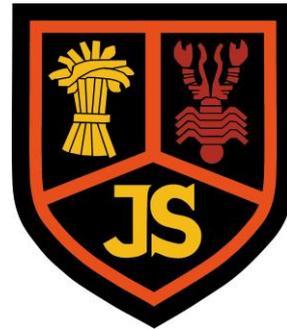




From mountain to sea

Johnshaven School

Handbook



2017/18



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Introduction to Johnshaven School

May I start by wishing you a warm welcome to Johnshaven School and express our wishes that you and your child/ children will experience a happy, successful and rewarding time with us. The education of a child is far too important to be left to school alone. Parents and carers are key partners in the education of their children. The School Handbook explains what you

can expect of school and also the support required from parents so that together we provide the very best we can for our pupils.

We aim to provide a safe, happy and secure learning environment where we value our pupils' views and encourage them to develop their own opinions, think for themselves and to take the initiative in their own learning. The staff work as a team to ensure that your child's individual needs are met and that he/she is able, through high quality teaching and pupil support, to fulfil his/her potential.

This handbook is designed to inform you of life in Johnshaven School, our aims and routines, and has been written in response to the school handbook guidance (Scotland) regulations 2012. The various sections will be updated annually and you will be asked to take note of changes.

Yours sincerely

Karen Johnstone

Head Teacher

Please note – “Parent” includes guardian and any person who is liable to maintain **or** has parental responsibilities (within the section 1 (3) of the Children (Scotland) Act 1995) in relation to, **or** has care of a child or young person.

Please note that whilst all information within this handbook is correct at the time of printing. It is possible that some items may change during the course of the year.

Johnshaven Village

Johnshaven lies just off the main A92 coast road, between Montrose and Inverbervie. There are Scottish Tourist signposts and an attractive gateway feature to welcome all visitors.

It is a village in which fishing remains an important aspect with lobsters and crabs being the main ‘catch of the day’ and many holiday-makers still make their way to Johnshaven in the summer months. To cater for this there are many holiday homes and a well-appointed caravan site adjacent to the public park. Tourists enjoy the variety of walks along the coastal paths.

This attractive, conservation village is home to people who commute to Aberdeen and Dundee and many families are employed in the North Sea Oil Industry.

Local facilities include two hotels, a general store/post office, a beauty salon, fish houses and an art and craft studio. The latter is supported by a number of enthusiastic local artists.

Johnshaven is a hub of a community with many groups contributing to school life including SHARK, The Flower Show Committee, The Fish Festival Committee, NEOS and Community Council. There are plenty of opportunities for your child to find their sense of belonging whilst working in partnership with the many groups in Johnshaven.

Visits of Prospective Parents

Prospective parents can contact the School Office and request an appointment to come and visit the school and meet with the Head Teacher. During this visit you will get a tour of the school and have an opportunity to ask any questions and discuss any particular needs for your child(ren).

1 School Contact Details

Karen Johnstone – Head Teacher

Telephone: 01561 362224

Johnshaven School

Seaview Terrace

Johnshaven

DD10 0HF

School Email:

Johnshaven.sch@aberdeenshire.gov.uk

Parent Council Email:

fojohnshaven@gmail.com

Facebook

Friends of Johnshaven Primary School

Johnshaven School – private group for parent and carers

Organisation of the School Day

Morning Opening (All pupils)

9.00 am

Morning Interval	10.30 am	-	10.50 am
Lunch Break (All pupils)	12.15 pm	-	1.10 pm
Afternoon Session (P1 – P7)	1.10 pm	-	3.15 pm

2 Adverse weather and emergency closure

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

Information Line 0370 054 4999 pin: **021910**

(Please do not use this line to leave messages for the school.)

Local Area Office

Kincardine & Mearns

Queens Road

Stonehaven

AB39 2QQ

Tel: 01569 766960

Quality Improvement Officer

Mrs Kay MacDonald

Gordon House, Blackhall Road

Inverurie

AB51 3WA

Tel 01569 768208

Director of Education and Children's Services

Mrs Maria Walker

Woodhill House

Westburn Road

Aberdeen

AB16 5GB

01224 665420

Our Vision, Values and School Ethos

Vision

8 | Together we embark on an ambitious voyage, with the courage and curiosity to develop skills that ensure we are all equipped with the creativity to succeed in a rapidly changing world.

