



From mountain to sea

Crathes School

Handbook

2017/18



WELCOME
TO
CRATHES
SCHOOL



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Introduction to Crathes School

Welcome to Crathes 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 warmth and team spirit. The education of a child is far too important to be left to a school alone. Parents have a very important part to play too. 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 Crathes School as possible.

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

Yours sincerely

Mrs Maureen Fraser
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 booklet is correct at the time of printing, it is possible that some items may change during the course of the year.

School Contact Details

Head Teacher: Mrs Maureen Fraser

School name: Crathes Primary School

Address: Crathes, Banchory, AB31 5QR

Tel. No: 01330 844505

Email: crathes.sch@aberdeenshire.gov.uk

Website: <http://crathes.aberdeenshire.sch.uk>

For further information about the roll and structure of classes please see page 6.

Crathes is a non-denominational school with a role of 36.

The school does not deliver the curriculum through the medium of Gaelic.

All Aberdeenshire Schools are co-educational, providing education for both boys and girls.

Adverse weather and emergency closure

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

Information Line 0370 054 4999 [School Pin 021500] (Please do not use this line to leave messages for the school.)

Please see page 33 for further information regarding adverse weather and emergency closures.

Local Area Office
Education & Children's Service
Aberdeenshire Council
Queen's Road
Stonehaven
AB39 2HQ
Tel: 01569 766960

Quality Improvement Officer
Mrs Julia Mathews
Aberdeenshire Council
Education & Children's Service
Queen's Road
Stonehaven, Aberdeenshire
AB32 2HQ

Contact details for Director of Education, Learning and Leisure

Mrs Maria Walker
Woodhill House
Westburn Road
Aberdeen
AB16 5GB
01224 665420

Crathes School Background Information

Crathes Primary School is situated in a pleasant rural area approximately four miles north east of Banchory. The catchment area is wide and sparsely populated.

The school comprises of two classrooms in the main school building, which was extensively refurbished in June 1991 and a temporary classroom in the playground, which was brought onsite in September 1992. There is also a small general-purpose room, dining room and a kitchen in the schoolhouse, which was refurbished for the use of the school in August 1989. In January 2004, the first floor of the schoolhouse was renovated to provide space for a library and an office. Within the school boundaries, there is a large playing field, a wildlife garden, picnic area and a tarred playground.

The current pupil roll of the school is 36. The projected roll for the next few years looks to be similar.

Crathes Primary School has four permanent teachers, one full time and three part time. There are two classes, P1-P4 in the main building and P5-P7 in the portacabin. We have an Additional Support for Learning (ASfL) teacher one day per week. There are also visiting specialist teachers who help with the teaching of Science, Art, Drama, French and P.E. A part-time School Administrator, two Pupil Support Assistants, a Canteen Assistant and a Cleaner, supports the teaching team.

The pupils travel to Drumoak Primary School or Crathes Hall for Physical Education in the winter months, as indoor facilities are restricted at Crathes School.

On leaving Crathes Primary School pupils transfer to Banchory Academy.

Representatives of Banchory Cluster Schools (which includes Banchory Academy, Banchory, Hill of Banchory, Crathes, Drumoak and Durriss Primary Schools) meet regularly to discuss joint initiatives particularly activities for P7 pupils to promote their transition from P7 to S1. We have strong links with the other two rural schools in the Banchory CSN, Durriss and Drumoak Primary Schools. We work together on some aspects of development planning, staff development and to provide opportunities for pupils to get together for a variety of activities.

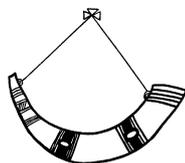
There are very good links with parents. There is an active Parent Council and a very successful PTA. There are regular parent helpers and parents also assist with a wide range of activities to support the work of the school.

The school is well supported by the local community and there are planned opportunities each year for community involvement.

