



From mountain to sea

Kinneff School

Handbook 2023/24



Contents

Introduction to Kinneff School	4
Our Vision, Values and School Ethos	6
Curriculum	8
Assessment and Reporting	14
Transitions (Moving On)	16
1 Admissions	17
2 Placing Requests & School Zones	17
Support for Children and Young People	18
3 Getting it Right for Every Child	18
4 Wellbeing	18
5 Children's Rights	20
6 The Named Person	20
7 The Child's Plan	21
8 Educational Psychology	22
9 Enhanced Provision & Community Resource Hubs	23
10 Support for Learning	23
11 Child Protection	24
12 Further Information on Support for Children and Young People	25
Parent & Carer Involvement and Engagement	26
13 Parental Involvement and Engagement Strategy	26
14 Parental Engagement	26
15 Communication	26
16 ParentsPortal.scot	27
17 Learning at Home	27
18 Parent Forum and Parent Council	28
19 Parents and School Improvement	28
20 Volunteering in School	28
21 Collaborating with the Community	28
22 Addressing Concerns & Complaints	29
School Policies and Useful Information	30
23 Attendance	30
24 Holidays during Term Time	31

25	Dress Code	32
26	Clothing Grants	32
27	Transport	33
28	Privilege Transport	33
29	Early Learning & Childcare Transport	34
30	Special Schools and Enhanced Provision	34
31	School Closure & Other Emergencies	34
32	Storm Addresses	35
33	Change of address and Parental Contact Details	36
34	Anti-bullying Guidance	36
35	School Meals	37
36	Healthcare & Medical	39
37	Exclusion	40
38	Educational Visits	40
39	Instrumental Tuition	40
40	Public Liability Insurance	41
41	School Off Site Excursion Insurance	42
42	Data we hold and what we do with it.	42
43	The information we collect from you	43
44	Your Data, Your Rights	43
45	Parental Access to Records	43
46	Information Sharing	44
47	ScotXed	44
Further Information		45

All information in this handbook is correct as of November 2023

Introduction to Kinneff School

Dear Parents/Carers,

Welcome to Kinneff School. We take pride in the fact that this is a happy and industrious school where pupils and staff are valued and treated with respect, and where the individual needs of all pupils are effectively met. Because research shows children learn best when home and schoolwork together, we feel it is important for parents to understand the aims and organisation of the school and to feel part of the school. We are eager to foster a good relationship between home and school, thus enabling every child to derive maximum benefit from his/her education. Our handbook explains what you can expect of the school and what the school expects of you in the way of partnership, help and support. We hope you will find it useful. We look forward to a long and happy association with you and your child(ren) over the forthcoming years. In the meantime, please do not hesitate to contact us should you have any further questions. We will be extremely happy to help.

Melanie Fowler, Head Teacher

School Contact Details

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School Name	Kinneff School
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Telephone Number	01569 690495
School Email	kinneff.sch@aberdeenshire.gov.uk
Website	http://kinneff.aberdeenshire.sch.uk
Parent Council Email	kspg@kinneff.org

Adverse weather and emergency closure

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

Kinneff School is a non-denominational school with a role of 10 pupils. The catchment area is the village of Kinneff and the surrounding rural area. A map showing the school zone/catchment area can be found in the Appendix section. Devolved budgets are managed in accordance with authority guidelines in order to support planned improvements in the school.

Staff, pupils, and parents at Kinneff School demonstrate a commitment to continual improvement, all of whom respond well to opportunities to reflect on the work of the school and to make suggestions for school improvement. For example, all have recently worked well together to review the school's vision, motto, and values, as well as its approach to improving means of reporting and the quality of learning and teaching. Staff always contribute willingly and effectively in reflective discussions to identify the school's priorities for improvement.

As a result of this, they have a sound awareness of the school's priorities for improvement and understand their responsibilities in implementing these priorities effectively. Staff are highly motivated and committed to Career-Long Professional Learning, (CLPL), to enhance their own practice and maximise impact for learners. The staff are reflective practitioners and able to identify their professional strengths and identify professional learning needs. They engage well with the General Teaching Council's Professional Standards and commit fully to reflective professional dialogue during collegiate discussions and activities.

Parents are supportive of the school and show a commitment to working in partnership with us, for example in helping with Sports' days and community events. Kinneff School also continues to benefit from the support of former pupils. We are fortunate to enjoy the support of an active Parent Group.

The School Day

9.00 am - 10.30 am: Class Time

10.30 am - 10.50 am: Morning Break

10.50 am - 12.20 pm: Class Time

12.20 pm - 1.15 pm: Lunch

1.15 pm - 3.15 pm: Class Time

Our Vision, Values and School Ethos

Ethos

The positive ethos in the school is the foundation on which we build learning and teaching. Our curriculum offers a broad range of learning experiences, taking into account the needs and interests of our pupils. Children's opinions and ideas are listened to and valued. Children are encouraged to be involved in developing the work of the school and thus have a positive impact on school improvements. The children regularly take part in Quality Assurance activities and improvement planning under as part of the KOALA, (**K**inneff's **O**pinions **A**bout **L**earning and **S**ucceeding), group. We take pride in the fact that Kinneff School is a happy and industrious school, where a mutual sense of trust, respect and shared values and aims permeates all that we do.

Our School Vision: Working Together, Learning Forever!

At Kinneff School, our vision is to work together to be an inclusive and nurturing learning community where we aspire for everyone to be the best they can be. We have high expectations of ourselves and one another and this enables us to effectively work together and learn forever.

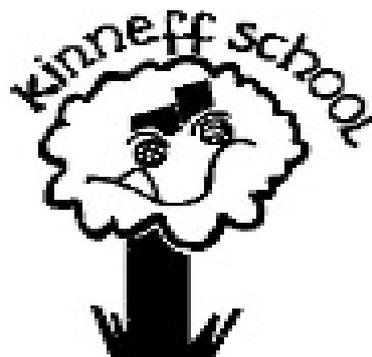
We firmly believe that:

"All children have the right to an education that helps develop their personality, talents and abilities to the fullest."

(United Nation's Convention on the Rights of the Child, Article 29)

Our School Values

Growth mindset
Resilience
Ownership of learning
Willingness to Succeed
Trusting relationships
High expectations



Our School Aims

At our school we aim to Get It Right for All by:

- putting the United Nations' Convention on the Rights of the Child and our school vision values and aims at the heart of everything that we do
- creating a welcoming and positive ethos where everyone acts with kindness and where everyone feels safe, happy, respected, nurtured and included
- equipping everyone with the skills and qualities needed for life and work, such as, creative thinking, critical thinking, problem-solving, perseverance, independence, confidence, resilience, a growth mind-set and an understanding that it is okay to ask for help when you need it
- inspiring everyone to be the best they can be through pupils, parents, staff and the wider community working in partnership together
- creating high-quality learning experiences that are meaningful, active, fun and challenging for all
- trusting in one another and having high expectations of each other
- inspiring leadership for all, where ownership of learning, exploration, courage and curiosity are valued
- celebrating our achievements together
- developing an understanding of sustainability and what we can do to look after and protect the environment
- ensuring continuous improvement through empowering our whole school community to reflect on and evaluate the work of the school.

Responsible Citizens have:

- respect for others within our community and the wider world, and commit to participate responsibly in political, social, economic and cultural life.
- make informed and responsible choices and decisions, respecting the beliefs and values of others.

Effective Contributors have:

- an enterprising attitude and can engage with others, using their initiative to create and develop ideas collaboratively.
- resilience and self-reliance and can communicate their ideas and opinions in a range of settings.

