



From mountain to sea

Inverurie Academy

Handbook

2017/18

INVERURIE
ACADEMY

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Introduction to Inverurie Academy

Welcome to Inverurie Academy. This handbook provides some basic information about our school and we do hope this is useful for you. However, we are really clear that the true value of an organisation is found in the people who call it their place of learning or work. You will find some of the stories of our people through our twitter feed and school website (details of these can be found below). We would be delighted to provide further information, arrange a visit, show you the school and most importantly discuss with you our Core Values and plans to ensure every student achieves their full potential.

School Contact Details

Mr Mark Jones	01467 621655
Inverurie Academy	www.inverurie.aberdeenshire.sch.uk
Jackson Street	
Inverurie	inverurie.aca@aberdeenshire.gov.uk
Aberdeenshire	
AB51 3PX	
	@InverurieAcad
	inverurieacademypc@gmail.com

Adverse weather and emergency closure

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

Information Line 0370 054 4999, Pin Number 021060 (Please do not use this line to leave messages for the school.)

Inverurie Academy is a non-denominational school with a role of approximately 900 students from S1 to S6. The school serves the Inverurie catchment area.

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

The school day...

Monday / Tuesday / Friday	Wednesday / Thursday
08.40 – 08.50 Registration	08.40 – 08.50 Registration
08.50 – 09.40 Period 1	08.50 – 09.40 Period 1
09.40 – 10.30 Period 2	09.40 – 10.30 Period 2
10.30 – 10.50 Break	10.30 – 10.50 Break
10.50 – 11.40 Period 3	10.50 – 11.40 Period 3
11.40 – 12.30 Period 4	11.40 – 12.30 Period 4
12.30 – 13.20 Break	12.30 – 13.20 Break
13.20 – 14.10 Period 5	13.20 – 14.10 Period 5
14.10 – 15.00 Period 6	14.10 – 15.00 Period 6
	15.00 – 15.50 Period 7

Our staff team.....

Senior Leadership Team	Guidance Team
Mrs Pauline Fraser	Mr Alan Johnston (Harlaw House)
Mr Ian Hamilton	Mr Phil Littler (Barra House)
Miss Dawn Lynch	Mrs Katie MacKintosh (Selbie House)
Mr Alasdair O'Connor	Mrs Debbie May (Selbie House)
Mr Craig Paterson (Acting)	Mrs Sian Penter (Crichie House)
	Miss Claire Taylor (Davah House)

Our Core Values

Core Values are at the heart of our school. They define who we are, how we learn and work, what we believe in and what we stand for. These values guide how we act and how we expect to be treated.

Between January and April 2017, our School Captains led us through a journey of exploring the heart of our school and helping us to define our Core Values. This journey included workshop, presentations and an online vote for all stakeholders. Students, parents, staff and our partners voted for the following four Core Values:-



This is of course just the start. We need to make sure that our Core Values are not just evidence on a set of posters, but are embedded in our policies, relationships and behaviours. This imperative is now included in our set of Improvement Priorities for this year and beyond.

Curriculum

Within Inverurie 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 students 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 students.

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.

Curriculum Map

One of the priorities identified for 2017-18 at Inverurie Academy is to undertake a review of the curriculum with students, parents, staff and partners. At the moment, our curriculum structure is represented in the image below. We are committed to ensuring that our new curriculum will be ambitious and inclusive, ensuring that every young person has the chance to reach their full potential.

Inverurie Academy - Curriculum Structure 2017-18																																	
	Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
S5/6	Level 7, Level 6 and Level 5	Column D				Column E				Column F				Column G				Column H				PE	PSE	Study									
	Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
S4	Level 5, Level 4 and Level 3	Column D				Column E				Column F				Column G				English				Maths		PE	PSE	RE							
	Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
S3	BGE	Maths				English				French		A	B	C	D	E	F	G	H	PE	PSE	RE											
	Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
S2	BGE	Maths				English				Science				Humanities				Creative Arts			Technology and Vocational		Health and		Business and IT	French	German	PSE					
	Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23					24	25	26	27	28
S1	BGE	Maths				English				Science				Humanities				Creative Arts			Technology and		Health and Wellbeing		Business and IT	French	German	PSE					
	Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23					24	25	26	27	28

Wider Curricular Activities

Inverurie Academy is well-known for providing a rich variety of wider curricular experiences. We believe these experiences are part of the totality of the curriculum as they support development of skills, experiences and help to encourage students to become the rounded young people who will be successful in the world of further study and work.

A Wider Curriculum Fair is held at the beginning of each year. Whilst each year is different, the following list represents just a few of the available experiences on offer:-

Academy Star Newspaper	Duke of Edinburgh	Philosophy Club
Amnesty Group	Film Club	Rock Challenge
Athletics	Fit for Girls	ROV Club
Badminton Club	Football (Boys)	School Council
Banter Club	Football (Girls)	STEM Club
Basketball	House Council	String Orchestra
Celtacad	Leaders in Sport	Tapadh Leat
Charities Group	LGBT Group	Ukulele Group
Concert Band	Netball	Young Enterprise

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.