Together we embark on an ambitious voyage, with the courage and curiosity to develop skills that ensure we are all equipped with the creativity to succeed in a rapidly changing world.

Values

Friendship

Determination

Participation

Caring

Responsibility

Honesty

Aims

Learning to learn

Learning to live

Learning to be

Curriculum

Johnshaven School

Johnshaven School is a non-denominational school with a role of 31. The school serves the Johnshaven and Benholm catchment area.

Johnshaven School provides education for children aged 5 – 12 i.e. from P1–P7. Johnshaven School has a teaching Head Teacher and 2 class teachers. There is a visiting specialist teacher for P.E and 2 Additional Support for Learning teachers. The

school also works closely with a range of other support agencies including Education Psychology, Social Work and Health professionals. Our Active Schools Co-ordinator provides a range of additional active and sporting activities for the children throughout the year.

The pupils are also supported by 4 Pupil Support Assistants and the remaining staff included 1 school administrator, 1 support assistant, 1 cook, 1 cleaner and a part time janitor.

We regularly work alongside other schools in the area and staff from agencies such as the Health Service, Police and Social Work. We are also supported by the Educational Psychology services, Sensory Support and EAL.

On leaving Johnshaven School the pupils transfer to Mackie Academy, Stonehaven. Johnshaven School is part of the Stonehaven Community Schools' Network and works closely with the other 10 schools in the Network.

This group supports school improvement activities and raises additional funds to provide many extras for the pupils in the school.

The school has an active and supportive Parent Council, Friends of Johnshaven School (FoJ), and encourages involvement of parents in the work of the school. FOJ provides strong financial support for pupils, organising events and supporting the provision of school resources and educational outings. Parents also support with Bikeability, library, class trips and Making A Difference (MAD) time. Through the Active Schools programme children are able to attend a range sporting activities either taster sessions during the school day or After School Clubs.

Community links are a valued part of school life. The school runs a weekly Welcome In Wednesday for parents/carers to visit their child's class. 'Find Out Friday' is an opportunity to meet with the Head Teacher and discuss new developments or discuss school improvement. The Head Teacher is invited to attend Community Council meetings and there are also strong links with the village Heritage Association.

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

The school does not deliver the curriculum through the Medium of Gaelic

HMIe last inspected the school in Feb 2011 and there was a recent Quality Improvement Visit in September 2017.

The school is accredited at commended level as a Health Promoting School, has a bronze Enterprise Award and a Silver Eco School Award. The school has also been recognised as a Bird Friendly School. We are currently working towards becoming a Rights Respecting School.

For further information about classes and teachers please see the coloured section at the back of this handbook.

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

Our curriculum will be based around the four capacities of Curriculum for Excellence – to ensure our pupils are

- successful learners
- confident individuals³
- effective contributors
- responsible citizens.

The Curriculum for Excellence is structured into different levels:

Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, 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 of the fourth level outcomes.
Senior phase	S4 to S6, and college or other means of study.

Curriculum for Excellence Principles for Curriculum Design Schools and learning communities in Aberdeenshire apply the principles for Curriculum Design that are drawn from National advice but reflect our unique Aberdeenshire context.

These principles are:

- Challenge and enjoyment in learning
 - Breadth of learning
 - Progression in learning
 - Depth of learning
 - Personalisation and choice e.g. in how to present learning
 - Coherence (with other areas of learning)
 - Relevance of learning
-

Curriculum Entitlements

The following entitlements are also provided for all pupils in Aberdeenshire Schools:

- A coherent curriculum from 3 to 18
- A broad general education, including well planned experiences and outcomes across all the curriculum areas. This should include understanding of the world and Scotland's place in it and understanding of the environment
 - A senior phase which provides opportunities for study for qualifications and other planned opportunities for developing the four capacities
- Opportunities for developing skills for learning, skills for life and skills for work
 - Opportunities to achieve to the highest levels they can through appropriate personal support and challenge
- Opportunities to move into positive and sustained destinations beyond school

(In Aberdeenshire Schools this includes a strong focus on learning In, About and Through the environment i.e. outdoor learning.)