Successful Learners have:

- enthusiasm, are motivated to learn and determined to reach high standards of achievement.
- an openness to new thinking and ideas

Confident Individuals have:

- self-respect and secure values and beliefs
 - a sense of physical, mental and emotional well-being, and are confident about tackling new challenges
-

Curriculum

Within our school, we aim to provide a curriculum that is both inclusive and ambitious for all – a curriculum which is both academically challenging as well as providing 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. We will therefore, 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 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. Further information on the school's approach to Curriculum for Excellence including information for parents, can be found on the school website at: <http://kinneff.aberdeenshire.sch.uk>

Curricular Areas

- **Literacy and English Language:** Listening, Talking, Reading, and Writing.
 - **Numeracy and Mathematics:** Number, Money and Measure, Information Handling, Shape, Position and Movement.
 - **Health & Wellbeing:** Mental, emotional, social, and physical wellbeing, Physical education, activity and sport, Food and Health, Substance misuse, Relationships, Sexual Health and Parenthood.
 - **Social Studies:** People, past events and societies, People, place and environment, People, society, economy, and business.
 - **Sciences:** Planet Earth, Forces, electricity and waves, Biological Systems, Materials, Topical Sciences.
 - **Technologies:** Technological developments in society, Business technology skills and knowledge, Computing science, Food and textiles, Craft, design, engineering, and graphics.
 - **Expressive Arts:** Music, Drama, Art and Design and Dance.
 - **Religious and Moral Education:** Christianity, World Religions, Development of beliefs and values.
 - **Modern Languages: French and Spanish**
-

Curriculum Design

Our curriculum is designed based on the following 7 principles:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Developing Young Workforce

Developing the Young Workforce (DYW) is the Scottish Government's Youth Employment strategy to better prepare young people for the world of work.

Developing the Young Workforce is embedded in Scotland's Curriculum and along with the Curriculum for Excellence and Getting it Right for Every Child (GIRFEC) it is one of the three main building blocks underpinning Scotland's education offer for children and young people.

The DYW Aberdeenshire priorities are as follows:

- Development of the **DYW Curriculum** offer including embedding the Career Education Standard Entitlements 3-18 and the further development of BGE pathways and Foundation Apprenticeships in the senior phase.
- **Skills Development** – embedding skills for learning, life and work (**Metaskills**) and skills profiling
- **Partnership** Development, including partnership with employers
- Support for **Equalities**

As part of the 3-18 curriculum, pupils will develop skills for learning, life, and work and Skills 4.0 and Metaskills. Throughout their time in school, from Early Years onwards, all pupils will have an opportunity to engage with employers, through experiences like workplace visits, career talks, employability events and courses, work experience and curriculum based activities. They will also have the opportunity to learn about further and higher education as well as different career pathways into employment.

In S4-6, pupils will be given the opportunity to study for vocational qualifications, including Foundation Apprenticeships, alongside the more traditional qualifications.

Further information for parents on Foundation Apprenticeships can be found here.

Curricular Levels

Early	The pre-school years and Primary 1, or later for some.
First	To the end of Primary 4, but earlier or later for some.
Second	To the end of Primary 7, but earlier or later for some.
Third and Fourth	Secondary 1 to Secondary 3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all the fourth level outcomes.

Development of Spiritual, Moral, Social and Cultural Values

The Development of Pupils' Values

In our school we are committed to providing appropriate opportunities for the development of pupils' spiritual, moral, social, and cultural values through both the ethos and the curriculum. This is undertaken in partnership with parents and takes account of the individual needs of pupils and the views of parents. Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion, and justice. It is a fundamental principle of our school that all who are involved in the life of our school has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the Council policy for Equal Opportunities and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of age, race, religion, gender, sexuality, or disability. See Aberdeenshire Council Policy at: <http://aberdeenshire.gov.uk/jobs-and-careers/employee-benefits/equalityanddiversity/>

Religious and Moral Education

Throughout the school there are opportunities for pupils to learn about aspects of Christianity, other world faiths and to reflect upon their own moral standpoint in relation to world issues. During weekly whole-school assemblies, we encourage awareness of matters of a cultural, social, and moral nature.

We aim to develop in our pupils an ethos of tolerance, understanding and respect for the beliefs and customs of others. The school is committed to supporting the development of its pupils as whole people and as a result, wish to encourage their

development in moral, social, and cultural terms. The key human aspects of learning are supported by:

- creating an atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- promoting social and moral learning through the way in which disciplinary issues are handled.
- ensuring staff and adults within the school provide positive models for pupils.
- arranging regular gatherings of the school community and using such occasions to encourage and reinforce the values on which the school is based.
- enriching the curriculum in all appropriate areas with an emphasis on moral, social and cultural development.
- providing opportunities within the curriculum to advance personal and social development.
- providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value, and purpose of human life.
- providing a programme of moral education.
- taking every opportunity to acknowledge, value and appreciate the various cultures and heritage of our pupils and to encourage them to appreciate and value the cultures and heritage of others including visits by representatives of other beliefs or faiths.

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

Relationships, Sexual Health & Parenthood

The following Aberdeenshire Council information guidance is followed by the school in providing appropriate learning experiences regarding relationships, sexual health, and parenthood. This is part of the health and wellbeing curriculum. Sex education can be defined as a lifelong process whereby children and young people acquire knowledge and skills, and develop beliefs, attitudes and values about their sexuality and relationships within a moral and ethical framework. Children learn about relationships, sexual health, and parenthood from a wide range of sources including formal education, parents and families, friends, and the media.

Key learning themes from Primary 1 through to Primary 7 are as follows:

Primary 1 – Primary 4

Friendships and relationships

Carers and people who look after us

Respect and appropriate behaviour

Keeping safe

Similarities and differences

The growing body and body parts, (correct terminology)

Primary 5 – Primary 7

Wide ranging friends and relationships

Health and wellbeing of others

Changing relationships

Respect and appropriate behaviour

Emotional issues
Puberty and personal hygiene
Keeping safe
Giving birth
Looking after a baby
Role of a parent/carer

These areas are not taught in isolation but are included across many areas of the curriculum.

Extra-Curricular Activities

We are fortunate that Kinneff School's parents/carers are supportive of the staff and pupils, and we have volunteers to help with our out-of-school activities, for example the Gardening Club. Parents are also welcome to take on supervisory and coaching roles at Catkins Football Club, which is a club open to all pupils at Kinneff School and neighbouring, Catterline school.

Please do not hesitate to contact the school should you like any further information. If you wish to become involved in any of the activities or have a talent you can share, please let us know. We are always very appreciative of any help offered.

1+2 Language Learning

The Scottish Government policy 'Language Learning in Scotland: A 1+2 Approach' is now embedded in our curriculum. 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 Kinneff School the first foreign language will be French. This language will be learned from Primary 1 through to S3.

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.

Further Information

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

<http://kinneff.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/about-education-scotland/policies-and-information/education-policy-and-legislation/>

Early Learning & Childcare:

<https://education.gov.scot/learning-in-scotland/sector/early-learning-and-childcare-elc/>

Broad General Education (Pre school – S3):

<https://education.gov.scot/parentzone/curriculum-in-scotland/broad-general-education/>

Senior Phase and beyond (S4 – 16+):

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

National Qualifications:

<https://www.sqa.org.uk/sqa/58062.3806.html?pMenuID=5605>

Assessment and Reporting

Pupils move through the curriculum at their own pace. A wide range of assessment techniques are used in school depending on what is being assessed and the reason for the assessment e.g.

