



From mountain to sea

# Longhaven School

## Handbook

2017/18



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# Introduction to Longhaven School

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

We take pride in the fact that this is a happy and industrious school with a real sense of team spirit and we value that the education of their child/children is shared with parents, who have a very important role to play. This handbook aims to explain how that partnership develops successfully through help, support and expectations. Early communication from parent or school will help to promote this partnership also.

We hope you find this handbook informative.

**Sharon Mellin**  
Head Teacher

## School Contact Details

Head Teacher: Sharon Mellin

Longhaven School

Longhaven,

Peterhead, Aberdeenshire,

AB42 0NU

Parent Council email - please contact school

Parent Council Social Media - by invitation once enrolled

Telephone Number: 01779 812656

No Nursery

Website:

[longhaven.aberdeenshire.sch.uk](http://longhaven.aberdeenshire.sch.uk)

Email Address:

[longhaven.sch@aberdeenshire.gov.uk](mailto:longhaven.sch@aberdeenshire.gov.uk)

## Adverse weather and emergency closure

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

Information Line 0370 054 4999 02 2100 (Please do not use this line to leave messages for the school.)

**Longhaven School** is a non-denominational school with a role of 12. The school serves the village of Longhaven and the surrounding rural area. The catchment area stretches from Blackhills in the west to Bullers O' Buchan in the east.

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

## **Relationships and partners**

Parent Councils are now established in almost all Aberdeenshire primary and secondary schools. The Scottish Schools (Parental Involvement) Act 2006 recognises the vital role that parents play in supporting their children's learning.

The basic principle under-pinning the Act is the desire to have children become more 'confident learners' through closer working between each family and the school. It is anticipated that this can be done in three ways. These are:

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

### **Parents can support learning at home through:**

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

### **2. Home/School Partnership:**

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

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

- Parent Councils are parent led and supported by the school with all parents automatically being members of the 'Parent Forum', The Parent Council is tasked with representing the views of the Parent Forum.
- The Parent Council assists the school in developing an annual improvement plan
- They comment upon and adds to the annual Standards and Quality Report
- Provide an annual report for parents on their work throughout the year.
- You can find out more about your Parent Council by contacting the Parent Council Chair or the Head Teacher or by clicking on the link below:

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

The school homework diary is another means of communication where parents and teachers can share relevant information about your child. In addition to homework, your child will also bring home samples of pupil work for you to see and discuss with your child.

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

You will receive a written report on your child's progress during the spring term. When requested by either parent or teacher, a follow up or an additional interview will be arranged.

Other means of communication include termly learning leaflets, parent workshops, curricular evenings, concerts, class assemblies, performances, open days, the school website and the local and national GLOW website. The school website address is [www.longhaven.aberdeenshire.sch.uk](http://www.longhaven.aberdeenshire.sch.uk).

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### **Our focus**

The Longhaven School Community is focused on working together to ensure the best possible outcomes and opportunities for all pupils now and in the future.

### **Our commitment**

At Longhaven School we are committed to ensure all children are included and encouraged to fulfil their potential within a warm and supportive environment. Staff strive to maintain an appropriate progressive curriculum based on the local context of the school.

### **Our ethos**

The supportive, caring and respectful ethos at Longhaven School allows children to learn and develop at the appropriate pace for their own unique needs and abilities. Mistakes are viewed as opportunities for learning and children embrace challenge positively.

### **The school day**

Start 9.00 a.m.

Break time 10.30 a.m.– 10.45 a.m.

Lunch 12.15 p.m. – 1.00 p.m.

Finish 3.00 p.m.

#### **Arrival at School & Playground Information**

All pupils whether they are transported by school transport or by parents should not arrive at school more than 20mins before the start of the school day. They will be allowed into the building to use the toilet or if the weather is excessively wet or windy.

A responsible adult will be on the school premises 20 minutes prior to the start of each school day. There is no legal requirement to have a member of staff in the playground area supervising the children where the school roll is under 50. The number of adults supervising children during break and lunch periods will vary from school to school and will be based on the school's own risk assessments. During morning and lunch breaks there is access to play equipment and general play areas. At times this may have to be timetabled to allow equal access for all. Children's play areas are indicated on the school map/plan in the annual update section of this handbook.

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

If your child has an accident in the playground and suffers a minor injury, he/she will be treated by a qualified first aider. Your child will be given a minor injury slip to take home at the end of the school day, which will inform you of the nature of the injury and the treatment given. We will attempt to notify you by telephone of any serious injuries and for this reason it is important we have up to date contact details such as

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mobile phone numbers. However, where contact is not possible, we may seek treatment from professionals where it is deemed necessary. Attempts will continue to be made to contact you.

