From mountain to sea

Auchterellon School

Handbook
2018/19
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Introduction to Auchterellon School

Dear Parent / Carer

On behalf of the staff and pupils I would like to welcome you and your family to Auchterellon School. If you have lived in the area for some time you will probably know something about us. Your child may have attended our own nursery, the playgroup, or mother and toddlers' group. If you are new to the area we hope that you and your family settle down quickly and start to enjoy all the school and the community has to offer.

We take pride in the fact that this is a happy, industrious school and we know your child will thrive here. We encourage you to take an active interest in the progress of your child as we are keenly aware that a successful home / school partnership is the first important step in a happy educational experience.

If at any time you have queries, problems or concerns about your child’s progress please feel free to contact the school to arrange a time for us to meet.

Yours sincerely

MORAG MCGOWAN
Head Teacher

School Contact Details

Mrs Morag McGowan 01358 720863
Auchterellon School 01358 720863
Millwood Road www.auchterellon.sch@aberdeenshire.gov.uk
Ellon Auchterellon sch@aberdeenshire.gov.uk
AB41 9FA Auchterellon School Facebook Page
Auchterellon HSA Facebook Page
auchterellon.parent.council@outlook.com
Adverse Weather and Emergency Closure
https://online.aberdeenshire.gov.uk/Apps/schools-closures/

Information Line: 0370 054 4999 / 02 1250
(Please do not use this line to leave messages for the school)

AUCHTERELLON SCHOOL BACKGROUND INFORMATION

Auchterellon School is one of three Primary schools in the picturesque town of Ellon, Aberdeenshire. Ellon is a prosperous town in the North-East of Scotland situated 16 miles north of Aberdeen and 18 miles south of Peterhead.

Auchterellon Primary School is non-denominational and the catchment area is the North-West part of the town and the rural area of Ythanbank. The building is of open plan design with each class occupying a defined area.

Auchterellon School provides education for children aged 3 – 12 i.e. from ante-pre school nursery to P7. In August 2017 the school roll was 364 pupils organised into 14 classes. There is also a 96 (part time) place Nursery. Within the Nursery there are a small number of extended session places. These are in place to respond to short term needs of families in the Ellon Community Schools Network.

There are 15 full time equivalent staff: Head Teacher, 2 Depute Head Teachers, 13 primary / nursery teachers supported by a School Administrator, a part-time Administrative Support Assistant, 2 Early Years Lead Practitioners, 8 Early Years Practitioners, a Janitor and Pupil Support Assistants. Specialist teachers help with the delivery of ICT, Physical Education and Modern Languages. We also have Additional Support Needs teachers who provide support for learning and teaching where appropriate. The school also works closely with a range of other support agencies and volunteers in order to provide sound educational experiences for all children. Our Active Schools Coordinator provides a range of additional active and sporting activities for the children.

Community links are a valued part of school life. The school is used for a range of community activities, including after school sports and activity clubs. We accommodate ‘The Ellon Out Of School Club’ which provides before and after school care for our pupils. The school has a very supportive Parent Council and Home School Association (HSA). These groups support school improvement activities and raise additional funds to provide many extras for the pupils in the school.

Devolved budgets are managed in accordance with authority guidelines in order to support planned improvements in the school.

HMIE last inspected the school in 2008, with a follow up visit in 2010. The School is an accredited Health Promoting School at commended Level, is a Level 1 UNICEF Rights Respecting School and has an Eco School Flag for the third time.

