

38 Support for parents/carers

For more information on Support and Advocacy contact:

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

For local advocacy contact:

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

Scottish Independent Advocacy Alliance can be reached at:

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

Independent Mediation Services

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

Children 1st
)UDVHUEXUJK%XVLQHVV&HQWUH
6RXWK+DUERXU5RDG
Fraserburgh
Aberdeenshire AB43 71
Tel no 01346 5
Fax no 01346 512810
Email aEHUGHHQV/K@children1st.org.uk

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

www.sclc.org.uk

39 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.

40 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).

41 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.

42 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.

43 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>

44 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.

45 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.

46 Freedom of Information

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

Appendix School Improvement Plan Summary Session 2017-18

QI: 1.2 Leadership of Learning

Summary of Improvements	Impact of development work	Led by
Spelling/ Phonics Progression	Whole school progression Increased writing attainment	Working Group 1
Grammar Progression	Whole school progression Increased writing attainment t	Working Group 2
Writing Genre Expectations Guide	More direct teaching of genre Increased writing attainment	Working Group 3
Mental Maths	Refresh of mental maths teaching strategies. Increase in time teaching mental maths Increased numeracy attainment	Working Group 4

QI: 1.2 Leadership of Change

Summary of Improvements	Impact of development work	Led by
<p>Reporting to Parents Year 2 Calendar</p>	<p>Parents are well informed of pupil progress</p>	<p>Mrs Conner Miss Thompson Miss Nichol Miss Gray</p>
<p>Moderation</p>	<p>Quality learning and teaching embedded across school. Increase in shared understanding of standards across school and cluster</p>	<p>Mrs Conner (Cluster event)</p> <p>Mrs Stirling Miss Catlow (DHT Cluster activity)</p>

QI:2.5 Family Learning

Summary of Improvements	Impact of development work	Led by
Early Years Family Nurture Project	Family Nurture approach to promote family learning	Mrs Stirling Mrs Burr Miss Rennie

QI: 2.2 Curriculum

Summary of Improvements	Impact of development work	Led by
<p>Education for Sustainability</p>	<p>Eco Schools Committee work towards Green Flag recognition.</p>	<p>Eco Committee Mr Dickson Mrs Grant</p>
<p>Quality Teaching and Effective use of Assessment</p> <p>Feedback Moderation EY Observation, Planning, Assessment 1+2 French Progression & Expectation Guide</p>	<p><u>Feedback</u> – Pupils know how to improve their learning <u>Moderation</u> – shared understanding of standards <u>Higher Quality of observations</u></p> <p><u>1+2</u> – Greater staff confidence Higher language learner engagement across school</p>	<p>Miss Catlow</p> <p>Led by Mrs Conner, Miss Catlow, Mrs Stirling</p> <p>Mrs Stirling, Mrs Burr, Miss Rennie Miss Mowat, Mr Dickson</p>

QI: 3.2 Raising Attainment and Achievement

Summary of Improvements	Impact of development work	Led by
<p>Raise Attainment in Reading, Writing and Maths (P4, 5, 6, 7 pupils focus)</p>	<p>5% increase in % pupils attained 1st and 2nd level June 2018</p>	<p>Reading - Miss Catlow. Writing - Miss Catlow. Maths – Mrs Stirling.</p>
<p>DYW Insch Skills Academy Program Based on 5 broad key themes and linked to: Food Technology Community Design & Manufacture Creativity Digital Technology</p>	<p>Developing Young Workforce skills progression. Skills for Learning, Life and Work</p>	<p>Miss Barnes Miss Paterson</p>

Members of Parental Groups

Members of Parental Groups at Insch School

Parent Council/ PTA

Jo MacMillan (PC Chair)
Rebecca Ingram
Clair Gallagher
Laura Mitchell
Jo Chamberlain
Tracey Yates
Leanne Grant
Lynsey Parr
Sophie MacDonald
Michelle MacFarlane
Becky Brown
Dawn Brown (Garioch Partnership)
Lynne Barrons
David Mills
Chris O'Neil

We also have many parents who volunteer to support learning in school.

e.g. Our Reading Parents work with pupils to help develop and support reading skills.

e.g. Forest Owls Parents help support teachers deliver outdoor learning in the local woods.

All parents who work with pupils in school are PVG checked and trained in Child Protection by the Senior Management Team.

