



From mountain to sea

Finzean Primary School & Ballogie Nursery Handbook 2017/18



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Introduction to Finzean Primary School & Ballogie Nursery

As Head Teacher, I wish to extend a warm welcome to you and your family into Finzean Primary School & Ballogie Nursery. Our school and nursery are happy and welcoming environments with a real sense of community spirit. We have an unrivalled environment in which to learn and explore and we hope that your child enjoys his/her time here with us.

Children learn best when there are close partnerships and liaison between home and school. We value parents as partners in the education of their children and it is our goal to foster and maintain strong relationships between school and home. Numerous opportunities are offered for parents and carers to be meaningfully involved in our school life and we are appreciative of parents' support in this regard.

School Contact Details

Helen Fowler

Tel: 01330 850201

Finzean Primary School

<http://finzean.aberdeenshire.sch.uk/>

Finzean

Email:

Banchory

finzean.sch@aberdeenshire.gov.uk

Aberdeenshire

AB31 6NY

Ballogie Nursery

Tel: 0133098 86765

Ballogie

Aboyne

Aberdeenshire

AB31 AB34 5DP

Parent Council Chair: Liz Clarke

Email: parentcouncilfinzean@gmail.com

Adverse weather and emergency closure

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

Information Line 0370 054 4999 - PIN code 021710 for Finzean School or 0212808 for Ballogie Nursery. (Please do not use this line to leave messages for the school.)

Finzean Primary School & Ballogie Nursery is a non-denominational school and nursery with a roll of 57 pupils in school and a roll of 9 pupils in nursery. The school serves Finzean and Ballogie catchment area. There are three annual intakes for Ballogie Nursery in August, January and April.

In Finzean Primary, each school classroom is bright and well equipped with computers and interactive smartboard. We have recently invested in modernising all our literacy and numeracy resources and are in the process of purchasing the latest interactive ICT technology to enhance the learning and teaching experiences for our pupils. Our library is situated at the end of our GP room and our pupils have regular access to library sessions and may borrow books for home reading. We aim to review our resources regularly and allocate funds accordingly.

Ballogie Nursery became part of Finzean School in September 1999 and we are pleased to provide Nursery education for up to 24 children. Our Nursery is located two miles west of Finzean Primary in Ballogie and comprises of a spacious classroom, General Purpose room, cloakroom and a Parents' Room. We have recently established an outdoor sensory classroom, which includes an eco-garden and provides space and opportunities for our children to explore the beautiful outdoor surroundings and natural environment every day.

Thanks to the generosity of Sir Angus and Lady Alison Farquharson 34 years ago, we have our own Finzean School Woods, which is situated approximately half a mile south of the school. This is an excellent learning outdoor space for both our school and nursery children to access, and following the recent installation (August 2011) of a community path which provides access to all areas of Finzean Village from Finzean Hall to Finzean School, our children can walk safely within all areas of Finzean.

Devolved budgets are managed in accordance with authority guidelines in order to support planned improvements in the school and nursery. Our school improvement plan focuses on areas for improvement highlighted by staff, pupils and parents and reflects current educational guidelines. A copy of this can be viewed on our website.

We are committed to forming strong partnerships between school/nursery and parents/carers. We believe that parental involvement is vital to children being successful in their learning and achieving their potential. We welcome parents/carers to be active participants in school and nursery life.

Our staff team at Finzean Primary & Ballogie Nursery are dedicated to providing high quality, rich learning experiences for our pupils and ensuring that pupils are achieving and attaining. In Finzean Primary, our teaching staff are supported by visiting specialist teachers in PE and French and experienced Pupil Support Assistants who work with small groups and individual pupils. Our nursery is led by qualified and experienced Early Years Practitioners.

Our staff team:

Head Teacher (Acting)

Helen Fowler

Ballogie Nursery

Early Years Lead Practitioner

Mrs Amanda Bremner

Early Years Practitioner

Ms Ciaron Williamson

Finzean Primary

Teacher(s)

P1/2/3

Mrs Angela Ollerhead & Mrs Vicky Lyons

P4-5

Miss Heather Thomson

P6-7

Ms Julie Cramond

Visiting Specialist Teachers

French

Mr Robert Mackay

PE

Mrs Carolyn Munro

Pupil Support Assistants

Mrs Irene Christie

Mrs Sheena Littlejohn

Mrs Louise Strachan

School Administrator & Admin Support Assistant

Mrs Carolyn Christie

Catering Assistants

Mrs Frances Mortimer

Mrs Sara Hunt

Janitor

Mr Liam Smith

Cleaning Supervisor

Mrs Michelle Slesser

SCHOOL TIMES:

