



# Fraserburgh Academy Handbook

2017/18



## Contents

<b>Fraserburgh Academy</b>	<b>1</b>
<b>Introduction to Fraserburgh Academy</b>	<b>1-- 5 -</b>
<b>School Contact Details</b>	<b>1-- 6 -</b>
<b>Fraserburgh Academy Partnerships</b>	<b>1-- 7 -</b>
<b>The School Day</b>	<b>1-- 9 -</b>
<b>Our Staff Team</b>	<b>1-- 10 -</b>
<b>Academy Leadership</b>	<b>1-- 11 -</b>
<b>Depute Rectors</b>	<b>1-- 12 -</b>
<b>Depute Rectors</b>	<b>1-- 13 -</b>
<b>Teaching Staff</b>	<b>1-- 14 -</b>
<b>Teaching Staff Departments</b>	<b>1-- 15 -</b>
<b>Support Teams</b>	<b>1-- 16 -</b>
<b>Our Vision, Values and School Ethos</b>	<b>17</b>
<b>Curriculum</b>	<b>18</b>
<b>Extra-Curricular Activities</b>	<b>19</b>
1 1+2 Approach to Language Learning in Aberdeenshire	20
2 Further Information	20
<b>Assessment and Reporting</b>	<b>21</b>
<b>Transitions (Moving On)</b>	<b>23</b>
3 Placing requests & School Zones	24
4 (S) Skills Development Scotland	24
5 Skills for Learning, Life and Work / Developing Young Workforce	24
<b>Support for Children and Young People</b>	<b>25</b>
6 Getting it Right for Every Child	25
7 The Named Person	25
8 Educational Psychology	26
9 Enhanced Provision & Community Resource Hubs	26
10 Additional Support for Learning	27

11	The Child's Plan	27
12	Child Protection	28
13	Further Information on Support for Children and Young People	29
<b>Parent &amp; Carer Involvement</b>		<b>30</b>
14	Our Parent Forum & Working with you as partners	30
15	Communication.	30
16	Parenting	31
17	Volunteering	31
18	Learning at Home	31
19	Decision-making and Developing Services	31
20	Collaborating with the Community	31
<b>School Policies and Useful Information</b>		<b>32</b>
21	Attendance	32
22	Holidays during term time.	33
23	Fraserburgh Academy Dress Code	34
24	Clothing Grants	35
25	Transport	35
26	Early Years Transport	35
27	Privilege Transport	35
28	Special Schools and Enhanced Provision	35
29	School Closure & Other Emergencies	36
30	Storm Addresses	37
31	Change of address and Parental Contact Details	37
32	School Meals	37
33	Healthcare & Medical	38
34	Exclusion	39
35	Educational Visits	39
36	Instrumental Tuition	39
37	Education Maintenance Allowance	40
38	Comments, Compliment & Complaints	40
39	Support for parents/carers	40
40	Insurance	41
41	School Off Site Excursion Insurance	42
42	Data we hold and what we do with it.	42

1-- 4 -  Fraserburgh Academy		
43	How Does Aberdeenshire Council Hold and Store Pupil Data	42
44	Parental Access to Records	42
45	ScotXed	43
46	Information Sharing	43
47	Freedom of Information	43
<hr/>		
<b>Appendix</b>		<b>44</b>
	School Improvement Plan	44
	Stats for attainment etc.	45
	School Events Calendar & Holidays	45
	Map of catchment area	46

# Introduction to Fraserburgh Academy

I am delighted to welcome you to Fraserburgh Academy and hope this handbook provides you with all the information required about the school to ensure your child has a very positive learning experience with us.

We are an ambitious school where the learning of our young people is central to all we do. We seek to equip our learners with academic qualifications, key skills, lasting values and a positive 'can do' attitude to be successful in their future lives and the world of work.

I see parents, carers and the wider community as key partners in the development of our school. Therefore I seek your support for our values and principles. I also ask you to encourage your child to aspire to their highest levels of achievement, to enjoy the widest range of experiences, to develop skills for life and work hard to ensure they move forward to a positive destination when they leave the academy.

As Rector I feel very privileged to work at Fraserburgh Academy, we have wonderful young people, dedicated staff and a proactive Parent Council serving a very supportive community. I hope all new students joining us will participate fully in all we have to offer to release their potential. I trust you find the handbook useful and I look forward to working closely with you during your child's time at Fraserburgh Academy.

Yours In Partnership

David Clark

Rector

# School Contact Details

Mr David Clark

01346 515771 or

Fraserburgh Academy

01346 519090 (24 hour absence line)

Dennyduff Road

Fraserburgh

AB43 9NA

[www.fraserburgh.aberdeenshire.sch.uk](http://www.fraserburgh.aberdeenshire.sch.uk)

[fraserburgh.aca@aberdeenshire.gov.uk](mailto:fraserburgh.aca@aberdeenshire.gov.uk)

[fraserburgh.acaparentcouncil@yahoo.co.uk](mailto:fraserburgh.acaparentcouncil@yahoo.co.uk)

@fraserburghacademyparentcouncil on Facebook

## **Adverse weather and emergency closure**

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

Information Line 0370 054 4999 [021050] (Please do not use this line to leave messages for the school.)