Stats for attainment etc

Insch School

CfE Levels

Attainment Session 2016-17

Percentage of children achieving expected levels at P1, P4, P7				
Figures calculated session annually in June				
	2015-16 Valid/reliable data? *	2016-17	2017-18	2018-19
Primary 1				
Reading	82%	98%		
Writing	78%	98%		
Maths	71%	100%		
Talking and Listening		100%		
Primary 4				
Reading	58%	84%		
Writing	38%	66%		
Maths	62%	70%		
Talking and Listening		70%		
Primary 7				
Reading	67%	74%		
Writing	37%	71%		
Maths	50%	79%		
Talking and Listening		84%		

*This was the first year % attained data was collected. There was staff confusion between level working within and level attained.

School Events Calendar & holidays

INSCH SCHOOL TERM DATES – SESSION 2017 – 2018

Term 1

- Inset day - Monday 21st August 2017
- First day of school - Tuesday 22nd August 2017
- Last day of school - Friday 13th October 2017
- School holidays - Monday 16th October to Friday 27th October 2017

Term 2

- First day of school - Monday 30th October 2017
- Inset Day - Monday 13th November 2017
- Inset Day - Tuesday 14th November 2017
- Last day of school - Friday 22nd December 2017
- School holidays - Monday 25th December 2017 to Friday 5th January 2018

Term 3

- First day of school - Monday 8th January 2018
- Occasional Day - Friday 9th February 2018
- Public Holiday - Monday 12th February 2018
- Inset Day - Tuesday 13th February 2018
- Inset Day - Wednesday 14th February 2018
- Last day of school - Thursday 29th March 2018
- School holidays - Friday 30th March 2018 to Friday 13th April 2018

Term 4

- First day of school - Monday 16th April 2018
 - Public Holiday - Monday 7th May 2018
 - Occasional Day - Monday 4th June 2018
 - Last day of school - Friday 6th July 2018
-

Main School Events 2017-18

Below is a summary of main planned school events. This is not an exhaustive list as events are planned throughout the school year.

Term 1	14/9/17 13/10/17	Meet the Teacher P2-7, 6/9/17 P1s Eco and Pupil Council Committees established Harvest Festival Assembly
Term 2	1/11/17 6/10/17 28/11/18 25/11/17 13/12/17 14/12/17 15/12/17 18/12/17 19/12/17 19/12/17 20/12/17 21/12/17 21/12/17 22/12/17 22/12/17	School Photographer Learning Stories go home – Parent/Child Learning Conversation P7 – S1 Transition Planning Christmas Fair 11-1.30pm Christmas Show Christmas Show P4M, P4/5K Party – 1.30pm P3D, P3/4J Party – 1.30pm P2R, P2/3T Party – 10.50 – 11.50am All P7s - 1.30pm P6HM, P6/7B Party – 1.30pm P5G, P5/6S Party – 10.50 -11.50pm P1 Party – Venue TBC 1.30pm Nursery Party in School hall 9.30am and PM End of term Christmas Service Dr Gauld 9.30am
Term 3	17/1/18 26/2/18 21/2/18 22/2/18 date tbc	P6 Abernethy Ski Trip/ P7 Loch Insh Trip Parent Info Session 6.00pm P6 Residential Ski Trip Abernethy returns 2/3/18 Parents Evening 4-7pm Parents Evening 4-7pm

	29/3/18	Reading Strategies Parent Event 9.30 and 11.00am Easter Service St Drostan's Mr MacDonald
Term 4	20/4/18 tbc 11/5/17 29/5/18 1/6/18 5/6/18 6/7/18	Whole School Art Exhibition- Parent Council P5 Bikeability Week School Progress Report issued home Spring Fair date tbc Sports Day Learning Stories go home – Parent/Child Learning Conversation P7 Residential Loch Insh Trip returns 8/6/18 9.30am Leaver's Service Insh, Leslie, Premnay, Oyne Parish Church

Reporting to Parents Calendar

	Settling in	Parent Interviews	Pupil presentations (indiv/group)	Parent Information sessions	Feedback, individual meetings	Written reports Interim/full	OTHER	
TERM 1	Meet the Teacher session (show jotters) Direct contact with parents where any concerns arise early in Term 1	Nursery Parent pre-start interviews	Each class shares their learning through either an Assembly at some point in the year followed by opportunity for pupils to share Learning in Jotters with parents (Term 2, 3 or 4) <u>Or</u> Open Curricular Afternoon at some point in the year followed by	Nursery parent info sessions: Stay and Play P1 parent info sessions (curricular focus) P1 Reading Sessions	IEP Meetings Review Meetings Multi Agency Meetings Open Door policy; parents can raise concerns with class teachers or SMT at any point		Termly Class Newsletter Monthly HT Newsletter Nursery Interactive Learning Diary available to parents	Ongoing Nursery weekly plan on display & daily diaries School website Opportunities for parent helpers on trips, parent helpers, Bikeability etc
TERM 2				Whole School Curriculum Open Evening e.g. 'Support for All'	Similarly staff will make contact directly with parents/ carers where any		Termly Class Newsletter Monthly HT Newsletter	Community events