At Inverurie Academy, the first foreign language will be French. This language will be learned from S1 through to S3. However, at Inverurie Academy, we will also introduce a second foreign language of German in S1 and there will be opportunities to continue this language through to S3 and beyond.

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.inverurie.aberdeenshire.sch.uk

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

Policy for Scottish Education:

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

Early Learning & Childcare:

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

Broad General Education (Pre school – S3):

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

Senior Phase and beyond (S4 – 16+):

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

National Qualifications:

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

Assessment and Reporting

Students move through the curriculum at their own pace. Assessment will focus on **how well** and **how much** students 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 student may have presented to the class or teacher.

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

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

‘**DO**’ where students 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.

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)

Students 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. **These profiles are completed by students and are made available to parents on 25th May 2018.**

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 students enter this phase they are set an **aspirational target grade** for each subject they are studying. This forms the basis for learning conversations between staff and pupils to discuss progress and identify next steps. This is shared with parents/carers through **TRACKING Reports**.*

Further Information on Assessment, Reporting & Profiling can be found on Parentzone:
<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

Transitions (Moving On)

At Inverurie Academy, we work hard with others to ensure that transitions into and from our school are smooth, planned and purposeful.

Primary to Secondary Transition

A transition team at Inverurie Academy works with cluster Primary Schools to ensure the right transition arrangements are in place. Transition activities include; visits from the transition team to meet with Primary pupils, early and sustained visits from Primary pupils to Inverurie Academy for those where enhanced transition is appropriate, a Step-Up for Enterprise Activity for all Primary pupils, a three day visit for all Primary pupils to Inverurie Academy, an optional summer Transition Plus event supported by Active Schools and two Parent Information evenings.

Secondary – World Beyond School

At Inverurie Academy, we take our responsibility to ensure a smooth, planned and purposeful progression from school to the world of higher education, further education or work. A wealth of activity, starting in S1, introduces students to awareness of and planning for this transition. This activity includes; regular inputs to students through PSHE classes, group and individual meetings with Ms Ruth Berry from Skills Development Scotland, an annual Careers Fair, regular opportunities to visit Universities, work experience placements and Mentoring for S6 students from industry and community partners.

There are also opportunities for parents to meet teachers and Guidance teachers and to ask any questions or share any information that will help support students through any transition.

Visit Parentzone for more information about transitions:

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

3 Admissions

Nursery Admissions.

All parents should submit an application form for their child, to the nursery of their choice during the admissions period. The application form can be found here:

<http://aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Primary Admissions

New entrants to P1 are enrolled early in the calendar year for entry to school in August. This is for children who will be five on or before the school start date in August. Those that have their fifth birthday between the August start date each year and the end of February the following year, may also be admitted. Go to:

<http://aberdeenshire.gov.uk/schools/information/primary-school-registration/>

4 Placing requests & School Zones

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

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

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

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

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

5 (S) Skills Development Scotland

The Careers advisor for *Inverurie Academy is Ms Ruth Berry*.

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

All students have access to the Careers Advisor though most time is spent with S4/5/6. Students 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/>

6 Skills for Learning, Life and Work / Developing Young Workforce

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

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

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

<http://dywaberdeenshire.org/>

Support for Children and Young People

7 Getting it Right for Every Child

Getting It Right 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 [Inverurie Academy](#) to feel happy, safe and supported to fulfil their potential.

8 The Named Person

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

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Depute 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 Inverurie Academy the Named Person for your child/young person is the Guidance Teacher of the relevant House (please see Page 5 for further detail).

9 Educational Psychology

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

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

10 Enhanced Provision & Community Resource Hubs

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

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning. The enhanced provision centres and community resource hubs can offer outreach support to mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

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

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

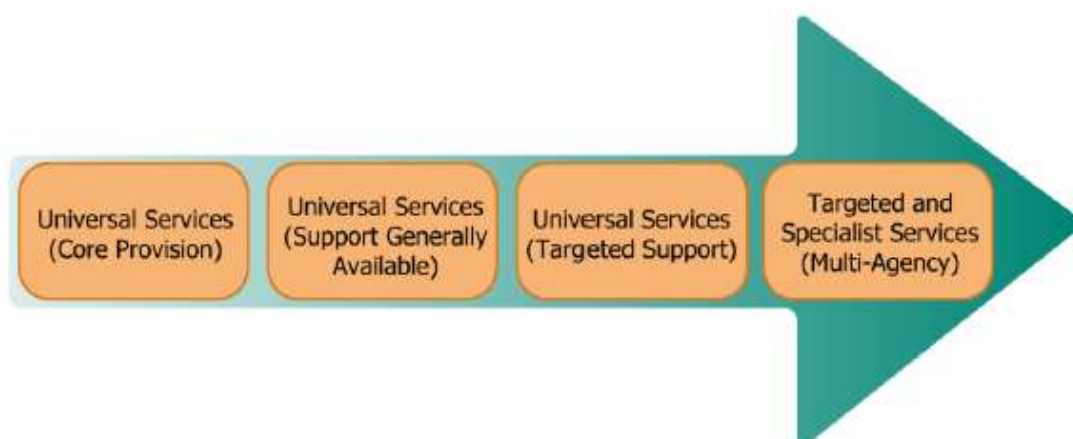
11 Support for Learning

There are times when students 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 students 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.