- Observation of what the pupils “say”, “write” and “do”.
- Homework
- Self and peer assessments
- Marking of class work and other individual/class assessments
- Ongoing tracking and monitoring procedures in school
- Scottish National Standardised Assessments (P1, P4, P7 and S3).

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.

Assessment is ongoing throughout the Broad General phase and is a continuous process which influences the goals set for your child. As part of assessment, each year children and young people in P1, P4, P7 and S3 will participate in the Scottish National Standardised Assessments (SNSA). These national assessments are completed online and provide teachers with immediate feedback on each child or young person’s progress in literacy and numeracy. Children and young people do not have to prepare or revise for the assessments, which take place as part of normal learning and teaching. The assessments do not have any pass/fail mark and the results are used to help teachers plan the next steps in learning for each child/young person. Further information on SNSA is available at

<https://www.gov.scot/publications/scottish-national-standardised-assessments-purpose-and-use/>

The results of children’s achievements are discussed with them regularly so that they are involved in taking responsibility for their own learning. This may take the form of oral discussion and/or written comment. In this way, it is hoped to assist the pupil identify what has been learned and the next steps to their learning. Children regularly set targets in their work.

Parents will be informed of progress through:

- pupil profiles/learning logs
- parent consultation evenings and other meetings
- curriculum/learning events/parent workshops
- pupil progress reports in November and June
- Individual Education Plans and associated documents.

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

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

In the Senior Phase pupils embark on the National Qualifications.

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

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

<https://education.gov.scot/parentzone/curriculum-in-scotland/assessment-in-the-senior-phase/>

Transitions (Moving On)

We understand that transitions at Primary 1 and Secondary 1 stages can be anxious times for parents and pupils. At Kinneff School we have arrangements in place to support transitions and these are outlined below.

Transfer to Primary 1

In order to support and ease transition into Primary 1, we arrange a series of induction events/meetings for you and your child. These events are planned to allow you and your child to become familiar with the school building, to meet staff, to meet with the other children, including your child's buddy, and to find out about life in school and what you can do to support your child's transition into Primary 1. The induction process starts in your child's pre-school year, with Primary 1 staff arranging to visit your child in their pre-school setting wherever possible in order to begin to get to know your child. Induction meetings are arranged for parents in May and June in order to share information about starting school and how you can help your child at home. This is also an opportunity for parents to meet their child's teacher and to ask any questions or share any information. At these induction meetings, parents are issued with a range of materials designed to support children's learning at home and parents are asked to complete a range of forms to gather information about, for example, your child's medical needs, contact addresses, additional support needs. Parents are also invited to join their Primary 1 child for a school lunch. Information communicating details of Primary 1 induction arrangements along with dates will be communicated directly to the parents of Prospective Primary 1 pupils around April.

Transfer to Secondary Education

Most children from Kinneff School attend Mackie Academy in Stonehaven. (Telephone Number: 01569 690550). Kinneff School is part of the Stonehaven Community Schools' Network. An induction programme for Primary 7 pupils is in place to help ease the transition into Secondary 1. Primary 7 pupils spend three days at Mackie Academy towards the end of the summer term. Further information is communicated to parents about the induction calendar for secondary school in January. Parents also have the opportunity to visit Mackie Academy where information will be shared, and questions can be asked.

Liaison between Kinneff School and Mackie Academy is very good. During the Primary 7 year, pupils have many opportunities to join with Primary 7 pupils from the other Stonehaven schools. Transition art projects, sports festivals, trips, invites to the academy pantomime and other ad hoc activities are arranged for Primary 7 pupils to get together. Information about our Primary 7 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.

Mackie Academy staff also visit our pupils in Kinneff School where information is shared, and questions can be asked. Where parents opt to send their child to any other secondary school, (following the granting of placing requests), Kinneff School supports any alternative transition arrangements wherever possible.

Please be assured there are always opportunities for parents to meet their child's teacher(s) and the Head Teacher, and to ask any questions or share any information about your child's needs which will help support them through any transition. Please visit Parentzone for more information about transitions:

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

1 Admissions

Nursery Admissions.

Early in each calendar year, all parents/carers should complete an application form available on the 'Nurseries and Childcare' pages of the Aberdeenshire website. The application form can be found here:

<https://online.aberdeenshire.gov.uk/schooladmissions/elc>

Primary Admissions

New entrants to Primary 1 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. Please go to:

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

To view the school catchment area for your address, please go to:

<https://aberdeenshire.gov.uk/schools/school-info/admissions/school-zones/>

2 Placing Requests & School Zones

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

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

Your child would normally attend a school within the school catchment area, (zone), close to where you live. However, you can request that your child attends a school in another zone, (out of zone). Please follow the links for more information:

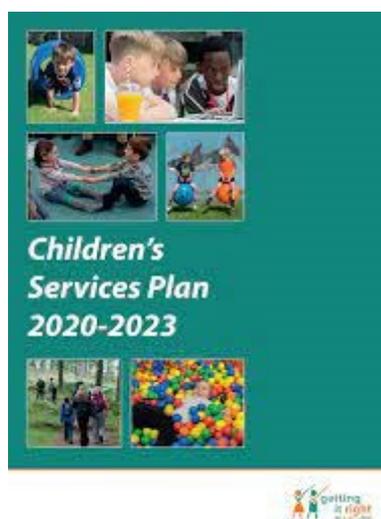
[Out Of Zone Placing Request Policy & Procedures](#)

Support for Children and Young People

3 Getting it Right for Every Child

Getting It Right for Every Child, (GIRFEC), 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.

Aberdeenshire's Children's Services Planning Partners are strongly committed to fully embedding the Getting it Right for Every Child approach. This shared commitment is expressed through the vision statement of Aberdeenshire's Children's Services Plan, which Aberdeenshire's Schools play a key part in delivering:



Its vision is that:

'Our commitment to Aberdeenshire's children and young people, is to provide them with the right support, in the right place, at the right time.

In helping them reach their individual potential and goals, we will work together to make Aberdeenshire the best place in Scotland to grow up.'

You can find out more about our Children's Services Plan at:

<http://www.girfec-aberdeenshire.org/who-we-are/our-childrens-services-plan/>

4 Wellbeing

The Getting it Right approach is reflected in agreed local processes for assessing need and planning support for individual children and young people. In Aberdeenshire, we have a strong ethos of partnership working, with a shared sense of professional accountability for improving the wellbeing of children, young people and families.

Getting it Right for Every Child (GIRFEC) is about safeguarding, supporting and promoting children and young people's wellbeing, and ensuring support is provided if and when this is needed. GIRFEC is:

- Child-centred
- Holistic
- Accessible and responsive
- Joined up
- Rights-based.

The concept of Wellbeing is at the heart of the GIRFEC approach and is defined in Part 18 (s96) of the Children & Young People (Scotland) Act 2014, through eight Wellbeing Indicators. These Wellbeing Indicators reflect the Scottish Government's aspiration for all Scotland's children and young people to be Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

These 8 Wellbeing Indicators need to be met in order for children and young people to grow and develop into confident individuals, effective contributors, successful learners and responsible citizens.



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 our school to feel happy, safe and supported to fulfil their potential.

At times, children who need additional help may be experiencing difficult conditions. This may relate to their health, their progress at school or what is happening in their family or community. A resilience-based approach fits closely with the aim of GIRFEC - to build on the strengths in the child's whole world, always drawing on what the family, community and universal services can offer. At Kinneff School, like all Aberdeenshire Schools, we use key questions in Child Protection and GIRFEC to help us obtain the right support at the right time. Further information about Aberdeenshire Council's approach to GIRFEC can be accessed at: <http://www.girfec-aberdeenshire.org>

5 Children's Rights

Every child/young person has rights in addition to human rights. These are called Children's Rights, and they're written in the United Nations' Convention on the Rights of the Child, (UNCRC). They outline what children need to give them the best chance of growing up happy, healthy and safe. Adults such as parents, schools, councils and governments have a responsibility to make sure that children access their rights.