In accordance with Aberdeenshire Council's Health & Safety Policy, children will not be allowed to make ice slides in the playground nor throw snowballs.

For health & safety reasons, dogs are not permitted in the school grounds.

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

### School Office

The school office is manned from 8.45am – 1.00pm on Mondays and Thursdays, 8:45am – 10:45am on Wednesdays, 8.30am – 2.00pm on Tuesdays and from 8.30am – 3.30pm on Fridays.

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

### Door Security

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

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

### Playtime snack

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

### School Tuck Shop

This operates daily from the community kitchen. A range of snacks provided by the school kitchen are provided at a cost of 20p each. In keeping with healthy eating initiative, we allow children to purchase a maximum of two items (including a drink) from the tuck shop. On Fridays we operate a toast option for snack and this can be purchased for 20p.

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### Cakes/Treats

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

### **Our staff team**

Longhaven Primary School has a Head Teacher who covers Longhaven and Burnhaven Schools and a Principal Teacher. The Head Teacher is not class committed and will be at Longhaven usually on a Tuesday and Thursday every week. The school also works closely with a range of other support agencies and volunteers in order to provide the best possible experience for children with additional support needs. Our Active Schools Coordinator provides a range of additional activities and sporting activities for the children.

The staff are supported by 2 Pupil Support Assistants, 1 School Administrator, 1 Admin Support Assistant, 1 Kitchen Supervisor, 1 Cleaner and a part time Janitor.



# Our Vision, Values and School Ethos

Our vision is to create a safe, fun and caring environment, where our friendly, respectful, confident and happy children are treated equally and are encouraged to learn by our kind, helpful, supportive and inspiring adults who acknowledge achievements in and out of school.

## **Positive Behaviour Management**

Longhaven School is a community, which exists to promote the education of all its pupils. The school community is defined as pupils, staff, parents and local community. We aim to enable our pupils to become well motivated, responsible citizens with a high regard and level of respect for everyone in school. At Longhaven all members of the school community have the right to be respected and accepted for who they are. All members are required to work together to produce a learning environment which promotes self-discovery and awareness. In order for this to be achieved, behaviour of all members needs to be managed appropriately and be conducive towards creating a supportive and nurturing environment. To this end all members are expected to embrace the following:

1. Building and maintaining social relationships within the school and wider community.
2. Representing the school and oneself appropriately and responsibly at all times.
3. Taking responsibility for one's own actions and mindful of their impact on others.
4. Reflecting on one's own behaviour and actions.
5. Respecting other people, their views and feelings.
6. Being committed to listening to others and thinking through their point of view.
7. Empathising with the feelings of others.
8. Being fair.
9. Being actively involved in decisions about one's own life.
10. Admitting that everyone makes mistakes and not judging others or oneself for past misdemeanours.

In order to achieve the above aims and priorities, all members of the school community are asked to adhere to the following Codes of Conduct.

## **Code of Conduct for Pupils**

- Come to school prepared. (bring everything you need for the day with you)
  - Be kind, friendly, helpful, **compassionate** and polite to everybody
  - Be honest and develop **integrity**
  - Do not physically hurt or say nasty things to anyone – (everyone should be **safe** at school)
  - **Respect** other people - (listen to what they have to say and **respect** their points of view)
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- Pay attention to school staff and follow instructions
- Tell your teacher or parents about anything that worries you
- Work hard and be **motivated** do your best every day
- Have a positive attitude towards your learning.

### **Code of Conduct for Staff**

- Be fair, kind and polite and demonstrate a high level of **integrity**
- **Respect** all children, parents and colleagues
- Treat what children say with **respect and compassion**
- Work in partnership with parents to help each child's education.
- Discuss any concerns with parents as soon as possible
- Welcome input from parents and maintain good communication channels.
- Be a good role model
- Encourage good behaviour
- Provide a safe, stimulating environment where children enjoy learning
- Be **motivated** to create an atmosphere of hard work and high expectations through praise and encouragement
- Encourage children to do their best and value all effort.

### **Code of Conduct for Parents**

- **Respect** all pupils, staff and other parents of the Longhaven Community
- Work in partnership with school staff to help their child's education
- Discuss any concerns with staff straight away
- Demonstrate **integrity and compassion**
- Support their child with set homework tasks as required
- **Motivate** children to try their best at all times
- Return any letters / Think Sheets to school by the requested date
- Trust school staff to work for the best interests of all children.