On leaving Auchterellon Primary School the pupils transfer to Ellon Academy. Auchterellon School is part of the Ellon Community Schools’ Network and works closely with the other schools in the Network.
# STAFF LIST

**HEAD TEACHER**
Mrs M McGowan

**DEPUTY HEAD TEACHERs**
Mrs G Anderson
Mrs A Craig

**PSAs**
Mrs F Skene
Mrs S Carter
Mrs M Cheyne

**PRINCIPAL TEACHER**
Mrs M Will

**Mrs G Coghill**
Mrs S Constable
Mrs S Davies

**CLASS TEACHERS**
Miss J Bambrough
Miss S Bickley
Mrs S Duncan

**EARLY YEARS LEAD PRACTITIONERS**
Mrs C Fraser
Mrs P Fraser
Mrs T Gillian
Mrs V Hart

**EARLY YEARS PRACTITIONERS**
Ms K Jones
Mrs C Leel
Miss F Mason
Mrs S Massie
Ms J Murdoch
Mrs K Mowatt
Ms A Wilkie
Mrs U Walburn

**MS M McDonald**
**Mrs L Reid**

**SUPPORT FOR LEARNERS**
Mrs L. MacKay
Mrs M Prime

**KITCHEN STAFF**
Mrs L Forgie
Mrs K Minty
Mrs R Mitchell
Mrs K Roberts

**JANITOR**
Mrs L Reid
Mr M Cockburn

**MRS K ROBERTS**
OFFICE STAFF
Mrs A Clark
Ms G Smith

CLEANERS
Mrs M Duncan
Mrs S. Masson
Mrs D Young

VISITING SPECIALISTS
Miss L McBoyle – Modern Languages
Mrs S Quigley - ICT
Mr D Trueman – Physical Education

ORGANISATION OF THE SCHOOL DAY

Nursery
Morning Session 8.45 – 11.55
Afternoon Session 12.20 – 3.30

P1 – P3
Morning 9.00 – 12.30
Afternoon 1.30 – 3.15

P4-7
Morning 9.00 – 12.15
Afternoon 1.15 – 3.15
Our Vision, Values and School Ethos

In Auchterellon School our shared vision is:

**OPPORTUNITIES AND SUCCESS FOR ALL**

Built on the following shared values:

- Be happy, safe and caring
- Be respectful and think of others
- Be proud of our school

**SCHOOL AIMS**

Through implementation of our School Aims the children will be encouraged to develop the four capacities of A Curriculum for Excellence:

**Successful Learners**

To provide a varied curriculum which all children can access that will challenge, motivate, provide enjoyment and enable all children to achieve their full potential.

**Responsible Citizens**

To encourage and develop a responsible attitude towards self, each other, the community and the world around them.

**Effective Contributors**

To promote independent thinking and creativity with a positive attitude and the ability to work with others.

**Confident Individuals**

To encourage children to have respect for themselves, be happy and healthy, reach their full potential and look forward to the future.
Curriculum

Within Auchterellon School, 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. Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at:

www.auchterellon.sch@aberdeenshire.gov.uk
GETTING IT RIGHT FOR EVERY CHILD

Safe Healthy Achieving Nurtured Active Respected Responsible Included

Curriculum Rationale

*Every Child has the right to an education.
Every child has the right to an education which helps them use and develop their talents and abilities. It should also help them learn to live peacefully, protect the environment and respect other people.

*Every child has the right to play and rest.

*Every child has the right to a voice, and for adults to take it seriously.

Numeracy
Literacy
Health and Wellbeing
Technologies
Expressive Arts
Social Subjects
Sciences
RME

Inter Disciplinary projects and subjects.

AMBITIOUS
RESPECTFUL
INCLUSIVE
ENTHUSIASTIC

*Personalisation and Choice
*Challenge and Enjoyment
*Progression
*Coherence
*Depth
*Breadth
*Relevance

Effective Contributors

*Pupil Council
*Eco Committee
*Buddies
*Sports Team
*House Groups
*Sports Days
*Community Links
*Whole school Learning events

Skills for Learning Life and Work:

*DYW
*Enterprising
*Collaborating
*Communicating
*Problem Solving
*Planning and Organising
*Financial Management

Confident individuals

*Assemblies - celebrating success in and out of school.
*Active Schools
*Extra-Curricular activities
*Residential Trips
*House Groups
*Team captains
*School Shows