The United Nations Convention on the Rights of the Child is a statement of children's rights. It has 54 articles that cover all areas of a child's life and it sets out the political, civil, economic, social and cultural rights that all children are entitled to.

Scotland is in the process of incorporating the UNCRC into Scots Law. This will ensure that rights are binding rather than guiding and all levels of government must apply the rights in legislation, policy and practice.

Children and young people are learning about these rights in school and at Kinneff School we take part in The Rights Respecting Schools programme, a UNICEF accredited programme to support schools in developing rights based practice as part of the school ethos.

In our schools we will:

- Raise awareness of Children's Rights, and how rights can be accessed
- Ensure Children's Rights are provided and protected by the adults who support our children and young people
- Provide a variety of opportunities for children and young people to get involved in decision-making
- Make sure children and young people's views influence how we develop services
- Support children and young people to express their views
- Listen to and act on children and young people's views on what we do well, and what we could do differently.

More information for parents on Children's Rights can be found through the following link: [Parent Club Childrens Rights leaflet.pdf](#)

Aberdeenshire Council has endorsed a Children and Young People's Charter. You can find out more about Children's Rights and opportunities for participation at:

<http://www.girfec-aberdeenshire.org/home/children-and-young-people/>

6 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. From birth to prior to starting school, the Named Person Service is provided by your Health Visitor. 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 school 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 to access a service or support
- Discussing or raising a wellbeing concern about a child or young person.
- Being a key contact point for other professionals if wellbeing needs are identified for 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. The Named Person Services is currently delivered on a national policy basis. For more information you can contact your child or young person's Named person directly, or go to:

<https://www.gov.scot/policies/girfec/named-person/>

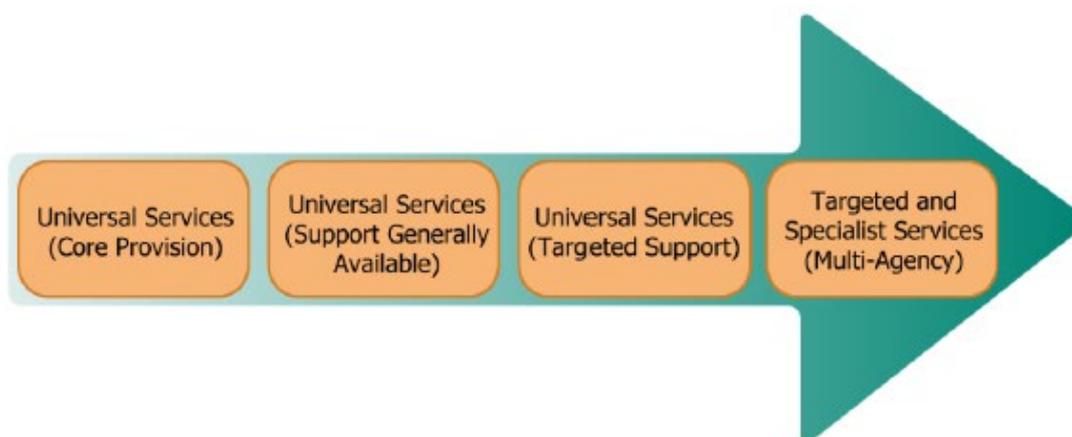
At Kinneff School, the Named Person for your child/young person is:

Melanie Fowler, Head Teacher

7 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.

- Universal Services (Core Provision)
 - Universal Services (Support Generally Available)
 - Universal Services (Targeted Support) Targeted and Specialist Services (Multi-Agency)
-



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

Where a child or young person needs one or more targeted supports, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment using the National Practice Model (My World Triangle/Resilience Matrix) would help to identify any wellbeing needs (*Safe, Healthy, Active, Nurtured, Achieving, Resected, Responsible, Included*), and highlights strengths and pressures in the child's situation. Families are fully involved as key partners in these 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 be identified to co-ordinate and manage any Child's Plan.

Information is available on the Aberdeenshire *Getting It Right for Every Child* Website:

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

8 Educational Psychology

The Educational Psychology Service, (EPS), provides a service across Aberdeenshire from the early years to school leaving age. Educational Psychologists work with children, young people, parents and carers, educational staff, local authority colleagues and a wide range of other professionals including health professions, social work, early years partner providers and post school training and education providers.

When there are concerns about a child or young person's learning or wellbeing, an Educational Psychologist can support others to assess needs and problem solve their way through potentially difficult and complex situations. Consultation with people who know the child best forms the basis of Educational Psychology assessment. The purpose is to explore and understand the concern and support people to come up with solutions that will work in that particular context. More information about Consultation can be found on the Educational Psychology Service

website which can be accessed at:

<https://blogs.glowscotland.org.uk/as/aberdeenshireeps/about-us/>

The website also has a range of helpful resources available for all parents:

<https://blogs.glowscotland.org.uk/as/aberdeenshireeps/parent-information/>

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 mainstream schools, short term assessment placements and flexibility, e.g. through blended places.

For more information on all Aberdeenshire Council resources and policies, please go to: <http://asn-aberdeenshire.org/>

10 Support for Learning

At times in their lives all children may require support for learning for a range of reasons. Some children may need a lot of support all the way through school. Others may need only a small amount for a short time.

A child is said to have additional support needs if they need more, or different, support to what is normally provided in schools or pre-schools to children of the same age. Reasons for requiring support might include:

- Missing school because of an illness or long-term condition
- Having a physical disability
- Being a young carer
- Communication difficulties
- Being particularly able
- Changing school a lot
- Being looked after or in care
- Difficulty in controlling behaviour
- Having a difficult family situation
- Suffering a bereavement.

Social and emotional factors 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.

In partnership with school staff, parents and other professionals, (if appropriate), identify barriers to learning, assess children's needs and support learning and teaching through a relevant curriculum.

Pupil Support Assistants, (PSA's), assist teachers in promoting achievement and raising the standards of pupil attainment. They provide general support in relation to the needs of the class and individual's care, health and wellbeing and safety and to promote a secure and safe environment.

11 Child Protection

National Guidance for Child Protection Scotland 2021

Child protection is the responsibility of all who work with children and families regardless of whether or not they come into direct contact with children. All workers must be fully informed of their responsibilities in respect of keeping children safe. All services working with children, young people and families are expected to identify and consider the wellbeing of children and to share concerns appropriately.

Equal Protection from Assault (Scotland) Act 2019.

This was introduced on 7 November 2020 and all who work with children have a crucial role in implementing the Act. Instances of reasonable chastisement are now classified as an offence of assault and will be shared with the police.

Within our School, 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 follow the Child Protection Procedures laid out for Education.

This may mean that the child is referred to Social Work, the Police or the Children's Reporter. In our school the designated staff member is:

Melanie Fowler, Head Teacher.

Remember – if you suspect a child is at risk, do not rely on someone else to notice.

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

You can speak to:

- The Head Teacher, (01569 690495)
 - 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. For further information, please go to:

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

12 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://young.scot/campaigns/ayefeel/>

Enquire – National Parent Information Service and Helpline

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

Parent & Carer Involvement and Engagement

The term “parents” refers to anyone with parental responsibilities and others who care for or look after children or young people.