12 The Child's Plan

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



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

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

13 Child Protection

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

Within **Inverurie 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 Inverurie Academy the designated officers are Ms Dawn Lynch and Mr Mark Jones.**

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

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

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

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

Police Emergency 999, Non-Emergency 101

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

If a young person tells you they are being abused:

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

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

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

14 Further Information on Support for Children and Young People

The following websites may be useful:

Getting It Right For Every Child (GIRFEC)

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

Aberdeenshire Council

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

Support for All

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

Enquire

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



Parent & Carer Involvement

Here at Inverurie 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.

15 Our Parent Forum & Working with you as partners

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

16 Communication.

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

- Use of Groupcall to text and email
- School Website: www.inverurie.aberdeenshire.sch.uk/
- Social Media: @InverurieAcad
- Newsletters: (available through the website)
- Events: (including Parent Information Evenings & Community Learning Calendar)
- Praise system (under development)

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).

17 Parenting

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

18 Volunteering

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

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

19 Learning at Home

We provide materials and resources to support either homework or materials for you to work with your child to develop key skills at home. For explanation of this please contact the School Office or the relevant Guidance Teacher.

20 Decision-making and Developing Services

Reflecting our Core Values, 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 Elizabeth Watt, or Head Teacher, Mr Mark Jones, for more information about getting involved in the Parent Council or email: inverurieacademypc@gmail.com.

21 Collaborating with the Community

Inverurie 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 Head Teacher.

School Policies and Useful Information

School Policies such as the Homework Policy; Promoting Positive Relationships; our Mobile Phone etc. will be published on the school website and can be found by clicking the community tab at the top. Please go to: www.inverurie.aberdeenshire.sch.uk

All Aberdeenshire Council Education policies can be found here:

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

22 Attendance

What students need to know:

Lateness:

At Inverurie Academy, we believe that good attendance is vital to support success in and beyond education. There are clear links between good attendance and good attainment. We all, parents, teachers and the community, have a responsibility to encourage the positive attitude towards learning which will result in good attendance.

Permission for absence from school:

If you feel ill, tell your class teacher and ask permission to report to the school office. If appropriate, office staff will arrange for you to be collected from school.

What parents needs to know:

The school follows the Aberdeenshire Attendance Policy:

http://www.aberdeenshire.gov.uk/media/19805/attendance-policy_april-2015.pdf

Procedures for following up on pupil absence are based on the Education (Scotland) Act 1980 which requires by law that parents/carers ensure that children attend school regularly. The Home/School Liaison Officer has a key role to play, providing a vital link.

23 Holidays during term time.

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must inform the Head Teacher. This will be recorded as unauthorised absence though there may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For annual holiday dates for Aberdeenshire schools please see the section at the back of this book, contact the school office or go to:

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

24 Inverurie Academy Dress Code

During 2017-18, students, parents, members of staff and the local community are involved in a complete refresh of the Inverurie Academy School Uniform. This will result in the introduction of a new uniform for session 2018-19.

However, as an interim measure, Senior Phase students were offered the opportunity to vote to be provided with a School Tie with the associated responsibility to wear this tie during the course of this session. As a result of this interim vote, the following uniform is in place for 2017-18:

S1- S4	S5 – S6
Polo Shirts (White or Navy with School Crest) Sweatshirt (Navy or Black with School Crest) (Optional Navy Blue School Tie with White Shirt / Blouse) Black Trousers or Skirt Black Footwear	White Shirt / Blouse Navy Blue School Tie (provided by school) Black or Navy V-Neck Sweater or Cardigan Black Trousers or Skirt Black Footwear

Students are expected to remove all forms of outer wear when entering the building.

Suppliers:

- 📌 A School Tie has been provided to all S5 and S6 students free of charge. This is for session 2017-18 only.
- 📌 Other items of School Uniform may be purchased from *Craigdon Sports*, High Street, Inverurie and *DFS*, High Street, Inverurie.

Physical Education. PE Kit consists of:

- 📌 All students must have a complete change of clothing for participation in Physical Education.
- 📌 Indoors: shorts, cotton tops, socks and indoor training shoes.
- 📌 Outdoors: shorts, cotton tops, socks, tracksuit, warm top, outdoor training shoes or football / hockey boots.

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 students to distinguish their own clothing from that of others.

25 Clothing Grants

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

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

26 Transport

The Council provides free transport to all children who live over two miles walking distance from school, in the case of primary school children, and three miles for secondary school students. School transport routes are determined by the pick-up

locations required for students who are entitled to free school transport. Contact your school for more details.

27 Early Years Transport

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

28 Privilege Transport

Students 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 students entitled to Free School Meals, and to families with 3 or more children travelling to the same school. For further information click on the link below or contact the school.

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

29 Special Schools and Enhanced Provision

Aberdeenshire Council may provide free transport where necessary for students 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 student's address falls in the delineated area of a resourced school, and is within reasonable walking distance, the Authority will take advice from the Community Child Health Service before deciding if free transport should be provided

30 School Closure & Other Emergencies

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

If children are at school...

