

Clerkhill School

Handbook 2018/19



Contents

Introduction to Clerkhill School	5
1 Introduction to Clerkhill School	5
1.1 . Clerkhill School Background Information	6
Our Vision, Values and School Ethos	10
1.2 Positive Behaviour Management	10
1.3 Promoting Positive Behaviour	10
Curriculum	11
2 1+2 Approach to Language Learning in Aberdeenshire	13
3 Further Information	13
Assessment and Reporting	15
Transitions (Moving On)	17
3.1 Transitions	17
3.2 Transfer to Ante-Pre School and Pre-School Nursery	17
3.3 Transfer to Primary 1	17
3.4 Transfer to Secondary Education	18
3.5 Transitions Between Stages	18
4 Admissions	19
5 Placing requests & School Zones	19
6 Developing Young Workforce	20
Support for Children and Young People	21
7 Getting it Right for Every Child	21
8 The Named Person	21
9 Educational Psychology	22
10 Enhanced Provision & Community Resource Hubs	23
11 Support for Learning	23
12 The Child's Plan	24
13 Child Protection	24
14 Further Information on Support for Children and Young People	25
Parent & Carer Involvement and Engagement	26
15 Parental Involvement	26
16 Parental Engagement	26
17 Communication	26
18 Learning at Home	27
19 Parent Forum and Parent Council	27

20	Parents and School Improvement	27
21	Volunteering in school	28
22	Collaborating with the Community	28

School Policies and Useful Information	29
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23	Attendance	29
24	Holidays during term time.	31
25	Clerkhill School Dress Code	32

We encourage all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school. Uniform orders are processed in the spring term. School uniform can be purchased at other times of the year – please contact the school office for more information. We can also provide ‘nearly new/recycled’ sweatshirts for parents who would wish to make use of these. School uniform consists of - school sweatshirt with school logo, white polo shirt, dark school skirt or trousers, dark school shoes(children should not wear high heeled shoes as these cause safety concerns). We ask that pupils have a pair of indoor shoes in their gym bag, on their peg at all times. We appreciate your cooperation in support of this.

32

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

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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) all kept in a gym bag.

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With regard to safety, the wearing of jewellery (which we actively discourage) is not permitted during PE lessons. If your child (boy or girl) has pierced ears, please ensure they can remove and replace earrings by themselves. Any child wearing earrings who 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.) Shoe string strap tops are also discouraged for safety reasons as they can catch on gym apparatus.

32

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

32

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.