### **Our School Rules**

- Respect your own and others' property
- Respect other people and their opinions
- Keep your hands and feet to yourself
- Speak to each other pleasantly and avoid using hurtful words.

However, there are times when mistakes occur resulting in the need to make reparation through restorative conversations. Before Restorative conversations can take place, all parties agree to partake fairly and honestly. The following five basic questions will be used to guide the conversation until a resolution has been reached.

1. Can you tell me what happened?
  2. What were you thinking or how did it make you feel?
  3. How did this impact on both of you **or** how did you think the other person felt?
  4. What could you have done differently?
  5. How are you going to move forward **or** what do you need to do so that it is sorted?
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Those who refuse to take part in the restorative process will be directed towards a more personally reflective approach that may involve the use of think sheets. It will be made clear to children what the alternative to the restorative process is before they decide how they want resolution to occur. If this option is selected then the parties concerned will lose their free time at break times and take part in some reflective exercises. Children may also be restricted to certain areas of the playground in order to have their play supervised.

At times, children who continually interrupted the learning of others may be asked to work in the hall under adult supervision. This enables them to calm.

**Serious incidents and issues of a serious nature:**

Serious or ongoing issues must be referred to the Head teacher for advice and consultation. It may be necessary for other behaviour measures to be implemented, this will be discussed with parents as soon as possible.

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# Curriculum

The Curriculum at Longhaven School is currently under review to ensure all pupils receive a comprehensive and relevant experience. As part of the improvement plan for this year, staff from Longhaven will in partnership with Burnhaven and Dales Park Schools to develop a progressive curriculum that meets the needs of all learners whilst providing children with the necessary skills for life, work and learning required for today's competitive workforce. Our aim is to prepare the children for success in up and coming industry as well as industries and work experiences yet to be created.

The new curriculum will be aligned to the Frameworks and Benchmarks provided by Education Scotland and will be closely developed with advice from Aberdeenshire's attainment advisor appointed by Education Scotland.

Parents will be informed of all curriculum developments and be encouraged to play an active part in their child's education. Partnership working between schools staff, pupils, parents and the local community is vital for each child to fulfil their potential in the present and in the future.

For more information regarding more in depth specifics of the curriculum, parents are requested to contact the school.

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

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

In Longhaven School the first foreign language will be French. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). For more information go to <Aberdeenshire website>.

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

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

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

## 2 Further Information

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

<http://longhaven.aberdeenshire.sch.uk/>.

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

**Policy for Scottish Education:**

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

**Early Learning & Childcare:**

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

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

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

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

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

**National Qualifications:**

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

# Assessment and Reporting

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

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

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

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

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

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

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

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

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

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

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

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

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**.*

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

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

# Transitions (Moving On)

Transitions are as follows:

- *home – nursery; Longhaven has no nursery, local children normally attend nursery at Port Erroll School in Cruden Bay*
- *nursery – primary school; Where parents have concerns regarding their child's entry to P1, they should discuss this with the nursery team in the first instance who will be able to offer support and guidance.*

In order to support and ease transition into P1, we arrange a series of induction events/meetings for you and your child. These events are planned to allow you and your child to become familiar with the school building, to meet staff, to meet with the other children including your child's buddy and to find out about life in school and what you can do to support your child's transition into P1. The induction process starts in your child's pre-school year, with P1 staff arranging to visit your child in their pre-school setting wherever possible in order to begin to get to know your child.

Induction meetings are arranged for parents around May/June in order to share information about starting school and how you can help your child at home. This is also an opportunity for parents to meet their child's teacher and to ask any questions or share any information.

At these induction meetings, parents are issued with a range of materials designed to support children's learning at home and parents are asked to complete a range of forms to gather information about e.g. your child's medical needs, contact addresses, special needs etc.

Our prospective P1s also have the opportunity to come into class for an induction session around May/June. This allows the children to begin to get to know their classmates and their teacher as well as familiarising themselves with the school buildings and classroom routines.

Parents are also invited to join their P1 children for a school lunch.

Information communicating details of P1 induction arrangements along with dates will be communicated directly to Prospective P1 parents around April.

- *class-to-class;* For some children, the thought of moving onto their next class can also be an anxious time. Again, we have structures in place to support these transitions. Teachers plan and work together on school improvement projects helping to ensure a commonality of expectations and approaches. Opportunities throughout the year for children to work on joint projects, e.g. enterprise challenges help to ensure that the children have opportunities to work with other staff and pupils.