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

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

If your child attends a Nursery, Primary or Special School, which is to close early, the school will contact you by telephone. If this is not possible the school will contact your named 'emergency contact'. No child will be released from school without contact

being made. It is important contact details are current and the people named are available – particularly during bad weather.

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

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

Before the start of the school day...

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

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

Northsound 1

FM 96.9

Northsound 2

MW 1035 kHz

BBC Radio Scotland

FM 92.4 - 94.7 MW 810 kHz

Moray Firth Radio

FM 97.4 MW 1107 kHz

North East Community Radio

FM 97.1 - 106.4

Waves Radio

FM 101.2

Original 106 FM

Twitter

<http://twitter.com/aberdeenshire>

Aberdeenshire Council Website

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

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

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

School Information Line

Tel: 0370 054 4999 then **021060**. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

31 Storm Addresses

When there has been severe snow storm during the day it may be prudent for students 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 students who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

32 Change of address and Parental Contact Details

To enable us to make easy contact with parents, the school would appreciate if any changes of address, telephone number or circumstances 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.

33 School Meals

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

- Primary 1-3 pupils are provided with school meals free of charge.
- Primary 4- S6 students are currently charged £2.15 for a school meal unless they qualify for Free School Meals.

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

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

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

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

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

To register for online payments you will be provided with a reference number by your school for each child. Parents and carers of students 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.

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

Aberdeenshire Community Dental Service inspect P1 and P7 children in schools as part of the National Dental Inspection Programme. Written parental consent is not required for dental inspections, but parents will be informed in writing approximately one week before the inspection date.

Immunisation against Diphtheria, Tetanus and Poliomyelitis is provided for all students during the third year. If a student 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 students 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 students have medical conditions that, if not properly managed, could limit their access to education. Such students are regarded as having health care needs. Most young people with health care needs are able to attend school regularly and, with some support from the school can access most school activities. However, school staff may need to take extra care in supervising some activities to ensure that students 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 students 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.

35 Exclusion

Where students who repeatedly display behaviours which compromise the good order of the school i.e. disruption of learning and teaching, unsafe practices, bullying and other forms of abuse and where other forms of support and sanctions have proved unsuccessful, the Authority exclusion policy will apply. For further information on exclusions contact the school or go to:

http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf

36 Educational Visits

We offer various educational visits during the course of the school year. We believe that 'hands on' experiences greatly enhance a child's education, while also helping to make the necessary links between learning in school and life out-with school. Staff members and parent volunteers provide supervision to standards laid down by Aberdeenshire Education & Children's Services. We give parents as much notification as possible with regard to visits their children will participate in.

37 Instrumental Tuition

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

For further information go to:

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

38 Education Maintenance Allowance

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

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

39 Comments, 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/>

40 Support for parents/carers

For more information on Support and Advocacy contact:

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

For local advocacy contact:

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

Scottish Independent Advocacy Alliance can be reached at:

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

Independent Mediation Services

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

Children 1st
Fraserburgh Business Centre,
South Harbour Road
Fraserburgh
Aberdeenshire, AB43 9AR
Tel no 01346 585341

Fax no 01346 512810

Email aberdeenshire@children1st.org.uk

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

www.sclc.org.uk

41 Insurance

No insurance is held by Aberdeenshire Education & Children's Service that automatically compensates school students for personal accident, whether an accident occurs within or out-with 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 students 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 students in its charge during school hours and as such has to take reasonable steps to ensure the safety of all primary and secondary students. However, it is thought that secondary students should be more mature and, therefore, a lesser degree of supervision would be sufficient.

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

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

42 School Off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both pupils and teachers are covered for offsite activities / trips both within the UK and abroad (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).

43 Data we hold and what we do with it.

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

44 How Does Aberdeenshire Council Hold and Store Student Data

Aberdeenshire Council use a system called SEEMIS which is used in all local authorities in Scotland and is subject to independent scrutiny to ensure that it is a secure environment for holding such data. Our schools update the data held in the system when they have an education update to make to a pupil's record or when they receive advice from a parent or guardian either through the Annual Data Check exercise or when they are made aware of a change of circumstances at any other time in the year.

45 Parental Access to Records

SAR - Subject Access Request information

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

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

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

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

46 ScotXed

If you have any concerns about the national ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