Responsible Citizens

*Buddies
*House Captains
*Rights Respecting School
*Eco School
*Restorative Approaches
*Cool in School
*Community
*Fund raising Projects

Successful Learners

*High Quality Teaching
*Learning Styles
*Differentiation
*Assessment for Learning
*Support for Learning
*Interdisciplinary Learning
*Outdoor Learning
*Use of technologies
*Co-operative Learning

Opportunities for Personal Achievement

Ethos and Life of the school

Auchterellan Primary School
Spiritual, Moral, Social and Cultural Values

The Development of Pupils' Values

In our school we are committed to providing appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values through both the ethos and the curriculum. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the Council policy for Equal Opportunities and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of age, race, religion, gender, sexuality or disability.

Religious and Moral Education

Throughout the school there are opportunities for pupils to learn about aspects of Christianity, other world faiths and to reflect upon their own moral standpoint in relation to world issues. During weekly whole-school assemblies, we encourage awareness of matters of a cultural, social and moral nature.

We aim to develop in our pupils an ethos of tolerance, understanding and respect for the beliefs and customs of others. The school is committed to supporting the development of its pupils as whole people and as a result, wish to encourage their development in moral, social and cultural terms.

The key human aspects of learning are supported by:

- Creating an atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every opportunity to acknowledge, value and appreciate the various cultures and heritage of our pupils and to encourage them to appreciate and value the cultures and heritage of others including visits by representatives of other beliefs or faiths.

Extra-Curricular Activities
At Auchterellon School a range of extra-curricular activities is provided. We rely upon the goodwill of staff, the support of parents and volunteers in running these clubs. Information regarding current clubs (including those led by Active Schools) and extra-curricular activities will be communicated throughout the year via school bulletins. A range of cultural, sporting and arts opportunities are offered as these become available.

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.

In Auchterellon School the first foreign language will be French. This language will be learned from P1. The second Language will be Spanish and it will be taught from P5 upwards. For more information go to:

https://www.aberdeenshire.gov.uk/media/19094/language-learning-1plus2-sallfb.pdf

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: auchterellon.parent.council@outlook.com

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+):

**National Qualifications:**
https://education.gov.scot/nationalqualifications/
Assessment and Reporting

Pupils move through the curriculum at their own pace. A wide range of assessment techniques are used in school depending on what is being assessed and the reason for the assessment e.g.

- Observation of what the pupils “say”, “write” and “do”.
- Homework
- Self and peer assessments
- Marking of class work and other individual/class assessments
- Ongoing tracking and monitoring procedures in school
- Scottish National Standardised Assessments (P1, P4, P7 and S3)

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.

Assessment is ongoing throughout the Broad General phase and is a continuous process which influences the goals set for your child. As part of assessment, each year children and young people in P1, P4, P7 and S3 will participate in the Scottish National Standardised Assessments (SNSA). These national assessments are completed online and provide teachers with immediate feedback on each child or young person’s progress in literacy and numeracy. Children and young people do not have to prepare or revise for the assessments, which take place as part of normal learning and teaching. The assessments do not have any pass/fail mark and the results are used to help teachers plan the next steps in learning for each child/young person. Further information on SNSA is available at https://standardisedassessment.gov.scot/

The results of children’s achievements are discussed with them regularly so that they are involved in taking responsibility for their own learning. This may take the form of oral discussion and/or written comment. In this way, it is hoped to assist the pupil identify what has been learned and the next steps to their learning. Children regularly set targets in their work.