Both globally and nationally it is recognised that parents are the single most important influence on their children’s development, learning and achievement. The involvement and engagement of parents in their children’s learning is recognised as a key element in raising attainment, through support, help and encouragement given at home and whilst at school.

13 Parental Involvement and Engagement Strategy

The Parental Involvement and Engagement Strategy 2023-2026 demonstrates the commitment by Aberdeenshire Council to improve the quality and the extent of all parents’ involvement in their child’s learning and the important role they play in their child’s education.

The plan sets out a vision for parental involvement and engagement for the next three years and covers a journey that a child takes from pre-birth to age 18. It highlights the leadership of those who make the difference day in and day out.

If you would like to read the Aberdeenshire Parental Involvement and Engagement strategy it can be found on Aberdeenshire Council’s website here [Parental involvement and engagement - Aberdeenshire Council](#)

14 Parental Engagement

Parental engagement is about parents’ and families’ interaction with their child’s learning. It can take place in the home, at school or in the community: where it takes place is not important. The important thing is the quality of the parent’s engagement with their child’s learning, the positive impact that it can have and the interaction and mutual development that can occur as a result of that interaction.

15 Communication

The school uses a range of approaches to share information about your child’s learning and progress. These include:

- Use of Groupcall to text and email
 - Use of Parentsportal.scot
 - School website - kinneff.aberdeenshire.sch.uk
 - School newsletters
 - Events
 - Certificates
 - Open days/mornings/afternoon
 - Curriculum Meetings
-

- Parent and Teacher Consultations
- Pupil Progress Reports.

Where contact details have been provided, all contacts identified as “parent contacts” will receive the information being sent. The exception to this is the morning absence text which will only be sent to the main parent contact.

The school calendar highlights planned opportunities where we welcome you into school for events, and opportunities to talk about your child’s progress, wellbeing, and behaviour.

16 ParentsPortal.scot

parentsportal.scot

In support of Aberdeenshire Council’s ambition to offer more digital services to its residents, Aberdeenshire primary and secondary schools are rolling out a new national online service called **parentsportal.scot**. This is designed to replace the paper ‘schoolbag run’, giving a child’s registered contacts access to a range of school-related online services, 24 hours a day, 7 days a week.

At the heart of the system, is a secure account through **mygov.scot**, which is referred to as ‘**My Account**’ or ‘**MyAberdeenshire**’ account. ‘MyAberdeenshire’ is already used to allow parents/carers to make online payments or receive notifications if a school closes unexpectedly. **Parentsportal.scot** and ‘**MyAberdeenshire**’/**mygov.scot** will work together, making this a convenient one-stop-shop, to access all Aberdeenshire digital services.

Initially, **parentsportal.scot** will allow parents/carers to see basic information about your child(ren)’s school and twitter account as well as:-

- make a link to your child(ren)
- complete the annual data check process electronically, (child’s main contact only)
- update their own as well as your child’s/children’s details at any time
- register and access online school meal payments using one sign in through iPayImpact.

How do I sign up? - If you **already have a myAberdeenshire account** to pay for school meals through iPayImpact, you can sign up using the same sign in details at <https://parentsportal.scot/home/> You **do not need** to register or set up a new **mygov.scot** account.

If you do not have a myAberdeenshire/mygov.scot account or are looking for more information and videos on how to access to **parentsportal.scot**, please go to <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

17 Learning at Home

Learning at home is the learning which happens in the home, outdoors or in the community. Your home is a great place to support learning. Your child can try out new activities or practice familiar learning, at home and in their wider community.

At our school we provide materials for you to work with your child to develop key skills at home.

18 Parent Forum and Parent Council

The Parent Forum is a collective name for all parents, carers, and guardians in the school.

Kinneff School's Parent Group Committee, (KSPG), is a group of parents selected by the Parent Forum to represent the views of all parents, carers, and guardians in the school. The Parent Council works with the school to support learning and teaching, school improvement and parental and community engagement.

Please contact the Parent Council Chairperson, Mrs Rebecca Shannan, kspg@kinneff.org, or contact the Head Teacher, Mrs Melanie Fowler, melanie.fowler@aberdeenshire.gov.uk, for more information about getting involved in the Parent Council.

19 Parents and School Improvement

Our school has a range of priorities that we work on each year which are explained in our School Improvement Plan (SIP). Parents often have helpful and creative ideas about how to improve their child's school and what can be done to improve the quality of children's learning. In our school we will consult with parents in a number of ways. These may include:

- working groups/focus groups which any interested parent is invited to be part of
- questionnaires and surveys
- consultation with the Parent Council.

20 Volunteering in School

There are many opportunities for you to support learning in school. These may include:

- volunteering to share the skills and knowledge you have
- supporting children and young people in the classroom
- supporting or lead after-school activities
- directly supporting with specific skills, (paired reading, for example).

More detail about this can be found using the link below:

<http://jobs.aberdeenshire.gov.uk/volunteer-with-us/> or through contacting the Head Teacher.

21 Collaborating with the Community

We work with 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.

22 Addressing Concerns & Complaints

Aberdeenshire Council recognises the vital role that parents play in supporting their child's learning and is committed to fostering positive relationships with parents. No matter how strong partnerships are, or how good our policies are, sometimes things can still go wrong and there may be occasions where parents wish to express unhappiness or dissatisfaction with council services, policies, or staff behaviour. Please see the following link for further information regarding this.

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

When a complaint is made it must be handled in accordance with the Complaints Handling Procedure which provides two opportunities to resolve issues internally. In order to maintain positive relationships, it is usually better for all if parental concerns or complaints can be resolved at school/ early years setting level as quickly as possible.

If a concern or complaint cannot be resolved at frontline resolution, (Stage 1), then it will progress to Investigation, (Stage 2), and a detailed investigation into the matter will be carried out. Complaints that are complex, serious, or high risk and require detailed, lengthy investigation may be dealt with at the Investigation Stage from the outset.

Once the two internal stages of the complaints' handling procedure have been exhausted, the complainant must be directed to the Scottish Public Services Ombudsman, (SPSO), to carry out an independent external review of the process. The SPSO is the final stage of the complaint procedure.

Once the SPSO reaches a decision they may contact the council with recommendations for improvement and will provide dates by which the recommendations must be implemented. The council is required to report back to the SPSO and evidence that the required action has been taken.

School Policies and Useful Information

School policies, such as the Child Protection and Safeguarding Policy, Learning and Teaching Policy; Numeracy Policy and Religious and Moral Education Policy can be requested from the school.

All Aberdeenshire Council Education policies can be found here:

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

23 Attendance

Pupil Attendance and Pupil Absence Procedures

In recent years increasing attention has been paid to the issue of child protection and safety due to reported occasions where children have been seriously or fatally injured because of the inappropriate or criminal actions of adults. It is important that staff and parents continue to work together to develop and improve arrangements for monitoring the care and welfare of all children and young people.

With that specific aim in mind, Aberdeenshire Education & Children's Services has asked all schools to implement a series of standard procedures to monitor pupil attendance and absence from school and to invite the co-operation of parents in making these changes work. All parents are asked to assist the staff in the schools which their children attend in the manner described below.

Attendance and Absence Procedures

Parents are responsible for ensuring that their children attend school regularly and arrive on time. They are also responsible for ensuring the safety of their children on their journeys to and from school except whilst on school transport where Aberdeenshire Council has clear guidelines about pupil safety. Absence of pupils travelling on school transport must also be communicated to the bus company or, where known, the bus driver.

