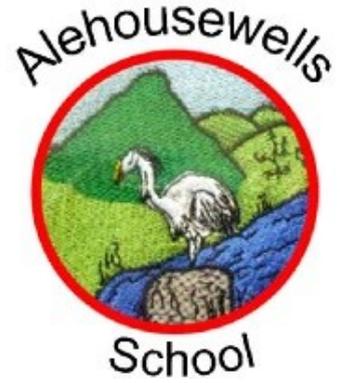


Alehousewells Primary School



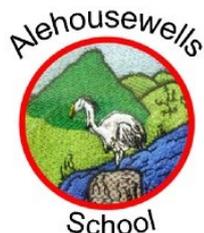
Handbook 2018/19



All information in this handbook is correct as of 30 November 2018

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Introduction to Alehousewells Primary School

Welcome to Alehousewells 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 the 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.

This Aberdeenshire Council handbook is designed to inform parents of as many aspects of life at Alehousewells Primary School as possible and has been written in response to School Handbook Guidance (Scotland) Regulations 2012.

We hope you find this handbook informative.
Please feel free to contact us with any suggestions for improvements.

Yours sincerely
Mrs Carol Hughes
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.

School Contact Details

Carol Hughes (Head Teacher)	01467 536910
Alehousewells Primary School	Email: alehousewells.sch@aberdeenshire.gov.uk
Bremner Way, Kemnay, Inverurie Aberdeenshire. AB51 5FW	Website: http://alehousewells.aberdeenshire.sch.uk
	Twitter: @alehousewells
Alehousewells School Parent Council	
Chairperson	Mrs P Buchan
Facebook Page	Alehousewells parents page
Parent Council email:	alehousewellsparentcouncil@gmail.com

Our Vision, Values and School Ethos

Vision Statement

Alehousewells School aspires to be a safe and supportive learning community where everyone is respected and can realise their full potential within and friendly and caring environment.

Aims

Alehousewells School aims to maintain and improve the quality and standards of caring, learning and achievement for **everyone**.

In so doing, we will:

1. Provide a broad, balanced and inclusive curriculum which encourages every child to be a successful learner. Promote and celebrate achievement and improve attainment.
2. Encourage each child to be confident in developing his/her potential. Nurture skills and interests for lifelong learning and personal fulfilment in order to effectively contribute to society.
3. Deliver a quality curriculum with effective leadership and enable all staff to develop their skills in a caring & supporting environment.
4. Support each child, academically, socially and emotionally. Encourage pupils to be responsible citizens through self-respect, respect for others within the school, the community and society.
5. Instil in pupils, parents/carers and staff a sense of identity, responsibility and pride in the school by providing a welcoming ethos where each person in the school community can work together in partnership.
6. Foster the ability to make healthy lifestyle choices and build resilience.
7. Create and maintain a safe and healthy environment for all children and adults in the school.

Context

Ethos and Life of the School

The village of Kemnay has a population of approximately 5000. Alehousewells School serves the catchment area on the north side of the village.

Alehousewells Primary School is one of two primary schools in the village. It is co-educational, non-denominational & provides education for approximately 140 pupils in Primary 1-7 and up to 60 children aged 2-5 in nursery.

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

Aspects of children's learning are developed through the Ethos and Life of the School. At Alehousewells Primary we are proud of our warm and welcoming ethos where all are valued. We work in partnership with parents to instil a sense of pride for our learners and demonstrate mutually respectful relationships. Children learn, that together, we have high expectations of behaviour, good manners, fairness, equality, inclusion and learning potential. Children also have opportunities to learn through a range of annual events that feature in the life of our school. Some examples of these are annual class assemblies to parents and visitors, annual class trips (including a biannual whole school trip to the pantomime at His Majesty's Theatre), a residential trip at P7 and First Aid Training from P5 – P7 to name but a few. These experiences are valued by our parents, and support for funding is provided by the Alehousewells School Parent Council.

ORGANISATION OF THE SCHOOL DAY

School Hours

9.00am – 10.40am	Morning interval	10.40am – 11.00am
11.00am – 12.15pm (P4-7)		Lunch 12.15pm-1.10pm
11.00am – 12.30pm (P1-3)		Lunch 12.30pm – 1.25pm
1.10pm – 3.15pm (P4-7)		
1.25pm-3.15pm (P1-3)		

Nursery Class Hours

This session, we are open from 8am – 6pm most days, as we are a trial site for the extended 1140 hours.

Our Staff Team

Head Teacher Mrs Carol Hughes

TEACHERS AND CLASSES FOR SESSION 2018-19

Nursery	Mrs M Morrison, Mrs B Milne, Mrs K Milne, Mrs A Morrison, Mrs C Crews, Mrs S Cassie, Miss A Black, Miss K Clark, Miss H Cook, Mrs L Montgomery.
Primary 1	Mrs S Bergin / Mrs K McLaughlin
Primary 2	Miss G Bremner / Mrs K Lindsay
Primary 3	Mrs L Gell / Mrs P Skinner
Primary 4	Mrs A Brooks / Mrs S Shortland
Primary 5	Mrs K More / Mrs J Alexander
Primary 6	Mr K Swanson / Mrs K Lindsay
Primary 7	Mrs J Fraser

Additional Support for Learning Mrs R.Seator / Mrs G Campbell

Office staff

Mrs S Selbie / Mrs L Smart



Curriculum

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

Our curriculum will be based around the four capacities of Curriculum for Excellence – to ensure our pupils are successful learners, confident individuals, effective contributors and responsible citizens. Our curriculum will also reflect the principles of curriculum design to ensure breadth, depth, personalisation & choice, challenge & enjoyment, progression, coherence and relevance. Therefore we will have a curriculum which we will adapt continuously over time to meet the needs of our pupils.

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

Curriculum Rationale and Design

This should be read in conjunction with Aberdeenshire's 3 -18 curriculum Policy <https://www.aberdeenshire.gov.uk/media/14033/3-18-curriculum-policy.pdf>

Purpose

The purpose of this document is to communicate –

- What our curriculum contains
- What learners can expect
- How our curriculum is delivered
- How the curriculum meets the needs of our learners

Curriculum for Excellence

At Alehousewells Primary School, we follow the Curriculum for Excellence. This is the national curriculum for Scottish Schools.