Learners are provided with a broad, balanced set of experiences designed around the curriculum areas of:

- Expressive Arts
- Languages and Literacy
- Mathematics and Numeracy
- Health & Wellbeing
- Religious and Moral Education
- Sciences • Social Studies
- Technologies

The core curriculum consists of Literacy, Numeracy and Health and Well-Being. These subjects permeate all other curricular areas. Attainment and Achievement in these areas are regularly assessed and reviewed annually by the school to ensure standards are maintained or improved. Learners are given opportunities to develop skills for learning, skills for life and skills for work with a continuous focus on:

- Enterprise and Creativity
 - Citizenship and International Education
 - Literacy
 - Numeracy
 - Health & Wellbeing
-

- Sustainable Development
- Digital Technology

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

Development of Spiritual, Moral, Social and Cultural 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.

3 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 Johnshaven 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 <http://mackie.aberdeenshire.sch.uk/faculties/languages-modern/>. The second language is mandarin.

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.

4 Further Information

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

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

Policy for Scottish Education:

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

Early Learning & Childcare:

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

Broad General Education (Pre school – S3):

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

Senior Phase and beyond (S4 – 16+):

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

National Qualifications:

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

LEARNING & TEACHING

Our teaching approaches recognise and reflect that each child is an individual with their own aspirations and aptitudes. We aim to develop each child to their full potential. We use a variety of teaching methods to cater for a range of learning styles.

We believe in active learning for all pupils at all stages with children fully engaged in thinking. In promoting active learning, we recognise the importance of ensuring that learning experiences are stimulating and challenging.

We make use of the local environment, including local businesses. Our aim is to make learning relevant and meaningful and to promote enthusiasm for life-long learning.

Not all pupils do the same work at the same time; within any class the teacher will regularly allocate tasks that are set at different levels of difficulty according to the identified and agreed next steps for each pupil. The aim is to challenge all pupils but at the same time give them work that is within their capabilities so that each child experiences success.

There are circumstances when all pupils in the class are given the same task. In these circumstances teachers will look for and accept different levels of outcome based on their knowledge of the individual child's strengths.

By the time pupils leave our school we hope that they have acquired many of the attributes of an independent learner. Each will have developed at his/her own pace and in his/her own way. We trust that not only will each of them have gained an awareness of his/her full potential, but will want to fulfil that potential.

Inter-Disciplinary Learning

Inter-disciplinary learning makes connections and is meaningful. Our curriculum includes space for learning beyond subject boundaries, so that learners can make connections between different areas of learning. Inter-disciplinary study can also take advantage of opportunities to plan and work with partners, multi-disciplinary agencies and the wider community who are able to offer and support enriched learning experiences and opportunities for our pupils. Developing this approach will enable our children to build skills in transferring their learning to new situations and support them to:

- Become skilled in flexible thinking
- Apply concepts across subject areas and to life beyond school
- Adopt multiple points of view in problem solving
- Select which skills and knowledge are required in unfamiliar situations
- Develop organisational skills, creativity, teamwork and the ability to apply learning in new and challenging contexts

There are considerable inter-relationships between subjects and this is reflected in our planning, teaching and assessment.

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 on our website.

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. In P1-3 this is a paper based profile and in P3-7 the profile becomes electronic. This profile is shared with Mackie Academy via GLOW.

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

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)

We understand that transitions especially at Pre-School, P1 and S1 stages can be anxious times for parents and pupils. At Johnshaven School we have arrangements in place to support transitions and these are outlined below.

5 Admissions

Nursery Admissions.

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

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

Primary Admissions

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

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

6 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>

a. Delayed entry to P1

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.

b. Transfer to Primary 1

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 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 a series of induction sessions 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.

c. Transfer to Secondary Education

Most children from Johnshaven School attend Mackie Academy in Stonehaven. (Telephone Number 01569 762071). Johnshaven School is part of the Stonehaven Community Schools Network.

An induction programme for P7 is in place to help ease the transition into S1. P7 pupils spend 3 days at Mackie 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 Mackie Academy where information will be shared and questions can be asked.

Liaison between Johnshaven Primary and Mackie Academy is very good. During the P7 year, pupils have many opportunities to join with P7 pupils from the other Stonehaven Community Schools Network. Transition art projects, sports festivals, trips, invites to the academy pantomime and other ad hoc activities are arranged for P7 pupils to get together.

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

Mackie Academy staff also visit our pupils in Johnshaven Primary where information is shared and questions can be asked. We have a secondary Additional Support for Learning teacher supporting our pupils every Thursday.

