

FINZEAN PRIMARY SCHOOL AND BALLOGIE NURSERY



Session 2016-17

- Term 1 - 16/08/2016 till 07/10/2016**
- Term 2 - 24/10/2016 till 21/12/2016**
- Term 3 - 05/01/2017 till 31/03/2017**
- Term 4 - 18/04/2017 till 30/07/2017**



**This document is available in alternative formats
Please contact the Head Teacher – Marjorie Temperley.**

Welcome Letter

Finzean Primary School
Finzean
Banchory
Aberdeenshire
AB31 6NY

Telephone - 01330 850201
E mail - finzean.sch@aberdeenshire.gov.uk
Information Line - 0870 054 4999 (Pin No 021710)
Website - <http://www.finzean.aberdeenshire.sch.uk/>

Dear Parent,

Welcome to Finzean Primary School. As Head Teacher, I hope that the partnership between home and school will be productive and enjoyable and that your child settles and enjoys his/her time with us.

We are proud to be part of the Finzean and Ballogie Communities and our rural setting. We have high expectations of all of our staff and pupils and believe that there is a happy and purposeful atmosphere in our school. There is a strong sense of team spirit and we value that the education of all children is shared with parents, who have a very important role to play. This handbook aims to explain how that partnership develops successfully through help, support and expectations. Ongoing communication between parents and school will help to promote this partnership.

This Aberdeenshire Council handbook is designed to inform parents of as many aspects of life at Finzean School and Ballogie Nursery as possible and has been written in response to School Handbook Guidance (Scotland) Regulations 2012. The coloured sections in this handbook will be updated annually with current information.

We hope you find this handbook informative.

Marjorie Temperley
Head Teacher

Please note – “Parent” includes guardian and any person who is liable to maintain or has parental responsibilities (within the section 1 (3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person.

Please note that whilst all information within this handbook is correct at the time of printing. It is possible that some items may change during the course of the year.

<https://www.google.co.uk/maps/place/Finzean+School/@57.0304754,-2.6573495,17z/data=!4m2!3m1!1s0x48842e5645b53ced:0x77a739883e91a030>

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Section 1

General School Information

School Contact Details

Head Teacher: Mrs Marjorie Temperley
School Name: Finzean School
Address: Finzean, Banchory, Aberdeenshire, AB31 6NY

Finzean School Tel No: 01330 850201 (messages can be left on this line)
Ballogie Nursery No: 013398 86765
Website: <http://www.finzean.aberdeenshire.sch.uk/>
Email Address: finzean.sch@aberdeenshire.gov.uk

Type of School – Finzean School is a Primary School with off-site Nursery.

Present Roll:	Nursery	12
	Primary	62

Denominational Status – Finzean School is a non-denominational school. The school does not deliver the curriculum through the Medium of Gaelic. All Aberdeenshire Schools are co-educational, providing education for both boys and girls.

Email address and website for the Parent Council –
parentcouncilfinzean@gmail.com
Parent Council information available on school website –
<http://www.finzean.aberdeenshire.sch.uk/>

Adverse weather and emergency closure -

Information Line 0870 054 4999 (Pin No 021710)

(Please do not use this line to leave messages for the school.)

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

Please see page 19 for further information regarding adverse weather and emergency closures.

Local Area Office
Queens Road
Stonehaven
Tel: 01569 768489

Quality Improvement Officer
Deborah Masson
Queens Road
Stonehaven
Tel 01569 768489

Contact details for Director of Education and Children's Services -

Mrs Maria Walker
Woodhill House
Westburn Road
Aberdeen
AB16 5GB
01224 665420

Finzean School Background Information

Finzean School is an Aberdeenshire Council Authority School situated on the South Deeside Road between Banchory and Aboyne overlooking the valley of the Feugh and the Forest of Birse, allowing all members of the Finzean School Community to enjoy the safe and beautiful surroundings.

Built in 1964 and extended in 2004 due to the rising roll, our school comprises of three classrooms and a spacious General Purpose (GP) Room. The GP Room is used for Physical Education, Music and Drama as well as social gatherings with the parents and the wider community. School dinners, which are cooked in Kincardine O'Neil School kitchen and transported daily, are also served in this room.

The school roll is currently 62 and the nursery has 12 pupils, with a maximum capacity of 20 nursery pupils. There are three annual intakes for Ballogie Nursery in August, January and April.

Each school classroom is bright and well equipped with computers and interactive smartboards. 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 learning and teaching experiences for our pupils. Our library is situated at the end of our GP room and 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.

On the north side of our school playground we have a grass playing field, which includes a football pitch and wooden adventure playground and basket swing. To the west of the building we have a tarmac playground and to the south and east we have raised planters and a small wooded area. There are several picnic benches and seated areas which are enjoyed throughout the year.

Due to the generous gift from Sir Angus and Lady Alison Farquharson 34 years ago, we have our own Finzean School Woods situated approximately half a mile south of the school. This is an excellent learning outdoor space for both our school and nursery children and can be accessed via the community path which was installed in August 2011. This path provides access to several areas of Finzean Village including Finzean Hall.

The school population is drawn from the families of farmers, estate workers, people who work locally and oil-related professionals who have chosen to make their homes in this beautiful part of Deeside.

Ballogie Nursery became part of Finzean School in September 1999 and we are pleased to provide Nursery education for up to 20 children. Our Nursery is located in Ballogie, two miles west of Finzean Primary, and comprises of a spacious classroom, General Purpose (GP) 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.

The Nursery building is well equipped with high quality furnishing and resources. The classroom has an interactive smartboard and the GP Room contains large play equipment which is used daily to promote physical play.

Despite the geographic position of Ballogie Nursery in relation to Finzean School, links between the Nursery and Primary are well structured by Early Level Colleagues and the Head Teacher to ensure a smooth transition for our nursery children into Primary One. A series of planned visits provides our Nursery children with the opportunity to attend whole school assemblies, participate in school events, access Visiting Specialist Teachers and share playtimes with our older pupils.

The Head Teacher visits Ballogie Nursery regularly to:

- Meet and form relationships with our children
- Discuss the children's needs and next steps with all colleagues
- Provide support for all colleagues
- Be available to parents to meet both informally and formally

Finzean School and Ballogie Nursery are non-denominational. The school catchment area is the village of Finzean and the surrounding rural area. The catchment area stretches from the Shooting Greens Road through the Forest of Birse area.

Finzean School and Ballogie Nursery provide education for children aged 3-12 years, i.e. from ante pre-school nursery – P7.

Finzean Primary School has 2 full time and 2 part time teaching staff. Ballogie Nursery has one Early Years Lead Practitioner and one Early Years Practitioner who work mornings only. The Head Teacher is non class committed. Specialist teachers help with the delivery of Physical Education and Music. We also have one visiting specialist who provides support for learners one day per week. The school works closely with a range of other support agencies and volunteers in order to provide the best possible experience for children with additional support needs. Our Active Schools Coordinator provides a range of additional active and sporting activities for the children.

The staff are supported by 1 school administrator/admin support assistant, 2 pupil support assistants, 2 catering assistants, 1 cleaner and a part time janitor. On leaving Finzean Primary School the pupils transfer to Aboyne Academy. Finzean School is part of the Aboyne Community Schools' Network and works closely with the other 10 schools in the Network.

Community links with Finzean and Ballogie Estates and local Community Councils are a valued part of school life. The school is used for a range of

community activities including after school sports and activity clubs. Finzean Primary and Ballogie Nursery have a very supportive Parent Council supporting school improvement activities and raising additional funds to provide many extras for the pupils in the school and nursery.

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

HMIe last inspected the school in 2014, with follow up visits in 2015 and 2016.

For further information about classes and teachers please see the section at the back of this handbook.

Visits of Prospective Parents

Prospective parents can contact the School Office and request an appointment to come and visit the school/nursery and meet with the Head Teacher. During this visit you will get a tour of the school/nursery and have an opportunity to ask any questions and discuss any particular needs for your child(ren).

Admission/Enrolment

Nursery Admissions

Every child is entitled to a fully funded early learning and childcare place at the start of the term following their third birthday. All parents should submit an application form for their child to the nursery of their choice during the admissions period. It should however be noted that should a place not be available at the first choice of nursery, a place will be offered in an alternative provision in accordance with Aberdeenshire Council Policy.

Some two year olds are also eligible for free early learning and childcare in centres throughout Aberdeenshire. For more information on this please visit <http://www.earlylearningandchildcare.scot/>.