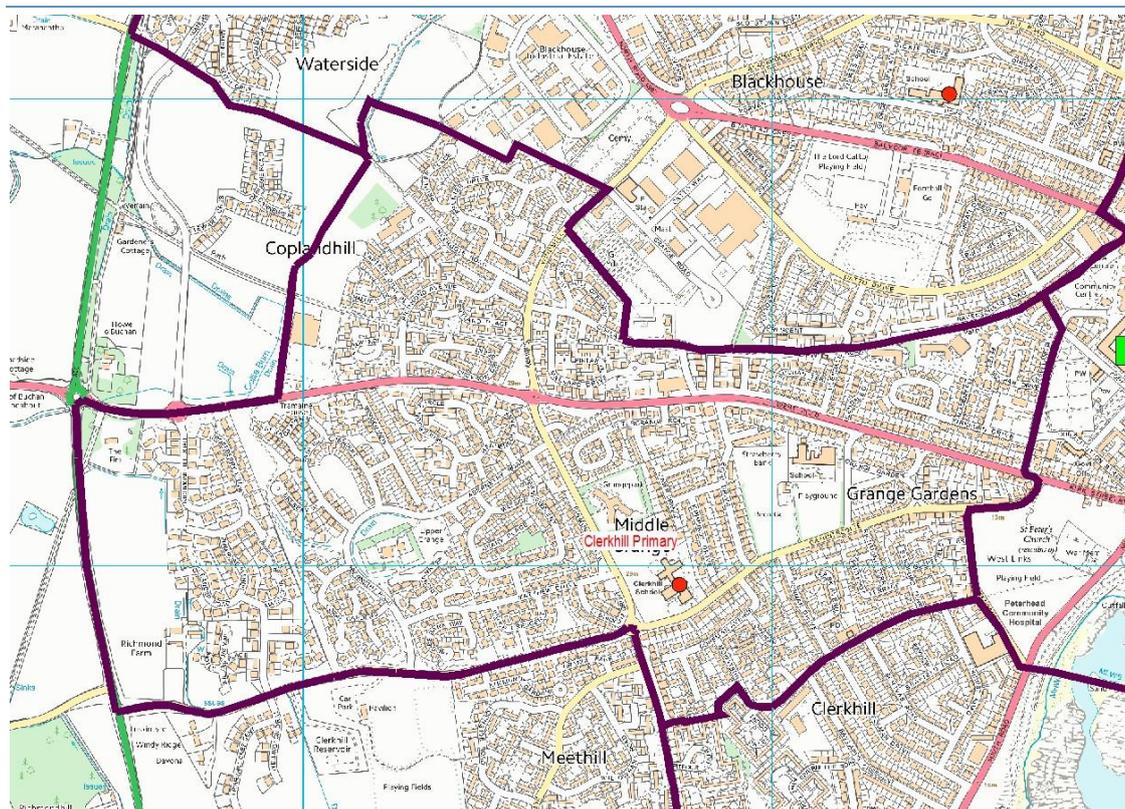
32

Parents should note their responsibility to ensure all clothing and belongings brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from that of others.

32

26	Clothing Grants	32
27	Transport	33
28	Privilege Transport	33
29	Early Years Transport	33
30	Special Schools and Enhanced Provision	33
31	School Closure & Other Emergencies	33
32	Storm Addresses	35
33	Change of address and Parental Contact Details	35
34	Anti-bullying Guidance	35

35	School Meals	36
36	Healthcare & Medical	37
37	Exclusion	38
38	Educational Visits	38
39	Instrumental Tuition	38
40	Comments, Compliments & Complaints	38
41	Support for parents/carers	39
42	Public Liability Insurance	39
43	School Off Site Excursion Insurance	39
44	Data we hold and what we do with it.	40
45	The information we collect from you	40
46	Your Data, Your Rights	41
47	Legal Basis for Processing	41
48	Parental Access to Records	41
49	ScotXed	42
50	Information Sharing	42
<hr/>		
	Appendix	43
	School Improvement Plan	43
	www.clerkhill.aberdeenshire.sch.uk	43
	Members of Parental Groups	43
	Stats for attainment etc	43
	Map of catchment area	44



44

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

Introduction to Clerkhill School

1 Introduction to Clerkhill School

**CLERKHILL SCHOOL
CAIRNTRODLIE
PETERHEAD
ABERDEENSHIRE
AB421AX**

Email: Clerkhill.sch@aberdeenshire.gov.uk

Website: www.clerkhill.aberdeenshire.sch.uk

Telephone: 01779 403660

Facebook: Clerkhill School

WELCOME TO CLERKHILL SCHOOL

As Head Teacher, I hope that our partnership will be productive and enjoyable and that your child settles quickly with us.

Clerkhill School is a large Nursery and Primary School situated in Peterhead in the North East of Scotland. We have over 500 pupils and 40 members of staff working together to ensure that everyone has the best

opportunities to learn, develop and achieve their very best. At Clerkhill School, we pride ourselves on our warm, friendly and nurturing environment where pupils are safe and able to develop the core life skills they will need for the future. Visitors to our School always comment on the fact that it has a warm ethos and that our children are polite and well behaved.

Our forward thinking staff constantly strive to evaluate what we are doing and lead development work to raise standards and improve outcomes for our young people. We hope that your child enjoys his/her time at Clerkhill Primary School.

Regards,

Ann-Louise Murray

Head Teacher

November 2018

Adverse weather and emergency closure

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

Information Line 0370 054 4999

Pin Number 021470

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

1.1 . Clerkhill School Background Information

Clerkhill School is a non-denominational school with a role of 513, including 54 pupils in our Early Learning and Childcare Centre.

Classes are named according to the initial letter of the Class Teacher's surname.