Morning 9.00 am – 12.30 pm

Interval 10.45 am – 11.00 am

Afternoon 1.30 pm – 3.15 pm

NURSERY TIMES:

Monday to Friday: 9.00 am - 12.10 pm

Parent Council

Finzean Primary & Ballogie Nursery have an active Parent Council who meet every term and support the school and nursery with school improvements and fund raising. They actively seek to represent the views of the parent forum and to keep the forum updated with information. All parents are welcome to attend Parent Council Meetings.

Our Vision, Values and School Ethos

Our values, vision and aims were reviewed and developed by pupils, staff and parents at the start of the 2015/2016 academic year.

“Working together to give our children the confidence and skills for their future.”

We aim to:

- a. help children feel safe, nurtured, supported and listened to,
- b. provide learning experiences which are broad, challenging and enjoyable,
- c. make sure learners know what they are learning and how they can improve,
- d. engage families in children’s learning,
- e. involve parents, carers and the wider community in the life and work of the school,
- f. ensure everyone understands mistakes are opportunities to learn

Our values which underpin the ethos and approaches in all we do and learn in Finzean Primary School are –

Respect – Understanding and accepting the feelings, wishes, or rights of others even if they are not similar to our own. Respecting peoples’ belongings, property and the environment.

Equality – Having the highest aspirations for all our pupils irrespective of their race, gender, beliefs or needs. We believe all pupils should have equality of status, rights, or opportunities to maximise their potential.

Achievement – Completing something successfully with effort, skill, or courage both in and out of school and across all areas of learning.

Determination – Developing a personal quality that makes you continue trying to do or achieve something that is difficult or challenging for you and building resilience.

Our vision and values continue to help us develop all our pupils in the four capacities so that they become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Curriculum

Within Finzean School & Ballogie Nursery, 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.

This session, we are reviewing and refreshing our curriculum to meet the needs of our learners, our families and our community. We are designing a curriculum around the skills, knowledge and attributes of the four capacities, the seven design principles and the four contexts for learning as outlined in the Building Curriculum series; curriculum areas and subjects, interdisciplinary learning, ethos and life of the school and opportunities for personal achievement.

How we are designing our Curriculum 2017/18

This session our aim is to refresh our curriculum to ensure it meets the needs of all our pupils. We want to ensure that we provide the very best learning experiences that give pupils the opportunity to develop the four capacities and the necessary skills for life, learning and work.

As a school community we have spent time ensuring that our Values and Vision represent who we are at Finzean and what we want for our learners. This involved re-visiting our Values, Vision and Aims in 2015 and we continue to review these to ensure they reflect our school community. At Finzean Primary School, our Learners, Teachers, Support Staff, Parents and Community believe in Working together to give our children the confidence and skills for their future.

Our core values define and shape our school and form the foundation of our curriculum. At Finzean Primary we want our Learners, Teachers, Support Staff, Parents and Community to embrace:

- Respect
- Equality
- Achievement
- Determination

PRINCIPLES
4 Capacities
Finzean & Ballogie Pupils
Personalisation and choice

As we plan our new Curriculum, we want to ensure that it helps our children to develop the attributes and capabilities of the 4 capacities. This we believe will allow them to flourish in life, learning and work both now and in the future.

Our aim is to provide opportunities for our learners to become:

- Successful Learners
- Responsible Citizens
- Confident Individuals
- Effective Contributors

At Finzean Primary we follow the advice and guidance found in Curriculum for Excellence. The Curriculum for Excellence documentation identifies SEVEN PRINCIPLES and FOUR CONTEXTS FOR LEARNING. We will use these as the basis for our curriculum design.

- Challenge and enjoyment
- Resilience
- Progression
- Digital
- Personalisation and choice
- Autonomy
- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Curriculum Planning 2017/18:

- We will support our Curriculum documents under the 4 contexts for learning highlighted by Building the Curriculum series:
 - Successful learners
 - Responsible citizens
 - Confident individuals
 - Effective contributors
- We will ensure that our Progression (Education) results a high priority as we want to support our children to be resilient, successful learners who develop healthy attitudes.
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PRINCIPLES
4 Capacities
Finzean & Ballogie Pupils
Personalisation and choice

The 4 Contexts for Learning

Please see Appendix for an outline of our priorities for our curriculum.