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

Placing request forms are available from the school office, area office or online see p9 for further information on placing requests.

Transitions between Stages

For some children, the thought of moving onto their next class/teacher can also be an anxious time. Again, we have structures in place to support these transitions. Teachers share planning and work together on school improvement projects helping to ensure a commonality of expectations and approaches. Time is arranged for teachers to hand over information regarding the learning needs of the pupils transferring from class to class. Around June of each year “step up” time is also arranged where pupils can meet their next teacher and their new classmates. 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.

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>

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

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

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

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

<http://dywaberdeenshire.org/>

Support for Children and Young People

9 Getting it Right for Every Child (GIRFEC)

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.

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

10 The Named Person Role

Prevention and early-intervention are seen as key to the GIRFEC 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 Named Person will be somebody already familiar with your child or young person, with responsibility to support them through an existing professional role in Universal Education or Health Services. The Named Person is currently made available on a national policy basis.

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 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.

Here at Johnshaven School the Named Person for your child/young person is: **Karen Johnstone – Head Teacher**

11 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/>

12 Meeting needs through Enhanced Provision

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. Aberdeenshire Council uses a Staged Intervention framework to assess and plan for meeting additional support needs through universal, targeted support. If parents have any questions about their child's additional support for learning, they should discuss these first with the class teacher or Head Teacher.

Local, direct support is how we meet pupils' needs initially, and all Aberdeenshire schools support pupils who have additional support needs (ASN). If parents have any questions about their child's progress or well-being at school, they should discuss these first with the class teacher or Head Teacher.

Some pupils who have more significant and/or complex needs, and may require support beyond their local school, can be supported flexibly through full-time or blended placement with an Enhanced Provision Centre or Community Resource Hub.

Staged Approach to Assessment & Intervention

In order to ensure consistency of practice to assessment and intervention, Aberdeenshire Education & Children's Service have developed a framework to support school decisions and practice around supporting children and young people. for more information go to:

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

13 Support for Learning

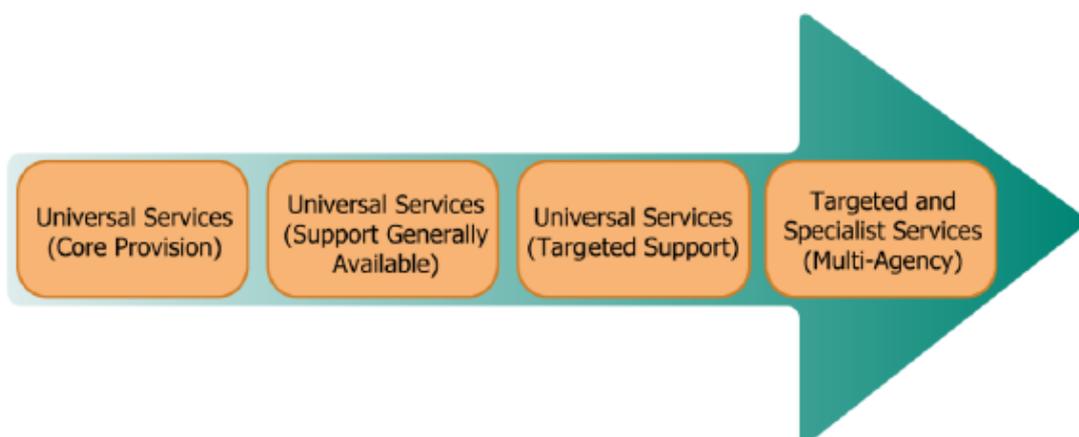
There are times when pupils may experience challenges with their schoolwork. This can be for a variety of reasons including specific learning difficulties, challenges with specific subjects, general learning difficulties or a period of absence.

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.

14 The Child's Plan

Around 70-80% of children and young people make their way from birth to young adulthood, and need nothing more than help provided by their families, communities, and the day to day support which is generally available from Universal Services.

The GIRFEC 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 smaller 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, looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

The Child's Plan will outline what action will be taken by the child, their family and professionals, and detail how these supports aim to help improve the child or young person's Wellbeing (using the Wellbeing Indicators: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included) and overcome any difficulties.