There are 21 full time equivalent teaching staff – A Head Teacher; 3 Depute Head Teachers; 17 Class teachers; one part time Support for Learning Teacher as well as one Nurture Teacher. Support staff includes one full time Early Year's Lead Practitioner, one full time Early Year's Practitioner, three part time Early Years Practitioner and 18 Pupil Support Assistants. We are also fortunate to have a full time administrator, a part time admin assistant and a full time Janitor.

We are actively involved with our partners from Aberdeen University. Some teachers will have a student this year and we also have work experience pupils from Peterhead Academy and students from the North East of Scotland College.

Community links are a valued part of school life. The school is used for a range of community activities, including after school sports and activity clubs. The school also has a very supportive Parent Council,

Parent Staff Association and associated sub groups. These groups support school improvement activities and raise additional funds to provide many extras for the pupils in the school.

Through the Pupil Council and Committee Groups, pupils are also involved in the work of the school and its improvement. Community links are a valued part of school life and the children make good use of the environment as part of their curriculum

We are also proud this year that we have been able to offer an extensive range of extra - curricular opportunities for our children due to the efforts of teaching and non - teaching staff, linking well with Community partners including our Active Schools coordinator. We also remain committed to working with our Community partners in Health and Social Work through the Children's Services Network to do the best we possibly can for the families in our care. Children with additional support needs are well catered for through Individual Education plans, ably met through teaching staff and non-teaching staff, working extensively with multi agency partners. The school serves the catchment area to the south west of Peterhead.

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

2. ORGANISATION OF THE SCHOOL DAY

9:00am	School day begins for all pupils
10:30am –10:45am	Interval
12:00pm-12:45pm	Lunchtime for P4-7 pupils
12:15pm – 1:00pm	Lunchtime for P1-3 pupils
3:00pm	School day ends

3. OUR STAFF TEAM

Mrs A L Murray	Head Teacher
Mrs L Stephen	Depute Head Teacher /Primary 1L
Mrs L Willox	Depute Head Teacher/ McCrone Cover
Mrs E Macintosh	Depute Head Teacher/Primary 4L
Mrs N Buchan	Depute Head Teacher / Primary 1/2B
Miss L Chalmers	Primary 1C
Mrs L Brown	Primary 1L (Tues – Fri)
Mrs N Bain/Mrs K Buchan	Primary 2B

Miss A Stewart	Primary 2S
Miss L Porter	Primary 3P
Miss A Ashton	Primary 3A
Miss C Moir	Primary 3/4M
Mrs M Laws	Primary 4L (Mon – Wed)
Mrs N Findlater	Primary 4F
Mrs G Craig	Primary 5C
Mrs C Stephens / Mrs J Fraser	Primary 5S
Miss J Jones	Primary 5/6J
Mrs A Esson	Primary 6C
Mrs C Mackey	Primary 6/7M
Mrs D Pressley	Primary 7P
Mrs F Sime	Primary 7S
Mrs C Pain	Additional Support for Learning
Ms F Morrison	Nurture Hub
Mrs D Webster	McCrone Cover
Mrs J Strachan	McCrone Cover
Mrs L Donnelly	McCrone Cover

EARLY LEARNING AND CHILDCARE CENTRE STAFF

Miss K Morrison	Early Years Lead Practitioner
Mrs C Higgins	Early Years Practitioner
Mrs J Sutherland	Early Years Practitioner
Miss E Stephen	Early Years Practitioner
Mrs E Stephen	Early Years Practitioner (lunch cover)

PSAs

Mrs E Anderson	Pupil Support Assistant
Mrs R Bruce	Pupil Support Assistant
Mrs A Buchan	Pupil Support Assistant
Mrs E Buchan	Pupil Support Assistant
Mrs E Chessor	Pupil Support Assistant
Mrs G Clacher	Pupil Support Assistant

Mrs T Donaldson	Pupil Support Assistant
Mrs P Geary	Pupil Support Assistant
Mrs J Gourlay	Pupil Support Assistant
Mrs L Kane	Pupil Support Assistant
Mrs P Massie	Pupil Support Assistant
Mrs J McLean	Pupil Support Assistant
Mrs G Menzies	Pupil Support Assistant
Mrs S Noble	Pupil Support Assistant
Mrs L Stevenson	Pupil Support Assistant
Mrs D Youngson	Pupil Support Assistant
Mrs A Wilson	Pupil Support Assistant
Mrs P Geary	Pupil Support Assistant