47 Information Sharing

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

48 Freedom of Information

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

Appendix

School Improvement Plan

No.	Description	Core Value	National Improvement Framework Priority / Driver	SQUIP Section		
				Leadership / Imp.	Qual of Care & Educ.	Improving Outcomes
1.	School Uniform (1.2, 1.3) <ul style="list-style-type: none"> Interim arrangements to be made for S5/6 to wear shirts and ties and lead by example in reinforcing the importance of school uniform. (CP, 2017-18) A full consultation involving students, parents, staff and the community in creating a school uniform to be introduced in session 2018-19. (CP, 2017-18) 	Ambition Inclusion	School Leadership School Imp.	1.2 1.3		
2.	New Build (1.5, 1.3) <ul style="list-style-type: none"> Inverurie Academy to continue to work with Architects and Learning Estates Team to ensure that plans progress for a successful move to Inverurie Community Campus. (CP, 2017-18) 	Ambition	School Leadership School Imp.	1.5		
3.	CLPL (1.2) <ul style="list-style-type: none"> A Community Learning Calendar to be produced with opportunities for Cluster Staff, Parents and Students to benefit from a wide range of learning opportunities. (MJ, 2017-18) 	Integrity Respect	Teacher Prof. Parental Engagement	1.2		
4.	Core Values (1.3) <ul style="list-style-type: none"> Building on the successful identification of a new set of Core Values for Inverurie Academy, School Captains will oversee the embedding of a policy to support anti-bullying that has the Core Values at its heart. (IH/MJ, 2017-18). Introducing a bi-annual practice of self-evaluation against Core Values. Series of focus groups considering progress against Ambition, Inclusion, Integrity & Respect. 	Ambition Inclusion Integrity Respect	School Leadership School Imp.	1.3		
5.	Systems (2.3) <ul style="list-style-type: none"> Introduction of a 'system' to support moving away from a paper system of monitoring student behaviour and recognising positive achievement (MJ, PF, 2017-18). 	Integrity	Raising Attainment		2.3	
6.	Review of S3 Curriculum (2.2) <ul style="list-style-type: none"> Staff will be consulted on a review of S3 through Staff Meetings and Extended Leadership Meetings. Parents will then be consulted on the outcomes of this work. (MJ, 2017-18) 	Ambition	Raising Attainment		2.2	
7.	Dev. of L,T & A inc. changes to NQs.) (2.3) <ul style="list-style-type: none"> A focus on Learning & Teaching will continue through voluntary TLC's, engaging with Google Classroom and 'Teachers Talking to Teachers' opportunities throughout the year. SLT will support Faculties to work towards incorporating the new arrangements to N5 Courses. (PF, 2017-18) 	Ambition	Raising Attainment		2.3	
8.	S4 Mentoring (2.3) <ul style="list-style-type: none"> Building on a successful mentoring pilot in 2016-17, Academic Mentoring will be offered to all S4 students in 2017-18 comprising four mentoring meetings overseen by volunteer members of staff. (AO, 2017-18) 	Ambition Inclusion	Raising Attainment		2.3	
9.	S6 Mentoring (2.3, 2.7) <ul style="list-style-type: none"> All S6 students will receive Academic Mentoring from partners from industry and STEM organisation in 2017-18, comprising four mentoring meetings. (IM, 2017-18) 	Ambition	Raising Attainment		2.7	
10.	Implementation of SNSA(2.3) <ul style="list-style-type: none"> Implementation of S3 assessments at Inverurie Academy in line with national / local guidance. (IH, 2017-18) 	Ambition	Raising Attainment		2.3	
11.	GIRFEC / Named Person Req. (3.1) <ul style="list-style-type: none"> Effective implementation of outcomes following changes to legislation on Named Person (DL, 2017-18). 	Inclusion	Imp. in H&WB			3.1
12.	Strategic deployment of PEF to support students. (3.1, 3.2) <ul style="list-style-type: none"> Engagement with Local Authority / MCR Pathways to introduce targeted interventions via dedicated coordinator. (2017-18) 	Inclusion	Closing The Gap			3.1
13.	Develop Strategic DYW Plan. (3.2, 3.3) <ul style="list-style-type: none"> Building on existing work with a range of partners, SLT to agree and then begin to draw out a timeline for a strategic overview for DYW. (AO, 2017-19) 	Ambition	DYW			3.2

Members of Parental Groups

Chairperson: Elizabeth Watt

Vice Chairperson: Sheila Cunningham

Treasurer: Tracey Skene

Secretary: Shona Strachan

Stats for attainment etc.

Attainment data for Inverurie Academy can be found be following the links below.