The school is accredited at Commended Level as a Health Promoting School. Earlier in 2017 we were awarded our Fifth Green Flag and renewed our Fairtrade School status. We have also been awarded Recognition of Commitment for our Rights Respecting Schools Work.

Creating an ethos of achievement is central to what we do and we work hard to establish an environment in which all our pupils, staff and members of our community are able to fulfil their potential and expectations.

SCHOOL EMBLEM



During the 14th Century, Alexander Burnett was a follower of Robert the Bruce and was rewarded with an estate at Banchory and the post of Royal Forester of Drum. Legend has it that he received as his badge of office 'The Horn of Leys'. This horn still hangs in Crathes Castle and since Crathes School is located on Crathes Estate it was adopted as the school emblem in 1988 and appears on the school sweatshirts and T-shirts.

Our Vision, Values and School Ethos

Vision Statement

Inspiring learners to grow bright futures

Respect	Responsibility	Fairness	Achievement
<p>We aim to:</p> <ul style="list-style-type: none"> ➤ Foster mutual respect for others ➤ Celebrate diversity and promote equality ➤ Value, appreciate and care for our environment 	<p>We aim to:</p> <ul style="list-style-type: none"> ➤ Recognise our responsibilities towards each other and the wider world ➤ Deliver a relevant, challenging and engaging experience enabling all to reach their potential ➤ Develop skills for life and work 	<p>We aim to:</p> <ul style="list-style-type: none"> ➤ Provide a safe, caring, healthy and happy learning environment for all ➤ Ensure children can access any required support ➤ Encourage children to be considerate and kind to all 	<p>We aim to:</p> <ul style="list-style-type: none"> ➤ Encourage individual talents and an ethos of achieving all we can ➤ Celebrate success at every level ➤ Provide high quality learning experiences
 <p><u>Article 29</u></p> <p>Education must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.</p>	 <p><u>Article 13/14</u></p> <p>Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law. Every child has the right to think and believe what they choose and also to practise their religion, as long as they are not stopping other people from enjoying their rights.</p>	 <p><u>Article 30</u></p> <p>Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.</p>	 <p><u>Article 29</u></p> <p>Education must develop every child's personality, talents and abilities to the full.</p>

Curriculum

Within Crathes 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 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 & 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.

At Crathes School our curriculum will:

- Allow pupils to contribute to the ethos and life of the school community
 - Provide opportunities for personal achievement and supports all learners in developing skills for learning, life and work.
 - Have a continuous focus on literacy, numeracy and health and well-being with all staff having a responsibility to develop, reinforce and extend learning in these areas.
 - Provide opportunities for mixed-stage learning which is interest-based, coherent and relevant.
 - Provide a broad general education including all the experiences and outcomes, and Significant Aspects of Learning
 - Provide progression through the experiences and outcomes that is consistent with their learning needs and prior achievement.
 - Allow learning to be organised more flexibly to take into account personalisation and choice.
-

SENSITIVE ASPECTS OF THE CURRICULUM

Spiritual, Moral, Social and Cultural Values

The Development of Pupils' Values

In our school we are committed to providing appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values through both the ethos and the curriculum. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

We implement the Council policy for Equal Opportunities and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of age, race, religion, gender, sexuality or disability.

RELIGIOUS AND MORAL EDUCATION

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

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

The key human aspects of learning are supported by:

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

Our School Chaplain is at Banchory East Church and visits the school.
We also try to arrange opportunities for the pupils to visit the church.

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

:

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 Crathes 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.

Further Information

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

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

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

Policy for Scottish Education:

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

Early Learning & Childcare:

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

Broad General Education (Pre school – S3):

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

Senior Phase and beyond (S4 – 16+):

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

National Qualifications:

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

Assessment and Reporting

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In the Senior Phase pupils embark on the National Qualifications.

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

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

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

Transitions (Moving On)

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

Transfer to Primary 1

In order to support and ease transition into 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 and to find out about life in school and what you can do to support your child's transition into P1.