The purpose of our curriculum is to ensure that our learners develop the four capacities as described in Curriculum for Excellence. We support the children to develop the skills, knowledge and attributes to become:

Successful Learners.

Confident Individuals.

Responsible Citizens

and Effective Contributors to Society.

At Alehousewells Primary School, along with parents and the wider community we will work together to “Get it Right for Every Child”.

We aim to -

- keep children safe.
- promote the highest standards of mental, emotional, social and physical health and wellbeing.
- encourage active lifestyles and community involvement.
- provide a nurturing learning environment where children feel cared for.
- promote the highest standards of achievement for all and commit to lifelong learning.
- promote and expect respectful relationships between all in our school community.
- encourage responsible attitudes and behaviours taking account of children’s rights.
- support all to be inclusive and included and promote equality and fairness.

Totality of the Curriculum – Contexts for Learning

Our curriculum is designed to take account of the four contexts for learning.

These contexts are – Ethos and Life of the School, Curriculum Areas and Subjects, Interdisciplinary Learning (IDL) and Opportunities for Personal Achievement.

Curriculum Areas and Subjects

We plan curricular learning under the following subject headings –

- Language and Literacy (including Modern Languages)
- Mathematics and Numeracy
- Health and Wellbeing
- Science
- Social Studies
- Religious and Moral Education
- Technologies
- Expressive Arts

Interdisciplinary Learning

At Alehousewells Primary School, we provide opportunities for interdisciplinary learning (IDL) which allow children to make connections between different aspects of the curriculum. Carefully planned interdisciplinary learning opportunities, support children to deepen understanding, and develop their skills in relevant contexts.

Learning through IDL contexts supports the development of skills for learning, life and work focusing on literacy, numeracy and health and well-being. This is a key entitlement of Curriculum for Excellence. <http://www.gov.scot/Publications/2008/06/06104407/4>

Opportunities for Personal Achievement

Throughout their time at Alehousewells Primary School we place high value on learners’ personal successes. Recognising and supporting wider achievement provides children with a sense of satisfaction and helps to build motivation, resilience and confidence. We celebrate successes through assemblies, newsletters, stickers, certificates and achievement boards. Our house points system also recognises a wide range of

achievements and the house trophy is awarded annually to the house with the most points. Parents also communicate wider achievement via Home School Folders.

Design Principles

When planning learning, the following design principles are applied to help ensure that we “get it right” in terms of children’s learning needs.

Challenge and Enjoyment – At Alehousewells Primary School we provide our learners with appropriately challenging experiences that are active and engaging for all. We have high expectations of learners’ attainment and achievement taking into account the needs and abilities of individuals.

Breadth – We plan to ensure learners have the breadth of curricular experiences.

Progression – Taking account of prior learning and specific needs, we plan for continuous progression for our learners. Resources are reviewed and refreshed as part of our self-evaluation process to help ensure ongoing progress. School tracking and monitoring processes help us focus on continuous improvement and the use of Aberdeenshire’s progression frameworks provide benchmarks of learning across the curricular areas. Our transition arrangements also support continuous progression for our learners.

Depth- We provide our learners with experiences that allow them to learn in enough depth across the curricular areas, so that they can confidently apply their learning in different contexts. We encourage our learners to be creative and independent thinkers and use Little Learners, Mindfulness and Cooperative Learning techniques to support this.

Personalisation and Choice – Within our curriculum framework, we provide opportunities to ensure that our learners are involved in what they learn and how they learn according to their individual interests and needs. Through topic work in particular, pupils identify what they want to learn and are given choices about how they present their learning, taking account of individual needs, learning styles, aptitudes and talents.

Coherence – We ensure a coherent learning experience for our pupils, linking appropriate curricular areas and deepening understanding e.g. learning about body systems through PE, HE and Art and Design.

Relevance - We ensure that our learners are exposed to relevant curricular experiences, helping them to identify how their learning will provide strong foundations for future life and work. We encourage children to be reflective learners, identifying when and how they will use what they have learned in later life.

<http://www.educationscotland.gov.uk/learningandteaching/thecurriculum/howisthecurriculumorganised/principles/>

Learning Teaching and Assessment

Staff at Alehousewells Primary School have a shared understanding of effective learning and teaching approaches, and engage regularly in career long professional learning to continually enhance our practice. We use a wide range of stimulating and supportive learning environments and creative teaching approaches to motivate and enthuse learners and promote enjoyment of lifelong learning. We provide active learning experiences for all children at all stages, encouraging independent thinking and pupil engagement with the learning process. We differentiate our learning and teaching resources and approaches, to provide an appropriate pace and challenge in learning for all.

We set high, yet achievable targets for pupil learning, and closely monitor, assess and track progress. We use school based, authority and other management information systems to support us with the analysis and use of this information. We use a variety of assessment techniques, and focus on providing quality feedback to learners, supporting next steps in learning. We encourage our learners to self and peer assess with an ongoing focus on improvement. Assessment for Learning approaches (AfL) directs our practice. We gather a range of evidence on what learners make, say, write, and do, and this, combined with learning conversations, standardised assessment results and professional

judgement, support us to provide reliable evidence for reporting on progress and achievement to pupils and parents. We regularly engage in moderation activities with a range of colleagues to ensure that we are promoting the highest standards in learning. Where there are barriers to children's learning progress, we use GIRFEC assessment tools and provide additional support for learning in line with Aberdeenshire's "Right Support, Right Place, Right Time" model.

<https://www.aberdeenshire.gov.uk/media/5854/rightsupportrightplacertime-aiguideforparentsproof3.pdf>

Self-Evaluation and Improvement Planning

At Alehousewells Primary School, there is ongoing professional dialogue about learning and how we might change aspects of practice to improve outcomes for children. Throughout the year, staff self-evaluate against key aspects of school improvement using a tool called "How Good Is Our School?" (HGIOS 4)

http://www.educationscotland.gov.uk/Images/HGIOS4_tcm4-870533.pdf

Based upon this self-evaluation, we identify strengths and areas for improvement, and produce an annual Standards and Quality Report and Improvement Plan which are shared and agreed with pupils, parents and senior officers at Aberdeenshire Council. The Care Inspectorate, (Nursery) Education Scotland and Her Majesty's Inspectorate of Education further support the school in identifying strengths and supporting improvement priorities.