Fraserburgh Academy is a non-denominational school with a role of 1113. The school serves the town of Fraserburgh and surrounding communities in the catchment area.

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

# Fraserburgh Academy

## Partnerships

We work hard to develop and cultivate strong partnerships across the region because we are passionate about working Together in the fullest sense. Employment, training and education are all positive futures for our young people and so we work to engage these sectors as partners in the working life of the school. A network of volunteers also support our working life, from parents and carers to local faith groups: we are proud to not stand alone but work Together to Create Positive Futures.

### Cluster of primaries

Fraserburgh Academy works closely with our network of primary schools to ensure the transition from primary to secondary school is right for every child. This work requires a year-long dialogue communicating the learning needs of students across the two sectors. The Cluster also makes time for professional dialogue on what we teach, how we teach it, and how we assess. This work called 'Moderation' is a worthy enterprise that staff at the Academy make time for in our development work each year.

### NESCOL

The Academy has developed a close partnership with North East of Scotland College, in particular making full use of our local Fraserburgh Campus. Our Curriculum is structured to enable all learners to access a rewarding College experience from S4-S6. Some students benefit from a College experience in S3 under the Energy for Girls programme. In 2017-18 Fraserburgh Academy became the largest client for the College in Aberdeenshire, increasing our schools links presence at the College by over 200%.

### Skills Development Scotland

Fraserburgh Academy is proud of our partnership with SDS, and we share a building with our resident Careers Advisor Elizabeth Bruce. Elizabeth delivers coaching sessions on Approaches to Interview with our S5 students, she supports our S3 Employability course and runs an open door policy to all learners and parents to access her excellent careers service. Elizabeth and SDS are a key driver for the school in achieving our Aberdeenshire-leading levels of students leaving to positive destinations.

### Employers

The Academy nurtures a diverse pool of supporting employers across the Buchan region who offer a range of services to our learners. We have Rotary Club members and other employers visiting the school to provide a real world experience to our S3 Employability course. In addition, our network of employers accept Work Experience students in S4 as well as flexible placements in S5&6.



### CLD

The Academy has a developing partnership with our local Community Learning and Development Team. We have appointed a new Pupil Equity Leader with the school who will work closely with CLD to ensure we are doing all we can remove the impact of deprivation on a young persons life choices, chances and access to learning.

### External Providers

The Academy works to build wider provision for our learners through engaging and deploying external providers. These providers vary as years go by and learners arrive with different interests and learning objectives. Some examples include Modo (theatre work), the Rangers Service, Haddo Estate, and RSPB.

### Universities

Our experienced Guidance team maintain effective partnerships with our two local Universities: Aberdeen University and Robert Gordon's University. These partnerships hinge around staff visiting the school and raising awareness of tertiary education as an opportunity for all. Further to raising awareness, both universities accept students in access courses on a part time basis during S5&6. The Academy is also proud to collaborate with current University students who seek experience in high schools and we are always delighted to make time for these students to engage with and inspire our pupils.

### Local Faith Groups

The Academy has a long standing partnership with local faith groups, in particular the local Assembly of God Church, who are direct neighbours. We collaborate on Religious assemblies, we have a Youth Pastor in the school each week running a drop in support session and a youth group, we have our annual Exo-Day celebration on the last day of term including many local volunteers.

### Parent Teacher Council

The Academy has been lucky to have a dedicated Parent Council populated by representatives from the wider Parent Forum. The PTC organise fundraisers, help out at Parents Evenings with refreshments and support our School Sports Day with stalls and a BBQ. All of this is above and beyond their main role as being a body to support and challenge the Senior Leadership of the school, helping us self-evaluate and reflect on what makes us a Great School.



# The School Day

The School Day is split over eight x forty minute periods. The majority of subjects are delivered over a double period with a few subjects such as English and Maths also offering single periods at certain times during the week.

Pupils are expected to arrive for Registration or their classes promptly at the following times:

<b>School Day Timetable</b>	<b>Time</b>
Hurry Bell	08:36
Registration	08:40
Period 1	08:50
Period 2	09:30
Period 3	10:10
Period 4	10:50
Morning Interval	11:30
Period 5	11:45
Period 6	12:25
Lunch	13:05
Hurry Bell	14:00
Period 7	14:05
Period 8	14:45
End of School Day	15:25

# Our Staff Team

## RECTOR

Mr D Clark

## SENIOR LEADERSHIP TEAM

Mr K Buchan  
Mr E Carlin  
Mrs L Muir  
Mr C Swan (Acting)  
Mr E Walton

## GUIDANCE

HOUSE  
CORBIE  
DUNDARG  
FAITHLIE  
KINNAIRD  
MORMOND  
PHILORTH

P.T. GUIDANCE  
Miss K Glen  
Mr J Campbell (Acting)  
Miss K Alan (Acting)  
Mrs G Buchan  
Ms C Douglas  
Mrs H MacDonald

## ADMIN SUPPORT OFFICER

Miss J Duthie

## CATERING SUPERVISOR

Mrs H McKay

## SUPERVISORY JANITOR

Mr E Massie

## NETWORK LIBRARIAN

Mrs P Morrison

## ACADEMY SCHOOL NURSE

Mrs M Bruce

## SCIENCE TECHNICIAN

Mr N Mundie

## WHOLE SCHOOL TECHNICIAN

Mr A Pirie

# Academy Leadership

As in any organisation, the effectiveness of leadership within the Academy is central to the delivery of the Academy's aim of providing effective teaching and learning. Every colleague working within the Academy has an equally valuable role to fulfil to ensure each individual pupil is provided the opportunity to reach their full potential, and that Parents/Carers truly have an opportunity to work in partnership with the Academy to support their child.