The induction process starts in your child's pre-school year, with P1 staff arranging to visit your child in their pre-school setting wherever possible in order to begin to get to know your child.

An Induction meeting is 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 the induction meeting, 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.

Transfer to Secondary Education

On completion of their primary education, pupils from Crathes School will normally transfer to Banchory Academy.

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

Liaison between Crathes Primary and Banchory Academy is very good. During the P7 year, pupils have many opportunities to join with P7 pupils from the other Banchory Community Schools Network. Transition activities such as Try a Sport Day, Science and Technology Day are arranged by the Academy for P7 pupils to get together.

In addition Crathes, Durris and Drumoak schools organise a wide range of transition activities and opportunities for all age groups enabling pupils to build friendships with their peers from the other small schools.

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. Banchory Academy staff also visit our pupils in Crathes Primary to get to know them in their own school setting.

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

Placing request forms are available from the school.

Visit Parentzone for more information about transitions:

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

2 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/>

3 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>

4 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

5 Getting it Right for Every Child

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

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



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

We know our pupils very well and we use this knowledge to ensure we get it right for every child. We are an inclusive school, with a nurturing ethos, and work hard to foster the talents and abilities of all our pupils.

Pupils requiring additional help are quickly identified and their needs are well met by our own staff or partner agencies. There are close links with a wide range of partner agencies. Where appropriate, IEPs are established and reviewed regularly in consultation with staff, pupil and parents. Regular review meetings and early transition meetings are organized for identified pupils, and pupils and their parents are supported in attending these. Parents of pupils with additional needs have the opportunity to meet ASL staff and learn more about the learning strategies that will help their child.

6 The Named Person

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

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Deputy Head Teacher and in Secondary School, the Named Person will be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

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

The Named Person can help by:

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

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

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

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

Here at Crathes School the Named Person for your child/young person is: Mrs Maureen Fraser.

7 Educational Psychology

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

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

8 Enhanced Provision & Community Resource Hubs

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

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning.

The enhanced provision centres and community resource hubs can offer outreach support to mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

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

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

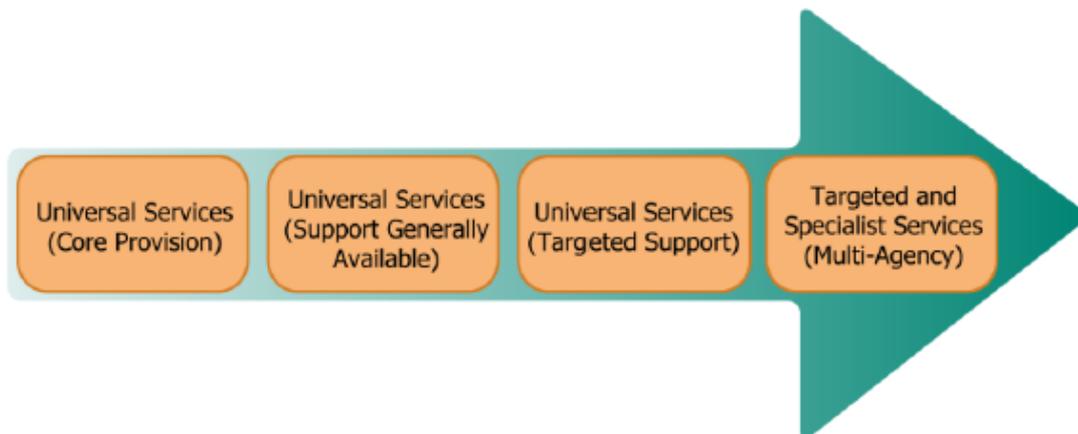
9 Support for Learning

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

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

10 The Child's Plan

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



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

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

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

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

Information is available on the Aberdeenshire Getting It Right Website:

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

11 Child Protection

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

Within Crathes 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 Crathes School the designated officers are: Mrs Maureen Fraser and Mrs Hazel Crowley