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

<https://education.gov.scot/parentzone/find-a-school/aberdeenshire/5231639>

School Events Calendar & holidays



Calendar - Inverurie Academy 2017-18

Term 1	Date	Day	Detail	
Week 1	WEEK 1	Term 1		
	21.08.17	Monday	INSERVICE DAY	
	22.08.17	Tuesday	Students Return	
	23.08.17	Wednesday		
	24.08.17	Thursday		
	25.08.17	Friday		
Week 2	WEEK 2	Profiling Introduction to S1-S3 Students via PSE		
	28.08.17	Monday		
	29.08.17	Tuesday		
	30.08.17	Wednesday		
	31.08.17	Thursday		
	01.09.17	Friday		
Week 3	WEEK 3	House Assembly Week (Captain & Prefect Introductions), House Council Meeting Week, Start of Work Experience Week (S4-S6)		
	04.09.17	Monday	Extended Leadership Meeting I - Q.I. 1.3/2.2 - BGE Review (15.10 - 16.10)	
	05.09.17	Tuesday		
	06.09.17	Wednesday		
	07.09.17	Thursday	Royal Navy - S4 Experience	
	08.09.17	Friday		
Week 4	WEEK 4	Cause for Concern Letter Reminder Week		
	11.09.17	Monday		
	12.09.17	Tuesday	(Lunchtime) School Council Meeting Council Meeting I - AGM / Attainment (18.30 - 20.30)	Parent
	13.09.17	Wednesday		
	14.09.17	Thursday	S4-S6 Annual Data Check Forms Home S3 Geography Field Trip (Upper Don Valley)	
	15.09.17	Friday	Extra-Curricular Clubs Fair	
Week 5	WEEK 5	S4/S6 Mentoring Week I		
	18.09.17	Monday		
	19.09.17	Tuesday	Staff Meeting I - BGE Review (15.10 - 16.10)	
	20.09.17	Wednesday	Photographer - S1, S3, S4 Higher Geography Field Trip (Collieston / Balmedie / Aberdeen)	
	21.09.17	Thursday	AH Biology Students to Bennachie	
	22.09.17	Friday		
Week 6	WEEK 6	Focus Visit Week - Humanities Faculty		
	25.09.17	Monday		
	26.09.17	Tuesday		
	27.09.17	Wednesday		
	28.09.17	Thursday	S1-S3 Annual Data Check Forms Home S3 Geography Field Trip (Lower Don Valley)	
	29.09.17	Friday		
Week 7	WEEK 7	House Assembly Week, House Council Meeting Week Quality Improvement Visit - Aberdeenshire Council (Tue - Thur)		
	02.10.17	Monday		
	03.10.17	Tuesday	S3 Tracking Reports Faculty PT QA	
	04.10.17	Wednesday	Extended Leadership Meeting II - Q.I. 1.4 (16.00 - 17.10) Tree of Knowledge (S5)	
	05.10.17	Thursday	Tree of Knowledge (S6) French Twinning Exchange Afternoon & Ceilidh (Kintore Arms Hotel)	
	06.10.17	Friday	S3 Tracking Reports Issued to Parents	
Week 8	WEEK 8	DHT / PT Link Meeting II - BGE Review (HGIOS 4, Q.I. 2.2)		
	09.10.17	Monday	Staff Meeting II - Training & Development (15.00 - 16.00)	
	10.10.17	Tuesday		
	11.10.17	Wednesday		
	12.10.17	Thursday		
	13.10.17	Friday		

Term 2			
Week 9	WEEK 9	Term 2 Adverse Weather Information to be collected / delivered	
	30.10.17	Monday	Students Return, (Lunchtime) School Council Meeting
	31.10.17	Tuesday	Attainment Summit (SLT, PTG & SDS), P5&6 (13.20 - 15.00)
	01.11.17	Wednesday	
	02.11.17	Thursday	S2 Parents' Evening (16.30 - 19.00)
	03.11.17	Friday	
Week 10	WEEK 10		
	06.11.17	Monday	
	07.11.17	Tuesday	UKMT Senior Maths Challenge
	08.11.17	Wednesday	Staff Meeting III - Cluster Transition (16.00 - 17.00)
	09.11.17	Thursday	Safe Drive Stay Alive
	10.11.17	Friday	S1 Tracking Reports Issued to Parents
Week 11	WEEK 11	S4/S6 Mentoring Week II	
	13.11.17	Monday	INSERVICE DAY (Authority Based)
	14.11.17	Tuesday	INSERVICE DAY (School Based)
	15.11.17	Wednesday	
	16.11.17	Thursday	Art Folio Exhibition (17.00 - 19.00)
	17.11.17	Friday	S4/S6 Tracking Reports Issued to Parents
Week 12	WEEK 12	House Assembly Week, House Council Meeting Week	
	20.11.17	Monday	
	21.11.17	Tuesday	Extended Leadership Meeting III - Q.I. 2.3 (15.10 - 16.20) (Lunchtime) School Council Meeting
	22.11.17	Wednesday	Photographer - Groups
	23.11.17	Thursday	
	24.11.17	Friday	
Week 13	WEEK 13		
	27.11.17	Monday	
	28.11.17	Tuesday	Staff Meeting IV - Training & Development (15.10 - 16.10)
	29.11.17	Wednesday	
	30.11.17	Thursday	
	01.12.17	Friday	Talent Show (Charities Committee)
Week 14	WEEK 14	DHT / PT Link Meeting III - Self Evaluation for Self-Improvement (HGIOS 4, Q.I. 1.1)	
	04.12.17	Monday	
	05.12.17	Tuesday	S4 Parents' Evening (16.30 - 19.00)
	06.12.17	Wednesday	
	07.12.17	Thursday	
	08.12.17	Friday	
Week 15	WEEK 15	House Assembly Week, House Council Meeting Week	
	11.12.17	Monday	
	12.12.17	Tuesday	
	13.12.17	Wednesday	S5/6 Parents' Evening (16.30 - 19.00)
	14.12.17	Thursday	
	15.12.17	Friday	S3 Full Reports Issued to Parents Technical Rehearsal (Christmas Concert) - All Day
Week 16	WEEK 16		
	18.12.17	Monday	Rehearsal (Christmas Concert) - All Day
	19.12.17	Tuesday	(Lunchtime) School Council Meeting, Full Rehearsal (Christmas Concert) - All Day Christmas Concert (19.00 - 21.00)
	20.12.17	Wednesday	
	21.12.17	Thursday	
	22.12.17	Friday	
Term 3			
Week 17	WEEK 17	SQA Assemblies	
	08.01.18	Monday	DHT / PT Link Meeting IV - Improvement Plan Progress (HGIOS 4, Q.I. 1.3)
	09.01.18	Tuesday	
	10.01.18	Wednesday	
	11.01.18	Thursday	Staff Meeting V - Core Values Evaluation (16.00 - 17.00)
	12.01.18	Friday	