## Roles & Responsibilities



### **David Clark - Rector Strategy, Development and Leadership**

The role of the Rector is to:

Bring leadership, good management and strategic direction to the school.

Conduct the affairs of the school to the benefit of the pupils and community it serves.

Take responsibility for whole school policy, its implementation and evaluation.

Manage and develop the school curriculum and learning and teaching provision.

Develop, articulate and promote an agreed set of values for the school.

# Depute Rectors

There are four Depute Rectors each with direct responsibility for key objectives that contribute to the Academy's aims. Each Depute Rector holds a wide range of remits, some of which are indicated below:



**Craig Swan, Depute Head Teacher  
Support/Enrichment and Communication**

Line manages the Guidance Team, PTs Support for Learners and Pupil Support Workers. He has responsibility for Support for Pupils, Child Protection, Enrolments, P7 – S1 Transition, Pupil Voice and Participation, Family Learning. Ensuring Equity. DHT for S1/S2.



**Edward Carlin, Depute Head Teacher  
Standards, Quality, Culture & Leadership**

Culture, ethos and behaviour, whole school self-evaluation, Professional Learning, Leadership Development. DHT for S3, Head of House for Faithlie and Kinnaird, line management of Social Subjects, Health & Wellbeing and Performing Arts.

# Depute Rectors



## **Edward Walton, Depute Head Teacher Quality of Curriculum, Partnerships & Work Readiness**

Developing the Curriculum, Timetable and our Broader Achievement Skills Framework. Developing the Young Workforce, Cluster moderation. Lead for Literacy, Numeracy, Health & Wellbeing, Partnership Working and Developing Learning, Teaching & Assessment. Head of House for Mormond & Philorth. DHT for S5/6. Line management of English, Art, Design & Technology and Modern Languages.



## **Kevin Buchan, Depute Head Teacher Attainment, Intervention & Assessment**

Responsible for SQA, Pupil Tracking & Monitoring, Reporting & Assessment, Data Literacy & Target Setting, Attainment Panels. DHT for S4. Head of House for Corbie and Dundarg and line management for Maths, Science & BECS.



## **Lesley Muir - CSN Support Services Coordinator Finance, Estate and Support Staff**

Responsibility for Finance, Estates, Support Staff, Health and Safety, School Events, Transport, and to provide leadership to the Support Teams within the Academy and across the Community School Network.

# Teaching Staff

## **Principal Teachers – Faculty/Subjects**

The Academy's Principal Teachers of Faculty/Subject have a key role in providing a link between the Senior Leadership Team and teaching colleagues across the Academy. They lead their teams and manage their Faculty/Department resources to ensure that continual improvement of curriculum delivery is achieved through developing the quality of teaching and assessment of courses.

## **Principal Teachers - Guidance**

The Guidance Teachers are a key link between pupils, Parents/Carers and teaching colleagues. They will work with pupils throughout their learning journey during their time with us, supporting them as they make decisions about their next steps beyond life at the Academy. Their role is to provide guidance to pupils, in terms of their progress, their personal and social development and their careers education.

## **Principal Teachers - Support for Learners**

This is delivered by two Principal Teachers, who have responsibility for the wider support of pupils with learning needs and with social, emotional and behavioural difficulties. The ASL teams comprise both teachers and Pupil Support Assistants, who provide additional support to identified pupils in class.

## **Teachers**

Our teachers are the key factor in delivering quality education to our pupils – it is this group that can really make a difference to pupils' lives. Our teachers collaborate to ensure all learners experience a coherent curriculum that builds on prior learning and leads to future achievement. Our teachers focus on progression paths that are relevant and meaningful to the young people of Fraserburgh, involving their personalisation and voice so that we all work Together in Creating Positive Futures for the town.