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

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

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

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

Police Emergency 999, Non-Emergency 101

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

If a young person tells you they are being abused:

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

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

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

12 Further Information on Support for Children and Young People

The following websites may be useful:

Getting It Right For Every Child (GIRFEC)

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

Aberdeenshire Council

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

Support for All

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

Enquire

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

Parent & Carer Involvement

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

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

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

Assessment and Planning

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

13 Our Parent Forum & Working with you as partners

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

14 Communication.

We are keen to maintain excellent and open communication links with parents and have a number of ways in which we do this.

Regular school newsletters are sent home detailing information about school events and activities. You are invited to use the attached comment slip to note any comment/suggestion, compliment or concern. These are responded to as and when necessary.

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

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

In term 1, you will be invited to attend a parent interview. This is a chance to meet and get to know your child's teacher and to share your knowledge of your child and your hopes for his/her progress and any additional support needs/relevant information. At this interview, the teacher will talk about your child's personal and social development as well as indicating any particular curricular development needs and strengths. The teacher will also share ideas as to how to help your child at home.

You will receive a written report on your child's progress during term 4, with a follow up parent interview.

Other means of communication include parent workshops, curricular evenings, concerts, performances, open days, the school website and the local and national GLOW website. The school website address is www.crathes.aberdeenshire.sch.uk.

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

15 Parenting

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

16 Volunteering

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

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

17 Learning at Home

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

www.crathes.aberdeenshire.sch.uk.

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

<https://www.aberdeenshire.gov.uk/libraries/other-information/online-information-resources/>

18 Decision-making and Developing Services

Reflecting our vision, values and aims, the school has a range of priorities that we work to improve on each year which are explained in our School Improvement Plan (SIP). To take forward some of those priorities we need parents views, ideas, opinions along with creating the opportunity to draw upon parents skills and strengths.

To enable this we have a series of working groups/focus groups which any interested parent is invited to be part of. We also regularly consult on key issues using a range of tools such as questionnaires.

Our Parent Council, which is a nominated group of parents that represent the views of the parent forum, works with us to ensure we understand how to most effectively involve parents in their children's learning and to support the school with our improvements. Contact the Parent Council Chairperson (Mrs Alice Foster) or Head teacher for more information about getting involved in the Parent Council or email: crathespc@gmail.com

19 Collaborating with the Community

Crathes 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 Promoting Positive Relationships, Health and Wellbeing Policy, Homework Policy etc. are published on the school website and can be found by clicking on the documents tab at the top. Please go to <http://crathes.aberdeenshire.sch.uk/>

All Aberdeenshire Council Education policies can be found here:

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

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).

SCHOOL ZONE

A map showing the school zone/catchment area is included at the back of this booklet. Please note that children who live within the school catchment zone for Crathes School are automatically entitled to a place in Crathes School. Please use the zone map to check whether or not you live within the Crathes School catchment. If you live out with the zone, the *Education (School and Placing Information) (Scotland) Regulations 2012* will allow you to request admission to the school. However out of zone admissions are not guaranteed and pupils out of zone are not entitled to free school transport. They are also not guaranteed a place at Banchory Academy and parents would need to submit a further placing request before transition to S1.

SCHOOL UNIFORM

The following guidelines on school uniform were agreed in June 1990.

Red Crathes School sweatshirt
White shirt or white T-shirt with collar
Navy trousers or skirts (including cord and denim)



School uniform is not compulsory and any clothing worn should be suitable for the particular season. However it would be appreciated if, on special occasions i.e. school outings and school photographs, school sweatshirts could be worn.

If the weather necessitates that boots have to be worn, please ensure that suitable indoor footwear is available. On snowy days the children should also have with them a change of socks and trousers or waterproof over-trousers.

Sweatshirts and T-shirts with the school emblem are available from www.schoolwearmadeeasy.com. Second-hand sweatshirts are available, please contact the school office for further information.