If you have any particular concerns regarding transitions, please make an appointment to see the head teacher.

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- *primary – secondary*; On leaving Longhaven Primary School the pupils transfer to Peterhead Academy, Peterhead. Longhaven School is part of the Peterhead Community Schools' Network and works closely with the other 10 schools in the Network. Pupils take part in transition days planned by their Academy of choice

An induction programme for P7 is in place to help ease the transition into S1. P7 pupils spend 3 days at Peterhead Academy towards the end of the summer term. Further information is communicated to parents about the induction calendar for secondary school around February each year. Parents also have the opportunity to visit Peterhead Academy where information will be shared and questions can be asked.

Liaison between Longhaven Primary and Peterhead Academy is very good. Throughout the year all pupils have opportunities to join with pupils from the other Peterhead Community Schools Network. Transition sports days, sports festivals, trips, pantomimes and other ad hoc activities are arranged for all pupils to get together.

Information about our P7 pupils is shared with guidance staff at the academy to help support appropriate continuity of education. Parents are welcome to attend these information sharing meetings, especially when additional support has been provided previously.

Peterhead Academy staff visit our pupils in Longhaven Primary where information is shared and questions can be asked.

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

- *secondary to work or further learning takes place.*

*This is also an opportunity for parents to meet their child's teacher/**Named Person** and to ask any questions or share any information about your child's needs which will help support them through any transition.*

Visit Parentzone for more information about transitions:

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

### 3 Admissions

#### Nursery Admissions.

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

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

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## Primary Admissions

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

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

## 4 Placing requests & School Zones

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

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

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

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

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

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# Support for Children and Young People

## 5 Getting it Right for Every Child

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

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



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

## 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. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Deputy Head Teacher and in Secondary School, the Named Person will

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be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

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

The Named Person can help by:

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

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

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

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

*Here at Longhaven School the Named Person for your child/young person is: Sharon Mellin, Head Teacher.*

## 7 Educational Psychology

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

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

## 8 Enhanced Provision & Community Resource Hubs

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

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

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

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

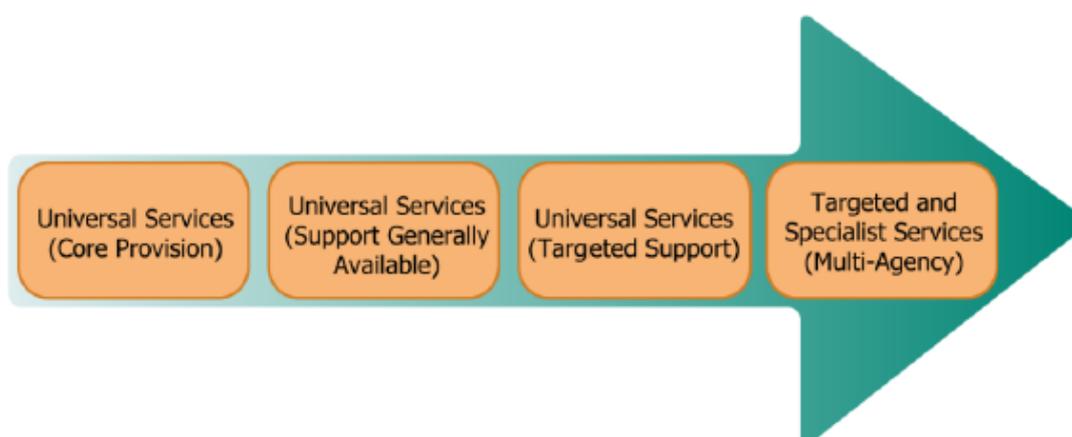
## 9 Support for Learning

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

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

## 10 The Child's Plan

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



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

Where a child or young person needs one or more targeted interventions, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment would identify any affected wellbeing indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included), looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

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

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

Information is available on the Aberdeenshire Getting It Right Website:

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

## 11 Child Protection

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

Within **Longhaven 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 refer the child to Social Work, the Police or the Children's Reporter. Here at **Longhaven School** the designated officers are: Sharon Mellin

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

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

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

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

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

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

If a young person tells you they are being abused:

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

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

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

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

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**Enquire**

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



# Parent & Carer Involvement

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

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

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

## Assessment and Planning

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

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

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

## 14 Communication.

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

At the beginning of each academic year parents will be issued with a reporting calendar which aims to highlight the events occurring within the school over the course of the year. This may be added to as the session progresses, however we aim to ensure the times parents are invited into school do not change. A class newsletter will be sent home at the beginning of each term as well as a school newsletter. Most communication from the school will be through the use of the Xpressions App and we encourage all parents and carers to download it. If it is not possible to access the App, parents are requested to contact the school office in order to ensure they receive any communication in a suitable form.

