments/>

Parents should be aware that they can request a special diet for their children if there are medical or religious reasons for doing so. Children who require medically prescribed or modified diets should be identified during the admission process. Parents and Carers are advised to complete Admission Form D which is available from the school administration office.

34 Healthcare & Medical

Every child's health and welfare is very important to the school. Parents who have any concerns should let school know by telephoning or writing in. Alternatively parents can inform the Health Visitor or their own GP. Parents are requested to let the school know of any hospital appointments.

Parents/carers are requested to keep children at home for 24-48 hours if the child has diarrhoea, flu-like symptoms or is clearly unwell.

Always seeks a GP's advice before sending a child back to school. Please remember that other children can be vulnerable to infection.

The school is fortunate to have a nurse in attendance to undertake Health Interviews and provide advice on health matters for pupils. The school doctor will play a vital role in monitoring a child's health and well-being.

Although our medical staff provide help and advice as appropriate, all pupils must be registered with a doctor in general practice who should be consulted about health matters as they arise. Parents should provide us with the name and telephone number of their child's doctor and an up-to-date emergency contact for themselves in case it becomes necessary for a child to be sent home during school hours because of illness.

Aberdeenshire Community Dental Service inspect P1 and P7 children in schools as part of the National Dental Inspection Programme. Written parental consent is not required for dental inspections, but parents will be informed in writing approximately one week before the inspection date.

(S) Immunisation against Diphtheria, Tetanus and Poliomyelitis is provided for all pupils during the third year. If a pupil is unable to keep the school appointment, parents are advised to request immunisation from their own doctor.

HPV Immunisation to protect against cervical cancer is offered to all girls in S2. This is a series of 3 injections over a six month period commencing in September each year. A catch-up programme is also in place for girls who miss any of their injections.

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication to combat an infection.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having health care needs. Most children with health care needs are able to attend school regularly and, with some support from the school can access most school activities. However, school staff may need to take extra care in supervising some activities to ensure that pupils are not put at risk.

Planning formats may include either:

- Individual Pupil Protocol (IPP) (Med form 7).
- Health Care Plan written by Health professionals for very specific medical needs.

A risk assessment should also be completed.

The above can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

Please find our Medication Policy here:

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Supporting-Children-Managing-Medicines-Educational-Establishments.pdf>

Sunscreen - As children are outdoors for learning and for play, parents should apply this prior to sending children to school or nursery. School staff do not supply, nor do they apply, sunscreen creams.

If your child has long term medical conditions such as asthma or diabetes, which may require on-going support, this should be fully discussed with the school. In certain cases specific training of staff about a child's treatment may need to be given. In addition, some children have conditions which may require occasional staff intervention e.g. severe allergic conditions such as anaphylaxis.

35 Exclusion

Where pupils who repeatedly display behaviours which compromise the good order of the school i.e. disruption of learning and teaching, unsafe practices, bullying and other forms of abuse and where other forms of support and sanctions have proved unsuccessful, the Authority exclusion policy will apply. For further information on exclusions contact the school or go to:

http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf

36 Educational Visits

We offer various educational visits during the course of the school year. We believe that 'hands on' experiences greatly enhance a child's education, while also helping to make the necessary links between learning in school and life outwith school. Staff members and parent volunteers provide supervision to standards laid down by Aberdeenshire Education & Children's Services. We give parents as much notification as possible with regard to visits their children will participate in.

37 Instrumental Tuition

From Primary 4 onwards, tuition is available for a range of musical instruments. All disciplines are taught in the secondary schools however not all disciplines are available in primary schools due to limited resources. Orchestral string instruments are not normally available to beginners at secondary level. Tuition is subject to availability. In The Gordon Schools some pupils currently receive tuition in the following: Piano/Keyboard, Guitar, Violin, Cello, Woodwind, Percussion, Brass.

For further information go to:

<http://aberdeenshire.gov.uk/schools/ims/>

38 (S) Education Maintenance Allowance

An Educational Maintenance Allowance (EMA) is a weekly payment paid directly to young people from low income families to enable them to stay on in further education at school or college after they reach statutory school leaving age. This is funded by the Scottish Executive. Further information on EMA's and how to apply can be found here:

<http://aberdeenshire.gov.uk/schools/parents-carers/assistance/ema/>

39 Comments, Compliment & Complaints

To reflect our commitment to working with you, it is imperative that if you have any concerns these are shared and discussed with us as a school. We work hard to make sure you feel listened to as parents or carers, and find many difficulties can be easily resolved through the opportunity for direct discussion. However if you are dissatisfied about our action or lack of action, or about the standard of service provided by us, you can submit a complaint.