# Teaching Staff Departments

## **FACULTY - DESIGN**

### **TECHNOLOGY**

Miss J Taylor PT

### **Art & Design**

Mr R Harrison

Miss K McKenzie

Mr I Robertson

### **Technical Education**

Mr A Harrison

Miss J Humphreys

Miss H McLeod

Mr A Scott

## **ENGLISH**

Mrs S Williams PT

Miss R Alder-Bateman

Miss M Campbell

Mrs F Chalton

Miss S Docherty

Miss L Findlay

Mrs G Macmillan

Mr M Malone

Miss L White

Miss L Wilson

## **FACULTY - HEALTH &**

### **WELLBEING**

Mr R Burns PT

### **Home Economics**

Mrs J Jack

### **Physical Education**

Miss N Duncan

Mr R Longley

Mr R Ramsay

Miss J Wilson

### **Religious & Moral Education**

Miss J Noble

Mr S Olivier

## **FACULTY - INFORMATION**

### **TECHNOLOGY**

Mrs E Bryson PT

### **Business Studies**

Mrs C Ritchie

Mr A Sherlock

Mrs J Sutherland

Mrs G Theunissen

### **Computing**

Mr P Johnston

Mrs R Souter

## **FACULTY - MATHEMATICS**

Mr J Bovill PT

Miss L Stuart PT

Mr A Challab

Mr D Forbes

Mrs S Gillespie

Mr C Goan

Mrs A McCavanagh

Mrs A Pavone

Mr P Swain

Mrs K Tamburini

## **MODERN LANGUAGES**

Mrs A Esslemont PT

Mrs K Herbert

Mrs M-C Lamb

Miss D Ondet

## **FACULTY - PERFORMING ARTS**

Ms H Else PT

### **Drama**

Miss C Molver

### **Music**

Mrs S Elrick

## **FACULTY - SCIENCE**

Mrs D Murray PT

### **Biology**

Mrs B Adams

Mr A Clark

Mrs S Gardner

Mrs L Tila

### **Chemistry**

Mr S Beats

Miss C Levett

Miss Y Lonsdale

Dr C Snyder

### **Physics**

Mr S Cullen

Mr C Cuthbertson

Mr M Moan

## **FACULTY - SOCIAL SUBJECTS**

Mr I MacMillan PT

### **Geography**

Mr A Crawford

Miss C Cusack

Mrs M Cowie

### **History**

Mr M Pye

### **Modern Studies**

Miss A Alexander

Mrs B Hawkey

Miss T Leslie

Mr D McCondochie

## **SUPPORT FOR LEARNERS**

Mr M McAvoy Acting PT

Mrs P Whyte Acting PT

Mr S Addison

Mrs A Alexander

Mrs E Belenkina

Mrs C Craig

Mrs C Crockett

Mrs B Forsyth

Mrs K Gall

Mr R Gill

Miss K Jones

Mrs L Richardson

Mrs P Warren



# Support Teams

The support provided by colleagues in the support teams is a key component to supporting the delivery of education through the:

- Administrative Team maintaining systems and processes that contribute to the smooth running of the school and is a key link in the communication process between the Academy and Parents/Carers.
- Catering Team providing nutritious breakfast and lunches for pupils and staff and is committed to the Hungry for Success initiative.
- Classroom Auxiliaries who provide additional support for Teachers.
- Cleaning Team ensuring the cleanliness of the school is maintained at the beginning and end of each school day.
- Janitorial Team which contributes to the daily maintenance of the buildings, its cleanliness and security.
- Librarian and Library Assistants providing curricular support to pupils and staff, as well as promoting and supporting information on extra-curricular pursuits.
- Technical Team ensuring that the equipment and ever-increasing reliance on technology is in place and works effectively in the classroom.

Additional services are provided through the Librarian and the School Nursing Assistant.

## **PSA Staff**

Mrs S Bain  
Mrs L Buchan  
Mrs B Cassie  
Mrs J Ellis  
Mrs F Fraser  
Mrs C Gresham  
Mrs K Hepburn  
Miss C Leslie  
Miss J-L McQueen  
Mrs S Mair  
Mrs S Nicol  
Mrs M Noble  
Mrs M Reid  
Mrs A Ritchie  
Mrs S Sinclair  
Mrs C Stewart  
Mrs I Tait

## **Janitors**

Mr D Beedie  
Mr W Keith  
Mr C Noble

## **School Nursing Assistant**

Mrs D Hawe

## **Admin**

Mrs W Watt (Admin Assistant)  
Mrs N Cardno  
Mrs K Davidson  
Mrs L Innes  
Mrs L-M Masson  
Mrs D Murdoch  
Mrs S Paterson  
Mrs G Watt

## **Technical Assistants**

Mr A Bruce  
Mrs J Johnstone  
Mrs M Mair  
Miss S Smith  
Miss L Winton

## **Library Assistants**

Mrs W Andrews  
Mrs C Colley

## **Pupil Support Workers**

Mrs L Buchan  
Mrs S Christie

## **CSN Admin**

Mrs T Ireland  
Miss C Simpson

## **Catering**

Mrs M Bain  
Mrs A Davidson  
Mrs H Duguid  
Mrs L Ingram  
Mrs S Masson  
Mrs H Milne  
Mrs A Morenc  
Miss C A Noble  
Miss A Pratt  
Mrs F Sim

## **ICT Support Analysts**

Mr T Alves  
Mr J Monger  
Mr F Pirie  
Mr J Simpson

# Our Vision, Values and School Ethos

## **Purpose:**

### **Together Creating Positive Futures**

This is our overarching purpose as a school and it makes clear to everyone who works at or attends our school what we are about. It is this statement that binds us as we work and learn together.