Where necessary, parents are asked to contact the school to make an appointment, usually at the end of the school day to discuss any issues or concerns with the class teacher or head teacher.

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

## 15 Parenting

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

## 16 Volunteering

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

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

## 17 Learning at Home

Over the course of each academic session, parents and carers will be invited to school to see the learning that has taken place. A number of parent workshops may also be run and communication will be sent home containing ideas for parents to use in terms of supporting the learning of their child. Homework will be sent home regularly as a means of reinforcement of the skills and areas already taught within school.

## 18 Decision-making and Developing Services

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

Our **Parent Council**, which is a nominated group of parents that represent the views of the parent forum, works with us to ensure we understand how to most effectively involve parents in their children's learning and to support the school with our improvements. Contact the Parent Council Chairperson Petra Campbell-Groat or Head Teacher for more information about getting involved in the Parent Council or email: [longhaven.sch@aberdeenshire.gov.uk](mailto:longhaven.sch@aberdeenshire.gov.uk).

## 19 Collaborating with the Community

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

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# School Policies and Useful Information

School Policies such as the Homework Policy; Promoting Positive Relationships; our telephone number etc. are published on the school website and can be found by clicking the parents tab at the top. Please go to:  
<http://longhaven.aberdeenshire.sch.uk/>.

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

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

## 20 Attendance

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

### Unplanned Absence

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for his/her absence then members of staff will be required to ascertain the whereabouts for the safety of the individual child. This will involve a phone call to the parent soon after 9.30am. Repeated calls will be made until the child's whereabouts have been confirmed. If contact cannot be made the situation will be assessed and it may be thought necessary to inform the local social work department. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

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

- If your child is unable to attend school through illness/other reason please telephone the school between 8:30am and 9:30 am on the first day of his/her absence or send a signed note via a brother or sister where applicable.
  - If your child is home for lunch and becomes unwell at lunchtime making them unable to return to school in the afternoon please telephone the school before the beginning of the afternoon session to inform a member of staff.
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- When you contact the school it would be helpful if an indication could be given as to the child's expected length of absence from school.
- On your child's return to school a note should be provided explaining the reason for absence and confirming the periods of absence from the school. The note should be signed and dated.

### **Lateness**

Parents are responsible for ensuring that children attend school regularly and arrive on time. 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.

If your child becomes unwell they must, tell their class teacher and ask permission to report to the school office. If appropriate, office staff will arrange for children to be collected from school.

### **Planned Absences**

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

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

Parents are 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.

The school follows the Aberdeenshire Attendance Policy:

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

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

## **21 Holidays during term time.**

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must inform the Head Teacher. This will be recorded as unauthorised absence though there may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For

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annual holiday dates for Aberdeenshire schools please see the section at the back of this book, contact the school office or go to:

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

## 22 Longhaven School Dress Code

Pupils are expected to wear the following items to school: school sweatshirt with school logo, white polo shirt, dark school skirt or trousers, dark school shoes (children should not wear high heeled shoes as these cause safety concerns). We appreciate your cooperation in support of this.

This helps to instil a sense of pride and team spirit within our school.

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

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

Suppliers: Sweatshirt orders can be placed at any time throughout the school year using the Tesco Uniform Embroidery Service. Uniforms can be purchased online and delivered to your door free of charge with a 5% donation going to the school. For further details contact the school office. A limited stock of sweatshirts is also kept in school. We can also provide 'nearly new/recycled' sweatshirts for parents who would wish to make use of these and we would encourage parents to donate used items to this bank.

Physical Education. PE Kit consists of: T shirt which tucks into shorts, standard length shorts, socks, gym shoes preferably with velcro or elastic fastening for younger pupils. These should be kept in a gym bag.

With regard to safety, the wearing of jewellery is actively discouraged in our school and is not permitted during PE lessons. If your child has pierced ears, please ensure he/she can remove and replace their own earrings. Any child wearing earrings that cannot do this will be asked to put surgical tape over them for PE lessons and parents should provide a named roll of surgical tape for this purpose. Shoe string strap tops are also discouraged for safety reasons as they can catch on gym apparatus and suitable footwear should be provided.