Parents will be informed of progress:

- through pupil profiles/learning logs
- through parent consultation evenings and other meetings
- through curriculum/learning events/parent workshops
- by the annual school report
- Individual Education Plans and associated documents

(see school reporting calendar in APPENDIX)

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:

Transitions (Moving On)

Transfer to Ante-Pre School and Pre-School Nursery
In order to support and ease transition into Ante-Pre School / Pre-School Nursery, we arrange a series of induction events / meetings / Stay and Play sessions for you and your child. These events are planned to allow you and your child to become familiar with the Nursery setting, to meet staff, to meet with the other children and to find out about life in Nursery and what you can do to support your child’s transition into Ante-Pre/Pre School. A major part of this process involves parents sharing information about their children’s needs and you will be asked to complete a number of forms regarding e.g. your child’s specific needs. Any other early years setting your child is joining us from may also provide transition information regarding your child.

Deferred entry to P1
Where parents have concerns regarding their child’s entry to P1, they should discuss this with the nursery team in the first instance who will be able to offer support and guidance.

Transfer to Primary 1
In order to support and ease transition into P1, we arrange a series of induction events / meetings for you and your child. These events are planned to allow you and your child to become familiar with the school building, to meet staff, to meet with the other children including your child’s buddy and to find out about life in school and what you can do to support your child’s transition into P1. The induction process starts in your child’s pre-school year, with P1 staff arranging to visit your child in their pre-school setting wherever possible in order to begin to get to know your child.

Induction meetings are arranged for parents around May / June and into August /September in order to share information about starting school and how you can help your child at home. This is also an opportunity for parents to meet their child’s teacher and to ask any questions or share any information.

At these induction meetings, parents are issued with a range of materials designed to support children’s learning at home and parents are asked to complete a range of forms to gather information about e.g. your child’s medical needs, contact addresses, special needs etc.

Our prospective P1s also have the opportunity to come into class for a series of induction sessions around May / June. This allows the children to begin to get to know their classmates and their teacher as well as familiarising themselves with the school buildings and classroom routines.

Parents are also invited to join their P1 children for a school lunch.
Information communicating details of P1 induction arrangements along with dates will be communicated directly to Prospective P1 parents around April.

Transfer to Secondary Education
Most children from Auchterellon School attend Ellon Academy in Ellon (Telephone Number 01358 720715).

Auchterellon School is part of the Ellon Community Schools Network.

An induction programme for P7 is in place to help ease the transition into S1. P7 pupils spend five days at Ellon Academy towards the end of the summer term. Further information is communicated to parents about the induction calendar for secondary school around February each year. (see Appendix). Parents also have the opportunity to visit Ellon Academy where information will be shared and questions can be asked.

Liaison between Auchterellon Primary and Ellon Academy is very good. During the P7 year, pupils have many opportunities to join with P7 pupils from the other Ellon Community Schools Network. Transition projects, sports festivals, trips, invites to the academy pantomime and other ad hoc activities are arranged for P7 pupils to get together.

Information about our P7 pupils is shared with guidance staff at the academy to help support appropriate continuity of education. Parents are welcome to attend these information sharing meetings, especially when additional support has been provided previously.

Ellon Academy staff also visit our pupils in Auchterellon Primary where information is shared and questions can be asked.

Where parents opt to send their child to any other secondary school, (following placing requests) Auchterellon School supports any alternative transition arrangements wherever possible.

Placing request forms are available from the school

Transitions between Stages
For some children, the thought of moving onto their next class / teacher can also be an anxious time. Again, we have structures in place to support these transitions. Teachers share planning and work together on school improvement projects helping to ensure a commonality of expectations and approaches. Time is arranged for teachers to hand over information regarding the learning needs of the pupils transferring from class to class. Around June of each year ‘step up’ time is also arranged where pupils can meet their next teacher and their classmates. Opportunities throughout the year for children to work on joint projects, e.g. enterprise challenges help to ensure that the children have opportunities to work with other staff and pupils.

If you have any particular concerns regarding transitions, please make an appointment to see the Head teacher.