Development of Spiritual, Moral, Social and Cultural 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 in school and our curriculum. In Finzean School & Ballogie Nursery, pupils are given opportunities to learn about different cultures and beliefs, and explore issues through various learning opportunities in Fairtrade, UNICEF Rights Respecting Schools

initiatives and Learning for Sustainability. Visitors are invited into school and encouraged to share their beliefs and customs to support pupils' understanding and development of values.

Extra-Curricular Activities

Our goal at Finzean School is to develop the talents and interests of our pupils and give them opportunities to take on responsibilities and leadership roles. To this end, our P6/7 pupils take the lead in delivering clubs for pupils during lunch break. These change on a termly basis but can include chess, art, drama and sports.

Active Schools also provide a range of after school activities for pupils in the Aboyne Cluster. Up to date information on what's available can be found on -

<http://www.aberdeenshire.gov.uk/leisure-sport-and-culture/sport-and-fitness/active-schools/active-schools-in-your-area/>

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 Finzean Primary School the first foreign language is French. This language will be learned from P1 through to S3. For more information on the 1+2 approach in Aberdeenshire please visit www.aberdeenshire.gov.uk – Language Learning in Scotland.

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 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 school's approach to Curriculum for Excellence, including information for parents, can be found on the school website at:

<http://finzean.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 and 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 and achievements, both inside and outside of school, to help them understand what they are learning and support planning for future learning. This is held in personal profiles using an app called Book Creator.

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)

Children experience a number of transitions as they move from the home to nursery, nursery to P1 and between classes from P2-P7 and on into secondary school. At Finzean Primary & Ballogie nursery we have plans & procedures in place for each of these transitions to ensure pupils are fully supported at these critical times.

- In preparation for our pupils starting nursery, you will be sent a nursery handbook and our Early Years Lead Practitioner will contact you to organise a series of visits. This includes a short visit to get to know the nursery environment, followed by a getting to know you visit and stay and play sessions with parent/carers. If your child attends another provision, our staff will also visit them there to further build relationships.

Our nursery pupils are given opportunities to connect with P1-3 at different points during the year to help them get to know their peers. We also undertake organised visits in term 4 to allow the pupils to become more familiar with Finzean primary or chosen school, in preparation for the transition. Pupils will experience a variety of activities on link days which include gym lessons in our hall, assembly, school lunch and playing with peers in our playground. Pupils will be assigned a P7 buddy who they will get to know and will support them in term 1 and beyond if necessary. Some pupils may be identified as requiring additional transition arrangements. If this is required, parent/carers will be contacted and further dates arranged.

- **P2-P7 Transition**
As pupils transition between classes they are given opportunities at the end of term 4 to meet their new teacher and their peers who will be with them in their next class. Extra transition time is given to pupils who are identified as requiring this additional support. Pupils are asked to write letters to their new teacher, giving an outline of their interests, abilities and achievements. This helps staff get to know pupils before the new session begins. Pupil profiles will also be shared with their new teacher to further support transition. At the end of term, class teachers meet regularly to share and handover over information, ensuring pupil's needs are met and there is continuity and progression in pupils' learning.
- **P7-S1 Transition**
Aboyne Academy has a carefully planned transition in place for pupils moving into secondary education. P7 pupils first meet the Head Teacher and Depute Head in September and have an opportunity to ask questions about the transition process. A series of further visits are then planned from late January onwards to Finzean Primary, giving pupils the opportunity to get to know key staff from the Academy. Pupils then visit Aboyne Academy on two Link Project days at the beginning of term 4. This allows pupils to become familiar with the Academy building, staff and other pupils in their year group. Two further link induction days in June further prepare pupils for their move into secondary school. Parents/carers are also invited to a Parent's Evening at Aboyne Academy in term 4 where you will be fully informed about the next stage in your child's education.

At all points in your child's journey through school, there is an opportunity for parents/carers to meet your child's teacher and to ask any questions or share any information about your child's needs which will help support them through any transition.

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 Finzean Primary is Stuart Clark and he is based at Aboyne Academy.

The aim of the service is to help pupils formulate career plans and move smoothly from school to employment, training or further/higher education through a combination of group sessions, one-to-one interviews and drop in clinics. The careers adviser will help pupils understand how their personality, interests and values are key to making the right career decisions.