The school requests that football team tops and designer garments are kept for home use as these can cause disagreements amongst the pupils.

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.

## 23 Clothing Grants

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

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

## 24 Transport

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

## 25 Early Years Transport

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

## 26 Privilege Transport

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

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

## 27 Special Schools and Enhanced Provision

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

## 28 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

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conditions. If you can't meet or arrange for your child to be met, the school transport will return them to a designated location.

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

If your child attends a Nursery, Primary or Special School, which is to close early, the school will contact you by telephone. If this is not possible the school will contact your named 'emergency contact'. No child will be released from school without contact being made. It is important contact details are current and the people named are available – particularly during bad weather.

If your child attends a Secondary School, because of the large number of 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

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

FM 97.1 - 106.4

#### **Waves Radio**

FM 101.2

#### **Original 106 FM**

#### **Twitter**

<http://twitter.com/aberdeenshire>

#### **Aberdeenshire Council Website**

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

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

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

### **School Information Line**

Tel: 0370 054 4999 then 02 2100. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

## **29 Storm Addresses**

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

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

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

## **31 School Meals**

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

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

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

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

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

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

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

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

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

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

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

## **32 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.

### **Communicable/Infectious Diseases**

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

### **Head lice**

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

### **Asthma Inhalers**

Parents of children who carry their own inhalers should supply a spare named inhaler just in case your child's inhaler is lost or misplaced. These are also required for school trips and outings.

Always seek 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.

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

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

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

Planning formats may include either:

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

A risk assessment should also be completed.

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

Please find our Medication Policy here:

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

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

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

### **33 Exclusion**

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

[http://www.aberdeenshire.gov.uk/media/3901/policy\\_disc\\_exclusion.pdf](http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf)

### **34 Educational Visits**

We offer various educational visits during the course of the school year. We believe that 'hands on' experiences greatly enhance a child's education, while also helping to make the necessary links between learning in school and life outwith school. Staff members and parent volunteers provide supervision to standards laid down by

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Aberdeenshire Education & Children's Services. We give parents as much notification as possible with regard to visits their children will participate in.

### **35 Instrumental Tuition**

From Primary 4 onwards, tuition is available for a range of musical instruments. All disciplines are taught in the secondary schools however not all disciplines are available in primary schools due to limited resources. Orchestral string instruments are not normally available to beginners at secondary level. Tuition is subject to availability. In Longhaven School some pupils currently receive tuition in Cello and Violin.

For further information go to: <http://aberdeenshire.gov.uk/schools/ims/>

### **36 Comments, Compliment & Complaints**

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

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

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

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

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

### **37 Support for parents/carers**

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

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

#### **For local advocacy contact:**

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

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Scottish Independent Advocacy Alliance can be reached at:

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

### **Independent Mediation Services**

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

Children 1<sup>st</sup>  
Fraserburgh Business Centre  
South Harbour Road  
Fraserburgh  
Aberdeenshire, AB43 8TN  
Tel no 01346 585341  
Fax no 01346 512810  
Email [aberdeenshire@children1st.org.uk](mailto:aberdeenshire@children1st.org.uk)

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

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

## **38 Insurance**

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

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

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

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

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

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### **39 School Off Site Excursion Insurance**

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

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

### **40 Data we hold and what we do with it.**

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

### **41 How Does Aberdeenshire Council Hold and Store Pupil Data**

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

### **42 Parental Access to Records**

SAR - Subject Access Request information

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

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

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

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

### **43 ScotXed**

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

### **44 Information Sharing**

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

### **45 Freedom of Information**

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

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# Appendix

## School Improvement Plan

This document can be found on the school website:  
[www.longhaven.aberdeenshire.sch.uk](http://www.longhaven.aberdeenshire.sch.uk)

## Members of Parental Groups

Parent Council Office Bearers:

Petra Campbell-Groat	Chairperson
Sharon Stewart	Vice-Chairperson
Suzy Chiverrell	Secretary
Niall Watt	Treasurer

## Stats for attainment etc

Please click on the link below to access the Scottish Government website page for all school CfE Attainment. You can then find your school by selecting from the box on the right.

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

## School Events Calendar & holidays

This information can be found on the school website.  
[www.longhaven.aberdeenshire.sch.uk](http://www.longhaven.aberdeenshire.sch.uk)

Please also find a link to the annual holiday calendar:

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

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