Office Staff

Mrs J Duncan	School Administrator
Mrs S Findlay	Admin Assistant
Mr J Geddes	Janitor

Kitchen Staff

Mrs F Heddle	Kitchen Staff
Mrs C Mackie	Kitchen Staff
Mrs D Buchan	Kitchen Staff
Mrs T Coull	Kitchen Staff
Mrs V Woods	Kitchen Staff

Our Vision, Values and School Ethos

Clerkhill Primary School Aims and Statement of Values communicate our philosophy and beliefs for Clerkhill School Community.

Our School Vision:

“Clerkhill School strives to provide a welcoming community where all children are nurtured, respected, included, inspired and motivated to learn. A place where rights are respected and every pupil is encouraged to achieve their full potential. Through the delivery of a relevant, progressive and balanced curriculum, we aspire to equip our learners with the skills they need to meet all of life’s challenges. We encourage each of our pupils to be active participants in their school community and in their learning. Our hope is that our pupils develop enquiring, active and creative minds and have respect and compassion for others.”

INSPIRE – BELIEVE – WORK HARD - ACHIEVE

Our School Values:

Respect Honesty Inclusion Care Nurture Hardwork

1.2 Positive Behaviour Management

Positive Behaviour Management is a vital component in helping Clerkhill School to achieve its aims and values. Our Positive Behaviour Management Policy also provides our pupils with the boundaries and rules that they need in order to fulfil their potential and contribute to the wellbeing of others.

Discipline is essential to good learning situations. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and teachers all have an important part to play in achieving this atmosphere. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned.

1.3 Promoting Positive Behaviour

We take a positive approach to promoting responsible behaviour. We recognise and praise good behaviour, effort and application through the use of certificates, stickers, public display etc. Certificates are presented to individual children for effort and special achievements and celebrated at assemblies. Evidence of this good work is displayed on our website and on our Plasma TV at the school reception. Clerkhill School has a very active and successful ‘House System’. On entry to school each pupil is allocated to one of four Houses – Grange, Links, Eden or Richmond. Pupils are awarded points in a variety of ways e.g. special achievements, good manners, acts of kindness, achievements out with school etc. These points are totalled at the end of term and the winning House is rewarded by being given a special activity afternoon.

Curriculum

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

At Clerkhill School we provide a curriculum which fully embraces the four contexts for learning as outlined below:

Opportunities to contribute to the ethos and life as a school community (Effective Contributors/Responsible Citizens)

We encourage learners to be involved in their learning experiences and to participate in decision making across the school.

- Pupil Council
- House Captains and House Challenges
- Prefects (including Head & Depute Head Prefects)
- Buddy Classes for concerts and in supporting learning
- Extra-Curricular Activities (J Rock, Science Club, Choir)
- Positive Play Leaders
- Hub Club (including lunchtime drop in sessions)

Opportunities for Personal Achievement

(Confident Individuals)

Learners are encouraged to share their learning in a variety of ways building confidence in their ability to experience success with high aspirations

- Open Afternoons
- Achievement Assemblies
- End of sessions and Christmas Shows
- Scots Night and Clerkhill's Got Talent
- Choir Concerts

- Star Achievement Awards (Whole School Displays)
- Science Club Competitions
- Using childrens' talents to model learning
- House Points
- Pupil Profiles
- Annual Peterhead and District Rotary Quiz

Curriculum Areas and Subjects

(Successful Learners)

There are eight curriculum areas, all of which are delivered through a blend of discrete subject learning, cross curricular themes or topics and through interdisciplinary opportunities. There is a clear **progression** across the experiences and outcomes and most children will move from Early Level at P1 through First Level and into Second Level by P7. Some children may begin progressing through the Third Level experiences and outcomes during their time at primary school. At Clerkhill we track children's progress across the experiences and outcomes to ensure a **breadth** of learning is taking place whilst cross curricular themes lend **coherence**, allowing children to make links between the different subject areas. Wherever possible learning experiences are made **relevant** for children by delivering them through real life contexts.