There are 20 places available in Ballogie Nursery. Places are allocated in accordance with Aberdeenshire Council policy. Priority places may be given to children with additional support needs in accordance with the Additional Support for Learning Act 2006. Health & Social Services may identify these children and parents should complete the Additional Support Needs Information on the application form. These applications will then be taken to a multi-agency panel who consider each case in terms of need.

Information regarding enrolment is publicised in the local press early in the calendar year and communicated to parents through the school bulletin. For further information go to <http://www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Pupils who attend our nursery classes are taught by appropriately qualified staff who are registered with their professional bodies. All settings adhere to Care Inspectorate guidelines and standards. Nurseries are open to announced and unannounced inspections by this body. Children's early learning follows Curriculum for Excellence 3-18 guidance and principles and Building the Ambition national practice guidance on early learning and childcare.

Parents should be aware that children who attend nursery Ballogie Nursery but who do not live in the Primary School catchment area will not automatically move into our Primary School. Further details can be obtained from the Head Teacher.

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 whose fifth birthday is between the August start date each year and the end of February the following year may also be admitted.

Details of the enrolment dates are advertised in the local press by Aberdeenshire Education & Children's Services Department. Further information is available at <http://www.aberdeenshire.gov.uk/schools/information/primary-school-registration-2016/>

Parents of children joining school classes in the middle of a school session will have agreed a start date following consultation with the Head Teacher. A visit to the school will usually take place. Any transfer information, including school work, can be helpful in supporting your child's continued education. Records from other Aberdeenshire schools are automatically transferred internally but when the school is outwith the Authority, the school will contact the child's previous school to obtain the records.

Buddy system

When your child begins school with us at any stage our buddy programme will support those early days. For this your child will be given a nominated buddy to guide them through our school routines and building.



School Zone

A link to a map showing the school zone/catchment area is included at the back of this booklet. Please note that children who live within the school catchment zone for Finzean School are automatically entitled to a place in Finzean School. Please use the zone map to check whether or not you live within the Finzean School catchment. If you live out with the zone, the *Education (School and Placing Information) (Scotland) Regulations 2012* will allow you to request admission to the school. However out of zone admissions are not guaranteed and pupils out of zone are not entitled to free school transport. They are also not guaranteed a place at our associated secondary school and parents would need to submit a further placing request before transition to S1.

Out Of Zone Information

All Aberdeenshire schools serve a local 'zone'. Pupils will automatically be accepted at the school within their 'zone'. However, 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. For further information relating to this please follow the link below

<http://www.aberdeenshire.gov.uk/schools/parents-carers/school-info/choosing-a-school/>

Please note this includes forms for completion. These can also be obtained from the school or from the area office.

Organisation Of The School Day

Start of Day: 9.00 am

Interval: 10.45 am – 11.00 am
Lunchtime: 12.30 pm – 1.30 pm
End of Day: 3.15 pm

Ballogie Nursery: 9.00 am – 12.10 pm

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 summer term or ordered direct from Tesco Embroidery Service.

School uniform consists of - school sweatshirt with school logo, white polo shirt, dark school skirt or trousers, dark school shoes (children should not wear high heeled shoes as these cause safety concerns). We appreciate your cooperation in support of this. A pair of indoor shoes should also be provided.

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 named 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. T-shirts with shoe-string straps are also discouraged for safety reasons as they can catch on gym apparatus. All pupils should have hair tied back during all PE activities.

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.

Some families may be entitled to a school clothing grant. More information about this can be found at the back of this book.

Pupil Belongings & Valuables

Near each classroom the children have a space for hanging up their coats and storing outdoor shoes. Parents should note their responsibility to ensure packed lunches have a cold pack included. Each child will also have their own named tray for storing their belongings in class.

Valuables

The wearing of jewellery is discouraged in the school as it can get lost or add to injuries. The wearing of a watch is acceptable. Children who have pierced ears should wear stud ear-rings only to school.

Children should not bring electronic games, mobile phones or other expensive items into school. Should parents request that their child be allowed to take a mobile phone into school for use after school, the pupil will hand it in to the office first thing in the morning and collect it at the end of the day.

School Equipment

The school provides all of the books and equipment that your child will need to use in school, however many children do like to bring their own pencil case and equipment. Children will also require a school bag to carry their belongings and equipment to and from school.

In P1 children receive a 'book bag' for storing or transporting homework jotters and reading books to and from school. This helps to keep these resources in good order. Please note, should reading books be lost or damaged, parents are requested to pay towards the cost of a replacement.

Arrival at School & Playground Information

All pupils, whether they are transported by school transport or by parents, should not arrive at school more than 20 minutes before the start of the school day. They will be allowed into the building to use the toilet or in adverse weather.

A responsible adult will be available in school 20 minutes prior to the start of each school day for pupils to access should they have any concerns or questions. The number of adults supervising children during break and lunch periods will vary from school to school and will be based on the school's own risk assessments. During morning and lunch breaks there is access to play equipment and general play areas.

During lunch/break times children will be expected to play outside unless the weather is excessively wet or windy. Children should be sent to school with appropriate outerwear to suit the time of year.

If your child has an accident in the playground and suffers a minor injury, he/she will be treated by a qualified first aider. Your child will be given a minor injury slip

to take home at the end of the school day, which will inform you of the nature of the injury and the treatment given. We will attempt to notify you by telephone of any serious injuries and for this reason it is important we have up to date contact details such as mobile phone numbers. However, where contact is not possible, we may seek treatment from professionals where it is deemed necessary. Attempts to contact you will continue to be made.

In accordance with Aberdeenshire Council's Health & Safety Policy, children will not be allowed to make ice slides in the playground nor throw snowballs. For health & safety reasons, dogs are not permitted in the school grounds.

At the end of the school day, pupils who do not go home on school transport should be collected outside the main pupil entrance indicated in the school plan. Please ensure your child knows who he/she is going home with if you have had to make alternative arrangements or if you are unable to collect your child. For the safety of your child(ren) please advise the school of any changes to arrangements.

School Office

The school has an answering machine for messages. All messages are collected by 9.00am each morning. Where a response is required, we aim to do this on the day the message is received, and certainly within 24 hours.

Door Security

All schools in Scotland have security doors fitted as standard. This is to ensure the safety of children and staff at work during the school day. Those accessing school premises **MUST** only do so through the security door system and you are reminded that this should be the only access you use when visiting the school. In line with Aberdeenshire Council's Health & Safety Policy, all visitors to school will be asked to sign in and wear a visitor's pass badge.

Doors open easily from inside the building to allow for easy exit in an emergency.

Please see the Nursery handbook for procedures around dropping off and collecting children from the nursery.



School Meals

It is the Authority's 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 4-7 pupils are currently charged £2.15 for a school meal unless they qualify for Free School Meals. Refer to the following link for helpful information –

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

Cooked school lunches are prepared off site and transported to Finzean School where they are served by our canteen assistants.

Attractive menu and information leaflets are provided to all Aberdeenshire school pupils and parents. In addition, an online interactive menu is also available which displays menu recipe pages showing allergens and nutritional content. This and other relevant information about school meals can be found by following the link -

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

Aberdeenshire Council provides an online payment service to Primary schools that provides parents and carers with the convenience of making online payment with debit or credit cards for School meals.

Online payment is now the preferred way to pay for primary school meals, however cash and cheques will still be accepted.

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 website 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 and carers are responsible for ensuring that sufficient funds are in their children's accounts prior to ordering a school lunch. Should a pupil not have money in their account they will still be served and you will be contacted regarding payment.

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, with parental/guardian assistance, 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.

Any pupil who wishes to take a packed lunch on occasion may still do so. Where children bring a packed lunch to school, parents are responsible for ensuring that

lunch box contents are stored at the correct temperature, by including an ice pack where necessary.

The School aims to encourage young people to enjoy food which is both attractive to them and nutritionally sound, whether this is a school meal, a packed lunch or a snack. We would appreciate your support in achieving this aim.

Playtime snack

Children should be sent with a snack to eat at playtime break. As a health promoting school, we encourage healthy options. Fizzy drinks are not permitted in school and sweets are discouraged. Children should not share their snack with others in the playground as they may inadvertently cause another child to have an allergic reaction such as a nut allergy, resulting in anaphylaxis.

Cakes/Treats

We request that cakes/treats etc for birthdays are not sent to school for sharing as this can cause difficulties where there are children in class with food allergies/intolerances or other dietary circumstances.

See Nursery handbook for information about snack and costs.

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 actions of adults. It is important that staff and parents continue to work together to develop and improve arrangements for monitoring the care and welfare of all children and young people.