Week 18	WEEK 18	Start of S4/5/6 Assessment Period	
	15.01.18	Monday	
	16.01.18	Tuesday	
	17.01.18	Wednesday	(Lunchtime) School Council Meeting
	18.01.18	Thursday	
	19.01.18	Friday	
Week 19	WEEK 19		
	22.01.18	Monday	
	23.01.18	Tuesday	
	24.01.18	Wednesday	
	25.01.18	Thursday	
	26.01.18	Friday	S2 Tracking Reports Issued to Parents Last day of S4/5/6 Assessment Period
Week 20	WEEK 20		
	29.01.18	Monday	S3 into Senior Phase Information Evening (18.30 - 19.15)
	30.01.18	Tuesday	
	31.01.18	Wednesday	Step Up For Enterprise P7 Induction Event
	01.02.18	Thursday	UKMT Intermediate Maths Challenge
	02.02.18	Friday	
Week 21	WEEK 21	House Assembly Week, House Council Meeting Week	
	05.02.18	Monday	S3 Parents' Evening (16.30 - 19.00)
	06.02.18	Tuesday	S2 into S3 Parent Information Evening (18.30 - 19.15)
	07.02.18	Wednesday	
	08.02.18	Thursday	
	09.02.18	Friday	OCCASIONAL HOLIDAY
Week 22	WEEK 22		
	12.02.18	Monday	SCHOOL HOLIDAY
	13.02.18	Tuesday	INSERVICE DAY (Authority Based)
	14.02.18	Wednesday	INSERVICE DAY (School Based)
	15.02.18	Thursday	
	16.02.18	Friday	
Week 23	WEEK 23	S4/S6 Mentoring Week III	
	19.02.18	Monday	
	20.02.18	Tuesday	(Lunchtime) School Council Meeting
	21.02.18	Wednesday	S1 Parents' Evening (16.30 - 19.00)
	22.02.18	Thursday	
	23.02.18	Friday	S4/5/6 Full Reports Issued to Parents
Week 24	WEEK 24	DHT / PT Link Meeting V - SQA / Attainment (HGIOS 4, Q.I. 3.2)	
	26.02.18	Monday	
	27.02.18	Tuesday	P7 Parents' Information Evening I (18.30 - 19.30)
	28.02.18	Wednesday	Final Date for Submission of S3 into S4 Subject Choice Forms
	01.03.18	Thursday	Parent Council III - School Uniform (18.30 - 20.30)
	02.03.18	Friday	
Week 25	WEEK 25		
	05.03.18	Monday	Extended Leadership Meeting IV - Q.I. 2.2 (15.10 - 16.20)
	06.03.18	Tuesday	
	07.03.18	Wednesday	Tree of Knowledge (S3)
	08.03.18	Thursday	Tree of Knowledge (S4) Careers Evening
	09.03.18	Friday	Final Date for Submission of S4/5 into S5/6 Subject Choice Forms
Week 26	WEEK 26	House Assembly Week, House Council Meeting Week	
	12.03.18	Monday	
	13.03.18	Tuesday	
	14.03.18	Wednesday	
	15.03.18	Thursday	
	16.03.18	Friday	S2 Full Reports Issued to Parents
Week 27	WEEK 27	S4/S6 Mentoring Week IV Transition Review Meeting Week (1)	
	19.03.18	Monday	
	20.03.18	Tuesday	
	21.03.18	Wednesday	(Lunchtime) School Council Meeting
	22.03.18	Thursday	
	23.03.18	Friday	Award Nomination Forms Returned Final Date for Submission of new S2 into S3 Personalisation Forms