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

Your child would normally attend a school within the school catchment area (zone) close to where you live. However, you can request that your child attends a school in another zone (out of zone). Please follow the links for more info:


**5 Developing Young Workforce**

As part of the curriculum, pupils will develop skills for learning, life and work. More detail about these key skills can be found using the link below:

https://www.npfs.org.uk/skills-in-a-nutshell/

Throughout their time in school, from Early Years onwards, all pupils will have an opportunity to engage with employers, through experiences like workplace visits, career talks, employability events and courses, work experience and curriculum based activities. They will also have the opportunity to learn about further and higher education, and the work done by training providers, as well as different career pathways into employment.

In S4-6, pupils will be given the opportunity to study for vocational qualifications alongside the more traditional qualifications.

Further information for parents can be found on the Aberdeenshire DYW website:

http://dywaberdeenshire.org/parents/

**Support for Children and Young People**
6 Getting it Right for Every Child

Getting It Right for Every Child (GIRFEC) 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 Auchterellon School to feel happy, safe and supported to fulfil their potential.

Taking care of our children’s well-being and making sure they are alright - even before they are born - help us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

Getting it right for every child is a programme that aims to improve outcomes for all children and young people. It promotes a shared approach that:

- Builds solutions with and around children and families
- Enables children to get the help they need when they need it
- Supports a positive shift in culture, systems and practice
- Involves working together to make things better

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks.
Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

The Getting it Right approach looks at eight areas of ‘well-being’. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child and family any action they need to take. The eight wellbeing indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

The approach gives them a common language and a way to gather information about a child’s world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education improvement plan with the child and family was meeting all the child’s needs).

7 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 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 Auchterellon School the Named Person for your child / young person is: Morag McGowan – Head Teacher

8 Educational Psychology

The Educational Psychology Service (EPS) provides a service across Aberdeenshire from pre-birth to 24 years old. We work with children, young people, families, educational staff, local authority colleagues and a wide range of other professionals including health professions, social work, early years partner providers and post school training and education providers.

When there are concerns about a child or young person’s learning or wellbeing, an Educational Psychologist can support others to problem solve their way through potentially difficult and complex situations. Consultation with people who know the child best forms the basis of Educational Psychology assessment. Its purpose is to explore and understand the concern, and support people to come up with solutions that will work in that particular context.

The EPS also offers a range of services that help improve learning and wellbeing for all children and young people. We do this through action research, development work with schools, training, and contributing to strategic developments.

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

9 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:
10 Support for Learning
At times in their lives all children may require support for learning for a range of reasons. Some children may need a lot of support all the way through school. Others may need only a small amount for a short time.

A child is said to have additional support needs if they need more, or different, support to what is normally provided in schools or pre-schools to children of the same age. Reasons for requiring support might include:

- Missing school because of an illness or long-term condition
- Having a physical disability
- Being a young carer
- Communication difficulties
- Being particularly able
- Changing school a lot
- Being looked after or in care
- Difficulty in controlling behaviour
- Having a difficult family situation
- Suffering a bereavement
- Being bullied

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. In partnership with school staff, parents and other professionals (if appropriate), they identify barriers to learning, assess children’s needs and support learning and teaching through a relevant curriculum.

Pupil Support Assistants (PSAs) assist teachers in promoting achievement and raising the standards of pupil attainment. They provide general 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.

11 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/parents-carers/girfec-for-parentscarers/

12 Child Protection

Child protection is the responsibility of all who work with children and families regardless of whether or not they come into direct contact with children. All workers must be fully informed of their responsibilities in respect of keeping children safe. All services working with children, young people and families are expected to identify and consider the wellbeing of children and to share concerns appropriately.

Within Auchterellon School 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 follow the Child Protection Procedures laid out for Education.

This may mean that the child is referred to Social Work, the Police or the Children’s Reporter. Here at **Auchterellon School** the designated officers are: Mrs Morag McGowan (Head Teacher) and Mrs Gillian Anderson (Depute Head Teacher).