With that specific aim in mind, Aberdeenshire Education & Children's Services 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 would wish to work with parents to ensure that children can achieve fully. 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 for the 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 or email 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.
- On your child's return to school a note should be provided explaining the reason for absence and confirming the periods of absence from the school. The note should be signed and dated.

Communicable/Infectious Diseases

When pupils are off school because of sickness or diarrhoea, they should not be sent back to school until 48 hours after symptoms have passed. Pupils must be kept off school for a period of time where they have an infectious or contagious disease. These include common ailments such as impetigo, conjunctivitis, chickenpox etc. Please contact your GP or local health centre for up to date advice if you believe your child may have a communicable disease. For further information regarding how long children need to be kept at home and not sent to school either contact the school office or go to www.nhsgrampian.org exclusion policies for infectious diseases.

Head lice

Please check your child's head regularly (we recommend weekly) and notify the school if you find head lice. Current advice on the treatment of head lice is available from your local pharmacist.

Asthma Inhalers

Inhalers are to be named and kept in the school office. Inhalers will always be available for any PE sessions or outdoor activities.

Planned Absences

As part of Government Regulations we are required to record all absences as "authorised" or "unauthorised". Authorised absences are due to illness or family bereavement and can also include time off to attend certain events, e.g. sporting events or music exams.

- Under normal circumstances we do not send work home in the case of absence.
- For medical or dental appointments the teacher should be informed beforehand in writing. Children should always be collected and returned by an adult on these occasions. As far as possible such appointments should take place outwith the school day.

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/>

Aberdeenshire Council Guidance on School Closures

School Closure Due to Bad Weather or Other Emergencies

We want to work in partnership with parents and carers to ensure the safety of children at all times. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

Parental Role

We would like you to:

- Ensure your child wears appropriate outdoor clothes throughout the winter.
- Decide whether it is safe for your child to travel to school in bad weather, either by school transport or on foot.
- Provide the school with information about emergency contacts to whom your child can be sent at short notice if you are not available. Also tell the Head Teacher about any changes to this information and to your daytime contact details.
- Provide the school with a bad weather address within safe walking distance of the school.

Also:

- If school transport is not running please do not take your child – or other children – to school yourself unless it is safe for you to do so. You will be responsible for ensuring that the children you took to school are transported home again and therefore need to be available in the event that the school has to close early due to deteriorating weather conditions.
- In difficult weather conditions pupils should not wait any longer than 15 minutes past the normal pick up time before returning home. In case the transport does not arrive please make sure you have made alternative arrangements for your child.
- If your child travels by school transport you are responsible for their safety *to and from the pick up/drop off point* whether they use school transport or a public service vehicle.

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 are unable to meet or arrange for your child to be met at the drop-off point, 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.

When will schools be closed?

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 at any time, day or night.

During bad weather some staff may not be able to get to school, so the school may have to close because there are too few teachers present. Sometimes only part of the school will be closed or only some of the pupils will be dismissed early.

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.

Nursery, Primary and Special Schools

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.

Secondary Schools

Because of the large number of pupils in Secondary Schools, it may not be possible to inform all parents in advance of emergency closures and schools may dismiss pupils without first contacting parents.

Individual schools will let parents know of any local arrangements.

What education might my child be missing?

Some parents and pupils worry that important work or examinations are missed because the school is closed or conditions make it difficult to attend. However, the *safety and welfare of children must take precedence* when making judgements about travelling to school in bad weather.

Arrangements can be made for lost time to be made up and examinations can be rearranged.

At Finzean School, pupils have been issued a "snow pack" with homework for completion during emergency closures. Information regarding the continuation of learning may also be posted on GLOW or the school website.

Further Information

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 15 minutes 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:

www.aberdeenshire.gov.uk/alerts/index.asp

School Information Line

Tel: 0870 054 4999 then 02 + 1710 for Finzean School. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

Please note: Call charges to the School Information Line will depend on your contract with your telephone service provider, for example, calling from your home telephone may differ in price from calling from your mobile phone.

Public Transport Unit (9am – 5pm) - 01224 665194

Education Offices (9am – 5pm) -

Banff – 01261 813340

Fraserburgh – 01346 515303

Peterhead – 01779 473269

Inverurie – 01467 620981

Stonehaven – 01569 766960

Contact Details

It is vital that parents keep us informed of up to date telephone contact numbers – home, work and local emergency contact(s) - so that we can be sure of reaching you in any emergency situation.

Parking

Parents/guardians are requested to use the parking area near the Old School House or park on the road outside school. An area just up from the school entrance has been reserved for disabled parking. Please be considerate in your parking to avoid blocking the road or access to neighbouring houses.

For pick-up of children after school by car, a one way system is in place. Please arrive from the Finzean Farm Shop side of the school and wait behind the road sign by the start of community path until signalled to drive up by school staff.

Children who walk or cycle to school should use great care when exiting the community path and passing any parked cars.

See Nursery handbook for information regarding parking at nursery.

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.

Early Years Transport

Transport to early years 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.

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/public-transport/school-transport/school-transport/>

Special Schools and Enhanced Provision (only needs to be included by special schools and schools with enhanced provision)

The Authority 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.

Section 2

Curriculum and Assessment

School Ethos

Finzean School Aims and Statement of Values communicate our philosophy and beliefs for Finzean School Community.

Finzean Primary School Vision

“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
- g. become a Rights Respecting School.

Our values, vision and aims have been developed by pupils, staff and parents from the start of the 2015/2016 academic year.

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

Positive Behaviour Management

Positive Behaviour Management is a vital component in helping Finzean School to achieve its aims and values. Our Positive Behaviour Management Policy also provides our pupils with the boundaries and rules that they need in order to fulfil their potential and contribute to the wellbeing of others.

Discipline is essential to good learning situations. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and teachers all have an important part to play in achieving this atmosphere. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned.

School Charter (written by pupils)

- We will take responsibility for our actions.
- We will look after our school and respect others' possessions.
- We will move safely around school.
- We will listen and respect, even if we disagree.
- We will take part.
- We will work hard.
- We will be kind, gentle and consider others' feelings.
- We will be open to change.
- We will be honest.

Promoting Positive Behaviour

We take a positive approach to promoting responsible behaviour. We recognise and praise good behaviour, effort and application through our achievement walls in each classroom and we celebrate whole school achievements on our achievement board in the school hallway. Examples of good progress in writing and maths are displayed on the appropriate boards for the whole school to read. Finzean School has a very active and successful 'House System'. On entry to school each pupil is allocated to one of four Houses – Peter Hill, Corsedarder, Tom's Cairn or Clachnaben. Pupils are awarded points in a variety of ways, e.g. special achievements, good manners, acts of kindness, achievements outwith school etc. These points are totalled at the end of each month and the winning House is rewarded.

See Nursery Handbook on managing nursery pupil behaviour.

Bullying

Bullying may be defined as a range of pre-meditated, persistent and often deliberate actions, undertaken by a person or a group of people, which cause the victim(s) physical or emotional distress.

It may be useful at this point to draw a distinction between acts of bullying and incidents which, although not to be encouraged, are commonplace when groups of children play together. An occasional tussle or quarrel between two children will be treated as a breach of discipline by staff, but it is **not** bullying. Similarly,

reciprocal or casual name-calling is not to be condoned, but it is **not** bullying. **Sustained victimisation** is. The crucial distinction is where the imbalance of power is such that the victim clearly needs positive support. At the same time the bully needs to be made aware of the damage which his/her actions are causing. The school will not tolerate any form of bullying behaviour, be this physical, verbal, threatening and intimidating behaviour or ostracism from groups, games or activities, and we will do everything in our power to prevent such behaviour amongst our pupils and to deal effectively with any incidents which might occur. Victims of bullying are supported by a range of strategies and resources depending upon the needs of the child and the nature of the incidents.

We believe that a strong, positive school ethos and constant work on building a caring school community, together with close contact with parents, offers the best way forward.

Restorative Approach to Bullying Behaviour

Whilst many believe that children who bully must be punished for their behaviour, it is widely accepted that this type of response can at times be ineffective and make the situation worse.

Punishment can make a person resentful instead of reflective. Children who bully must be given the opportunity to hear about and face up to the pain, hurt, distress and anger they have caused to others. Punishment does not help to restore relationships and can result in further retaliation.

Aberdeenshire Council has a responsibility to protect those being bullied but also to provide an education for all pupils, including children who bully or those with behavioural problems. Whilst appropriate action will be taken by the school, it is also important that all parents involved work with the school to resolve the problems in the best interests of their child or young person.