			<p>opportunity for pupils to share Learning in Jotters with parents (Term 2, 3 or 4)</p> <p>Opportunities for individuals and groups to present at the Christmas and Easter Services</p> <p>Learning made explicit</p> <p>Community Cafés</p>	<p>Reporting to Parents</p>	<p>concerns arise in school</p> <p>Individual meetings with SfL staff</p>		<p>Learning Stories home (Literacy and Numeracy)</p> <p>Christmas Show/ Celebration</p> <p>Enterprise Projects for Xmas Fair Classes (focus on learning to share)</p> <p>Nursery Interactive Learning Diary available to parents</p>	<p>Insch School Facebook Page to celebrate success</p> <p>Curricular Support booklets for parents on areas of the curriculum or approaches taken in school</p> <p>Parent Council Meetings/ Curricular focus/guest speakers</p> <p>Technologies</p>
<p>TERM 3</p>		<p>Parent and Pupil Consultation Evenings (with jotters)</p>	<p>Community Cafés</p>	<p>ALEC Caravan Parent Session</p> <p>P7 residential trip info session</p>			<p>Termly Class Newsletter</p> <p>Monthly HT Newsletter</p> <p>P7 Parent transition meeting</p>	

TERM 4	P1 Induction Meetings (DHT)						Termly Class Newsletter	
	Nursery Induction Meetings (DHT/ EYLP)			P6 & 7 parents – Sexual Health Education info session		Written Report covering Literacy, Numeracy & H&WB	Monthly HT Newsletter	
	P7 Induction for transition programme to The Gordons School/ Inverurie			New P1s – My 1 st Homework Pack		(reduced format)	Learning Stories home (Literacy and Numeracy) Enterprise Projects for Spring Fair Classes (focus on learning to share) Sports Day P7 Leavers Assembly Whole school Celebration of the year	

Standardised National Standardised Assessments Session 2017-18

In line with Aberdeenshire Council Policy pupils at Insch School will engage with the Scottish Government's new **Standardised National Standardised Assessments (SNSAs) launched in August 2017**. The Scottish Government has commissioned the Scottish National Standardised Assessments as part of the National Improvement Framework.

For children and young people to have the best chance of reaching their potential, parents, carers, teachers and the children themselves, need to understand how they are progressing, and what further support they require. Alongside a wide range of other assessment activity, the assessments help to inform that understanding by providing teachers with objective and nationally consistent information on children's progress. Teachers can then discuss children's progress with them and their parents, planning next steps accordingly, and ensuring parents understand how best to support their child's learning at home.

What's new?

The Scottish Government has introduced a single, nationally developed set of standardised assessments, designed to reflect the way we deliver education in Scotland, through Curriculum for Excellence. These assessments are expected to replace the variety of existing standardised assessments that local authorities and schools use at the moment.

Ongoing and informal assessment is, and will continue to be, a central part of everyday assessment. Teachers will continue to draw on all of the assessment information available to them, when considering children's progress and planning the next steps in their learning.

What is being assessed?

Scottish National Standardised Assessments focus on aspects of reading, writing and numeracy.

Who is being assessed?

All children in P1, P4, P7 and S3.

How many times will your child take the assessments in a school session?

P1 children will take two SNSA assessments: one in literacy and one in numeracy. P4 children will take three SNSA assessments: one in reading, one in writing and one in numeracy. P7 children will take three SNSA assessments: one in reading, one in writing and one in numeracy. S3 young people will take three SNSA assessments: one in reading, one in writing and one in numeracy.

For more information contact school or visit <https://standardisedassessment.gov.scot/>

The following assessment schedule will be followed at Insch School, in line with Authority policy.

Stage	Assessment Window		
S1 MIDYIS	04/09/2017 – 13/10/2017	P3 INCAs	05/02/2018 – 16/03/2018
P5 INCAs	30/10/2017 – 08/12/2017	P4 SNSA	19/02/2018 - 29/03/2018
S3 SNSA	13/11/2017 - 20/12/2017	P1 SNSA	16/04/2018 - 25/05/2018
P7 SNSA	08/01/2018 - 16/02/2018		

Year/termly plan of learning

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