Our Unique Identity

Staff, pupils, parents, (grandparents) and the wider community are proud of Alehousewells Primary School. We promote high standards of behaviour for all. We have a strong community spirit, and make very good use of our local environment for learning. The outdoor learning experience of our early stages pupils is one example. Visitors frequently comment on our happy and welcoming school and on our well-mannered, engaged and enthusiastic learners. Pupils value their large outdoor play area and play equipment. Pupils are involved in school improvement, and often make suggestions regarding this. Pupils and staff thoroughly enjoy their school meals, with Shirley's chicken pie being a firm favourite.

We have a very strong staff team with a broad skills base, who work very well together to support and nurture our learners. Leadership is promoted and recognised at all levels, with all staff sharing responsibility for the leadership of learning. Staff enjoy working at Alehousewells Primary School. We are very well supported by our parent body, who help underpin learning through the life of the school in a wide variety of ways. We value our Parent Council, and our school volunteers who support us regularly in 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 Alehousewells Primary School the first foreign language will be French. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). 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 Curriculum for Excellence including information for parents, can be found at: [https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence?](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence?)

More 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. A wide range of assessment techniques are used in school depending on what is being assessed and the reason for the assessment e.g.

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

Progress will be evidenced using a variety of approaches that best reflect the learning that has taken place, and will track the skills that your child or young person is developing.

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

<https://standardisedassessment.gov.scot/>

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

Parents will be informed of progress:

- through Home School Folders
- through class assemblies
- through school and class newsletters
- through parent consultation events and other meetings
- through curriculum/learning events/parent workshops
- through the pupil progress reports (March)
- Individual Education Plans and associated documents
- Parents and carers are encouraged to contact the school at other times throughout the year to discuss their child’s progress.

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

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

Transitions (Moving On)

At Alehousewells Primary School, we understand that transitions can be anxious times for pupils and parents. We recognise particular anxieties at pre-school, P1 and S1 transition times.

We plan carefully to ensure that transition experiences are positive, that prior learning is built upon, and that any additional support needs are communicated. We work with parents and other agencies to help ensure we “Get it Right” for every child.

For families joining our nursery we hold open days, parent meetings, phased induction and welcome packs.

Prior to starting P1, we visit pupils in their pre-school settings, arrange a series of induction meetings for parents, hold Moving up Days for pupils and provide cross curricular induction packs. In addition to this, P7 buddies are linked with P1 pupils, and help to explain the day to day life of the school to pupils and parents (playtimes, lunches, lining up etc). P1 pupils also experience a 2 week phased entry into P1.

We begin our transition to Kemnay Academy in Primary 5, where pupils are invited to annual events at Kemnay Academy. The pupils take part in a series of events where they begin to get to know their future peer group from across the neighbouring cluster schools – Kemnay, Kinellar, Midmill and Kintore.

Prior to starting S1, pupils, parents and staff (primary and secondary) meet to ensure that learning, and any additional support needs are communicated. Where involved, other agency partners (e.g. school nurse, educational psychologist) are invited to support this transition process.

Between stages, pupils have opportunities to meet with their new teachers before the summer break. Teachers communicate learning and additional support needs information between stages. P7 pupils also put together a learning profile and learning passport which help S1 staff to provide appropriate support to meet learning and other needs.

At all points of transition, effective partnership working and progression frameworks help to ensure that needs are met, and that learning is a continuous process from 3 – 18.

Visit Parentzone for more information about transitions:

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

3 Admissions

Nursery Admissions.

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

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

Primary Admissions

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

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

4 Placing requests & School Zones

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

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

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

<https://aberdeenshire.gov.uk/media/22768/out-of-zone-placing-request-policy-may-18.pdf>

<https://aberdeenshire.gov.uk/media/14819/electronic-placing-request-application-form-aug18.pdf>

5 Developing Young Workforce (DYW)

As part of the curriculum at Alehousewells Primary, pupils will develop skills for **learning, life and work**. These skills are used by pupils in all areas of the curriculum.

What is a skill?

There are various definitions of 'skills'. Broadly, a skill might be usefully defined as an activity that a learner undertakes, can do again, can apply to different circumstances and can improve over time.

Skills for Learning

- Knowledge/ Information
- Understanding
- Application
- Analysis
- Synthesis
- Evaluating
- Systems thinking
- Creativity

Skills for Life

- Literacy
- Numeracy
- Health and Wellbeing
- Enterprise
- Learning for sustainability
- Digital Literacy
- Creativity

Skills for Work

- managing time
- planning and organising
- communicating (oral and written)
- solving problems
- undertaking tasks at short notice,
- working with others
- thinking critically and creatively
- learning and continuing to learn
- taking responsibility for own development
- managing and being managed by others

More detail about these key skills can be found using the link below:

<https://www.npfs.org.uk/skills-in-a-nutshell/>

Throughout their time in school, from Early Years onwards, all pupils will have an opportunity to engage with employers, through experiences like workplace visits, career talks, employability events and courses, work experience and curriculum based activities. They will also have the opportunity to learn about further and higher education, and the work done by training providers, as well as different career pathways into employment.

Further information for parents can be found on the Aberdeenshire DYW website:

<http://dywaberdeenshire.org/parents/>

For more information about Skills Development Scotland go to: <https://www.skillsdevelopmentscotland.co.uk/>

Support for Children and Young People

6 Getting it Right for Every Child

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

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.



7 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).

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

The Named Person can help by:

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

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 Alehousewells Primary School the Named Person for your child/young person is: Carol Hughes.

8 Educational Psychology

The Educational Psychology Service (EPS) provides a service across Aberdeenshire from pre-birth to 24 years old. We work with children, young people, families, educational staff, local authority colleagues and a wide range of other professionals including health professions, social work, early years partner providers and post school training and education providers.

When there are concerns about a child or young person's learning or wellbeing, an Educational Psychologist can support others to problem solve their way through potentially difficult and complex situations. Consultation with people who know the child best forms the basis of Educational Psychology assessment. Its purpose is to explore and understand the concern, and support people to come up with solutions that will work in that particular context. The EPS also offers a range of services that help improve learning and wellbeing for all children and young people. We do this through action research, development work with schools, training, and contributing to strategic developments.