Interdisciplinary Learning

(Successful Learners)

At Clerkhill we aim to take advantage of those naturally occurring 'big questions' which children will often ask to engage in Interdisciplinary learning. Interdisciplinary Learning adds **depth** and **challenge and enjoyment** to children's learning by allowing them to apply the skills and knowledge they have learned in a child led and stimulating context. IDL, which is planned with the children, takes account of children's needs and interests adding **personalisation and choice** to our curriculum. At Clerkhill we will aim for all children to be involved in an Interdisciplinary Study at least once a term.

At Clerkhill School we provide many opportunities for our pupils to participate in extra-curricular activities. These activities include Sporting activities, Clerkhill Choir, Junior Rock Challenge and Clerkhill Bible Club. Many of our extra - curricular activities are run by staff members here at Clerkhill School. Our Choir participate in many community events throughout the year. Last year was the second year we had a Junior Rock Challenge Team who did exceptionally well is securing 1st place at the J Rock event at the AECC.

2 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 Clerkhill School the first foreign language will be French. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). This is in line with all other schools in the Peterhead Cluster. The main teaching tool is an online resource called Power Language Platform. By 2020, pupils from P5-7 will experience a third language which can vary according to relevance, staff expertise, pupil interest or Cross Curricular Themes.

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.

3 Further Information

Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at:
clerkhill.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. 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 pupil profiles/learning logs
- through parent consultation evenings and other meetings
- through curriculum/learning events/parent workshops
- by the annual school report
- Individual Education Plans and associated documents

(see school reporting calendar in APPENDIX)

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:



Transitions (Moving On)

3.1 Transitions

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

3.2 Transfer to Ante-Pre School and Pre-School Nursery

In order to support and ease transition into early years setting, we arrange a series of induction events/meetings/Come and Play sessions for you and your child. These events are planned to allow you and your child to become familiar with the early years setting, to meet staff, to meet with the other children and to find out about life in early years and what you can do to support your child's transition into the early years setting. A major part of this process involves parents sharing information about their children's needs and you will be asked to complete a number of forms regarding e.g. your child's specific needs. Any other early years setting which your child attends will forward transition information regarding your child's needs and learning journey.

Delayed entry to P1

Where parents have concerns regarding their child's entry to P1, they should discuss these with the nursery team in the first instance who will be able to offer support and guidance.

3.3 Transfer to Primary 1

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

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

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

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

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

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

3.4 Transfer to Secondary Education

Most children from Clerkhill School attend Peterhead Academy in Peterhead. (Telephone Number 01779 472231).

Clerkhill School is part of the Peterhead Children's' Services Network.

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

Liaison between Clerkhill Primary and Peterhead Academy is very good. During the P7 year, pupils have many opportunities to join with P7 pupils from the other children in the Peterhead Children's' Services Network. Examples of this would include P7 sports Festivals and a Maths Challenge Day which usually takes place in Peterhead Academy in Term 3.

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

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

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

Placing request forms are available from the school office

3.5 Transitions Between Stages

For some children, the thought of moving onto their next class/teacher can also be an anxious time. Again, we have structures in place to support these transitions. Teachers share planning and work together on school improvement projects helping

to ensure a commonality of expectations and approaches. Time is arranged for teachers to hand over information regarding the learning needs of the pupils transferring from class to class. Around June of each year “step up” time is also arranged where pupils can meet their next teacher and their classmates. Opportunities throughout the year for children to work on joint projects, e.g. enterprise challenges help to ensure that the children have opportunities to work with other staff and pupils.

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

Visit Parentzone for more information about transitions:

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

4 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/>

5 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>

6 Developing Young Workforce

As part of the curriculum, pupils will develop skills for learning, life and work. 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.

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

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

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

Support for Children and Young People

7 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.



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 Clerkhill School to feel happy, safe and supported to fulfil their potential.