Race Relations Act

Schools actively discourage any racist language or behaviour. Where any such behaviour has been reported schools are required to record the incident and the person(s) involved. The behaviour will be dealt with according to school policy.

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

Curriculum

Curriculum for Excellence

Principles for Curriculum Design

Schools and learning communities in Aberdeenshire apply the principles for curriculum design that are drawn from National advice but reflect our unique Aberdeenshire context. These principles are:

- Challenge and enjoyment in learning
- Breadth of learning
- Progression in learning
- Depth of learning
- Personalisation and choice e.g. in how to present learning
- Coherence (with other areas of learning)
- Relevance of learning

Curriculum Entitlements

The following entitlements are also provided for all pupils in Aberdeenshire Schools:

- A cohort curriculum from 3 to 18.
- A broad general education, including well planned experiences and outcomes across all the curriculum areas. This should include understanding of the world and Scotland's place in it and understanding of the environment.
- A senior phase which provides opportunities for study for qualifications and other planned opportunities for developing the four capacities.
- Opportunities for developing skills for learning, skills for life and skills for work.
- Opportunities to achieve to the highest levels they can through appropriate personal support and challenge.
- Opportunities to move into positive and sustained destinations beyond school.

In Aberdeenshire Schools this includes a strong focus on learning **In, About and Through** the environment, i.e. outdoor learning.

Learners are provided with a broad, balanced set of experiences designed around the curriculum areas of:

- Expressive Arts
- Languages and Literacy
- Mathematics and Numeracy
- Health & Wellbeing
- Religious and Moral education
- Sciences

- Social Studies
- Technologies

The core curriculum consists of Literacy, Numeracy and Health and Well-Being. These subjects permeate all other curricular areas. Attainment and achievement in these areas are regularly assessed and reviewed annually by the school to ensure standards are maintained or improved.

Learners are given opportunities to develop skills for learning, skills for life and skills for work with a continuous focus on:

- Enterprise and Creativity
- Citizenship and International Education
- Literacy
- Numeracy
- Health & Wellbeing
- Sustainable Development
- Digital Technology

School Policies

School and Authority policies are regularly being reviewed and updated to reflect Curriculum for Excellence requirements. Please contact the school office if you would like more information about current school or authority policies.

Please refer to the Nursery Handbook for Early Years and Childcare Information.

Curriculum for Excellence is structured into different levels.

Early The pre-school years and P1, or later for some.

First To the end of P4, but earlier or later for some.

Second To the end of P7, but earlier or later for some.

S1 to S3, but earlier for some. The fourth level broadly equates to

Third Scottish Credit and Qualifications Framework level 4.

The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.

Fourth

Senior phase S4 to S6, and college or other means of study.

Learning and Teaching

Our teaching approaches recognise and reflect that each child is an individual with their own aspirations and aptitudes. We aim to develop each child to their full potential and to cater for a range of learning styles.

We believe in active learning for all pupils at all stages with children fully engaged in thinking. In promoting active learning, we recognise the importance of ensuring that learning experiences are stimulating and challenging.

We make full use of the local environment, including local businesses. Our aim is to make learning relevant and meaningful and to promote enthusiasm for life-long learning.

Not all pupils do the same work at the same time; within any class the teacher will regularly plan tasks that are set at different levels of difficulty according to the carefully identified and agreed next steps for each pupil.

Assessment & Reporting

Teachers carry out continuous assessment as part of their daily practice to ensure that learning activities are meeting the needs of their pupils and extending and developing learning. Assessment results are used to track pupils' progress, inform planning, direct future learning and teaching activities and for reporting purposes.

The overall purpose of assessment is to support learning. Staff at Finzean School use a variety of formative assessment techniques in teaching the children HOW they can improve upon their current strategies of work. This applies to all pupils, regardless of ability and ensures that opportunities to progress and achieve are fair and inclusive.

Formative Assessment includes:

- Sharing learning intentions, success criteria, ideas and expectations
- Promoting creative thinking skills by using quality questioning techniques
- Giving constructive feedback to pupils which is focused on improvement
- Assessing what children **Make, Say, Write** and **Do** and planning relevant activities and tasks to support future learning

Children are also encouraged to self and peer assess and recognise their own strengths and learning needs. Once learning needs are identified, children are involved in planning their own future learning. In addition to this, teachers set realistically challenging targets for their pupils, helping to ensure that the pace of children's learning is appropriate.

More formal assessments are also carried out to confirm teachers' professional judgement about learning. This may include summative assessment, diagnostic assessment and the use of appropriate national assessment resources. Curriculum for Excellence levels (previously outlined) are experienced by pupils

throughout their school career. During this time the children are signposted as making progress through the levels

All Aberdeenshire schools use PIPS (**P**erformance **I**ndicators in **P**rimary **S**chools) standardised assessments in P1 and InCAS (Interactive Computerised Assessment System standardised assessments) in P3, P5 and P7. These assessments provide quantitative data to support other sources of assessment evidence to provide a clear picture of progress in learning for individual children and within schools. (See annual updates section).

In the Aboyne cluster of schools moderation also takes place. This involves teachers from different schools comparing samples of pupils work and applying common approaches to assessment. This ensures that there is a shared understanding of standards between schools.

Parents receive information about their children's progress and achievements throughout the year in a number of ways, e.g. through homework diaries, jotters and samples of work sent home, through visits to school for open days/evenings and class assemblies, and through visits to school for more formal parent interviews.

During parent interviews, information will be shared about children's strengths, development needs and next steps in learning. Parents will also be given ideas about supporting their children's learning at home. School reports are sent home in March of each year. Parents and pupils are invited to add their comments to these reports.

Pupils are supported in developing their skills in assessing and recording their best work and celebrating achievements in and out of school. This process, known as profiling, will involve ongoing dialogue with the class teacher and will take place at all stages. These profiles will be collated in P7 and S3 and may be either electronic or paper based. Pupils can add to their profiles in school. Parents are encouraged to become involved in the process with their child. Regular dialogue between parents and pupils is of course the best way for parents to be informed of their children's progress at school.

There are times when all pupils in the class undertake the same activity. In these circumstances teachers will look for and accept different levels of outcome based on their knowledge of the individual child's strengths.

By the time pupils leave our school we hope that they have acquired many of the attributes of an independent learner. Each will have developed at his/her own pace and in his/her own way. We trust that not only will each of them have gained an awareness of his/her full strengths and areas of focus for their future development.

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.

Senior pupils have the opportunity to go on a 4 day residential trip. This usually takes place in term 4 and has a focus on health and well-being as well as physical activity.

Personalisation and Choice

The school provides a framework for learning based upon the principles of curriculum design and curriculum entitlements. Within this the school encourages pupils to have a say in how they learn and what they learn, e.g. in cross curriculum study within a social studies based topic the children might choose to communicate their learning through a report, a PowerPoint presentation or a piece of artwork. The pupils also might choose to research a specific aspect of information within focus areas. Through the use of learning logs and personal planning, the pupils are involved in setting their own targets and planning next steps in learning.

For further information on specific aspects of learning, please contact your child's teacher in the first instance.

Further information about Curriculum for Excellence can be found at www.educationscotland.gov.uk/thecurriculum and <http://www.educationscotland.gov.uk/parentzone/mychild/primary/>

Learners Involvement In The Life Of The School

Taking Responsibility

We encourage pupils to take responsibility within the school. This allows them to have a say in aspects of what happens in school and allows them to see that they can make a difference. Some of the ways that we do this are:

- Buddies – P6/7 pupils are paired with P1 pupils and help them to settle into school life.
- ECO group – help the school become more environmentally friendly.
- Publicity Group – to promote school activities and update school website.
- Assembly Group – deciding the content and format of school assemblies.
- Lunchtime Volunteers – helping the organisation of school dinners.
- Playground Volunteers – looking after small items of playground equipment.

Achievement, Attainment and Assessment -

Formal assessment is only one part of a child's progress. Aberdeenshire Schools use standardised tests in P1, P3, P5 and P7 to complement the ongoing formative assessment. This, along with professional judgement, helps your child and your child's teacher to continually be aware of where they are in their learning across the curriculum. Achievement in personal development, participation in events, extra-curricular activities and personal interests are also recognised, recorded and celebrated in different ways across school.

We also invite parents to make us aware of their children's wider achievements outside school on an ongoing basis and to encourage their children to do the same. This gives a more rounded view of an individual and ensures achievement other than academic is given credit and value.