A copy of the plan will always be given to parents/carers, where appropriate to the child/young person themselves, and to any professionals providing support as part of the plan. Timescales will be set for actions, and the progress of the plan will be reviewed regularly, with a Lead Professional identified to help co-ordinate and manage any Child's Plan.

For further information about this process go to:

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

Information is also available on the Aberdeenshire GIRFEC Website:

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

15 Child Protection

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

Within **Johnshaven 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 **Johnshaven School** the designated officer is: Karen Johnstone

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 is everyone's business, go to:

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

16 Further Information on Support for Children and Young People

The following websites may be useful:

Getting It Right For Every Child (GIRFEC)

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

Aberdeenshire Council

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

Support for All

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

Enquire

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

Parent & Carer Involvement

Here at Johnshaven 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 GIRFEC 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.

17 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:

18 Communication.

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

- Use of Groupcall to text and email
 - School Website:
 - Social Media:
 - Newsletters:
 - Events
 - Praise system
 - Class dojo
 - Open days/mornings/afternoons – Welcome in Wednesday and Meet the Teacher
 - Headteacher clinics – Find Out Friday
-

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. This calendar can be found on our website.

19 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.

20 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 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 Karen Johnstone – Head Teacher

21 Learning at Home

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

You can also the access the range of home learning materials on:

<https://www.aberdeenshire.gov.uk/schools/parents-carers/involvement/homeschool-partnership-early-intervention/>

22 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 – Friends Of Johnshaven**, 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 Lynne Denny – fojohnshaven@gmail.com or Karen Johnstone, Head Teacher Karen.johnstone@aberdeenshire.gov.uk for more information about getting involved in the Parent Council.

23 Collaborating with the Community

Johnshaven 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.



School Policies and Useful Information

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

All Aberdeenshire Council Education policies can be found here:
<https://www.aberdeenshire.gov.uk/schools/additional-support-needs/pathways-to-policy-supporting-learning-in-aberdeenshire/>

24 Attendance

What pupils need to know:

Lateness. If you are late for the start of school, in the morning, after break or lunch, you must report to the school office. If a pattern of late coming is identified, parents will be informed.

Permission for absence from school. If at all possible pupils should arrange appointments with doctor/dentist out with of the school day. However when this is not possible.

If you are absent, your parents or carers should contact the school on the day of absence either by telephone or email to inform the school you are absent. Unexplained absences will be referred to the Pupil Support Team. Pupils are expected to come to school on time.

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

What parents needs to know:

The maintenance of an accurate register of attendance is supported by:

A daily registration at the start of the day/before classes /registration period

Absences – If your child is unable to attend school please ensure that you contact the school on the day by telephone informing school that your child will be absent and the reason for the absence.

The school will organise work at home, wherever possible, for a pupil who is likely to be absent for a prolonged period due to illness.

The school follows the Aberdeenshire Attendance Policy:

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

Procedures for following up on pupil absence 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.

School Office

The school office is manned from 08.30 – 14.00 on Mondays and Tuesdays, 08.30 – 15.30 on Wednesday and from 09.00 – 15.30 on Thursday.

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.

Any visits to the school in person should be made through the main entrance (see map/plan at back of book). In line with Aberdeenshire Council's Health & Safety Policy, all visitors to school will be asked to sign in and must report to the school office before entering either classroom. If no one is in the office, the bell is diverted to the P4-7 classroom.

Arrival at School & Playground Information

Children are required to arrive on the school premises in the morning on, or a little before 8.55am so that they can enter school immediately on hearing the morning bell. Children should not arrive at school more than 20mins before the start of the school day. Parents should appreciate if children arrive before 8.40am staff are not always available. A member of staff however will be present in the school building for supervisory purposes between 8.40 – 9.00am and will be available to support pupils who require assistance. Should the weather be particularly foul, pupils will be allowed access to the building at 8:45 onwards but no sooner. We request that in bad weather arrival at school should be as near to the start of the school day as possible. Time prior to the start of the school day is planning and preparation time for teaching staff and therefore the supervision of pupils from 08:45 will be undertaken by our PSA. Pupils given access to the building prior to 9am are asked to get themselves organised in the cloakroom and then they can sit at their desks in their classroom. These procedures are in line with Aberdeenshire Policy.

School transport pupils, whose Parents/carers have no control of their children's arrival time, will be allowed into the building if the weather is excessively wet or windy. School transport will not drop off pupils more than 20mins before the start of the school day.