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

9 Enhanced Provision & Community Resource Hubs

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

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

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

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

10 Support for Learning

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

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

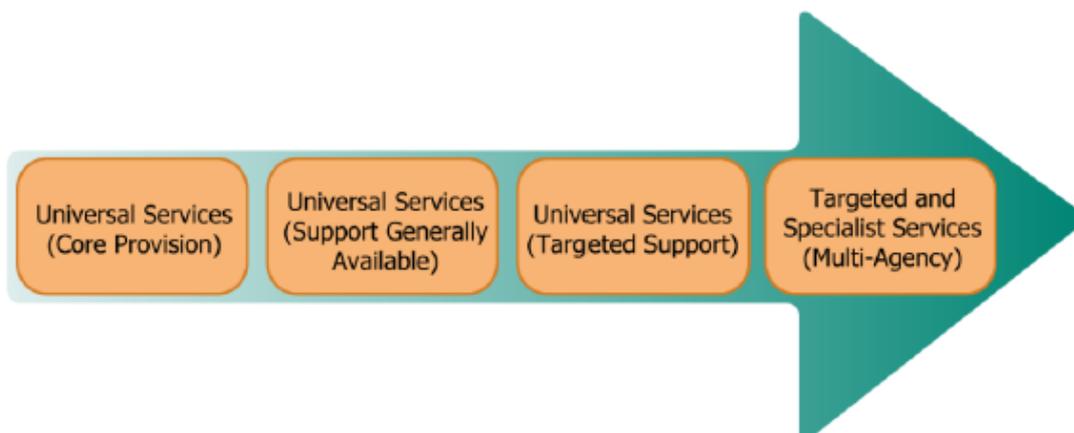
- Missing school because of an illness or long-term condition
- Having a physical disability
- Being a young carer
- Communication difficulties
- Being particularly able
- Changing school a lot
- Being looked after or in care
- Difficulty in controlling behaviour
- Having a difficult family situation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

Each school cluster has an allocation of Teachers of Additional Support for Learning (ASL) who are employed to support pupils with additional support needs. They work across each cluster in primary and secondary. In partnership with school staff, parents and other professionals (if appropriate), they identify barriers to learning, assess children's needs and support learning and teaching through a relevant curriculum.

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

11 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.

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/parents-carers/girfec-for-parentscarers/>

12 Child Protection

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

Child Protection at Alehousewells Primary

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

"All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children is paramount".

Protecting Children and Young People: Framework for Standards, Scottish Executive 2004.

Protecting children and young people is a priority for Aberdeenshire Council and here at Alehousewells Primary School. We believe that it's everyone's job to ensure that children are kept safe. We take this responsibility very seriously. Our staff engage with Child Protection training annually and are fully aware of our obligations and duty of care towards our children and their families. Schools are required to report any suspected child abuse to appropriate services such as Police Scotland and Social Work. 'Child protection means protecting a child from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect.'

Categories of abuse include:

- Physical Abuse
- Neglect
- Emotional Abuse
- Sexual Abuse

(From the National Guidance for Child Protection in Scotland 2014)

Within Alehousewells Primary School we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to follow the Child Protection Procedures laid out for Education.

This may mean that the child is referred to Social Work, the Police or the Children's Reporter.

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

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

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/>

A comprehensive set of guidelines provide all staff and volunteers who come into contact with children with the essential information about protecting children from harm. Where parents or a member of the public have concerns about the safety or protection of any child they can contact:

The school and ask to speak to the head teacher or a senior member of staff;

Police Scotland by dialling 101 (This number is in operation at all times)

or

The local Social Work Office by dialling one of the numbers below during office hours or if calling during evenings and weekends 08458400070.

Aboyne	013398 87096
Banchory	01330 824991
Banff	01261 812001
Ellon	01358 720033
Fraserburgh	01346 513281
Huntly	01466 794488
Inverurie	01467 620981 01467 625555
Alehousewells	01467 532888
Laurencekirk	01561 376490
Peterhead	01779 477333
Portlethen	01224 783880
Stonehaven	01569 763800
Turriff	01888 569260
Evenings and weekends	08458400070

13 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 and Engagement

In Alehousewells Primary School we recognise that parents are the single most important influence on their children's development, learning and achievement. The involvement and engagement of parents in their children's learning is recognised as a key element in raising attainment, through support, help and encouragement given at home and whilst at school.

14 Parental Involvement

Parental involvement describes the ways in which parents can get involved in the life and work of the school. Parental involvement includes parental representation in the development of policies, improvement plans and key decisions. It can include involvement in the life and work of the school. Parental involvement can also include help with homework and on-going, two-way communication between home and school.

15 Parental Engagement

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

16 Communication

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

Use of Groupcall to text and email

School Website: <http://www.alehousewells.aberdeenshire.sch.uk>

Social Media: Twitter: <http://twitter.com/AlehousewellsS>

Newsletters:

Special Events

Class Assemblies

Open days/mornings/afternoons

School reports

The school calendar highlights planned opportunities where we welcome you into school for events, and opportunities to talk about your child's progress, wellbeing and behaviour (see Appendix 3).

17 Learning at Home

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

18 Alehousewells School Parent Council

The Parent Forum is a collective name for all parents, carers or guardians in the school. The Alehousewells School Parent Council is a group of parents selected by the Parent Forum to represent the views of all parents, carers and guardians in the school. The Parent Council works with the school to support learning and teaching, school improvement and parental and community engagement.

Our Parent Council is a very active fundraising group for the school, organising a variety of events.

Contact the Chairperson, Paula Buchan, or Head teacher for more information about getting involved in the Parent Council or email: alehousewellsparentcouncil@gmail.com

See Appendix 1 for members of the Parent Council for session 2018-2019.

19 Parents and School Improvement

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

- questionnaires and surveys
- consultation with the Alehousewells School Parent Council

20 Volunteering in school

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

- volunteering to share the skills and knowledge you have
- accompanying classes on trips
- helping children develop ideas about the world of work through learning about specific jobs
- supporting children and young people in the classroom
- supporting or leading extra-curricular activities

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

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

21 Collaborating with the Community

Alehousewells Primary School works with many local organisations, community groups and businesses to ensure our children and young people benefit from further resources, experiences and opportunities. If you are interested in working with the school, please contact the Head teacher.

Policies and Useful Information

All Aberdeenshire Council Education policies can be found here:

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

22 Attendance

What pupils need to know:

ARRIVAL AT SCHOOL & PLAYGROUND INFORMATION

Parents are advised not to send children to school before **8.45 am** as teachers are preparing work in their classrooms and there is no supervision of the children. Children will have access to the cloakrooms/toilet areas, but not to the school unless the weather is very wet or windy. In very wet or windy weather, the children will then be taken into school where they will be supervised in the cloakrooms.