Remember – if you suspect a child is at risk, 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/

13 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 and Engagement

In Auchterellon School we recognise that parents are the single most important influence on their children’s development, learning and achievement. The involvement and engagement of parents in their children’s learning is recognised as a key element in raising attainment, through support, help and encouragement given at home and whilst at school.

14 Parental Involvement

Parental involvement describes the ways in which parents can get involved in the life and work of the school. Parental involvement includes parental representation in the development of policies, improvement plans and key decisions. It can include involvement in the life and work of the school. Parental involvement can also include help with homework and on-going, two-way communication between home and school.

15 Parental Engagement

Parental engagement is about parents’ and families’ interaction with their child’s learning. It can take place in the home, at school or in the community: where it takes place is not important. The important thing is the quality of the parent’s engagement with their child’s learning, the positive impact that it can have and the interaction and mutual development that can occur as a result of that interaction.

16 Communication

The school uses a range of approaches to share information about your child’s learning and progress. These include:

- Use of Groupcall to text and email
- School Website: www.auchterellon.sch@aberdeenshire.gov.uk
- Social Media: Auchterellon School Facebook page
- Newsletters:
- Events
- Praise system
- Open days/mornings/afternoons
- School Reports

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.
18 Learning at Home

Learning at home is the learning which happens in the home, outdoors or in the community. Your home is a great place to support learning. Your child can try out new activities or practice familiar learning, at home and in their wider community.

At Auchterellon School we provide 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.auchterellon.sch@aberdeenshire.gov.uk

19 Parent Forum and Parent Council

The Parent Forum is a collective name for all parents, carers or guardians in the school.

The Auchterellon Parent Council is a group of parents selected by the Parent Forum to represent the views of all parents, carers and guardians in the school. The Parent Council works with the school to support learning and teaching, school improvement and parental and community engagement.

Contact the Parent Council Chairperson, Sarah Duncan or Head teacher for more information about getting involved in the Parent Council or email: auchterellon.parent.council@outlook.com

20 Parents and School Improvement

Auchterellon school has a range of priorities that we work on each year which are explained in our School Improvement Plan (SIP). Parents often have helpful and creative ideas about how to improve their child's school and what can be done to improve the quality of children’s learning. At Auchterellon school we will consult with parents in a number of ways. These may include:

- working groups/focus groups which any interested parent is invited to be part of
- questionnaires and surveys
- consultation with the Parent Council

21 Volunteering in school

There are many opportunities for you to support learning in school. These may include:

- volunteering to share the skills and knowledge you have
- supporting children and young people in the classroom
- supporting or lead extra-curricular activities
- directly supporting with specific skills (paired reading for example)

More detail about this can be found using the link below:
http://jobs.aberdeenshire.gov.uk/volunteer-with-us/ or contact your Head teacher.

22 Collaborating with the Community

Auchterellon School work with 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.auchterellon.sch@aberdeenshire.gov.uk

All Aberdeenshire Council Education policies can be found here:

23 Attendance

Pupil Absence Procedures

In recent years increasing attention has been paid to the issue of child protection and safety due to reported occasions where children have been seriously or fatally injured because of the inappropriate or criminal behaviours of adults.

Whilst it should be noted that there has been no such instance occurring within Aberdeenshire it is important that staff and parents do not become complacent and continue to work together to develop and improve upon existing arrangements for monitoring the care and welfare of all children and young people.

With that specific aim in mind, Aberdeenshire Education Learning and Leisure has asked all schools to implement a series of standard procedures to monitor pupil attendance and absence from school and to invite the co-operation of parents in making these changes work. All parents are asked to assist the staff in the schools which their children attend in the manner described below:

Attendance and Absence Procedures

Parents are responsible for ensuring that their children attend school regularly and arrive on time. They are also responsible for ensuring the safety of their children on their journeys to and from school except whilst on school transport where Aberdeenshire Council has clear guidelines about pupil safety. Absence of pupils travelling on school transport must also be communicated to the bus company or (where known) the bus driver.