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.

Parents should not approach other children in the playground regarding issues or concerns. Any issues involving pupils should be dealt with through the school, if it is a school matter, or by speaking to the parent of the pupil concerned.

There is no legal requirement to have a member of staff in the playground area supervising at morning and lunch breaks where there are under 50 pupils.

If your child has an accident in the playground, he/she will be treated by a Pupil Support Assistant who is first aid trained. We will attempt to notify you by telephone of any serious injuries. However, where contact is not possible we may seek treatment from professionals where it is deemed necessary. Attempts will be made to contact you. (Please ensure that you keep the school updated of any change in your emergency contact details/new mobile phone number.) During poor weather conditions children are kept indoors at the morning interval and/or lunchtime. Pupils are supervised by the Pupil Support Assistants, assisted by senior pupils. At such times, children are expected to remain in their own class. It is helpful if pupils bring a puzzle book or a similar item which can be used on these occasions. In bad weather pupils who are at home for lunch should not return to school until five minutes before the bell.

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.

25 Holidays during term time.

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

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

26 Johnshaven School Dress Code

School Uniform

We encourage all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school. Sweatshirt orders are processed in the autumn and spring terms. A limited stock of sweatshirts and polo-shirts are 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.

School uniform consists of –

- school sweatshirt with school logo
- white or navy 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.

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

P.E. Kit, which should be kept in a gym bag, consists of:

- T-shirt
- standard length shorts
- socks
- gym shoes (preferably with Velcro or elastic fastening for younger pupils).

With regard to safety, the wearing of jewellery is actively discouraged in our school and is not permitted during P.E. 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 P.E. lessons. 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.

All clothing 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.

Some families may be entitled to a school clothing grant. More information about this can be found at the back of this book.

27 Clothing Grants

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

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

Pupil Belongings & Valuables

For each classroom the children have a space for hanging up their coats and gym bags and for storing packed lunch boxes. Each child will also have their own named tray for storing their belongings in class.

Valuables

The wearing of jewellery is discouraged in the school as it can get lost or add to injuries. The wearing of a watch is acceptable. Children who have pierced ears and need to wear earrings should wear studs as opposed to hoops or dangly ear rings.

Children should not bring electronic games or other expensive items into school.

Mobile phones are NOT permitted in school.

School Equipment

The school provides the books and equipment that your child will need to use in school, however children are encouraged to bring their own pencil case. We would suggest the following pencil case contents – HB pencil(s), a ruler, a rubber, a sharpener and some colouring pencils. Children will also require a school bag to carry their belongings to and from school. In Primary 1 children receive a 'Home Learning' bag for keeping homework jotters and reading books in. This helps to keep these resources in good order. Please note, should school books be lost or damaged, parents are requested to provide a replacement copy or pay the cost of such.

28 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.

29 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.

30 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/>

31 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

Parking

Parents/carers are requested to use the area at the front of the school on Seaview Terrace.

Children who walk to school should use the pupil entrance gate on Seaview Terrace. Children must never use the rear entrances from Back Road to gain entry to the school grounds unless they are accompanied by a parent/carer.

32 School Closure Due to Bad Weather or Other Emergencies

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

If children are at school...

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

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

If your child attends a 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. Headteachers will advise parents and carers using the following communication tools:

Outwith school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 15 mins from our website:

Northsound 1

FM 96.9

Northsound 2

MW 1035 kHz

BBC Radio Scotland

FM 92.4 - 94.7 MW 810 kHz

Moray Firth Radio

FM 97.4 MW 1107 kHz

North East Community Radio

FM 97.1 - 106.4

Waves Radio

FM 101.2

Original 106 FM

Twitter

<http://twitter.com/aberdeenshire>

Aberdeenshire Council Website

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

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

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

School Information Line

Tel: 0370 054 4999 then **021910**. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

33 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.

34 Changes 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 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.

35 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 £2.15 for a school meal unless they qualify for Free School Meals.

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

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

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

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

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

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

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

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

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

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. The children also have the option of buying something from the healthy 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.

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.

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.

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 exclusion policies for infectious diseases.

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 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.