In our partnership with parents, they are welcome to request an interview to discuss their child's progress at any other time during the school session should they wish.

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. The approach is inclusive and entitles all children and young people to learn new languages. All language learning is important and will be recognised and celebrated as an achievement.

By 2020 language learning will be part of the everyday life of the classroom from P1 onwards. The entitlement to study the first foreign language will continue into secondary until at least the end of S3 with opportunities to continue into the senior phase. By beginning language learning early there will be more time to develop learner's language skills and knowledge of language so that they will have a greater understanding of how languages work as they go through school.

In Aberdeenshire the first foreign language will be either French, German or Spanish. In Finzean School this language is French. This language will be learned from P1 in Finzean Primary School through to S3 in Aboyne Academy.

All schools in our cluster will continue to plan together to make sure that what learners do in secondary school builds on what has been learned in primary school. This will ensure that learning languages remains an appropriately challenging and rewarding experience for learners as they move into secondary.

We are committed to this new approach to language learning because learning languages can play an important role in helping young people to develop their literacy skills, including literacy in their first language, whether this is English or another language. Through languages, learners have opportunities to:

- develop and improve their skills in listening, talking, reading and writing
- get a feeling for how languages work
- learn how to communicate ideas and information in their own language as well as in the new languages they learn
- become familiar with different texts and media in different languages
- Develop a skill which will help them further for learning, life and work.

Homework

At Finzean School homework is an opportunity for pupils to share their learning with a parent or carer and for family to have an understanding of the topics and work being covered in school.

Homework should be set once a week except where reading requires more regular practice. **The homework should be issued on a Wednesday and collected on a Monday morning** throughout the school to allow for consistency and planning, especially where there are several pupils within one family attending the school.

If homework involves research please make arrangements for a pupil who has no internet access at home to carry out this work in the school.

Each week homework should include

- Literacy (but no spelling test preparation)
- Numeracy

as a minimum and any other curricular areas, including topic as appropriate.

Teacher's Role

- ✓ Set tasks which are varied, interesting and challenging and appropriate to children's ability and class work.
- ✓ Ensure children understand what is required.
- ✓ Provide feedback to show pupils their work is valued.
- ✓ Try to find reasons for pupil's non-completion of homework tasks through discussion with pupil and parent.

Pupil's Role

- ✓ Take homework home and return to school as required.
- ✓ Organise time to ensure tasks can be completed by the required date.
- ✓ Complete tasks set with as much effort and standard of presentation as class work.
- ✓ Ask parents to sign completed homework.

Parents' Role

- ✓ Help child find a suitable place and time to complete tasks.
- ✓ Support child with tasks but do not do it for them.
- ✓ Sign work when completed.
- ✓ Contact school if concerns arise.

Guidelines as to the expected time for homework –

- Daily reading practice 10 minutes per evening and in addition -
- P1/2 30 minutes per week
- P3/4 1½ hours per week
- P5-7 2 hours per week

If there are pupils requiring extension work then please contact parents and agree an additional 15 minutes per week up to P5 and an additional 30 minutes per week for P6/7 and inform the SMT.

The standard of presentation for homework should be as high as any other jotter in school and examples of how to layout work should be added to the front of the jotter to help the parents support their child. All homework should be marked with appropriate feedback given. Ideally the homework jotter should be covered to protect it in transit.

Later in the summer term a series of learning activities will be sent home with nursery pupils to build on skills and introduce the home and school link of homework.

Extra Curricular Activities

At Finzean School a range of extra curricular activities is also provided. We rely upon the goodwill of staff and the support of parents 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.

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.

For further information -

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

Sensitive Aspects of the Curriculum

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 have 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. See Aberdeenshire Council Policy at www.aberdeenshire.gov.uk/about/equality.asp

Religious and Moral Education

Throughout the school there are opportunities for pupils to learn about aspects of Christianity and 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.

The School Chaplain visits school on a monthly basis and three times a year we visit the local church for a short service which is usually led by the children.

Parents wishing to exercise their right to withdraw their child from Religious and Moral Education should contact the Head Teacher so that acceptable alternative arrangements can be made.

Relationships, Sexual Health & Parenthood

The following Aberdeenshire Council information guidance is followed by the school in providing appropriate learning experiences with regard to relationships, sexual health and parenthood. This is part of the health and wellbeing curriculum.

Sex education can be defined as a lifelong process whereby children and young people acquire knowledge and skills and develop beliefs, attitudes and values about their sexuality and relationships within a moral and ethical framework.

Education Scotland

Children learn about relationships, sexual health and parenthood from a wide range of sources including formal education, parents and families, friends and the media.

Key learning themes from nursery through to P7 are as follows:

Early Years – P4

- Friendships and relationships
- Carers and people who look after us
- Respect and appropriate behaviour
- Keeping safe
- Similarities and differences
- The growing body and body parts (correct terminology)

P5/6/7

- Wide ranging friends and relationships
- Health and wellbeing of others
- Changing relationships
- Respect and appropriate behaviour
- Emotional issues
- Puberty and personal hygiene

Keeping safe
Giving birth
Looking after a baby
Role of a parent/carer

These areas are not taught in isolation, but are included across many areas of the curriculum. In addition to the learning areas, the following topics may be discussed at age appropriate stages:

Physical development – e.g. menstruation, reproductive parts
Sexual behaviour (e.g. masturbation)
Contraception and safer sex
Sexuality and gender

Roles and Responsibilities in Relationships, Sexual Health & Parenthood Education

Parents/carers/guardians

Education begins at home. Parents are the first and foremost educators of their child. Even if parents do not talk to their child about relationships and sexual health, parental influence will still be strong.

Parents are encouraged to review the school's programme and resources and to speak to their child about what they are being taught in school and to actively support the work of the school.

School

Building supportive and positive communication with parents.
Encouraging parents to view the teaching and resource materials.
Dealing with parental concerns.
Providing staff with appropriate training and support.
Actively seek parents' support through activities such as homework tasks, questionnaires, training, workshop and information sessions.

Using Appropriate Language

Some families use a range of different names for intimate parts of the body. This can lead to confusion for some children. We would appreciate, therefore, your support in using the correct names for body parts from pre-school through to Primary 7.

In early and lower primary the curriculum focus is on:-

- handling and understanding relationships
- personal and physical changes.
- respecting oneself and others

In some exceptional circumstances, parents or carers may prefer to deal with their child's relationship and sexual health education themselves. This should be discussed with the Head Teacher or designated member of staff so that appropriate alternative arrangements can be made.

For further information about specific resources or programmes of work please contact the school.

Drugs Education/Substance Misuse

The Aims of Substance Misuse Education

When planning for Substance Misuse Education within the curriculum, it is important to reflect on the guidance outlined in the Aberdeenshire Policy. Within the rationale of this policy, the key elements of successful Substance Misuse Education provision are addressed directly within the advice for supporting children and young people in becoming successful learners, confident individuals, effective contributors and responsible citizens.

<http://arcadialite.aberdeenshire.gov.uk/?p=2930>

An effective Substance Misuse Education programme should aim to:

- Allow pupils to develop knowledge and understanding about legal and illegal drugs, their effects and the implications of use and misuse.
- Provide opportunities for pupils to develop beliefs, attitudes and values about drugs.
- Enable pupils to develop the skills necessary to make healthy, informed choices and informed decisions about drugs, including resistance to peer pressure or influence.
- Link with other components of personal, social and health education to develop life skills and promote access to positive, health-promoting lifestyles.

At Finzean School programmes of study are arranged in compliance with this guidance. For further information on learning and teaching of substance misuse education, please contact the school.

Section 3

Parental Involvement

Pupil Welfare

Parental Involvement/Parent Councils

Parent Councils are now established in almost all Aberdeenshire primary and secondary schools. The Scottish Schools (Parental Involvement) Act 2006 recognises the vital role that parents play in supporting their children's learning. The basic principle underpinning the Act is the desire to have children become more 'confident learners' through closer working between each family and the school. It is anticipated that this can be done in three ways. These are:

1. **Learning at Home:** direct parental involvement in the child's learning at home and in the community.

Parents can support learning at home through:

- Reading to and with your child.
- Giving your child responsibility for small tasks at home – setting the table, making a shopping list, tidying their bedroom etc.
- Helping your child to recognise and develop their skills and to recognise the skills of others.
- Encouraging your child to respect diversity and be tolerant.
- Helping them to be resilient and have a problem solving attitude.
- Helping them to develop social skills though reinforcing the need for manners and politeness.