All pupils have access to the Careers Advisor though most time is spent with S4/5/6 pupils. The Careers Advisor may also be available for parents to seek advice during some of our events*.

From P5 onwards pupils will be accessing opportunities via Skills Development Scotland and partner organisations such as World of Work to support them on their learning journey.

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 for Every Child 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 Finzean Primary & Ballogie Nursery to feel happy, safe and supported to fulfil their potential.

Getting it right for every child is at the heart of what we do. It leads our planning and evaluations and guides us in deciding next steps. Our approach is **child focused**, putting our pupils at the centre of the decision making and ensuring we have the right support in place. It looks at the **wellbeing** of each child and every pupil understands SHANARRI so that the right support is given at the right time. It focuses on **tackling needs early** to help pupils overcome barriers they face in their learning journey. And we are committed to **joined-up working** with services and partners to ensure appropriate, co-ordinated support is in place for our pupils and families.

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 Finzean Primary & Ballogie Nursery the Named Person for your child/young person is: Helen Fowler, Head Teacher (Acting)

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 and 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/>

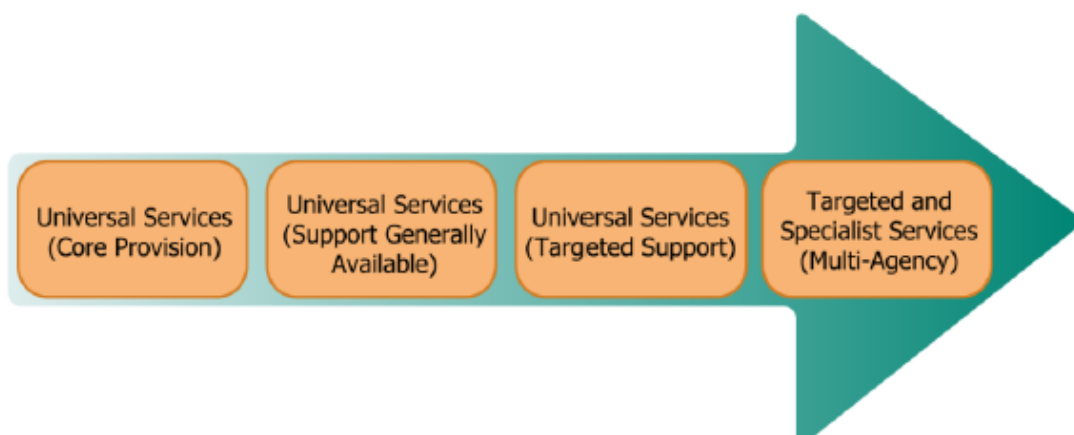
11 Support for Learning

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 (PSAs)** 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, 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 Finzean Primary & Ballogie Nursery 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 Finzean Primary & Ballogie Nursery the designated officer is: Helen Fowler

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 Finzean Primary & Ballogie Nursery, 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

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 inclusion; 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:

- School Website: <http://finzean.aberdeenshire.sch.uk>
- Social Media: Twitter
- Newsletters: Termly
- Events
- Class dojo
- Open days/mornings/afternoons
- Sharing the Learning Assemblies
- Profiles
- Parent Evenings

The school calendar highlights planned opportunities where we welcome parents and 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 Head Teacher.

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 -

<http://finzean.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 parental views, ideas and 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, Liz Clarke, or Head Teacher for more information about getting involved in the Parent Council, or email:

parentcouncilfinzean@gmail.com

21 Collaborating with the Community

Finzean Primary School & Ballogie Nursery staff and pupils 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 Head Teacher.

School Policies and Useful Information

School Policies such as the Homework Policy; Behaviour Policy; Literacy Policy etc. are published on the school website and can be found by clicking the parents tab at the top. Please go to: <http://finzean.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

An attendance register is required to be kept by law, containing the name of each pupil. Attendance is recorded for every morning and afternoon of each school day. Regulations stipulate that the attendance register must now show whether an absence is authorised or unauthorised.

Authorised absences are for:

- sickness/ill health
- bereavement
- education in another establishment
- judicial purposes
- sporting/artistic events
- any other reasonable event approved by the Education Authority

Unauthorised absence means any absence not falling into the above categories.

Pupils taking time off school to accompany their parents on holiday is not a legal right in Scotland. Parents must request the permission of the Head Teacher in writing, to remove a child from school during term time to go on holiday.