8 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 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 Clerkhill School the Named Person for your child/young person is: Ann-Louise Murray (HeadTeacher)

9 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/>

10 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/>

11 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:

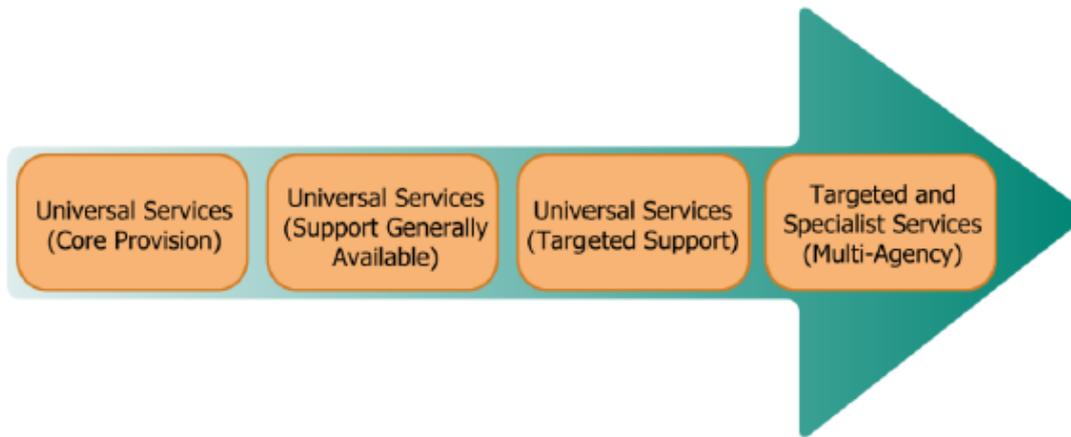
- Missing school because of an illness or long-term condition
- Having a physical disability
- Being a young carer
- Communication difficulties
- Being particularly able
- Changing school a lot
- Being looked after or in care
- Difficulty in controlling behaviour
- Having a difficult family situation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

12 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, Resected, 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/>

13 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.

Within Clerkhill 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. Here at Clerkhill School the designated Child Protection Officer is Ann-Louise Murray (Head Teacher)

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

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

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/>

14 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 Clerkhill 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.

15 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.

16 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.

17 Communication

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

- A school newsletter is sent home once a term, detailing information about school events and activities.
 - We will contact you by telephone if there is ever anything specific that we wish to discuss with you. Should you ever wish to discuss any aspect of your child's development, please phone the school and an appointment to meet will be arranged at a mutually convenient time.
 - The school homework diary is another means of communication where parents and teachers can share relevant information about your child. In addition to homework, your child will also bring home samples of pupil work for you to see and discuss with your child.
 - Use of Groupcall to text and email
 - School Website: Clerkhill.aberdeenshire.sch.uk
-

- Facebook: Clerkhill School
- Twitter: @Clerkhill School
- See saw app
 - Open days/mornings/afternoons

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

18 Learning at Home

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

At Clerkhill School we provide materials for you to work with your child to develop key skills at home. For explanation of this please go to our homework policy

clerkhill.aberdeenshire.sch.uk

19 Parent Forum and Parent Council

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

The Clerkhill 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.

Contact the Parent Council Chairperson Stuart Flowerdew or Head teacher for more information about getting involved in the Parent Council.

20 Parents and School Improvement

Clerkhill 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 Abshire school we will consult with parents in a number of ways. These may include:

working groups/focus groups which any interested parent is invited to be part of

questionnaires and surveys

consultation with the Parent Council

21 Volunteering in school

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

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

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

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

22 Collaborating with the Community

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



School Policies and Useful Information

School Policies such as the Homework Policy; Promoting Positive Relationships; our Mobile Phone etc. are published on the school website and can be found by clicking the parents tab at the top. Please go to: clerkhill.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-childrens-services-policy-framework/>

23 Attendance

In recent years increasing attention has been paid to the issue of child protection and safety due to reported occasions where children have been seriously or fatally injured because of the inappropriate or criminal actions of adults.

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

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

23.1.1 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.

23.1.2 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.

23.1.3 Unplanned Absence

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

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

- If your child is unable to attend school through illness/other reason please telephone the school between 8:30am and 9:30 am on the first day of his/her absence or send a signed note via a brother or sister where applicable.
- If your child is home for lunch and becomes unwell at lunchtime making them unable to return to school in the afternoon please telephone the school before the beginning of the afternoon session to inform a member of staff.
- 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.