During morning and lunch breaks the children are supervised by at least two members of staff in the playground. During morning and lunch breaks there is access to play equipment and general play areas, if the weather permits. Rotas for football allow equal access for all.

If your child has an accident in the playground and suffers a minor injury, he/she will be treated by a 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 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.

(Please ensure that you keep the school updated of any change in your emergency contact details/new mobile phone number.)

Children's play areas are indicated on the school map/plan at the back of this handbook.

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

If pupils are late, children are expected to check in at the school office. Children who go home for school lunch should remain at home until **1.00pm for P4-7 / 1.15pm for P1-3** especially on cold, wet days. Children going home for lunch should sign out, then in again at the main school entrance. Your co-operation in this matter will help with the supervision of the children who remain at school.

At the end of the school day, all pupils can be collected outside the 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.

For security reasons, the outer school doors will be automatically locked once children are inside school at the start of the school day and at the end of the school day.

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. Parents should note their responsibility to ensure packed lunches have a cold pack included. 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, mobile phones or other expensive items into school. Should parents request that their child be allowed to take a mobile phone into school for use after school, the pupil will hand it in to the office first thing in the morning and collect it at the end of the day.

SCHOOL EQUIPMENT

The school provides all of the books and equipment that your child will need to use in school, however many children like to bring their own pencil case and equipment. Children will also require a school bag to carry their belongings and equipment to and from school.

In P1 children receive a 'book bag' for keeping homework jotters and reading books. This helps to keep these resources in good order. We ask that pupils and parents care for these. Please note, should reading or library books be lost or damaged, parents are requested to pay £3.00 towards the cost of a replacement.

Attendance

What parents needs to know:

PUPIL ABSENCE PROCEDURES

It is important that staff and parents continue to work together to develop and improve arrangements for monitoring the care and welfare of all children and young people.

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

Attendance and Absence Procedures

- 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.
- 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.

The school follows the Aberdeenshire Attendance Policy:

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

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

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

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

Children who arrive late for school are required to sign in at the school office.

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.

If your child becomes ill during the course of the school day, we will contact you, or your designated emergency contacts. It is vital that you keep the school informed of any changes in contact details.

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.

23 Holidays during term time.

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must inform the Head Teacher. This will be recorded as unauthorised absence though there

may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For annual holiday dates for Aberdeenshire schools please see the section at the back of this book, contact the school office or go to:

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

24 Alehousewells Primary School Dress Code

We encourage all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school.

School uniform consists of – a school sweatshirt / cardigan / hoody with the school logo in red, a white polo shirt worn with black, navy blue or dark grey trousers/skirt and black/dark school shoes(children should not wear high heeled shoes as these cause safety concerns). We appreciate your cooperation in support of this.

We can also provide 'nearly new/recycled' sweatshirts for parents who would wish to make use of these.

We try to ensure that the children get access to outdoor playtimes for fresh air and exercise. Please consider the changeable nature of weather conditions and provide your child with appropriate outerwear and footwear to suit.

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.

P.E. kit should be kept in school during the week and taken home for a week-end wash.

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 who 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.

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.

For information about nursery sweatshirts and clothing suggestions see separate nursery handbook.

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

Sweatshirts, cardigans and polo shirts with the school logo may be purchased from DFS, 13 High Street, Inverurie, online at Tesco: www.tesco.com.ues or Above All Designs: www.abovealldesigns

25 Clothing Grants

Some families may be entitled to a school clothing grant of £100 per year. More information about this can be found at:

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

26 Transport

In order to qualify for free Home-to-School Transport, Primary school pupils must reside more than 2 miles from and attend their zoned school whilst Secondary school pupils must reside more than 3 miles from and attend their zoned school.

These distances are the shortest available route from the pupil's house to the school gate and can take into account main roads (including dual carriageways), tracks and paths. Application forms for free transport, Form PTU100 can be obtained from the school office.

27 Privilege Transport

Transport provision is also made available for pupils who are not entitled to free transport. Privilege transport is provided on school transport services subject to spare seating capacity, at a fixed annual charge. Discounts are available for pupils in receipt of the clothing grant, and to families with 3 or more children travelling to the same school.

As School Transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport, Privilege Pupils are required to meet the bus on the existing bus route. For further information and application forms, see the Council website.

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

Alternatively, copies of Privilege forms or further information can be requested by emailing: school.transport@aberdeenshire.gov.uk

28 Early Years Transport

Transport to early years' 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.

29 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

30 School Closure & Other Emergencies

School Information Line

Tel: 0370 054 4999 pin 021950. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

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 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 by contacting the school office.

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:

- **Groupcall/Text**

School Information Line: Information Line 0370 054 4999 - pin number 021180
(Please do not use this line to leave messages for the school.)

- **Aberdeenshire Council Website**
<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

Out with 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

Waves Radio
FM 101.2

Northsound 2
MW 1035 kHz

Original 106 FM

BBC Radio Scotland
FM 92.4 - 94.7 MW 810 kHz

Twitter
<http://twitter.com/aberdeenshire>

Moray Firth Radio
FM 97.4 MW 1107 kHz

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 updates their closure status:

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

31 Storm Addresses

When there has been a 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 parent's responsibility to inform school about any pupils who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

32 Change of address and Parental Contact Details

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

33 Anti-bullying Guidance

What is Bullying?

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

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

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

What will the school do about it?

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

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

More information can be found regarding anti-bullying guidance at

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

Copies of this school guidance can also be accessed via the School Office.

The document above has been updated in line with “Respect for All: The National Approach to Anti-bullying for Scotland's Children and Young People”.

<https://www.gov.scot/Resource/0052/00527674.pdf>

34 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 £2.30 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:

<https://www.aberdeenshire.gov.uk/schools/meals/online-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.

35 Healthcare & Medical

Every child's health and welfare is very important to the school. Parents who have any concerns should let school know by telephoning or writing in. Alternatively parents can inform the Health Visitor or their own GP. Parents are requested to let the school know of any hospital appointments.

Parents/carers are requested to keep children at home for 24-48 hours if the child has sickness or diarrhoea, flu-like symptoms or is clearly unwell.

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

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.

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.