We ask that any other absence from school and nursery is reported by telephone on the morning of the first day where possible. This allows us to account for the Health & Safety of all pupils in our care.

Lateness: Pupils who are late to school are recorded as such on the attendance record. Please ensure that your child/children attend school on time.

The school follows the Aberdeenshire Attendance Policy: For more information go to-

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 Finzean Primary & Ballogie Nursery School Dress Code

Pupils at Finzean Primary are expected to wear the following items to school: Royal blue school jumper with embroidered school logo, navy/black/grey trousers or skirt/pinafore, white/blue polo shirt and black school shoes/trainers. (No brightly coloured trainers/astro shoes please).

Pupils at Ballogie Nursery are encouraged to wear a light blue, embroidered school jumper along with appropriate clothing and footwear for being outdoors daily.

School uniform is promoted within Finzean Primary & Ballogie Nursery and helps pupils clearly identify with their school/nursery and strengthens the community. We appreciate parental/carer support with this.

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

Suppliers of school jumpers and polo shirts: Embroidered school jumpers & polo shirts can be ordered online from Tesco or by contacting the Parent Council for ordering via North East Rig Out. Nursery jumpers can be obtained from nursery staff.

Physical Education. PE Kit consists of: shorts, T-shirts (no football strips), socks and gym shoes. A warm tracksuit and trainers are also recommended for when our children enjoy PE outside. All parents are asked to provide indoor gym shoes for children to change into for use in class and in the gym hall.

Parents should note their responsibility to ensure all clothing and belongings brought to school is 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 children who live over two miles walking distance from school, in the case of primary school children, and three miles for secondary school pupils. School transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport. Please follow the link below for more details.

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

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 two miles of primary school or three miles of 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 we firstly contact parents/carers by telephone as well as sending a generic email informing parents that the school is to close due to weather or other emergencies. Parents/carers are asked to collect children or confirm that they are home and able to receive their child/children from school transport contractors.

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 cannot 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 that 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. Head Teachers 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 enter PIN code 021710 for Finzean School or 0212808 for Ballogie Nursery. If you cannot get through first time, please do not put this number on redial as this will only lead to the line being busier. (Please do not use this line to leave messages for the school.)

31 Storm Addresses

When there has been a 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 or circumstances are 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.

- 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:

<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 child 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 the 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.

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 ongoing 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 Finzean Primary a small number of pupils currently receive tuition in piano.

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, 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:

<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 (off-site 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

Please follow the link below to access this document.

<http://finzean.aberdeenshire.sch.uk/>

Members of Parental Groups

Parent Council Office Bearers

Parent Council Chair	Liz Clarke
Parent Council Vice chairs	Paul Chapman/Dirk Wallis
Parent Council Treasurer	Jane Douglas
Parent Council Secretary	Alina Geike-Stevenson

Stats for Attainment

Achievement of curriculum for excellence levels for Finzean Primary can be viewed by following the link

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

School Events Calendar & Holidays

Please follow the link below to access this document.

<http://finzean.aberdeenshire.sch.uk/>

Assessment Calendar

Staff at Finzean Primary and Ballogie Nursery use a range of AifL - Assessment is for Learning – techniques to gather information daily with an overall aim of providing a streamlined and coherent system of assessment to ensure pupils, parents, teachers and other professionals have feedback they need about pupils' learning and development needs.

Research in assessment suggests that learners learn best, and attainment improves, when learners:

- understand clearly what they are trying to learn, and what is expected of them;
 - are given feedback about the quality of their work, and what they can do to make it better;
 - are given advice about how to go about making improvements;
-

- are fully involved in deciding what needs to be done next, and who can give them help if they need it.

Assessment evidence is gathered in a variety of ways by staff and is used to inform teaching and learning. In addition to this, standardised assessments are used to confirm teacher judgement and further inform planning next steps in learning. In 2017, Scottish National Assessments were introduced. School children in P1, P4, P7 and S3 will complete online standardised assessments during the school session in literacy and numeracy. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement. These assessments will be viewed in conjunction with our current assessment approaches to gain a holistic view of pupil's attainment.

Information gathered by staff is discussed and shared with pupils and parent/carers.

Year/Termly Plan of Learning

Please view our curriculum planning document on our school website -

<http://finzean.aberdeenshire.sch.uk/>

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/Schools-Contacts/detail.asp?schoolid=kfzp>