Many pupils will, at some time in their school careers, need to take medication. For the vast majority this will be a short-term requirement, with pupils simply finishing a course of medication which has been prescribed for them by their family doctor. Wherever possible, parents are requested to ask for GP prescriptions which can be administered outwith the school day, i.e. in the morning and evening. Where this is not possible, parents are required to complete a signed Authorisation to Administer Medication form prior to school staff administering medications on parents' behalf. This policy also includes items such as Calpol, throat lozenges and cough mixture.

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.

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.

37 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

38 Educational Visits

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

39 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.

For further information go to:

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

40 (S) Education Maintenance Allowance

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

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

41 Comment, compliments and 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/>

42 Support for parents/carers

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

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

For local advocacy contact: KEEP

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

Scottish Independent Advocacy Alliance can be reached at:

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

Independent Mediation Services **KEEP**

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

Children 1st
15 Frithside Street
Fraserburgh
Aberdeenshire
AB43 9AR
Tel no 01346 512733
Fax no 01346 512810
Email fraserburgh@children1st.org.uk

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

www.sclc.org.uk

43 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.

44 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).

45 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.

46 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.

47 Parental Access to Records

SAR - Subject Access Request information

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

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

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

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

48 ScotXed

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

49 Information Sharing

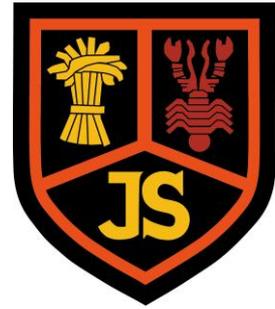
In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 1998 and Human Rights Act 1998 adheres to this as part of our current routine practice.

50 Freedom of Information

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

Appendix

SCHOOL HOLIDAY DATES



2017/2018

TERM 1	MONDAY 21 st AUGUST 2017	IN SERVICE - STAFF ONLY
	TUESDAY 22 nd AUGUST 2017	START OF NEW SESSION - PUPILS
	FRIDAY 13 th OCTOBER 2017	LAST DAY OF TERM 1

TERM 2	MONDAY 30 th OCTOBER 2017	START OF TERM 2
	MONDAY 13 th NOVEMBER 2017	IN SERVICE DAY
	TUESDAY 14 th NOVEMBER 2017	IN SERVICE DAY
	FRIDAY 22 nd DECEMBER 2017	LAST DAY OF TERM 2

TERM 3	MONDAY 8 th JANUARY 2018	START OF TERM 3
	THURSDAY 8 th FEBRUARY 2018?	OCCASIONAL DAY
	FRIDAY 9 th FEBRUARY 2018?	OCCASIONAL DAY
	MONDAY 12 th FEBRUARY 2018	MID TERM
	TUESDAY 13 th FEBRUARY 2018	IN SERVICE DAY
	WEDNESDAY 14 th FEBRUARY 2018	IN SERVICE DAY
	THURSDAY 29 th MARCH 2018	LAST DAY OF TERM 3
	FRIDAY 30 th MARCH 2018	GOOD FRIDAY

TERM 4	MONDAY 16 th APRIL 2018	START OF TERM 4
	MONDAY 7 th MAY 2018	BANK HOLIDAY (MAY DAY)
	FRIDAY 6 th JULY 2018	END OF TERM 4

SESSION 2018/19

TERM 1	MONDAY 20 th AUGUST 2018	IN SERVICE DAY
	TUESDAY 21 st AUGUST 2018	START OF NEW SESSION - PUPILS

Stats for attainment

Attainment information 2016-2017 PIPS/INCAS

Class 2016/ 2017	Subject	Below Average	Average	Above Average	Average or better
P3	Reading	12%	50%	38%	88%
P3	General Maths		67%	33%	100%
P3	Mental Maths	11%	78%	11%	89%
P3	Developed ability	0	45%	55%	100%
P5	Reading	0	80%	20%	100%
P5	General Maths	0	0	100%	100%
P5	Mental Maths	0	40%	60%	100%
P5	Developed ability	0	60%	40%	100%
P7	Reading	0	100%	0	100%
P7	General Maths	0	100%	0	100%
P7	Mental Maths	33%	67%	0	67%
P7	Developed ability	0	67%	33%	100%

Map of catchment area

<http://www.aberdeenshire.gov.uk/schools/parents-carers/school-info/choosing-a-school/>

Please note this includes forms for completion. These can also be obtained from the school or from the area office.