Regular and punctual attendance is linked closely to achievement and school staff would wish to work with parents to ensure that children can achieve fully. The school is required by law to maintain an accurate record of the attendance and absence of each pupil, and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

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, i.e. 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 out with the school day.

Unplanned Absence

It is important to note that if a child does not arrive at school, and there is no reasonable explanation provided for his/her absence, then members of staff will be required to ascertain the whereabouts for the safety of the individual child. This will involve a phone call to the parent soon after 9:30 am. Repeated calls will be made until the child's whereabouts have been confirmed. If contact cannot be made, the situation will be assessed, and it may be thought necessary to inform the local social work department. In order to avoid causing unnecessary concern for staff and parents, the importance of good communication between home and school cannot be over-emphasised.

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

- If your child is unable to attend school through illness/other reason please telephone the school between 8:30 am and 9:30 am on each 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 your 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.

Becoming Unwell at School

When a pupil feels ill at school, he/she should tell his/her class teacher and ask permission to report to the school office. If appropriate, office staff will arrange for the pupil's parents or his/her named emergency contact to collect him/her from school.

What parents needs to know:

The school follows the Aberdeenshire Attendance Policy:

<http://publications.aberdeenshire.gov.uk/dataset/council-policies-education/resource/4d0b8f53-24d8-4638-b084-17fe885d11d4>

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.

24 Holidays during Term Time

The Scottish Government has deemed that holidays taken during term time for primary and secondary children 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:

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

25 Dress Code

Pupils at Kinneff School are expected to wear the following items to school:

Girls: Black or grey skirt/pinafore

Royal blue school sweatshirt or cardigan, or grey jumper or cardigan

White blouse or white polo shirt.

Boys: Grey or black trousers

Royal blue school sweatshirt or grey jumper

White shirt or white polo shirt.

School sweatshirts, P.E. T-shirts, polo shirts and cardigans are available for purchase from Woodview Embroidery and Print Services, Stonehaven. Please also feel free to contact the school should you require any further information.

Pupils are expected to come to school with a jacket, preferably one with a hood, all year round. In cold weather pupils should wear warm, waterproof outdoor clothes including gloves, scarves, and appropriate headwear for outdoor learning experiences/activities and for interval times.

P.E. kit consists of well-fitting gym shoes, T-shirt, and shorts. Jogging bottoms and sweatshirts are also permitted, and many pupils opt to wear these for P.E. lessons during colder weather. Please consider the changeable nature of weather conditions and provide your child with appropriate outerwear and footwear to suit.

For safety reasons pupils are not allowed to wear jewellery during the P.E. lesson. If your child has pierced ears, please ensure he/she can remove and replace earrings by themselves. Any child wearing earrings, who is unable to do this, will be expected to put surgical tape over the earrings during P.E. lessons. Parents should provide a roll of surgical tape, marked with your child's name, for this purpose. Strappy tops are not permitted, due to health and safety reasons, as they can catch on apparatus. Pupils with long hair are expected to tie this back for P.E. lessons.

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.

26 Clothing Grants

Some families may be entitled to a school clothing grant per eligible child per financial year. More information about this can be found at:

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

27 Transport

To qualify for Home-to-School Transport, Primary school pupils must reside more than two miles from and attend their zoned school whilst Secondary school pupils must reside more than three miles from and attend their zoned school.

These distances are the shortest available route from the pupil's house to the school gate and can take into account main roads, (including dual carriageways), tracks and paths. Pupils will be assigned a collection point, in villages and towns and where safe to do so, pupils may have to walk up to one mile to the nearest collection point.

Pupils who reside in rural locations are usually collected at the nearest adopted road to them (track end or roadside). School transport vehicles will not use private unadopted roads or tracks. It is the parent's responsibility to escort the pupil to and from their collection point. Application forms, (Form PTU100), are completed by the school.

28 Privilege Transport

Transport provision is also made available for pupils who are not ordinarily entitled to transport. Privilege transport is provided on school transport services subject to spare seating capacity. There are three types of privileged transport available.

In-zone Privileged transport

Pupils who attend their zoned school but are under the qualifying mileage can apply for In-zone privilege transport. If there is suitable seating capacity available and an existing route then the application should be approved, if there is not and there is a safe walking route available to the pupil, then it may be rejected. Please also note that if seating capacity is needed for a pupil who is entitled to school transport, In-zone Privilege pupils may be given written notice and removed from transport.

In-Zone Privilege Transport – Safety

Pupils who attend their zoned school but do not qualify due to their residence being under the qualifying mileage can apply for In-zone privilege transport. If there is no safe walking route available to the pupil, they are guaranteed a seat on transport by applying for an In-zone Privilege pass. A pupil who is guaranteed in-zone privilege transport would not be removed to make room for a pupil who is entitled to school transport.

Out-of-Zone Privilege Transport

There is no transport entitlement to pupils who attend a school which they are not zoned for. Pupils may apply for Out-of-Zone Privilege transport; pupils are required to meet the nearest available school transport vehicle to them, and it is the parent's responsibility to bring the pupil to the nearest collection point. Out-of-Zone Privilege transport pupils may be removed, with written notice, at any time for In-Zone Privilege and Entitled transport pupils. Processing of any new Out-of-Zone applications received prior to the start of the new term in August does not usually begin until late September. This ensures that all entitled pupils have been allocated and there is a

true indication of the remaining available seats. Please have alternative arrangements in place for the start of term and in the event the application is refused.

Applications can be made by contacting your child's school. For further information, please see the Council website.

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

or contact school.transport@aberdeenshire.gov.uk

Local Bus/Registered School Bus Services

Some services operate as registered bus services. These operate on a fare paying basis and pupils will be required to pay a fare to the driver or purchase a season ticket for travel. National Entitlement Cards, (NEC), can also be used on these services (Young Persons' - Under 22s Free Bus Travel Scheme)

29 Early Learning & Childcare Transport

Transport to early learning and childcare settings will not be provided by Aberdeenshire Council.

30 Special Schools and Enhanced Provision

Aberdeenshire Council may provide free transport where necessary for pupils with additional support needs who access enhanced provision or community resource hub level support. In certain cases, it will be appropriate for pupils 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 Local Authority will consult with the Community Child Health Service before deciding if free transport should be provided.

31 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 school or another place of safety.

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 via text message. No child will be released from school without contact being made with you or your child's emergency contact. 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 pupils in secondary schools, parents will be contacted via text/email to inform them of closure.

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

Before the start of the school day...

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

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

- **Northsound 1**
FM 96.9
- **Northsound 2**
MW 1035 kHz
- **BBC Radio Scotland**
FM 92.4 - 94.7 MW 810 kHz
- **Moray Firth Radio**
FM 97.4 MW 1107 kHz
- **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/>

32 Storm Addresses

When there has been severe snowstorm 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 parent's 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.

33 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 of circumstances is amended via your parentsportal.scot account, (please see Menu section 'Your Account'), or 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.

34 Anti-bullying Guidance

What is Bullying?

Aberdeenshire Council Education and Children's Services define bullying as the following:

Bullying takes place when the actions of an individual or group of people cause harm to someone by taking advantage of an imbalance of power within a relationship (whether perceived or real). Bullying behaviour can be persistent and/or intentional, but often it is neither.

Bullying can be verbal, physical, mental/emotional, or cyber and is behaviour and impact. It can be intentional or unintentional, direct or indirect, persistent, or a one-off incident. The impact is on a person's ability to feel in control of themselves.

Bullying can be verbal, physical, emotional, or cyber. It can be intentional or unintentional, direct or indirect, persistent, or a one-off incident. People who experience bullying behaviour feel vulnerable and/or socially isolated.