Week 28	WEEK 28	Transition Review Meeting Week (2)	
	26.03.18	Monday	
	27.03.18	Tuesday	
	28.03.18	Wednesday	
	29.03.18	Thursday	S6 Prom (Provisional)
	30.03.18	Friday	SCHOOL HOLIDAY
Term 4			
Week 29	WEEK 29		
	16.04.18	Monday	
	17.04.18	Tuesday	Staff Meeting VI - Improvement Planning / Calendar (15.10 - 16.10)
	18.04.18	Wednesday	
	19.04.18	Thursday	Creative Arts Showcase (19.00 - 21.00)
	20.04.18	Friday	
Week 30	WEEK 30	House Council Meeting Week	
	23.04.18	Monday	Draft Calendar Issued To All Staff For Consultation, Community Learning Calendar Requests To Staff
	24.04.18	Tuesday	Parent Council IV - Improvement Planning (18.30 - 20.30)
	25.04.18	Wednesday	
	26.04.18	Thursday	UKMT Junior Maths Challenge
	27.04.18	Friday	Leavers Ceremony - (11.00 - 12.30) Provisional
Week 31	WEEK 31	Start of SQA Exams (Provisional)	
	30.04.18	Monday	
	01.05.18	Tuesday	
	02.05.18	Wednesday	
	03.05.18	Thursday	
	04.05.18	Friday	
Week 32	WEEK 32	(SQA Exams Ongoing)	
	07.05.18	Monday	SCHOOL HOLIDAY
	08.05.18	Tuesday	Extended Leadership Meeting - Q.I. 3.2 (15.10 - 16.20)
	09.05.18	Wednesday	
	10.05.18	Thursday	
	11.05.18	Friday	End of Community Learning Calendar Requests
Week 33	WEEK 33	(SQA Exams Ongoing)	
	14.05.18	Monday	
	15.05.18	Tuesday	
	16.05.18	Wednesday	
	17.05.18	Thursday	
	18.05.18	Friday	Final Date For Calendar Returns
Week 34	WEEK 34	(SQA Exams Ongoing) Focus Visit Week - Creative Arts	
	21.05.18	Monday	
	22.05.18	Tuesday	S1 Full Reports Faculty PT QA
	23.05.18	Wednesday	
	24.05.18	Thursday	
	25.05.18	Friday	S1 Full Reports Issued to Parents S3 Profiles Available For Parents
Week 35	WEEK 35	(SQA Exams Ongoing) DHT / PT Link Meeting VI - Self Evaluation (HGIOS 4, Q.I. 1.1)	
	28.05.18	Monday	Sports Day (S1-S3) <i>tbw when SQA timetable released</i>
	29.05.18	Tuesday	
	30.05.18	Wednesday	Sports Day (S1-S3) back up <i>tbw when SQA timetable released</i>
	31.05.18	Thursday	
	01.06.18	Friday	
Week 36	WEEK 36	New S5/S6 Induction Week New Timetable Begins	
	04.06.18	Monday	OCCASIONAL HOLIDAY
	05.06.18	Tuesday	Induction Programme / Assembly for S4/S5/S6 provisional
	06.06.18	Wednesday	Staff Meeting VII - L&T and WTA (16.00 - 17.00) Parent Council V - New School - (18.30 - 20.30)
	07.06.18	Thursday	
	08.06.18	Friday	Faculty Draft Improvement Plan Submitted

Week 37	WEEK 37	Battlefields Trip Leaves 11.06.18 and returns 16.06.18	
	11.06.18	Monday	Driving Ambition S6 (half year group)
	12.06.18	Tuesday	Scholar Training (Provisional) Driving Ambition S6 (half year group)
	13.06.18	Wednesday	Extended Leadership Meeting - Q.I. 1.3 (16.00 - 17.00)
	14.06.18	Thursday	Awards Evening (19.00 - 20.00)
	15.06.18	Friday	Calendar 2018-19 Finalised and Issued
Week 38	WEEK 38	Italy Trip Leaves 17.06.18 and returns 23.06.18	
	18.06.18	Monday	Technical Rehearsal (School Show/Production) - All Day
	19.06.18	Tuesday	Full Dress Rehearsal (School Show/Production) - All Day
	20.06.18	Wednesday	Performance 1 - School Show/Production (19.00 - 21.00)
	21.06.18	Thursday	Performance 2 - School Show/Production (19.00 - 21.00)
	22.06.18	Friday	
Week 39	WEEK 39		
	25.06.18	Monday	
	26.06.18	Tuesday	P7 Transition Day 1
	27.06.18	Wednesday	P7 Transition Day 2
	28.06.18	Thursday	P7 Transition Day 3 Parent Information Evening II (18.30 - 19.30)
	29.06.18	Friday	
Week 40	WEEK 40		
	02.07.18	Monday	Community Learning Calendar Issued to Staff
	03.07.18	Tuesday	
	04.07.18	Wednesday	
	05.07.18	Thursday	
	06.07.18	Friday	
Summer Holidays - Monday 9th July - Friday 17th August 2018			

Assessment Calendar

Tracking, Monitoring & Reporting Issue Dates		
1	Fri 06 October 2017	S3 Tracking Reports Issued
2	Fri 10 November 2017	S1 Tracking Reports Issued
3	Fri 17 November 2017	S4/5/6 Tracking Report Issued
4	Fri 15 December 2017	S3 Full Reports Issued
5	Mon 15 Jan - Fri 26 Jan 2018	Assessment Period S4-S6
6	Fri 26 January 2018	S2 Tracking Reports Issued
7	Fri 23 February 2018	S4/5/6 Full Reports Issued
8	Fri 16 March 2018	S2 Full Reports Issued
9	Fri 25 May 2018	S1 Full Reports Issued

Parents Evenings		
	Date	Year
1	Thu 02 November 2017	S2 Parents Evening
2	Tue 05 December 2017	S4 Parents Evening
3	Wed 13 December 2017	S5/6 Parents Evening
4	Mon 05 February 2018	S3 Parents Evening
5	Wed 21 February 2018	S1 Parents Evening

S4 / S6 Mentoring Weeks		
1	Week 5	w/c 18.09.17
2	Week 11	w/c 13.11.17
3	Week 23	w/c 19.02.18
4	Week 27	w/c 19.03.18

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