2. **Home/School Partnership:**

The home/school partnership is essential to ensure that children get the maximum benefit from their school experiences. You can support this by:

- Helping with any homework your child may be tasked with and remember to sign the completed work (see Parentzone and our Homework Policy for further information on helping your child at home). <http://www.educationscotland.gov.uk/parentzone/index.asp>
- Volunteering with an aspect of school life. Please note that all volunteers need to undertake a PVG check. This involves completion of paper documents which are then scrutinised by Disclosure Scotland. PVG is then considered for granting.
- Supporting the school in promoting positive behaviour and the school values
- Completing audits that are sent to you seeking your views and opinions on how the school operates
- Complete the Care Inspectorate questionnaire that comes home from the nursery so that we can take your views into consideration when planning nursery improvements.

3. **Parental Representation:**

- Parent Councils are parent led and supported by the school with all parents automatically being members of the 'Parent Forum'. The

Parent Council is tasked with representing the views of the Parent Forum.

- The Parent Council assists the school in developing an annual improvement plan.
- They comment on and add to the annual Standards and Quality Report.
- Provide an annual report for parents on their work throughout the year.
- You can find out more about your Parent Council by contacting the Parent Council Chair or the Head Teacher or by clicking on the link below: (current members of Parental Groups are included at the end of this document)

<http://www.aberdeenshire.gov.uk/consultations/detail.asp?ref=3C6AEC305BBB4D88802576CE00549127>

Communication

We are keen to maintain excellent and open communication links with parents and have a number of ways in which we do this.

Each term a Learning Leaflet for each class is sent home to allow parents to see the areas of the curriculum and topics that will be looked at in the forthcoming term. This leaflet also includes suggestions for parents should they wish to support their child in their learning.

Open Afternoons are arranged for every class once a term to allow pupils to share their learning with their parents and/or extended family and feedback is sought at each of these events.

The school website is updated regularly, detailing information about school events and activities.

We will contact you by telephone if there is ever anything specific that we wish to discuss with you. Should you ever wish to discuss any aspect of your child's development, please phone the school and an appointment to meet will be arranged at a mutually convenient time.

The school homework and reading diary is another means of communication where parents and teachers can share relevant information about your child.

In Nursery, at drop off or collection times, you will have daily opportunities to talk to a member of the nursery team, exchanging information about your child's day in Nursery or information from home that you feel is important for the Nursery team to be aware of.

In the autumn term, you will be invited to attend a parent interview. This is a chance to meet and get to know your child's new teacher and to share with him/her, your knowledge of your child and your hopes for his/her progress and any additional support needs/relevant information. At this interview, the teacher will share information regarding your child's personal and social development as well as indicating any particular curricular development needs and strengths. The teacher will also share ideas as to how to help your child at home. You will receive a written report on your child's progress during the spring term. When requested by either parent or teacher, a follow up or an additional interview will be arranged.

Other means of communication include parent workshops, curricular evenings, school shows, performances, open days, the school website and the local and national GLOW website. The school website address is www.finzean.aberdeenshire.sch.uk.

Health Care

Specific school staff attend to first aid and we have regular visits from the School Nurse and Dentist. Please tell us as soon as possible if your child has a specific medical condition.

The School Health Team, (e.g. school doctor, school nurse, speech and language therapist etc), working in partnership with parents and teachers, may carry out assessments to ensure the best level of health for all school children.

Primary 1

Parents are asked to return a completed health questionnaire. A Health Support Worker checks height and weight for all children and health interviews will be carried out by the School Nurse on selected children only. Hearing and vision are no longer checked in school.

Primary 7

All parents are asked to return a completed health questionnaire. An opportunity to discuss health problems with the School Nurse is offered.

Children with an identified health need may be seen more frequently.

How can Parents Help?

1. Contact the school if you are worried about any aspect of your child's health, or emotional well-being.
2. Please fill in and return all questionnaires sent to you. This assists the school to meet your child's needs.
3. If you are offered a health interview, please keep the appointment or request an alternative.
4. If you feel that a problem has not been solved, please let us know.

You Can Contact Your School Health Staff At: -

Aboyne Academy
Bridgeview Road
Aboyne
AB34 5JN

The Programme of Routine Dental Inspection of School Children

Aberdeenshire Community Dental Service will be inspecting 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. Immediately after the inspection, parents will be informed in writing of their child's caries (dental decay) risk category. Those children who are not registered with a dentist are invited to arrange an appointment for their child to attend the Community Dental Service for a single course of treatment after which parents are encouraged to register their children with a general dental practitioner. Treatment is undertaken at a clinic or in a mobile dental unit, at a location convenient to the patient. Parents are invited to attend.

See Nursery Handbook for information about the Childsmile Toothbrushing Programme.

Administration of Medicines

Many pupils will, at some time in their school careers, need to take medication. For the vast majority this will be a short-term requirement, with pupils simply finishing a course of medication which has been prescribed for them by their family doctor. Wherever possible, parents are requested to ask for GP prescriptions which can be administered outwith the school day, i.e. in the morning and evening. Where this is not possible, parents are required to complete a signed *Authorisation to Administer Medication* form prior to school staff administering medications on parents' behalf. This policy also includes items such as Calpol, throat lozenges and cough mixture.

Sunscreen

As children are out doors 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.

Illness during the school day

Children who are ill are best kept at home for their own comfort. However, should your child become ill during the school day, we will contact you or your emergency contact. Every care will be taken to make your child

comfortable until the arrival of a responsible person. Please be aware that staff in school have a range of duties to perform in a day so we would ask that you make arrangements to collect your child as quickly as possible.

Where pupils have 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.

Transitions

We understand that transitions especially at Pre-School, P1 and S1 stages can be anxious times for parents and pupils. At Finzean School we have arrangements in place to support transitions and these are outlined below.

Transfer to Ante-Pre School and Pre-School Nursery

In order to support and ease transition into early years setting, we arrange a series of induction events/meetings/come and play sessions for you and your child. These events are planned to allow you and your child to become familiar with the early years setting, to meet staff, to meet with the other children and to find out about life in early years and what you can do to support your child's transition into the early years setting. 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 your child's specific needs. Any other early years setting which your child attends will forward transition information regarding your child's needs and learning journey.

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 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 P1 pupils 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 Finzean School attend Aboyne Academy (Telephone Number 013398 87722).

Finzean School is part of the Aboyne Schools Network. An induction programme for P7 is in place to help ease the transition into S1. P7 pupils spend several days at Aboyne 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. Parents also have the opportunity to visit Aboyne Academy where information will be shared and questions can be asked.

Liaison between Finzean Primary and Aboyne Academy is very good. During the P7 year pupils have many opportunities to join with P7 pupils from the other Aboyne Schools Network. Transition art projects, sports festivals, trips 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.

Aboyne Academy staff also visit our pupils in Finzean Primary when information is shared and questions can be asked.

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

Placing request forms are available from the school – see page 10 for further information on placing requests.

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.

Child Protection

“All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children is paramount”.

Protecting Children and Young People: Framework for Standards, Scottish Executive 2004.

Protecting children and young people is a priority for Aberdeenshire Council.

It is everyone’s job to ensure that children are kept safe. Schools are required to report any suspected child abuse to appropriate services such as Police Scotland and Social Work.

‘Child protection means protecting a child from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a *likelihood* or *risk* of significant harm from abuse or neglect.’

Categories of abuse include:

- Physical Abuse
- Neglect

- Emotional Abuse
- Sexual Abuse

(From the National Guidance for Child Protection in Scotland 2014)

A comprehensive set of guidelines provide all staff and volunteers who come into contact with children with the essential information about protecting children from harm.

Where parents or a member of the public have concerns about the safety or protection of any child they can contact:

- The school and ask to speak to the head teacher or a senior member of staff.
- Police Scotland by dialling 101 (this number is in operation at all times).
- The local Social Work Office by dialling one of the numbers below during office hours or if calling during evenings and weekends 08458400070.

Aboyne	013398 87096
Banchory	01330 824991
Banff	01261 812001
Ellon	01358 720033
Fraserburgh	01346 513281
Huntly	01466 794488
Inverurie	01467 620981 01467 625555
Laurencekirk	01561 376490
Peterhead	01779 477333
Portlethen	01224 783880
Stonehaven	01569 763800
Turriff	01888 569260
Evenings and weekends	08458400070

For further information please go to the Aberdeenshire Council website www.aberdeenshire.gov.uk .

All Education & Children’s Service Managers and School Child Protection Co-ordinators have received training to ensure that they are confident, well informed and supported to promote the protection of children.