PE kit consists of, t-shirt, standard length shorts, socks, gym shoes all kept in a gym bag. Please note that we will use the playground and field as much as possible so tracksuits are advisable for outdoor PE lessons. PE kit should be kept on their cloakroom peg during school time as it could be needed at any time during the week.

With regard to safety, the wearing of jewellery (which we actively discourage) is not permitted during PE lesson. If your child has pierced ears, please ensure they can remove and replace earrings by themselves. Any child wearing earrings that cannot do this will be asked to put surgical tape over them for PE lessons. (Parents should provide a named roll of surgical tape for this purpose).

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.

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/>

SCHOOL EQUIPMENT

The school provides all of the books and equipment that your child will need to use in school, however pupils might like to bring their own pencil case and equipment.

We would suggest the following pencil case contents – HB pencil(s), a ruler – marked in centimetres, a pencil sharpener, an eraser and some colouring pencils.

All children will require a school bag to carry their belongings and equipment to and from school and an art shirt. (Preferably a waterproof art apron for P1-4 pupils suitable for water play, art and craft activities.)

Please note, should school books be lost or damaged, parents are requested to pay towards the cost of a replacement.

ARRIVAL AT SCHOOL & PLAYGROUND INFORMATION

Children should not arrive at school more than 20mins before the start of the school day. There is no legal requirement to have a member of staff in the playground area supervising the children where the school roll is fewer than 50. A member of staff however will be present in the school building and will be available to support pupils who require assistance.

8.40am is the earliest time we expect children to arrive at school. During inclement weather, your child should arrive at school just in time for the start of the school day at 9.00am.

School transport pupils, whose parents 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.

A member of staff supervises children in the playground during morning and lunch break times.

If your child has an accident in the playground, he/she will be treated by a member of staff and will be given a minor injury slip, 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. **(Please ensure that you keep the school updated of any change in your emergency contact details/new mobile phone number.)**

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.

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.

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

At the end of the school day, pupils who do not go home on school transport should be collected at the gate to the playground, pupils will not be allowed to cross the school car park unaccompanied. Please ensure your child knows who he/she is going home with if you have had to make alternative arrangements or if you are unable to collect your child. For the safety of your child(ren) please advise the school of any changes to arrangements.

SCHOOL OFFICE

All visitors are directed to the main door of the main school building where there is a bell. When the bell is rung at the main entrance it rings first in the office, which is in the schoolhouse, then if it is not answered (as we do not have a full time administrator) it will ring in the P1-4 classroom. The bell is answered and legitimate callers are directed to sign in and wear a visitor's pass badge (in line with Aberdeenshire Council's Health and Safety Policy).

DOOR SECURITY

All schools in Scotland have security doors fitted as standard. This is to ensure the safety of children and staff at work during the school day. Those accessing school premises **MUST** only do so through the security door system and you are reminded that this should be the only access you use when visiting the school.

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

PLAYTIME SNACK

Children should be sent with a snack to eat at their playtime break. Fizzy drinks and lollipops are not permitted in school. As a health promoting school, we encourage healthy options.

Children should not share their play piece with others in the playground as they may inadvertently cause another child to have an allergic reaction. (eg nut allergy – resulting in anaphylaxis.)

CAKES/TREATS

We request that cakes/treats for birthdays and special occasions 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 requirements.

EXTRA CURRICULAR ACTIVITIES

At Crathes School a range of extra-curricular activities is also provided. We rely upon the goodwill of staff and the support of parents in running these clubs. Information regarding current clubs (including those led by Active Schools) and extra-curricular activities will be communicated throughout the year via the school newsletter. A range of cultural, sporting and arts opportunities are offered as these become available.

20 Attendance

PUPIL ABSENCE PROCEDURES

Crathes 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.