Regular and punctual attendance is linked closely to achievement and school staff wishes to work with parents to ensure that children can reach their full potential. The school is required by law to maintain an accurate record of the attendance and absence of each pupil and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

Unplanned Absence

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for his / her absence then members of staff will be required to ascertain the whereabouts and safety of the individual child. This will involve a phone call to the parent soon after 9.30am. Repeated calls will be made until the child’s whereabouts have been confirmed. If contact cannot be made the situation will be
assessed and it may be thought necessary to inform the local social work department. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

Parents are asked to assist school staff in the manner detailed below:

- If your child is unable to attend school through illness / other reason please telephone the school between 8:30am and 9:30 am on the first day of his / her absence or send a signed note via a brother or sister where applicable.
- If your child is home for lunch and becomes unwell at lunchtime making them unable to return to school in the afternoon please telephone the school before the beginning of the afternoon session to inform a member of staff.
- When you contact the school it would be helpful if an indication could be given as to the child’s expected length of absence from school.
- Parents are asked to advise us on a daily basis of any absence.

The school follows the Aberdeenshire Attendance Policy:

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.

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.

24 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/

25 Auchterellon School Dress Code

**School Uniform**

We encourage all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school. Sweatshirt orders are processed in the autumn and spring terms. A limited stock of sweatshirts is also kept in school. We can also provide ‘nearly new / recycled’ sweatshirts for parents who would wish to make use of these and we would encourage parents to donate used items to this bank.

The school sweatshirt is maroon and is embroidered with the school logo. Polo shirts are white and are also available. In addition, shower fleeces are available in maroon or black. These items can be ordered through the school. Skirts and / or trousers
School Policies and Useful Information

should be grey or navy if possible. Indoor footwear i.e. gym shoes, trainers or lightweight shoes are worn in school. Shoe bags are available in red, maroon, yellow, blue or green from school at a reasonable price. Fancy slippers and high heeled shoes should not be worn in the interests of safety. Please consider the changeable nature of weather conditions and provide your child with appropriate outerwear and footwear to suit.

We appreciate your cooperation in support of this.

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

PE Kit consists of: T shirt which tucks into shorts, standard length shorts, socks, gym shoes preferably with velcro or elastic fastening for younger pupils. These should be kept in a gym bag.

With regard to safety, the wearing of jewellery is actively discouraged in our school and is not permitted during PE lessons. If your child has pierced ears, please ensure he / she can remove and replace their own earrings. Any child wearing earrings that cannot do this will be asked to put surgical tape over them for PE lessons and parents should provide a named roll of surgical tape for this purpose. Shoe string strap tops are also discouraged for safety reasons as they can catch on gym apparatus and suitable footwear should be provided.

The school requests that football team tops and designer garments are kept for home use as these can cause disagreements amongst the pupils.

All clothing 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.

For information about nursery sweatshirts and clothing suggestions see separate nursery handbook.

26 Clothing Grants

Some families may be entitled to a school clothing grant of £100 per year. More information about this can be found at:

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

27 Transport

In order to qualify for free Home-to-School Transport, Primary school pupils must reside more than 2 miles from and attend their zoned school whilst Secondary school pupils must reside more than 3 miles from and attend their zoned school.

These distances are the shortest available route from the pupil’s house to the school gate and can take into account main roads (including dual carriageways), tracks and paths. Application forms for free transport, Form PTU100 can be obtained from the school office.

28 Privilege Transport

Transport provision is also made available for pupils who are not entitled to free transport. Privilege transport is provided on school transport services subject to spare seating capacity, at a fixed annual charge. Discounts are available for pupils in
receipt of the clothing grant, and to families with 3 or more children travelling to the same school.

As School Transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport, Privilege Pupils are required to meet the bus on the existing bus route. For further information and application forms, see the Council website.


Alternatively, copies of Privilege forms or further information can be requested by emailing: school.transport@aberdeenshire.gov.uk

29 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.