Administering Medication

If your child needs medication to be administered during school hours, this can be arranged. Please ask in the office for the appropriate forms as these will need to be completed before administration can begin.

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.

36 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

37 Educational Visits and Residential Trips

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

Residential Trips at Alehousewells Primary

P7 Dalguise Trip

This is a 4 day residential trip and takes place in the first week of the last term of P7. The pupils stay at PGL's Dalguise centre and take part in outdoor activities such as climbing, abseiling, canoeing and raft building. See link below for more details.

38 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 Alehousewells Primary School some pupils currently receive tuition in violin and woodwind.

For further information go to:

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

39 Comments, Compliments & Complaints

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

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

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

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

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

40 Support for parents/carers

For more information on Support and Advocacy contact:

Enquire, Princess House
5 Shandwick Place
Edinburgh EH2 4RG

Helpline: 0845 123 23 03
Email: info@enquire.org.uk
Website: www.enquire.org.uk

For local advocacy contact:

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

Scottish Independent Advocacy Alliance can be reached at:

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

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

www.sclc.org.uk

41 Public Liability Insurance

Aberdeenshire Council holds third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claims Handling Agents and compensation is dealt with on a strict legal liability basis. This means that there is no automatic compensation, the Council has to be found negligent in order for any compensation to be offered by our Insurers and / or Claims Handling Agents.

42 School off Site Excursion Insurance

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

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

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers. Personal / individual cover is seen as a parental responsibility and it is your decision as to whether you feel it is appropriate to obtain this.

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

Duty of Care

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

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.

43 Data we hold and what we do with it.

As you are aware the new General Data Protection Regulations (GDPR (EU) 2016/769 came into force on Friday 25th May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

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

44 The information we collect from you

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

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

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

45 Your Data, Your Rights

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at: <https://www.aberdeenshire.gov.uk/online/legal-notice/>. Alternatively you can contact the Council's Data Protection Officer by emailing DataProtection@aberdeenshire.gov.uk or in writing at: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY. You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

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49 Legal Basis for Processing

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

50 Parental Access to Records

Access Requests are the formal process by which individuals can seek information held about them (or their children) by the council. The requests can be broad, in terms of everything that is held, or quite specific - everything held by a specific department, establishment, team or individual. We have a legal requirement to provide the information under the Data Protection Act 2018. An Access Request is wider than an Educational Record in that it will include all personal data held about a child not just their educational record. Further information can be found at:

<https://ico.org.uk/your-data-matters/>

The Pupils' Educational Records (Scotland) Regulations 2003 means that you can get access to your child's records. Details of the regulations and process for obtaining

information specific to pupils are available by contacting the school directly or can be found at:

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

51 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.

52 Information Sharing

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 2018 and Human Rights Act 1998 adheres to this as part of our current routine practice.





Statistics for Attainment P1, P4 and P7

Early level achieved by pupils in P1				
	Numeracy	Reading	Writing	Listening & Talking
Early Level	Almost All	Majority	Less than half	Almost All

First level achieved by pupils in P4				
	Numeracy	Reading	Writing	Listening & Talking
First Level	Less than half	Majority	Less than half	Most

Second level achieved by pupils in P7				
	Numeracy	Reading	Writing	Listening & Talking
Second Level	Less than half	Less than half	Less than half	Less than half

The following standard terms of quantity are used by Education Scotland

All	100 %
Almost all	91 - 99%
Most	75 - 90%
Majority	50 - 74%
Minority/less than half	15 - 49%
A few less than	15%

School Events Calendar & holidays

Please also find a link to the annual holiday calendar:

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

Alehousewells Primary Term 1 Session 2018-19 (Aug-Oct)

W/B	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
1☆ 20 AUG	In-service Day	P2-7 back to school	P1 Gp1 9.15-12.30	P1 Gp2 9.15-12.30.	All P1 9-12.30	
2☆ 27 AUG	Assembly 2.30		CAT (1) 3.30-5. Parent Council meeting 6.30		New P1 & parent lunch 11.30	
3☆ 3 SEPT	P1 in all day. Assembly 2.30		Stage Meeting (1), 3.30-5. Dalguise meeting, 6.30pm	Task Force 2.45.		
4☆ 10 SEPT	Assembly 2.30, announce House captains.		TMR meeting (1) 3.30-5. Parent Council AGM 6.30pm			
5☆ 17 SEPT	House meeting, 2.30		Cluster collegiate at Kemnay (1)	Buddies Disco		
6☆ 24 SEPT	Work done in folders week. Assembly 2.30		Resources (1) 3.30-5.			
7☆ 1 OCT	Folder of work sent home. Assembly 2.30 – Minister -Harvest	Parents' evening, 4-8pm	Cluster at Kinellar am	Task Force 2.45.		Tipsy tea party
8☆ 8	Sharing of folder of work, 2.30	Parent Council meeting 6.30			Last day of term. Dress as you please da	

OCT						
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W/B	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
15 OCT	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	
22 OCT	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	
9☆ 29 OCT	Assembly 2.30	PC Paige 9.30-10.30 P6 or 7.	Tempest here for indiv & family photos.	Halloween disco		
10☆ 5 NOV	Assembly 2.30, Minister - Remembrance	Cluster collegiate at Kintore (2)				
11☆ 12 NOV	IN-SERVICE	IN-SERVICE		Task Force 2.45.		
12☆ 19 NOV	Assembly 2.30	Stage meeting (2) 3.30-5.	Parent council meeting 6.30.			
13☆ 26 NOV	Assembly 2.30, Minister- Advent	Self-evaluation (1) 3.30-5.				Xmas fair 10-12
14☆ 3 DEC	Assembly 2.30	CAT (2) 3.30-5. Flu vaccines				
15☆ 10 DEC	Assembly 2.30	9.45 P1-3 Christmas show Dress rehearsal to P4-7 1.45 P4-7 Christmas concert dress rehearsal to OAPs and P1-3.	9.45 P1-3 Christmas show 6.30 P4-7 Christmas concert	9.45 P1-3 Christmas show 1.45 P4-7 Christmas concert		
16☆ 17 DEC	Celebration Assembly 2.15	P6 & 7 Christmas party pm	P4/5 Christmas party am. P1-3 Christmas party pm	Panto @ HMT 1.45	Last day of term. Church service, 10am	
24 DEC	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	