ATTENDANCE AND ABSENCE PROCEDURES

Parents are responsible for ensuring that their children attend school regularly and arrive on time. They are also responsible for ensuring the safety of their children on their journeys to and from school except whilst on school transport where Aberdeenshire Council has clear guidelines about pupil safety.

Absence of pupils travelling on school transport must also be communicated to the bus company or (where known) the bus driver.

Regular and punctual attendance is linked closely to achievement and school staff would wish to work with parents to ensure that children can achieve fully. The school is required by law to maintain an accurate record of the attendance and absence of

each pupil and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

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 and safety of the individual child.

This will involve a phone call to the parent/carer soon after 9.00am. Repeated calls will be made until the child's whereabouts have been confirmed. If contact cannot be made the situation will be assessed and it may be thought necessary to inform the local social work department. In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

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

- If your child is unable to attend school through illness/other reason please telephone the school **before 9am** each day that your child is going to be absent.
- 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.
- 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 signed, dated note should be provided explaining the reason for absence and confirming the periods of absence.

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 out with the school day.

21 Holidays during term time.

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

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

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

22 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.

CAR PARK

In the interests of safety, parents must not drive their cars into the playground. Parents should park in the school car park and accompany their children to the school gate. All children are reminded not to go through the pedestrian gate and into the car park unless accompanied by an adult.

The two parking spaces next to the pedestrian footpath are dedicated for the use of the school buses. Staff will park on the opposite side of the car park and the remaining spaces are available for parents. Please park in such a way as to make the best use of the available space and also note all drivers are requested to reverse park.

23 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.

24 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/>

25 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

26 School Closure & Other Emergencies

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

If children are at school...

PARENTAL ROLE

We would like you to:

- Ensure your child wears appropriate outdoor clothes throughout the winter.
- Decide whether it is safe for your child to travel to school in bad weather, either by school transport or on foot.
- Provide the school with information about emergency contacts to whom your child can be sent at short notice if you are not available. Also tell the Head Teacher about any changes to this information and to your daytime contact details.

Also:

- If school transport is not running please don't take your child – or other children – to school yourself unless it is safe for you to do so. You will be responsible for ensuring that the children you took to school are transported home again and therefore need to be available in the event that the school has to close early due to deteriorating weather conditions.
- In difficult weather conditions pupils should not wait any longer than 15 minutes past the normal pick up time before returning home. In case the transport doesn't arrive please make sure you have made alternative arrangements for your child.
- If your child travels by school transport you are responsible for their safety *to and from the pick-up/drop off point.*

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. Head teachers will advise parents and carers using the following communication tools:

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

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 021500. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

At Crathes School, pupils will be issued with a “snow pack” for completion during emergency closures. Information regarding the continuation of learning may also be posted on GLOW.

27 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.

28 Change of address and Parental Contact Details

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

29 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.

30 Healthcare & Medical

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

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

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

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.

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.

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

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

Planning formats may include either:

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

A risk assessment should also be completed.

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

Please find our Medication Policy here:

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Admin-of-Meds-and-Healthcare-2016.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.

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 or from the Banchory Health Clinic.

ASTHMA INHALERS

Parents of children who carry their own inhalers should supply a spare named inhaler just in case your child's inhaler is lost or misplaced.

31 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

32 Educational Visits

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

Primary 6 & 7 pupils have the opportunity to participate in a residential trip to an Outdoor Educational Centre along with pupils from Drumoak and Durris Schools. This usually takes place in term 4 and has a focus on health and well-being as well as physical activity.

33 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 Crathes School some pupils currently receive tuition in violin and brass.

For further information go to:

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

34 Comments, Compliment & Complaints

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

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

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

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

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

35 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

36 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 out with the boundary of the school. Insurance of this nature, e.g. personal accident, life, private medical, is seen as a parental responsibility. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire Education & Children's Services does hold third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of 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.

37 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).

38 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.

39 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.

40 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>

41 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.

42 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.