What will the school do about it?

Schools should promote consistency of response to instances of bullying behaviour using a 6-step approach. They will:

1. Record the Incident
2. Speak to the individuals involved having frank and honest dialogue
3. Speak to parents
4. Utilise Restorative approaches
5. Monitor the situation
6. Review and increase response accordingly.

More information can be found in our School's anti-bullying guidance at:

<http://publications.aberdeenshire.gov.uk/dataset/b9bb8c35-50b7-401e-a7e3-30833f69cc73/resource/8d5ff96d-775f-4516-9f6b-c15ce425f407/download/cusersspellascdocumentsecs-002-anti-bullying-policy-2018.pdf>.

35 School Meals

Primary School Lunches

Lunch time is an important aspect of the school day. Not only does it provide children with a nutritionally balanced meal, but it enhances their social and personal development too.

How does my child choose their lunch?

In class first thing in the morning children select their meal using the Smartboard. Meal options are displayed, and a choice is made by touching the chosen option shown on the Smartboard. The teacher will explain to children the menu options available on the day, but it is helpful for parents of the younger children to discuss this with them before they arrive in school.

The School Catering Service provides good value meals at our schools using carefully sourced quality ingredients. There is always a wide selection of options available from the menu. The menu and helpful information can be found via this link <https://www.aberdeenshire.gov.uk/schools/school-info/meals/primary-school-meals/>

Children with medically prescribed dietary requirements

The school should be advised of any food allergies or medically prescribed dietary support during the school induction process (both primary schools and academies) or when a condition is identified.

If the child is affected and attends a primary school, the parent will be required to complete the online form to let us know about their dietary requirements and request special or modified diet.

Request Special or Modified Diet

If the parent/carer can't complete the online form a paper copy can be requested from the school office, and this can be provided by contacting the email below.

Parents and carers of pupils with medically prescribed dietary needs can view allergens contained in any food item on the current primary school menus.

<https://www.aberdeenshire.gov.uk/schools/school-info/assistance/free-school-meals/>

<https://www.aberdeenshire.gov.uk/schools/school-info/meals/medically-prescribed-and-special-diets/>

The School Management Team and the Catering staff will be happy to discuss your requirements. In the meantime, if you require dietary information, please email medicallyprescribeddietarysupport@aberdeenshire.gov.uk.

Special Events and Celebrations

The children enjoy eating together and we encourage learning and wellbeing during lunchtime. Occasionally, we celebrate special dates and encourage all children to participate.

If your child is going along on a school trip, the school catering service can provide a nutritious packed lunch for the occasion, and this includes children who qualify for free school meals.

How Much does a Primary School Meal Cost?

The current price of a Primary school meal can be found via the following link -

<https://www.aberdeenshire.gov.uk/schools/school-info/meals/primary-school-meals/>

How do I pay for School lunches?

Lunches are provided free of charge for pupils from Primary 1 to Primary 5.

Paying for School lunches is very easy to do online.

It is very important to keep this account in credit as failure to do so triggers a time-consuming debt recovery process for the School and Catering service. We aim to support the wider Authority to be debt free and require your support in this by ensuring you top-up your account before sending a child for school meals.

Online payments system

We are encouraging parents/carers to register for online school payments to eliminate handling of cash. Parentsportal.scot is the recommended way to register to access all school payments including school meals.

Parentsportal.scot is securely linked to a myAberdeenshire account and to register follow this link <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

If you are having difficulty making payments, please contact the school office as we are here to support families and will do whatever we can to assist you.

Free School Meals Information

Am I entitled to free school meals?

Please click on the link to find information that explains the free school entitlement and how to go about it: <https://www.aberdeenshire.gov.uk/schools/school-info/assistance/free-school-meals/>

If you have difficulties obtaining access to free school meals, please speak with your school and we will work together to provide assistance.

If you require any further information regarding School Catering, please contact - schoolmeals@aberdeenshire.gov.uk

36 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 48 hours if the child has diarrhoea, flu-like symptoms or is clearly unwell.

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

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

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

Aberdeenshire Community Dental Service inspect Primary 1 and Primary 7 children in schools as part of the National Dental Inspection Programme. Written parental consent is not required for dental inspections, but parents will be informed in writing approximately one week before the inspection date.

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

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

Planning formats may include either:

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

A risk assessment should also be completed.

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

Please find the link below to our policy and guidance: Supporting Children and Young People with Healthcare needs and managing medicines in Educational Establishments

<https://asn-aberdeenshire.org/policies-and-guidance/>

Sunscreen - As children are outdoors for learning and for play, parents should apply this prior to sending children to school. 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.

37 Exclusion

The foundation for schools, learning establishments and education authorities is a whole school ethos of prevention, early intervention and support against a background which promotes positive relationships, learning and behaviour. Where pupils who display behaviour, whereby attendance at the school would be likely to be seriously detrimental to order and discipline in the school or the educational well-being of the pupils there, and where other forms of support have proved unsuccessful, the Authority exclusion policy may apply. For further information on exclusions please contact the school or go to:

<http://publications.aberdeenshire.gov.uk/dataset/council-policies-education/resource/9e393d1a-2113-44c8-afb6-a517f2d495b6>

38 Educational Visits

We offer various educational visits during 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 regarding visits their children will participate in.

There are grants available through the Aberdeenshire Educational Trust to help with the cost of school trips. For further information go to:

<https://www.aberdeenshire.gov.uk/benefits-and-grants/educational-grants/>

39 Instrumental Tuition

From Primary 4 onwards, tuition is available for a range of musical instruments. Most 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.

Guide to starting stage by discipline:

- Woodwind - Primary 6
- Brass - Primary 5
- Violin or viola - Primary 4
- Cello or double bass - Primary 4
- Percussion - S1
- Piano or keyboard - Primary 4
- Guitar - Primary 4
- Bagpipes - Primary 4
- Pipe band drum - Primary 4.

From August 2021, Aberdeenshire Council have been unable to offer tuition on more than one instrument to pupils, and this continues to be the case at this time.

Music Tuition Fees

Scottish Government Ministers and COSLA leaders agreed to the removal of fees for the academic years 2021/22 and 2022/23 which has been supported by funding from the Scottish Government to allow existing levels of provision to be maintained.

Funding for 2023/24 has been confirmed by the Scottish Government, therefore there will be no fees for instrumental tuition during this academic session.

<https://aberdeenshire.gov.uk/schools/music-lessons/youth-music-sessions/>

Aberdeenshire Youth Music Sessions (AYMS) provide ensemble music-making opportunities for children outside of the school day.

For further information, please go to:

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

40 Public Liability Insurance

Aberdeenshire Council holds 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 Claims Handling Agents and compensation is dealt with on a strict legal liability basis. This means that there is no automatic compensation, the Council must be found negligent in order for any compensation to be offered by our Insurers and / or Claims Handling Agents.

Whilst the school will exercise reasonable care for pupils' property, it is inevitable that property will be lost or damaged from time to time. Pupils' property which is worn or brought to school or left in bags/cloakrooms is at their own risk. This includes but is not restricted to personal items such as jewellery, phones/tablets watches and bicycles. Aberdeenshire Council cannot accept responsibility for loss or damage unless caused by negligence of the school or staff.

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, (as specified in the policy), curtailment and change of itinerary, (along with other sundry benefits), etc. for worldwide trips and adventurous activities, (including winter sports), subject to policy terms and conditions being met.

If personal items such as jewellery, phones/tablets, watches, 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.

Personal / individual cover is seen as a parental responsibility, and it is your decision as to whether you feel it is appropriate to obtain this.