31 DEC	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	
W/B	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
17☆ 7 JAN	Assembly 2.30					
18☆ 14 JAN	Assembly 2.30	Parent council meeting 6.30.	CAT (3) 3.30-5.			
19☆ 21 JAN	House meeting, 2.30		TMR (2) 3.30-5.	Task Force 2.45.	8	
20☆ 28 JAN	M and M Cup, 2.15.	Cluster collegiate at Midmill (3)				
21☆ 4 FEB	STEM week Assembly 2.30	STEM week Internet Safety day.	STEM week	STEM week Disco	Occasional Day	
22☆ 11 FEB	MID TERM	IN SERVICE	IN SERVICE			
23☆ 18 FEB	Assembly 2.30, Minister/Mrs Hughes		Stage meeting (3) 3.30-5.	Task Force 2.45.		Soup & sweet
24☆ 25 FEB	Assembly 2.30, Minister/Mrs Hughes		Resources (2) 3.00-5.			
25☆ 4 MAR	Assembly 2.30.	Book fair arrives	Cluster at Kintore. CAT (4) 3.30-5.	World Book Day		
26☆ 11 MAR	Work done in folders week. World Book Day sharing	Book fair leaves. Cluster collegiate at Kinellar (4)			Reports issued.	
27☆ 18 MAR	Diversity week Folders of work home.	Diversity week	Diversity week	Diversity week Task Force 2.45. Parents' evening, 4-8pm	Diversity week	

	Celebration Assembly 2.30					
28☆ 25 MAR	Sharing of folder of work, 2.30			Dress as you please day.	Last day of term. Church service 10am	
1 APR	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	
8 APR	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	

W/B	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
29☆ 15 April	Dalguise. Assembly 2.30	Dalguise	Dalguise	Dalguise	GOOD FRIDAY HOLIDAY	
30☆ 22 APR	Assembly 2.30	CAT (5) 3.30-5.	Cluster at Kemnay Academy. Parent council meeting 6.30		Bingo night, 6.30pm	
31☆ 29 APR	Assembly 2.30	Stage meeting (4) 3.30-5.		Task Force 2.45.		
32☆ 6 MAY	MAY DAY HOLIDAY	Cluster collegiate at AHW (5)				
33☆ 13 MAY	P7 Dalguise Assembly 2.30	TMR (3) 3.30-5.				
34☆ 20 MAY	Health week Assembly 2.30	Health week Resources (3) 3.30-5.	Health week Sports Day	Health week	Health week	
35☆ 27 MAY	House meeting, 2.30	CAT (6) 3.30-5. Parent council meeting 6.30	Sports day reserve	Task Force 2.45.	M & M productions – The Jungle Book, 9.15, N-P7.	
36☆ 3 JUN	Occasional day	Work done in folder week.		Disco		

37☆ 10 JUN	Folder of work sent home. Celebration Assembly 2.30	CAT (7) 3.30-5.	Cluster at Midmill			
38☆ 17 JUN	Sharing of folder of work, 2.30	WTA (1) 3.30-4.30.	P1 parents' evening, 6.30pm			Summer Fair?
39☆ 24 JUN	Summer reading challenge Assembly 2.30	Self-evaluation (2) 3.30-5.		Task Force 2.45.		
40☆ 1 JUL		Presentation Assembly 9.30. Progress picnic 2.00.	Talent Show 9.30. Dress as you please day.	Thank you tea, 10.15.	LAST DAY OF TERM Church service, 10am	