## **Focus:**

**Raising Aspirations** – we have great expectations of our learners to achieve the best in all they do.

**Reaching Goals** – we expect hard work and application to reach ambitious targets.

**Releasing Potential** – we are confident that our young people have potential that needs to be released.

## **Goals:**

To achieve our purpose and deliver our focus we have key 4 goals for our learning community:

- Higher Attainment
- Broader Achievement
- Wider Leadership
- Deeper Learning

By keeping these at the forefront of all we do daily we create a culture of aspiration and ambition.

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# Curriculum

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

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

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

## **Junior & Senior Phase Curriculum map**

Fraserburgh Academy have a Curriculum, Employability and Enterprise development group who regularly review the Curriculum Rationale. This group have identified a specific purpose for the different year groups. A description of our curriculum for each year group can be found on our website following this link:

<http://fraserburgh.aberdeenshire.sch.uk/wp-content/uploads/2016/02/Fraserburgh-Academy-Curriculum-ArchitectureA-Curriculum-for-Attainment.pdf>

## **Development of Spiritual, Moral, Social and Cultural Values**

The Academy has a long standing partnership with local faith groups, in particular the local Assembly of God Church, who are direct neighbours. We collaborate on Religious assemblies, we have a Youth Pastor in the school each week running a drop in support session and a youth group and we have our annual Exo-Day celebration on the last day of term including many local volunteers.

Religious, moral and Philosophical studies is a mandatory course for S1-S3, with National Qualifications in RMPS available to all in Senior Phase.

The Academy has a diverse range of Cultural activities in the pupil year including house events, Ceilidh Dances, Concerts, Drama performances and charitable activities. Our Pupil Leadership team organise ways for the learners to socialise in different ways ranging from Zumba and Basketball lunchtime competitions to more formal engagements such as our Senior Prom.

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# Extra-Curricular Activities

<b>FRASERBURGH ACADEMY EXTRA-CURRICULAR CLUBS + HELP CLUBS</b>				
<b>ACTIVITY</b>	<b>DAY</b>	<b>TIME</b>	<b>LOCATION</b>	<b>TEACHER</b>
Guitar club	Monday	13:20-14:00	H3	Music Dept
Nat 5 chemistry help club	Monday	13:30-14:00	Sc3	Mr Beats
Pound Fit	Monday	13:15-13:45	Girls Gym	Visiting specialist
Japanese language & culture club	Monday	13:20-13:50	Modern Languages	Miss Ondet
Under 14 boys football	Monday	15:30-16:45	Outside pitches (meet at Games Hall)	Mr Ramsay
Netball	Monday	15:30-16:30	Games Hall	Miss McIntosh
Arts/crafts group	Monday	15:30-17:00	E9	Miss Christie
History help club	Every day except Tuesday	13:30-14:00	History Dept	History Dept
Maths help club	Every day	13:30-14:00 + 15:30 onwards	Maths Dept	Maths Dept
Global Rock Challenge	Monday	18:30-20:00	Assembly Hall	Mrs Ritchie, Mrs Sutherland & Miss Wilson
Nat 5 Biology help club	Tuesday	13:30-14:00	Sc6	Mrs Gardner
Higher Chemistry	Tuesday	13:30-14:00	Sc3	Mr Beats
S1-3 Basketball	Tuesday	13:10-13:55	Games Hall	Miss Duncan
LGBT + group	Tuesday	13:30-14:00	C3	LGBT + Group
Concert band	Tuesday	13:20-14:00	H3	Music Dept
Duke of Edinburgh (Bronze)	Tuesday	15:30-17:00	Science Dept	Miss Allan & Mr Cuthbertson
Rugby	Tuesday	15:30-16:30	Outside pitches (meet at Games Hall)	Mr Campbell
Wood/metal work practical catch up session	Tuesday	15:30-17:00	Technical Dept	Mr Harrison
Ukulele Club	Wednesday	13:20-14:00	H3	Music Dept
Science Club	Wednesday	13:20-14:00	Sc8	Science Dept
S1-6 girls football	Wednesday	15:30-16:30	Outside pitches (meet at Games Hall)	Miss Wilson
Girls SFA football	Wednesday	17:30-18:30	Games Hall	£1 a session – SFA coaches
S1 boys football	Wednesday	15:30-16:30	Outside pitches (meet at Games Hall)	Miss Duncan & Mr McCondochie
Choir	Thursday	13:20-14:00	H1	Music Dept
Higher/Nat 5 PE help club	Thursday	13:20-14:00	H2	PE Dept
Eco-club	Thursday	13:20-14:00	Sc3	Mr Beats
Under 15 boys football	Thursday	15:30-16:30	Outside pitches (meet at Games Hall)	Mr Forbes
Music drop in	Friday	13:20-14:00	H3	Music Dept

## 1 1+2 Approach to Language Learning in Aberdeenshire

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

In Fraserburgh Academy the first foreign language will be either French or German. This language will be learned from P1 (in feeder Primary Schools) through to S3 (in Fraserburgh Academy). For more information go to: [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

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

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

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

## 2 Further Information

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

**[www.fraserburgh.aberdeenshire.sch.uk](http://www.fraserburgh.aberdeenshire.sch.uk)**

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

### **Policy for Scottish Education:**

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

### **Early Learning & Childcare:**

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

### **Broad General Education (Pre school – S3):**

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

### **Senior Phase and beyond (S4 – 16+):**

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

### **National Qualifications:**

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

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# Assessment and Reporting

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

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

‘**SAY**’ where a pupil may have presented to the class or teacher.