Where trips are booked and have subsequently to be cancelled because of any Covid related event then insurance will not be valid. This will of course be reviewed periodically.

Please be advised, however, that the Duty of Care aspect below is not insurance related:

Duty of Care

The Authority has a duty of care in respect of pupils in its charge during school hours and as such must take reasonable steps to ensure the safety of all primary and secondary pupils. 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.

42 Data we hold and what we do with it.

The UK's Data Protection Act (DPA) 2018 enacted the EU GDPR's requirements into UK law and, with effect from 1 January 2021, [the DPPEC \(Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\)\) Regulations 2019](#) amended the DPA 2018 and merged it with the requirements of the EU GDPR to form a new, UK-specific data protection regime that works in a UK context after Brexit as part of the DPA 2018 and is known as the 'UK GDPR'.

Aberdeenshire Council is committed to full compliance with these regulations. When you are asked for information by Education & Children's Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice has been issued to all schools relating to the information we hold on yourself and your child/ward.

43 The information we collect from you

Aberdeenshire Council collects personal data and information about your child in order to provide your child with a school education.

We will normally only share information, (other than in child protection situations), in order to provide services for your child as part of his/her school education. We collect special category data about your child and process this because it is in the substantial public interest.

The information held by Aberdeenshire Council is used to assess, plan, coordinate, deliver, and quality assure the education services to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

44 Your Data, Your Rights

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at: <https://www.aberdeenshire.gov.uk/online/legal-notice/data-protection/>

Alternatively, you can contact the Council's Data Protection Officer by emailing DataProtection@aberdeenshire.gov.uk or in writing to: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

The Council is required, where it is the data controller, to act in a transparent manner by providing information to individuals about how it will collect and use their personal data. Privacy Notices are an essential part of complying with this requirement. The Privacy Notice must provide information to individuals in a concise, transparent, intelligible, and easily accessible way and must be written in clear and plain language. All Education & Children's Services Privacy notices are available on our website at: <http://publications.aberdeenshire.gov.uk/dataset/education-privacy-notice>.

45 Parental Access to Records

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 2018. An Access Request 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/your-data-matters/>

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-childs-record/>

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 2018 and Human Rights Act 1998 adheres to this as part of our current routine practice.

47 ScotXed

ScotXed is a term used to represent the Scottish Government's Education Analytical Services, which is part of the Scottish Government's Learning Directorate.

ScotXed have legal powers to request data with regards all children and young people being educated in Scotland's schools, with the information collected about pupils and staff in schools used to help to improve education across Scotland. They do not collect the names of your child/children and they do not receive any contact details the school may have for you (e.g. telephone number, email address), and no information is published or made publicly available that would allow your child/children to be identified. More information on what and why they need data about your child/children, along with how they collect and store it is available in their Education Statistics Privacy Notices for parents and carers:

<https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

If you have any concerns around the national ScotXed data collections, you can:

- Contact the Scottish Government's data protection officer, DataProtectionOfficer@gov.scot, or
 - The Head of Education Analytical Services, Mick Wilson, mick.wilson@gov.scot, or
 - You can write to them at Education Analytical Services, Area 2A-North, Victoria Quay, Leith, EH6 6QQ.
 - Alternatively, complaints may be raised with the Information Commissioners Office at casework@ico.org.uk.
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Further Information

The links below take you to the most up to date information on these topics.

School Improvement Plan

This Standards and Quality Report and Improvement Plan is influenced by both Aberdeenshire and National priorities. These can be summarised as follows:

- To develop excellence and equity
- To embed the principles of GIRFEC, (Getting it Right for Every Child)
- To provide support in developing inclusive, vibrant, and healthy communities.

National Improvement Framework Priorities:

- Improvement in attainment, particularly in literacy and numeracy
- Closing the attainment gap between the most and least disadvantaged children
- Improvement in children and young people's health and wellbeing
- Improvement in employability skills and sustained, positive school leaver destinations for all young people.

National Improvement Framework Drivers:

- School leadership
- Teacher professionalism
- Parental engagement
- Assessment of children's progress
- School improvement
- Performance information.

This session our Improvement Priorities are:

- Health and Wellbeing
- Learning, Teaching, Assessment and Moderation
- Talk for Writing
- Skills for Learning, Life and Work
- Digital Technologies

Please contact the school if you would like a copy of our School Improvement Plan.

Committee Members of Kinneff School Parent Group, (KSPG)

Chairperson – Mrs Fiona Gibson
 Secretary/Treasurer - Mrs Fiona Gibson
 Event Organiser – Emma Walton.

Stats for Attainment

The Scottish Government have developed a “School information dashboard” that provides a range of statistical information about each publicly funded school in Scotland. This includes school attainment information about Curriculum for Excellence Levels Achieved (for primary and secondary schools).

The dashboards can be consulted

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

School Events Calendar & Holidays

Term 1

Monday 21st August 2023	In-Service Day 1, Staff Only
Tuesday 22 nd August 2023	Pupils back to School
Friday 13 th October 2023	Last Day of Term for Pupils

Term 2

Monday 30 th October 2023	First Day of Term 2 for Pupils & Staff
Thursday 16 th November 2023	In-Service Day 2, Staff Only
Friday 17 th November 2023	In-Service Day 3, Staff Only
Friday 22 rd December 2023	Last Day of Term 2 for Pupils & Staff

Term 3

Monday 8 th January 2024	First Day of Term 3 for Pupils & Staff
Friday 9 th February 2024	Occasional Day Holiday for Pupils & Staff
Monday 12 th February 2024	Mid Term Holiday
Tuesday 13 th February 2024	In-Service Day 4, Staff Only
Wednesday 14 th February 2024	In-Service Day 5, Staff Only
Thursday 28 th March 2024	Last Day of Term 3 for Pupils & Staff

Term 4

Monday 15 th April 2024	First Day of Term 4 for Pupils & Staff
Monday 6 th May 2024	May Day Holiday
Monday 3 rd June 2024	Occasional Day Holiday for Pupils & Staff
Friday 5 th July 2024	Last Day of Term 4 for Pupils & Staff

Assessment Calendar

The Scottish Government has introduced national standardised assessments in aspects of reading, writing and numeracy, for all children in Primaries 1, 4, and 7. The results from the standardised assessments provide an additional source of nationally consistent information to inform teachers' professional judgement, both when planning next steps and when considering whether Curriculum for Excellence levels have been achieved. The national standardised assessments provide an additional tool for teachers to use when assessing children's progress, alongside their own professional judgement. It is important to recognise, however, that ongoing

assessment is, and will continue to be, a central part of everyday learning. Teachers will continue to draw on the full range of assessment activity when considering children's progress and planning the next steps in their learning. Please see below for the standardised assessment calendar in place across Aberdeenshire schools this session.

Stage	Assessment Window for SNSA Assessments
Secondary 3	October - December
Primary 7	January - February
Primary 4	February - March
Primary 1	April - May

Year/Termly Plan of Learning

For information regarding programmes of learning implemented at Kinneff School, please see our school website, or contact the school and talk to your child's Class Teacher or the Head Teacher. We will be delighted to hear from you.

Aberdeenshire Council School Holiday Calendar

<https://www.aberdeenshire.gov.uk/schools/school-info/school-term-dates/>

Map of Catchment Area

<https://gis.aberdeenshire.gov.uk/maps/map.aspx?geolocate=true&resolution=2&initialDialog=localKnowledgeDialog>

The catchment area is the village of Kinneff and the surrounding rural area. A map showing the school zone/catchment area is below.