All schools provide Child Protection awareness raising training to all teaching and non-teaching staff on the first day of each session.

Protecting Children and Young People in Aberdeenshire – Education & Children’s Services Guidelines can be accessed through: <http://www.girfec-aberdeenshire.org/child-protection/>

Aberdeenshire Council Education & Children's Services

Support For Pupils

Getting It Right For Every Child (GIRFEC)

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).

For more information about Aberdeenshire's approach to GIRFEC go to; <http://www.girfec-aberdeenshire.org/what-is-girfec/>

Key Adult

Your child's teacher is generally the person who knows your child best, and as such is your child's key adult, however where significant additional support needs are present, the key adult may change. The school consults with parents where a change in key adult is thought to be in the best interests of the child.

Support For Learners

Additional Support Needs

Many children will face barriers to their learning at some time in their school career. These may be short or longer term and for a variety of different reasons. If a pupil is identified as requiring additional support then pupils, parents and staff are involved in helping identify specific needs and the school will provide appropriate intervention and support accordingly.

In Aberdeenshire we adopt either single or multi-agency approaches as appropriate to supporting pupils with additional needs. Within Education and Children's Services we have a number of specialist staff who support children and young people including:

Additional Support for Learning(ASfL) teachers, Educational Psychology Services, Sensory Support Service, English as an Additional Language (EAL), Intervention Prevention Teachers, Nurture Teachers, ASPECTS, Pupil Support Workers, Family Support Workers.

Our partner agencies include therapists, e.g. Speech & Language Therapy, Occupational Therapy, Physiotherapy; Community Paediatricians, School Nurses, Police Liaison Officers, Social Workers and those from voluntary organisations (e.g. Grampian Autistic Society, Aberlour Trust).

Similar processes may also be put into place for pupils who have been assessed as being able or gifted as these children might also need additional support to reach their full potential.

Educational Psychology

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

During planned visits to the school, the educational psychologist meets with staff to discuss whole school and class issues and how best to meet the needs of the children and young people. These informal consultations aim to develop strategies the teacher can use to bring about positive change.

When concerns persist, school staff and the educational psychologist may decide that a more formal meeting would be helpful. If the concern is about an individual child, the school will ask the parent's permission to arrange a consultation meeting. This is a problem solving meeting led by the educational psychologist, with parents, school staff and sometimes others who can usefully contribute. The child or young person can also be supported to attend or contribute to the meeting in another way if it is thought appropriate. The aim is to develop a plan of action to bring about positive changes for the child or young person. Where other agencies are required to help meet a child or young person's needs, the educational psychologist may be involved in any multi agency assessment and planning.

If parents have any concerns about their child's progress or wellbeing at school, they should discuss these first with the class teacher or Head Teacher. Parents may also contact the Educational Psychology Service directly if they wish.

Further information about the educational psychology service can be found at;
<http://www.aberdeenshire.gov.uk/schools/eps/>

Meeting needs through Enhanced Provision

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. Aberdeenshire Council also uses a Staged Intervention framework to assess and plan for meeting additional support needs through universal, targeted and specialist support. If parents have any questions about their child's additional support for learning, they should discuss these first with the class teacher or Head Teacher.

Local, direct support is how we meet pupils' needs initially and all Aberdeenshire schools support pupils who have additional support needs (ASN). If parents have any questions about their child's progress or wellbeing at school, they should discuss these first with the class teacher or Head Teacher.

Some pupils who have more significant and/or complex needs, and may require support beyond their local school, can be supported flexibly through full-time or blended placement with an Enhanced Provision Centre or Community Resource Hub. There are 17 primary and 17 secondary Enhanced Provision Centres across Aberdeenshire, and one primary and secondary Community Resource Hub (including the former 4 free-standing all through special schools) in each of 9 areas. Access to Enhanced Provision Centres and Community Resource Hubs is via a multi-agency planning process.

For further details contact:

Anne Marie Davies

Quality Improvement Manager (Additional Support Needs)

Education & Children's Services

Woodhill House

Westburn Road

Aberdeen

AB16 5GB

Tel no 01224 664886

Fax no 01224 664615

ELL.Enquiries@aberdeenshire.gov.uk

Identifying and Reviewing Additional Support Needs

In Aberdeenshire the 'Staged Intervention' process is used to identify and meet pupils' needs, and to manage and review provision. This is explained in more detail below. Parents and young people also have the right to ask the Education Authority to establish if a pupil has an Additional Support Need (ASN), and in the instance of multi-agency support, consider if a Co-ordinated Support Plan (CSP) is required. (CSPs are also described in more detail below.)

Parents can also arrange an assessment privately and ask the Education Authority to take the assessment report into account. Requests should be made in writing to the Director of Education describing the type of assessment and why it is necessary. Requests are acknowledged promptly and usually agreed unless this would be 'unreasonable'.

Staged Approach to Assessment & Intervention

In order to ensure consistency of practice to assessment and intervention, Aberdeenshire Education & Children's Service have developed a framework to support school decisions and practice around supporting children and young people.

Many pupils attending schools may require support at some time due to a variety of short or long term needs. However the vast majority of these youngsters will have their needs met by standard methods such as differentiation of curricula, multisensory approaches to teaching and learning, and a nurturing and positive environment. This is the level of universal support provided in all authority schools and assessed at Stage 0 of the Staged Intervention Model.

A smaller number of children and young people have Additional Support Needs, which as the term implies, require extra provision over and above the standard for universal. They may require additional support from educational services, flexible approaches and timetabling, Individual Education Plan (IEP), Co-ordinated Support Plan (CSP), Managing Accessibility Plan (MAP), Care Plan, GIRFEC Single Agency Action Plan (SAAP), GIRFEC Multi Agency Action Plan (MAAP), planning documents and additional input from Additional Support for Learning (SfL) teachers, other colleagues and/or partnership agencies – this is the level of targeted support described as Stage 1-3 of the Staged Intervention Model.

The aim of additional targeted support is to ensure that the educational objectives outlined in planning documents such as IEPs, CSPs, MAPs, Care Plans, SAAPs and MAAPs are supported to enable the development of skills and independence. For some children and young people, bereavement, medical and health care needs, personal care and ensuring safety are also targeted support priorities.

Looked After Children (LAC), and also Young Carers, are deemed to have additional support needs unless assessment demonstrates that this is not the case. Schools are expected to establish whether their support needs can be met at the universal stage or require targeted intervention.

Universal Support Level 0

Class level with advice/consultation within school/Additional Support for Learning (ASfL)

Stage 1: School Based Action

Universal support level 0 and in addition:

School level with planned ASfL Teacher and/or PSA intervention with advice if required from Enhanced Provision/Education & Children's Services (E&CS) specialist services

Stage 2: Education & Children's Service Action (in addition to school-based action)

Targeted support level 1 and in addition:

School plus cluster level Enhanced Provision/Education & Children's Services (E&CS) specialist services intervention

Stage 3: Multi Agency Action

Targeted support levels 1+2 and in addition: Intensive targeted support: school with Enhanced Provision Centre (EPC) / Community Resource Hub (CRH) intervention/multi-agency action as required

Individualised Educational Programmes

An Individualised Educational Programme (IEP) is an education planning document managed by schools setting out long and short term educational targets. Parents/Carers and children/young people are involved in setting and reviewing targets regularly.

Multi Agency Plans

Where a pupil has support from agencies in addition to education – e.g. health or social work, it may become necessary to develop a collaborative plan to support the pupil. These are known as Multi Agency Action Plans. Parents/Carers, children/young people will be involved in developing and reviewing plans as required.

Co-ordinated Support Plans (CSPs)

A Co-ordinated Support Plan is a statutory document for children and young people who require a high degree of multi-agency support. It is an educational planning tool which demonstrates the coordination between agencies to achieve specific educational objectives over a 12 month period . [CSP documentation](#) can be accessed through Aberdeenshire Council website.

What to do if you are anxious about the support your child has in school

The Education Authority values partnership working with parents and will do everything possible to help resolve concerns or differences of opinion at an early stage.

If you have any queries or anxieties about your child's additional needs, or about the support being provided to meet those needs, as a first step please contact your child's class teacher or Head Teacher. If you would find it helpful to discuss a problem informally with someone other than school staff, please contact the Education Department on 01224 664630. Parents and young people have the right to:

- **Supporters**
Parents can bring a supporter to any meeting about their child. Supporters can take notes, provide clarification and give advice to parents.