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

‘**MAKE**’ where a pupil may have created a model or poster.

‘**DO**’ where pupils may act out a scenario or conduct a class vote.

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

There will also be two formal assessments which will form the basis of the two Tracking and Monitoring reports issued to parents and guardians.

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

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

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

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

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

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

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

*In the Senior Phase pupils embark on the National Qualifications.*

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

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

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

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

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# Transitions (Moving On)

- Primary – secondary;
- Secondary to work or further learning takes place.

We understand that transitions especially at S1 stages can be anxious times for parents and pupils. At Fraserburgh Academy we have arrangements in place to support transitions and these are outlined below.

Most children from Fraserburgh Primary School's attend Fraserburgh Academy in Fraserburgh. Fraserburgh Academy is part of the Fraserburgh Community Schools Network.

An induction programme for P7 is in place to help ease the transition into S1. The induction process begins in March each year when P7 pupils come to Fraserburgh Academy for a 'Moving On' Events day. During the summer term there is a 'Potted Sports' at the Academy that all P7 pupils take part in. P7 pupils then spend a further 3 days at Fraserburgh 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 Fraserburgh Academy where information will be shared and questions can be asked.

Liaison between Fraserburgh Primaries and Fraserburgh Academy is very good. During the P7 year, pupils have many opportunities to join with P7 pupils from the other Fraserburgh Community Schools Network. Transition projects 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.

Fraserburgh Academy staff also visit our pupils in Fraserburgh Primaries where information is shared and questions can be asked.

Where parents opt to send their child to any other secondary school, (following placing requests) Fraserburgh Academy supports any alternative transition arrangements wherever possible. Placing requests are available from the school office.

Visit Parentzone for more information about transitions:

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

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### 3 Placing requests & School Zones

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

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

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

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

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

### 4 (S) Skills Development Scotland

The Careers advisor for Fraserburgh Academy is Mrs Elizabeth Bruce.

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

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

For more information about Skills Development Scotland go to:

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

### 5 Skills for Learning, Life and Work / Developing Young Workforce

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

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

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

<http://dywaberdeenshire.org/>

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# Support for Children and Young People

## 6 Getting it Right for Every Child

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

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



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

## 7 The Named Person

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

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary

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school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Deputy Head Teacher and in Secondary School, the Named Person will be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

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

The Named Person can help by:

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

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

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

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

Here at Fraserburgh Academy the Named Person for your child/young person is Mr C. Swan.

## **8 Educational Psychology**

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

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

## **9 Enhanced Provision & Community Resource Hubs**

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

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning. The enhanced provision centres and community resource hubs can offer outreach support to

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mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

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

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

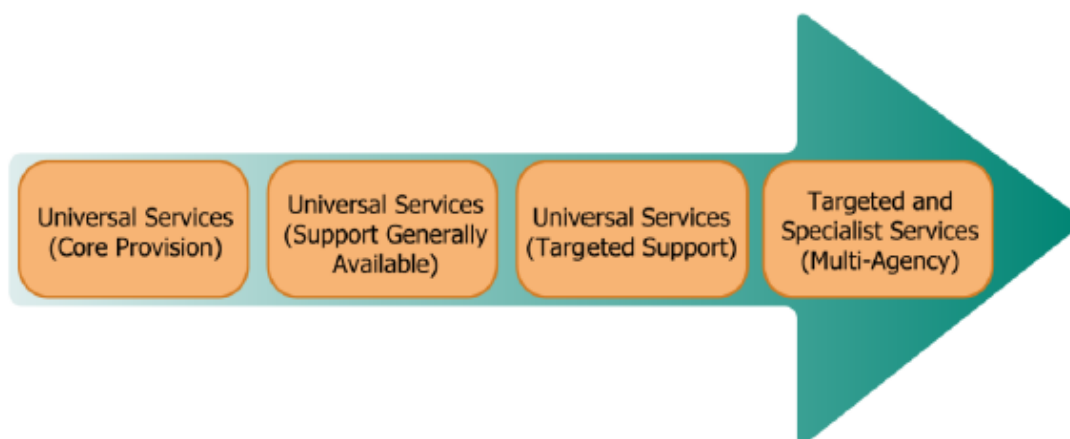
## 10 Additional Support for Learning

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

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

## 11 The Child's Plan

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



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

Where a child or young person needs one or more targeted interventions, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment would identify any affected wellbeing indicators (Safe, Healthy, Active, Nurtured,

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Achieving, Resected, Responsible, Included), looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

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

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

Information is available on the Aberdeenshire Getting It Right Website:

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

## 12 Child Protection

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

Within Fraserburgh Academy we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to refer the child to Social Work, the Police or the Children's Reporter. Here at Fraserburgh Academy the designated officer is Craig Swan.