Arriving at School

Children should not arrive at school more than 20mins before the start of the school day. Please note there is no staff supervision in the playground before school. However, if pupils encounter any difficulties, are upset or hurt in any way or want to talk to a member of staff, they should come to the front office where a member of staff / first aider will always be there to help.

School Policies and Useful Information

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.

During morning and lunch breaks there is a rota for access equipment and resources. A member of staff supervises children in the playground during lunch/break times.

If your child has an accident in the playground, he/she will be treated by a first aider. Your child 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.)**

If your child arrives late at school they **MUST** report to the school office where a member of office staff will record their reason for being late and escort them to their class.

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.

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. All children and parents arriving late to school will need to enter via the main door and report to the school office on arrival.

See ELCC handbook about arriving at and leaving Early Learning and Childcare/Adult collection etc.

24 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/>

25 Clerkhill 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. Uniform orders are processed in the spring term. School uniform can be purchased at other times of the year – please contact the school office for more information. We can also provide ‘nearly new/recycled’ sweatshirts for parents who would wish to make use of these. School uniform consists of - school sweatshirt with school logo, white polo shirt, dark school skirt or trousers, dark school shoes (children should not wear high heeled shoes as these cause safety concerns). We ask that pupils have a pair of indoor shoes in their gym bag, on their peg at all times. We appreciate your cooperation in support of this.

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

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) all kept in a gym bag.

With regard to safety, the wearing of jewellery (which we actively discourage) is not permitted during PE lessons. If your child (boy or girl) has pierced ears, please ensure they can remove and replace earrings by themselves. Any child wearing earrings who 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.) Shoe string strap tops are also discouraged for safety reasons as they can catch on gym apparatus.

The school requests that football team tops and designer garments are kept for home use as these can provoke conflict 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.

Parents should note their responsibility to ensure all clothing and belongings brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from that of others.

26 Clothing Grants

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

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

27 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.

28 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

29 Early Years Transport

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

30 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

31 School Closure & Other Emergencies

Head Teachers decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or

night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

If children are at school...

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

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

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

If your child attends a Secondary School, because of the large number of pupils in Secondary Schools, parents will be contacted via text/email to inform them of closure.

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

Before the start of the school day...

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

Outwith school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 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 021470. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

32 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.

33 Change of address and Parental Contact Details

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

34 Anti-bullying Guidance

What is Bullying?

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

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

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

What will the school do about it?

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

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

More information can be found in Clerkhill School's 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>

35 School Meals

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

Primary 1-3 pupils are provided with school meals free of charge.

Primary 4- S6 pupils are currently charged £2.30 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.

36 Healthcare & Medical

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

Parents/carers are requested to keep children at home for 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.

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/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.

37 Exclusion

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

http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf

38 Educational Visits

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

39 Instrumental Tuition

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

For further information go to:

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

40 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/>

41 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

42 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.

43 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 and secondary 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.

44 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.

45 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.

46 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.

47 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.

48 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>

49 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.

50 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.

Appendix

School Improvement Plan

www.clerkhill.aberdeenshire.sch.uk

Members of Parental Groups

Parent Council

Chairperson – Mr Stuart Flowerdew

Vice Chair – Ms Sharon Bradford

Secretary – Mrs Georgia Menzies

Treasurer – Mrs Natalie Flowerdew

Parent Staff Association (Fundraising Group)

Joint Chairperson – Mrs Nicola Cameron/Mrs Mariane West

Treasurers – Mrs Laura Birnie / Mrs Emma Mackie

Secretary – Gilian Hutton

Stats for attainment etc

	Reading	Writing	Listening & Talking	Numeracy
P1	69.8%	65.1%	84.1%	73%
P4	64%	56%	84%	56%
P7	70.3%	71.9%	85.9%	75%
School Average	68%	64.3%	84.6%	68%

Our attainment shows that the majority of our pupils in P1, 4 and 7 are achieving expected levels of better in Reading, Writing, Listening & Talking and Numeracy

Please also find a link to the annual holiday calendar:

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

Map of catchment area