To explain our complaints service and how the process works please go to:

<http://publications.aberdeenshire.gov.uk/dataset/072f6c0d-955a-4f4c-a228-568e30884391/resource/52439609-98b5-45eb-b1e6-0d418371ba27/download/full-complaints-procedure-customerv6.pdf>

Where complainants continue to be dissatisfied with a stage 2 response, complaints can be referred to the Scottish Public Services Ombudsman. Further information and guidance can be found at:

<http://aberdeenshire.gov.uk/contact-us/have-your-say/have-your-say-guide/>

40 Support for parents/carers

For more information on Support and Advocacy contact:

Enquire, Princess House
5 Shandwick Place
Edinburgh EH2 4RG
Helpline: 0845 123 23 03
Email: info@enquire.org.uk
Website: www.enquire.org.uk

For local advocacy contact:

Advocacy North East
Thainstone Business Centre
Inverurie
Aberdeenshire
AB51 5TB
Tel: 01467 622674

Scottish Independent Advocacy Alliance can be reached at:

Website: <https://www.siaa.org.uk/>

Independent Mediation Services

This service is free and involves an independent third party who helps to resolve disagreements between education authority and parents or young people. A local independent mediation service can be accessed at:

Children 1st
Fraserburgh Business Centre
South Harbour Road
Fraserburgh
Aberdeenshire, AB43 8TN
Tel no 01346 585341
Fax no 01346 512810
Email aberdeenshire@children1st.org.uk

Additionally, information for the Scottish Child Law Centre can be found at:

www.sclc.org.uk

41 Insurance

No insurance is held by Aberdeenshire Education & Children’s Service that automatically compensates school pupils for personal accident, whether an accident occurs within or outwith the boundary of the school. Insurance of this nature, e.g. personal accident, life, private medical, is seen as a parental responsibility. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire Education & Children’s Services does hold third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claim Handlers and compensation is dealt with on a strictly legal liability basis.

The Authority has a duty of care in respect of pupils in its charge during school hours and as such has to take reasonable steps to ensure the safety of all primary and secondary pupils. However, it is thought that secondary pupils should be more mature and, therefore, a lesser degree of supervision would be sufficient.

It may be necessary to provide supervision for primary children on school premises before or after normal school hours if their early arrival or late departure is due to the timing of official school transport. This general duty of care continues if the children

go home by way of school transport and ends when the child gets off the bus, at which point the parents then become responsible.

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers.

42 School Off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both pupils and teachers are covered for offsite activities / trips both within the UK and abroad (offsite meaning off the school premises). The policy covers medical expenses, loss of baggage, cancellation, curtailment and change of itinerary (along with other sundry benefits) etc. for worldwide trips and adventurous activities (including winter sports).

If personal items such as jewellery, phones/tablets, watches etc. are taken on a school trip then these are taken at an individual's own risk and are not covered under the policy, unless damage or loss is caused by an Aberdeenshire Council employee. Should a parent or carer want such items to be covered then this would need to be arranged by parents/carers independently of the school. In addition to this policy, Aberdeenshire Council also holds Public Liability insurance cover for any injury or loss incurred by individuals due to the negligence of the Council or its employees (including volunteers).

43 Data we hold and what we do with it.

Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. This has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

44 How Does Aberdeenshire Council Hold and Store Pupil Data

Aberdeenshire Council use a system called SEEMIS which is used in all local authorities in Scotland and is subject to independent scrutiny to ensure that it is a secure environment for holding such data. Our schools update the data held in the system when they have an education update to make to a pupil's record or when they receive advice from a parent or guardian either through the Annual Data Check exercise or when they are made aware of a change of circumstances at any other time in the year.

45 Parental Access to Records

SAR - Subject Access Request information

Subject Access Requests are the formal process by which individuals can seek information held about them (or their children) by the council. The requests can be broad, in terms of everything that is held, or quite specific - everything held by a specific department, establishment, team or individual. We have a legal requirement to provide the information under the Data Protection Act 1998. An SAR is wider than

an Educational Record in that it will include all personal data held about a child not just their educational record. Further information can be found at:

<https://ico.org.uk/for-the-public/personal-information/>

The Pupils' Educational Records (Scotland) Regulations 2003 means that you can get access to your child's records. Details of the regulations and process for obtaining information specific to pupils are available by contacting the school directly or can be found at:

<https://education.gov.scot/parentzone/my-school/general-school-information/My%20child's%20record>

46 ScotXed

If you have any concerns about the national ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

47 Information Sharing

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 1998 and Human Rights Act 1998 adheres to this as part of our current routine practice.

48 Freedom of Information

The law gives everybody a right to access all recorded information held by the council. This is called Freedom of Information or FOI. Anyone can use this right, and information can only be withheld where Freedom of Information (Scotland) Act 2002 (FOISA) expressly permits it.

Appendix

School Improvement Plan

Members of Parental Groups

<http://gordonschools.aberdeenshire.sch.uk/about-us/>

School attainment Statistics

<https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/AchievementofCurriculumforExcellenceCfELevels201516/Dashboard1>

School Events Calendar & holidays

http://gordonschools.aberdeenshire.sch.uk/current_calendar/

Assessment Calendar

http://gordonschools.aberdeenshire.sch.uk/wp-content/uploads/2017/11/SQA-ExamTimetable_2018.pdf

Please also find a link to the annual holiday calendar:

<http://aberdeenshire.gov.uk/media/16718/school-holiday-planner-2015-2020-updated-003.pdf>

Map of catchment area

https://online.aberdeenshire.gov.uk/Apps/local/info_lookup.asp?type=school_area&id=151085781&format=html