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

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

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

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

**Police** Emergency 999, Non-Emergency 101

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

If a young person tells you they are being abused:

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

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

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

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## 13 Further Information on Support for Children and Young People

The following websites may be useful:

### **Getting It Right For Every Child (GIRFEC)**

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

### **Aberdeenshire Council**

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

### **Support for All**

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

### **Enquire**

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

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# Parent & Carer Involvement

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

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

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

## Assessment and Planning

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

## 14 Our Parent Forum & Working with you as partners

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

## 15 Communication.

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

- Use of Groupcall to text and email
- School Website:
- Social Media:
- Newsletters:
- Events
- Praise Postcard system

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

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## 16 Parenting

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

## 17 Volunteering

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

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

## 18 Learning at Home

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

[www.fraserburgh.aberdeenshire.sch.uk](http://www.fraserburgh.aberdeenshire.sch.uk)

## 19 Decision-making and Developing Services

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

Our Parent Council, which is a nominated group of parents that represent the views of the parent forum, works with us to ensure we understand how to most effectively involve parents in their children's learning and to support the school with our improvements. Contact the Parent Council Chairperson (Mrs Morag Rennie) or Rector for more information about getting involved in the Parent Council or email: [fraserburgh.acaparentcouncil@yahoo.co.uk](mailto:fraserburgh.acaparentcouncil@yahoo.co.uk)

## 20 Collaborating with the Community

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

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# School Policies and Useful Information

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

**All Aberdeenshire Council Education policies can be found here:**

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

## 21 Attendance

**What parents needs to know:**

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

It is important that staff and parents do not become complacent and continue to work together to develop and improve upon existing arrangements for monitoring the care and welfare of all children and young people.

With that specific aim in mind, Aberdeenshire Education & 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 wishes to work with parents to ensure that children can reach their full potential. The school is required by law to maintain an accurate record of the attendance and absence of each pupil and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

If a pupil feels ill, they should tell the class teacher and ask permission to report to the school nursing assistant. If appropriate, she will arrange for pupil to be collected from school by a parent or guardian.

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### **Unplanned Absence**

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for his/her absence then members of staff will be required to ascertain the whereabouts and safety of the individual child. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

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

- If your child is unable to attend school through illness/other reason please telephone the school between 8:00 am 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.

### **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, 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.

The school follows the Aberdeenshire Attendance Policy:

[http://www.aberdeenshire.gov.uk/media/19805/attendance-policy\\_april-2015.pdf](http://www.aberdeenshire.gov.uk/media/19805/attendance-policy_april-2015.pdf)

Procedures for following up on pupil absence are based on the Education (Scotland) Act 1980 which requires by law that parents/carers ensure that children attend school regularly.

## **22 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:

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

## 23 Fraserburgh Academy Dress Code

Pupils at Fraserburgh Academy are expected to wear the following items to school:

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

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

### Dress Code

- Plain top – this may be a sweatshirt, cardigan, zip- up top or hoodies (black, white or red). School logo is preferred. Any other logo/design must not be larger than school logo.
- Plain polo shirt, shirt or blouse (black, white or red)
- Black trousers or skirt (respectable length)
- School bag with appropriate content

### Uniform

- Plain shirt or blouse (white, red or black) with a collar
- School tie
- Black trousers or skirt (respectable length)
- Plain top, jumper, cardigan (black, white or red)
- School bag with appropriate content

### Physical Education

To ensure all pupils have an opportunity to participate in exercise all pupils should bring their PE kit with them on the days in which they have PE. Pupils are expected to wear the following:

#### Indoor Sporting Activities

- T shirt/Hoodie
- Shorts or track suit trousers
- Non marking trainers

#### Outdoor Sporting Activities

- T shirt/Hoodie
- Shorts or track suit trousers
- Warm top
- Outdoor footwear

#### Swimming

- Swimming costume/trunks
  - Towel
  - Goggles are recommended
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If a pupil is unable to participate in PE please ensure they have warm outdoor clothing as they will be expected to follow the class timetable.

If a pupil fails to bring their PE kit disciplinary action will be taken.

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

## 24 Clothing Grants

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

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

## 25 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. Contact your school for more details.

## 26 Early Years Transport

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

## 27 Privilege Transport

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

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

## 28 Special Schools and Enhanced Provision

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

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## 29 School Closure & Other Emergencies

Head Teachers decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

### ***If children are at school...***

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

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

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

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

### ***Before the start of the school day...***

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

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

#### **Northsound 1**

FM 96.9

#### **Northsound 2**

MW 1035 kHz

#### **BBC Radio Scotland**

FM 92.4 - 94.7 MW 810 kHz

#### **Moray Firth Radio**

FM 97.4 MW 1107 kHz

#### **North East Community Radio**

FM 97.1 - 106.4

#### **Waves Radio**

FM 101.2

#### **Original 106 FM**

#### **Twitter**

<http://twitter.com/aberdeenshire>

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### **Aberdeenshire Council Website**

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

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

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

### **School Information Line**

Tel: 0370 054 4999 then **021050**. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

## **30 Storm Addresses**

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

## **31 Change of address and Parental Contact Details**

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

## **32 School Meals**

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

- Primary 1-3 pupils are provided with school meals free of charge.
- Primary 4- S6 pupils are currently charged £2.20 for a school meal unless they qualify for Free School Meals.