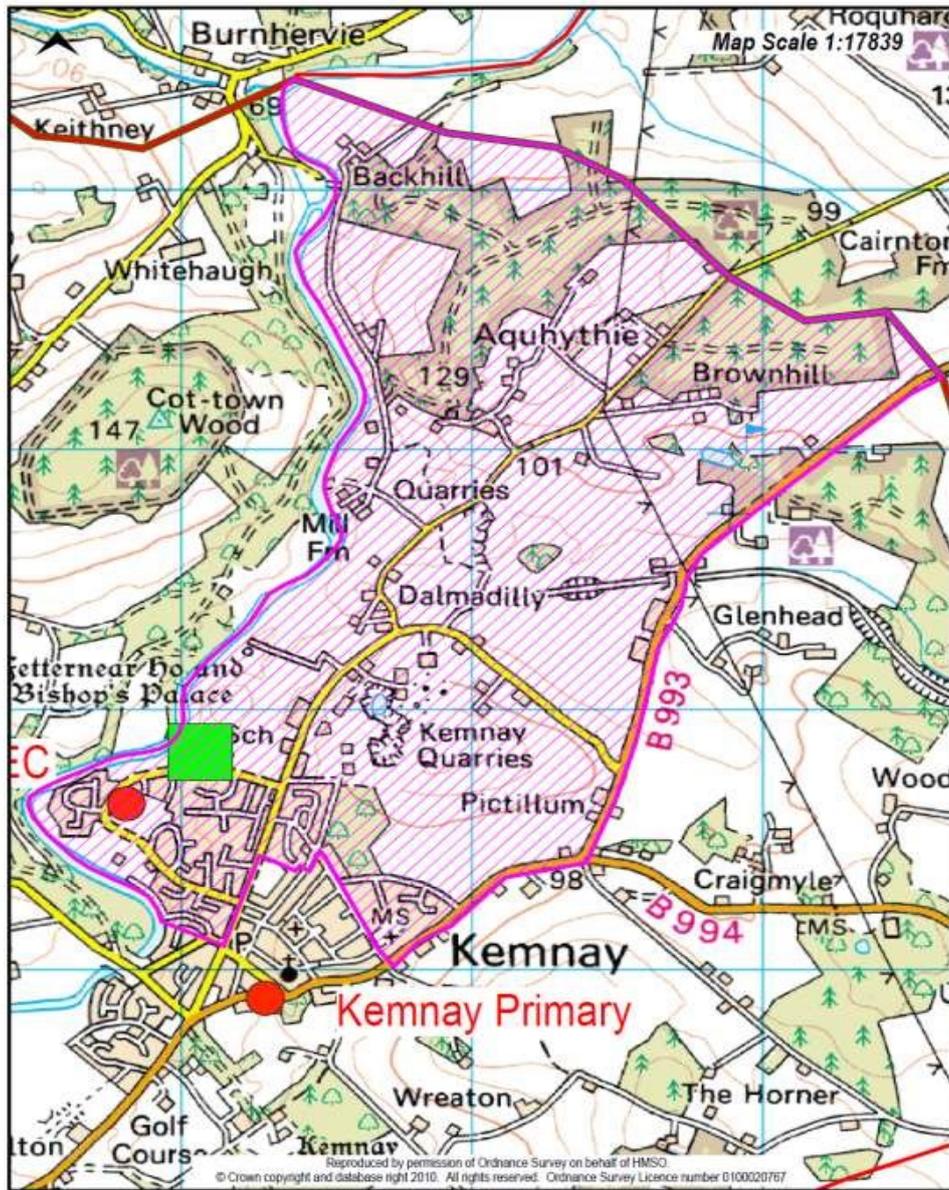
Reporting on Progress and Achievement

Alehousewells Primary School

Term	Type of Reporting
1	<ul style="list-style-type: none">• Face to face settling in meeting, parent and teacher, Tuesday 2 October<ul style="list-style-type: none">• Newsletter outlining learning for term ahead from each class• All written work to be done on paper and sent home at the end of a week for parents to see & comment upon, week beginning 24 September<ul style="list-style-type: none">• P1 - 3 Nativity – 12 & 13 December• P4 – 7 Show – 12 & 13 December
2	<ul style="list-style-type: none">• Newsletter outlining learning for term ahead from each class• All written work to be done on paper and sent home at the end of a week for parents to see & comment upon, week beginning 11 March<ul style="list-style-type: none">• Written report issued 15 March• Face to face meeting, parent, child and teacher, Thursday 21 March
3	<ul style="list-style-type: none">• Newsletter outlining learning for term ahead from each class• All written work to be done on paper and sent home at the end of a week for parents to see & comment upon, week beginning 5 June

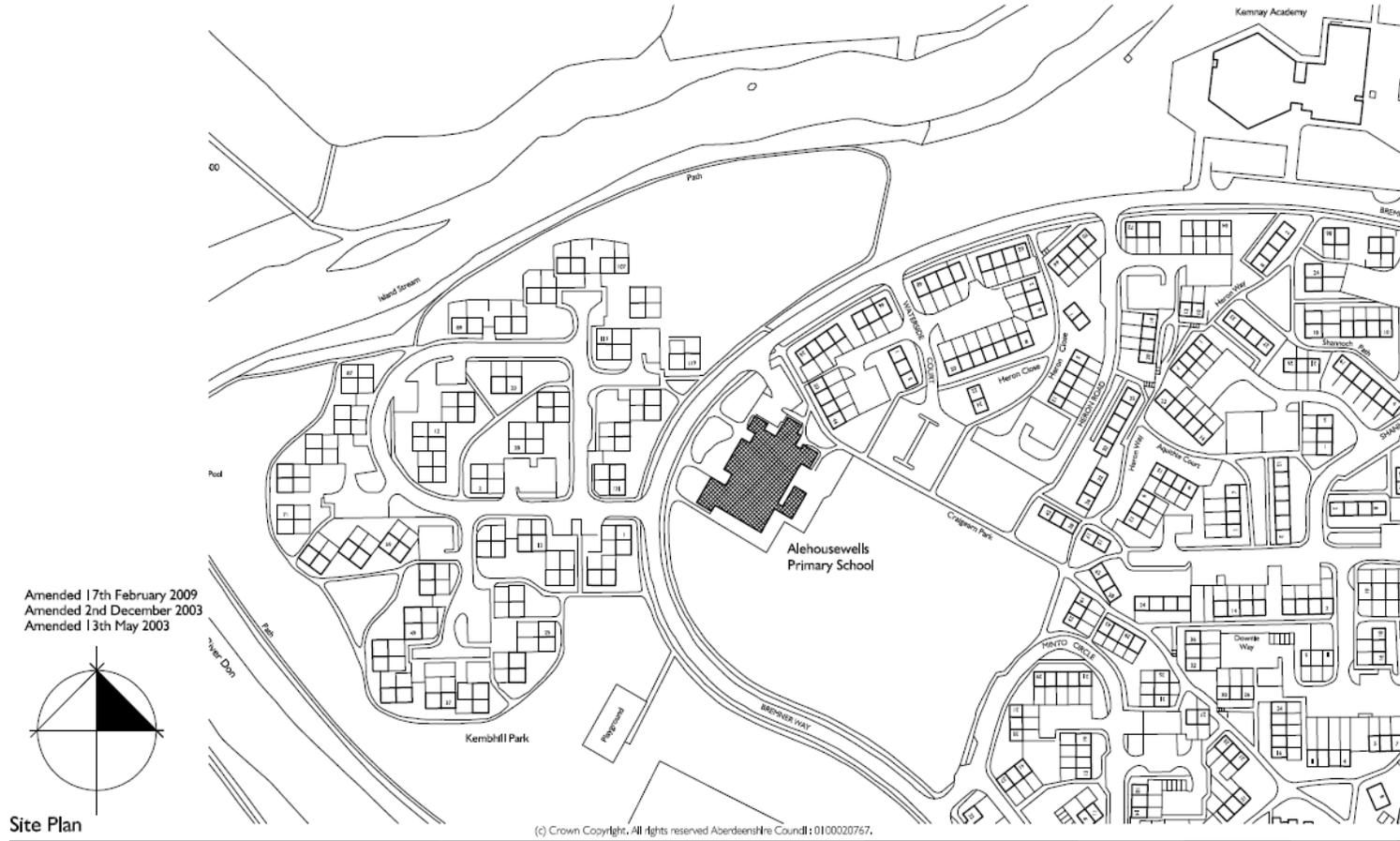
Map of Catchment Area and School

Alehousewells A4 PDF



Map of School and Grounds

THIS DRAWING IS FOR GENERAL REFERENCE PURPOSES ONLY. FOR PRECISE DETAILS REFER TO THE APPROPRIATE TITLE DOCUMENTS - CONSTRUCTION / SERVICE DRAWINGS.



Scale 1:2500 OS Ref Date Drawn 10 Mar. 99 By WES
 ASSET REGISTER DRAWING 1 of 1
 ALEHOUSEWELLS Prim. Sch. Dept Education
 PMS0010785 rs | Bremner Way Kemnay, AB51 5FW

Aberdeenshire  **Property**
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 Woodhill House Westburn Road Aberdeen AB16 5GB Tel. (01467) 620981

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