- **Advocacy**

These people can provide relevant information to the parent, can speak on behalf of the parent and support them to access their rights.

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: 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
15 Frithside Street
Fraserburgh
Aberdeenshire
AB43 9AR
Tel no 01346 512733
Fax no 01346 512810
Email fraserburgh@children1st.org.uk

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

www.sclc.org.uk

Additional Support Needs School Policy

The school's policy is to support pupils with additional support needs alongside their peer group, in the normal classroom setting. They may have support from a school Pupil Support Assistant, the Additional Support for Learning Teacher and/or other agencies as noted above. Individually targeted work at a level accessible to the child and designed to support the learning progress is normally provided by the class teacher and learning support staff. Occasionally where deemed necessary the children may be supported individually or in small groups away from the classroom in a quiet setting within the school.

Dealing with Concerns & Complaints

Concerns

We understand that parents may have concerns about their child/ren from time to time. We are accustomed to supporting parental concerns regarding issues such as friendships, eating habits, behaviour, health issues (including toileting), homework, learning difficulties etc.

Where parents have concerns regarding their child, the class teacher should be contacted in the first instance, as he/she will be the person in school who knows your child best. Quite often your concern can be addressed quickly and easily via a phone call. At times, another professional colleague may be called upon to support you with concerns e.g. school nurse or additional support needs teacher. You will always be consulted prior to any information being shared with other professionals.

You can contact your child's class teacher either by putting your concern in writing or by telephoning the school and arranging an appointment to talk to him/her. The school will make every effort to respond to your concern as soon as practically possible, and certainly within 5 working days.

If you feel that the class teacher has been unable to support you in dealing with your concern, you should contact the head teacher for further advice.

Whilst we understand that there may be times where parents may be upset or angry regarding their concerns, please be reminded that Aberdeenshire Council expects all staff to be treated respectfully and has a zero tolerance policy towards aggression or humiliation of staff.

For further information email hrpolicyteam@aberdeenshire.gov.uk

Complaints

Where a concern remains unresolved in the eyes of parents, parents have the right to make a formal complaint. This complaint can be put in writing, emailed or communicated verbally to the school. The school will make every effort to respond to and resolve your complaint as soon as practically possible, within 5 working days.

Where complaints remain unresolved by the school, these will be escalated to stage 2 (investigation stage) of the complaints process. In these circumstances the Quality Improvement Officer with line management responsibility for the school or the area Head of Service will investigate the complaint and make a response to the complainant.

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://www.aberdeenshire.gov.uk/online/have-your-say/have-your-say-guide/>

Insurance

No insurance is held by Aberdeenshire Education and Children's Services 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, And Children's Services Service 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.

School Off Site Excursion Insurance

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

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

Section 4

School Improvement

Data Protection

School Improvement

Standards & Quality Report & Improvement Planning

All schools in Scotland are required to report on Standards and Quality and Improvement Planning on an annual basis. Around September each year, a summary of this report is sent to all parents. Parents are welcome to request a copy of the full report or can view this on the school website. Members of the Parent Council are invited to comment on and add to this report before it is finalised and sent to parents.

The Standards and Quality Report measures school performance against a set of national quality indicators and include information about the main achievements of the school. The report also evaluates progress on the school's previous year's Improvement Plan e.g. how standards have been raised in literacy, numeracy and health & wellbeing.

Improvement Planning

In consultation with the Parent Council, the school draws up an improvement plan on an annual basis, indicating the priorities for school improvement. National and local authority initiatives and developments also inform the school improvement plan.

Parents can access comparative information about all Scottish Schools and their education authorities at www.ltscotland.org.uk/scottishschoolsonline

For further information on national quality indicators go to www.journeytoexcellence.org.uk/about/keydocuments/part3.asp

Transferring Educational Data About Pupils

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.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and ScotXed. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs

including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to ScotXed. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by ScotXed.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

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.

Data Protection Act 1998

When registering your child in one of our schools, and throughout their time in education, you will be asked to provide a range of personal and potentially sensitive information about your child and your family. All information provided by you will be handled in accordance with the Data Protection Act 1998. As such we draw your attention to the following Fair Processing Notice.

Fair Processing Notice

Who may process your personal data?

The information which you provide to your child's school will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998. You can tell us at any time if you do not want us to process or share any information that you have previously provided.

What personal data will be collected?

The information which you provide may include:

- Personal contact details
- Employment details
- Child's date of birth

- Physical or mental health or medical conditions
- Income (if applying for free school meals or clothing grants)

For what purposes will your personal data be used?

The information which you provide on the form will be used by Aberdeenshire Council for the following purposes:

- Provision of education to your child
- Provision of additional educational support for your child (if required or requested)
- Provision of transport for your child (if required or requested)
- Provision of extra curricular activities for your child (if required or requested)
- Statistical analysis to monitor performance and inform priorities for improvement

Will Aberdeenshire Council disclose your personal data to anyone else?

Yes. Aberdeenshire Council may share this data with partner agencies. These may include NHS Grampian, Skills Development Scotland, or Scottish Government departments such as the ScotXed statistical return and transport providers.

We will tell you on the forms that you complete, who we may share that information with, and will seek your permission to do so. We will only reveal information to somebody else where we have your permission or as required by law where it is relevant for that purpose. We do not sell or rent information to anybody.

Your Data Protection Rights

The Scottish Government ensures the collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). This also complies with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how the Scottish Government will use your data. This note can give only a brief description of how data is used. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

The Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet the aim of improving the life of young people in Scotland, they may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also

academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with their data policy. This ensures that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

If you have any queries regarding how we will process your information under the Data Protection Act 1998, please contact:

Aberdeenshire Council Education, And Children's Services Service:
01224 664630 or email: education@aberdeenshire.gov.uk

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:

<http://www.educationscotland.gov.uk/parentzone/myschool/schoolinformation/mychildsrecord/>

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.

Section 6

Annual Updates

School Clothing Grants

The School Clothing Grant is only available for children up to the age of 17 years attending an Aberdeenshire School and in the receipt of any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-based Employment Support allowance
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6420
- Support provided under Part VI of the Immigration and Asylum Act 1999

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can apply for a school clothing grant for yourself.

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

Can my child get free school meals?

You can claim free school lunches for your children if you are receiving:

- Income Support (IS)
- Income Based Job Seekers Allowance (JSA)
- Any income related element of Employment and Support Allowance
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6420
- You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can apply for free school meals for yourself.

- By email: benefits@aberdeenshire.gov.uk
- In person at one of our Benefit Offices

<http://www.aberdeenshire.gov.uk/benefits-and-grants/free-school-meals/>

Free School Meals for All P1 to P3 Pupils

All Primary 1 to Primary 3 pupils will be entitled to Free School Meals in all of Aberdeenshire's Primary Schools.

Lunch tickets will no longer be required for these pupils.

For parents or guardians of pupils that have not previously taken lunch in school the current primary school menu cycle and information on primary school meals can be viewed on the school catering web pages at:

<http://www.aberdeenshire.gov.uk/schools/meals/primary-and-special-school-meals/>

Staff List and Class Allocations

Head Teacher	Mrs Marjorie Temperley
P1-3 Teachers	Mrs Vicky Lyons Mrs Angela Ollerhead
P4-5 Teacher	Miss Beth Bradley
P6-7 Teacher	Ms Julie Cramond
PE Teacher	Mrs Carolyn Munro
Music Teacher	Mrs Karen Cardy
Support for Learning Teacher	Ms Niki Munro
Pupil Support Assistants	Mrs Irene Christie Mrs Sheena Littlejohn
School Administrator	Mrs Carolyn Christie
Catering Assistants	Mrs Frances Mortimer
Relief Catering Assistant	Mrs Sara Hunt
Acting Janitor Supervisor	Mr Kenneth Mullen
Nursery Staff	Mrs Amanda Bremner (EYLP) Ms Ciaron Williamson (EYP)

Annual holiday calendar

Session 2016-17:

Term 1	-	16/08/2016 till 07/10/2016
Term 2	-	24/10/2016 till 21/12/2016
Term 3	-	05/01/2017 till 31/03/2017
Term 4	-	18/04/2017 till 30/07/2017

Please also find a link to the annual holiday calendar–

http://www.aberdeenshire.gov.uk/media/4927/schoolholidayplanner2015-2020_001.pdf

Map of catchment area

https://online.aberdeenshire.gov.uk/Apps/local/map.asp?type=school_area&id=11156

Please note that whilst all information within this booklet is correct at the time of printing, it is possible that some items may change during the course of the year.