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

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

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

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

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

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

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

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

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

### **33 Healthcare & Medical**

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

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

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

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

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

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

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

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

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

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need to take extra care in supervising some activities to ensure that pupils are not put at risk.

Planning formats may include either:

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

A risk assessment should also be completed.

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

Please find our Medication Policy here:

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

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

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

### **34 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](http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf)

### **35 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.

### **36 Instrumental Tuition**

From Primary 4 onwards, tuition is available for a range of musical instruments. All disciplines are taught in the secondary schools however not all disciplines are available in primary schools due to limited resources. Orchestral string instruments are not normally available to beginners at secondary level. Tuition is subject to availability. In Fraserburgh Academy some pupils currently receive tuition in keyboard, guitar, cello, violin, double bass, brass, woodwind and percussion.

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For further information go to:

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

### **37 Education Maintenance Allowance**

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

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

### **38 Comments, Compliment & Complaints**

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

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

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

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

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

### **39 Support for parents/carers**

**For more information on Support and Advocacy contact:**

Enquire, Princess House  
5 Shandwick Place  
Edinburgh EH2 4RG  
Helpline: 0845 123 23 03  
Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Website: [www.enquire.org.uk](http://www.enquire.org.uk)

**For local advocacy contact:**

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

Scottish Independent Advocacy Alliance can be reached at:

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

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### **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 1<sup>st</sup>  
Fraserburgh Business Centre South Harbour Road  
Fraserburgh  
AB43 8TN  
Tel no 01346 585341  
Email [aberdeenshire@children1st.org.uk](mailto:aberdeenshire@children1st.org.uk)

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

[www.sclc.org.uk](http://www.sclc.org.uk)

## **40 Insurance**

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

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

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

It may be necessary to provide supervision for primary children on school premises before or after normal school hours if their early arrival or late departure is due to the timing of official school transport. This general duty of care continues if the children go home by way of school transport and ends when the child gets off the bus, at which point the parents then become responsible.

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

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## 41 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).

## 42 Data we hold and what we do with it.

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

## 43 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.

## 44 Parental Access to Records

SAR - Subject Access Request information

Subject Access Requests are the formal process by which individuals can seek information held about them (or their children) by the council. The requests can be broad, in terms of everything that is held, or quite specific - everything held by a specific department, establishment, team or individual. We have a legal requirement to provide the information under the Data Protection Act 1998. An SAR is wider than an Educational Record in that it will include all personal data held about a child not just their educational record. Further information can be found at:

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

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

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

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## **45 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](mailto: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.

## **46 Information Sharing**

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

## **47 Freedom of Information**

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

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# Appendix

## School Improvement Plan

Our areas of focus are:

- Embed more fully self-evaluation process
  - Enhance leadership pathways
  - Building a learning culture
  - Increase student opportunities
  - Improve the quality of transition and moderation
  - Continue to strengthen partnerships to raise attainment
  - Continue to improve the quality of teaching to raise attainment
-

**Stats for attainment etc.**

ACEL data:

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

Senior Phase:

<https://education.gov.scot/parentzone/find-a-school/aberdeenshire/5219376>

**School Events Calendar & Holidays**

<http://fraserburgh.aberdeenshire.sch.uk/wp-content/uploads/2015/03/School-calendar-parent-website-version-2017-18.docx>

**Session 2017/18**

- **Christmas** - Monday 25<sup>th</sup> December 2017 to Friday 5<sup>th</sup> January 2018
- **Mid Term** - Monday 12<sup>th</sup> February 2018
- **Spring** - Friday 30<sup>th</sup> March to Friday 13<sup>th</sup> April 2018
- **May Day** - Monday 7<sup>th</sup> May 2018
- **Summer** - holidays start Monday 9<sup>th</sup> July 2018

**In-Service Closure Dates for 2017/18**

- Monday 13<sup>th</sup> November 2017
- Tuesday 14<sup>th</sup> November 2017
- Tuesday 13<sup>th</sup> February 2018
- Wednesday 14<sup>th</sup> February 2018

**Assessment Calendar**

S4 – S6 Senior Phase Assessment Cycle 1	25 Sept 17 – 06 Oct 17
S1 – S3 Broad General Education Assessment Cycle 1	06 Nov 17 – 10 Nov 17
S4 – S6 Senior Phase Assessment Cycle 2	22 Jan 18 – 02 Feb 18
Art & Design Broad General Education Assessment Cycle 2	26 Mar 18 – 29 Mar 18
S1 – S3 Broad General Education Assessment Cycle 2	16 Apr 18 – 27 Apr 18

**2018 SQA exam timetable**

The 2018 exam timetable is available to view and download as a PDF from the SQA website at: [www.sqa.org.uk/timetable](http://www.sqa.org.uk/timetable)

Please note exam times will be amended to fit in with our school day.

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Please also find a link to the annual holiday calendar:

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

### Map of catchment area