30 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.

31 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 02 1250. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

### 32 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.

33 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.

34 Anti-bullying Guidance

What is Bullying?

Aberdeenshire Council Education and Children’s Services define bullying as the following:

Bullying takes place when the actions of an individual or group of people cause harm to someone by taking advantage of an imbalance of power within a relationship (whether perceived or real). Bullying behaviour can be persistent and/or intentional, but often it is neither.

Bullying can be verbal, physical, mental/emotional or cyber and is behaviour and impact. It can be intentional or unintentional, direct or indirect, persistent, or a one off incident. The impact is on a person’s ability to feel in control of themselves.

What will the school do about it?

Schools should promote consistency of response to instances of bullying behaviour using a 6 step approach. They will:

1. Record the Incident
2. Speak to the individuals involved having frank and honest dialogue
3. Speak to parents
4. Utilise Restorative approaches
5. Monitor the situation
6. Review and increase response accordingly

More information can be found in Auchterellon School’s anti-bullying guidance at


Copies of this school guidance can also be accessed via the School Office.

35 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.

Primary 1-3 pupils are provided with school meals free of charge.

Primary 4- S6 pupils are currently charged £2.20 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:

https://www.aberdeenshire.gov.uk/schools/meals/online-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.

36 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 seek 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.

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:

- 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:


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.

37 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
38 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.

39 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 Auchterellon School some pupils currently receive tuition in violin, piano and brass.

For further information go to: http://aberdeenshire.gov.uk/schools/ims/

40 Comments, Compliments & 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:


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/

41 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
Scottish Independent Advocacy Alliance can be reached at:
Website: [https://www.siaa.org.uk/](https://www.siaa.org.uk/)

Additionally, information for the Scottish Child Law Centre can be found at:
[www.sclc.org.uk](http://www.sclc.org.uk)

### 42 Public Liability Insurance

Aberdeen Council holds 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 Claims Handling Agents and compensation is dealt with on a strict legal liability basis. This means that there is no automatic compensation, the Council has to be found negligent in order for any compensation to be offered by our Insurers and / or Claims Handling Agents.

### 43 School Off Site Excursion Insurance

Aberdeen 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 (as specified in the policy), curtailment and change of itinerary (along with other sundry benefits) etc. for worldwide trips and adventurous activities (including winter sports), subject to policy terms and conditions being met.

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 Aberdeen 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.

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers. Personal / individual cover is seen as a parental responsibility and it is your decision as to whether you feel it is appropriate to obtain this.

Please be advised, however, that the Duty of Care aspect below is not insurance related:

### Duty of Care

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.
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.

44 Data we hold and what we do with it.

As you are aware the new General Data Protection Regulations (GDPR (EU) 2016/769 came into force on Friday 25th May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

Aberdeenshire Council is committed to full compliance with these regulations. When you are asked for information by Education & Children’s Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice has been issued to all schools relating to the information we hold on yourself and your child/ward.

45 The information we collect from you

Aberdeenshire Council collects personal data and information about your child in order to provide your child with a school education.

We will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We collect special category data about your child and process this because it is in the substantial public interest.

The information held by Aberdeenshire Council is used to assess, plan, coordinate, deliver and quality assure the education services to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils’ Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

46 Your Data, Your Rights

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at: https://www.aberdeenshire.gov.uk/online/legal-notices/. Alternatively you can contact the Council’s Data Protection Officer by emailing DataProtection@aberdeenshire.gov.uk or in writing at: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY.

You also have the right to make a complaint to the Information Commissioner’s Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.
47 Legal Basis for Processing

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

48 Parental Access to Records

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 2018. An Access Request 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/your-data-matters/

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

49 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.

50 Information Sharing

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 2018 and Human Rights Act 1998 adheres to this as part of our current routine practice.
Appendix

Year/termly plan of learning

Please find a link to the annual holiday calendar:


Map of catchment area