43 Freedom of Information

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

Appendix

School Improvement Plan

Members of Parental Groups

Stats for attainment etc

School Events Calendar & holidays

Map of catchment area



SCHOOL IMPROVEMENT PLAN

Please click on the link below for this information which can be found on our school website.

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

MEMBERS OF STAFF

Head Teacher:	Mrs Maureen Fraser
Teacher Flexible Days:	Mrs Hazel Crowley
Class Teacher: Job Share	Mrs Gillian Smith
Class Teacher: Job Share	Mrs Anna Fraser
Art:	Mrs Caroline Robertson
Instrumental Tuition:	Mrs Tracey Webster
Physical Education:	Vacancy
Drama:	Mrs Sarah Jardine
Science:	Mr Stephen McPake
French:	Mrs Laureen Canessa
Learning Support:	Mrs Sarah Storer
School Chaplains:	Rev A. Murray
Pupil Support Assistant	Mrs Kerry Hector
Pupil Support Assistant	Mrs Valerie Mair
School Administrator:	Mrs Susan Strachan
Clerical Assistant:	Mrs Susan Strachan
Dinner Supervisor:	Mrs Amanda Gammack
Cleaner:	Mrs Jane Stewart

PARENT COUNCIL**Parent Representatives**

Chairperson:	Mrs A Foster	Tel: 811205
	Dr F Smith	Tel: 822057
	Mr R Duffton	Tel: 811166
	Mrs L Burnett	Tel: 844260
	Ms G Murray	Tel: 844539

Staff Representative: Mrs H Crowley

Adviser Mrs. M Fraser

PARENT TEACHER ASSOCIATION Office Bearers 2017/2018

Chairperson:	Mrs A Horrell
Vice Chairperson:	Mrs M Fraser
Secretary:	Mrs L Burnett/Mrs L Borrowman
Treasurer:	Mrs A McGregor
Press Representative:	Ms. C. Gibb

ACHIEVEMENT OF CURRICULUM FOR EXCELLENCE LEVELS INFORMATION

Please click on the link below for this information.

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

ANNUAL HOLIDAY CALENDAR**Session 2017 - 2018****AUTUMN TERM 2017**

Monday 21 st August 2017	In-Service Day
Tuesday 22 nd August 2017	Start of Term
Friday 13 th October 2017	End of Term

WINTER TERM 2017

Monday 30 th October 2017	Start of Term
Monday 13 th November 2017	In-Service Day
Tuesday 14 th November 2017	In-Service Day
Wednesday 22 nd December 2017	End of Term

SPRING TERM 2018

Thursday 8 th January 2018	Start of Term
Friday 9 th February 2018	Occasional Day
Monday 12 th February 2018	Mid-Term Holiday
Tuesday 13 th February 2018	In-Service Day
Wednesday 14 th February 2018	In-Service Day
Thursday 29 th March 2018	End of Term

SUMMER TERM 2018

Tuesday 16 th April 2018	Start of Term
Monday 7 th May 2018	May Day Holiday
Monday 4 th June 2018	Occasional Day
Friday 6 th July 2018	End of Term

TERM DATES AUGUST 2018 - AUGUST 2019**AUTUMN TERM 2018**

In-Service:	Monday 20 th August
Term begins:	Tuesday 21 st August
End of Term:	Friday 12 th October

WINTER TERM 2018

Term begins:	Monday 29 th October
In-Service:	Monday 12 th November
In-Service:	Tuesday 13 th November
End of Term:	Friday 21 st December

SPRING TERM 2019

Term begins:	Monday 7 th January
OCC Day:	Monday 11 th February
In-Service:	Tuesday 12 th February
In-Service:	Wednesday 13 th February
End of Term:	Friday 29 th March

SUMMER TERM 2019

Term begins:	Monday 15 th April
OCC Day:	Friday 19 th April
May Day Holiday:	Monday 6 th May
End of Term:	Friday 5 th July

