

# INVERURIE ACADEMY



# PARENTS' INFORMATIO N BOOKLET 2016/17

Please keep this booklet for reference throughout the session



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October 2016

Dear Parent/Carer

Please find attached a Parental Information Booklet which includes details of a range of aspects of school procedures. One of these is the essential charges that pupils incur while undertaking some practical subjects such as Home Economics, Art & Design and Design & Technology.

At the academy we try to minimise all costs and only request money where absolutely necessary to maintain the quality of the course on offer. The booklet gives full details of the costs to be applied and describes what your child/ward receives for the additional cost.

You will also receive a letter detailing how to make online payments for the course costs. Many of you will already be familiar with this system from school meal payments. This is the preferred method of payment.

However, if you do not have online facilities cheques made payable to **Aberdeenshire Council** can be paid by your child at the school office.

Please note the deadlines for payments are detailed within.

I hope this information is helpful and thank you for your support and interest in the school.

Yours sincerely

Ian Parkin  
Acting Head Teacher



## INTRODUCTION

This booklet contains 4 sections of key information for parents.

### **School Calendar**

This summarises all of the key dates in the school year including holidays, in-service days, parents' evenings and dates when reports are issued.

Information about the system for obtaining appointments with staff on each Parent's Evening will be distributed in advance of the evening.

Should it be necessary to amend the pattern of events in the School Calendar we will keep you informed.

### **Charges for Course Consumables**

This section summarises information on all of the essential charges that are made for consumable materials within certain departments.

### **School Contact Details**

Contact details for the school.

### **Useful Information**

Further documentation relating to adverse weather arrangements will follow in due course but some key information is included in this booklet.

Should you have any queries about the details contained in this booklet then please get in touch with the school and we will be pleased to help

## Parents' Information Calendar 2016/2017

**OCTOBER HOLIDAYS: Monday 10 October - Friday 21 October**

USA School Trip

### Week 9

#### October 2016

|                      |                        |
|----------------------|------------------------|
| Monday 24 October    | Term 2                 |
| Tuesday 25 October   | School Council Meeting |
| Wednesday 26 October |                        |
| Thursday 27 October  |                        |
| Friday 28 October    |                        |

### Week 10

#### October/ November 2016

|                       |   |
|-----------------------|---|
| Monday 31 October     |   |
| Tuesday 01 November   | Safe Drive Stay Alive S5 (am)<br>S2 Tracking Reports Issued |
| Wednesday 02 November |   |
| Thursday 02 November  | S2 Parents' Evening (4.30 pm -7.00 pm)                      |
| Friday 03 November    |   |

### Week 11

#### November 2016

|                       |   |
|-----------------------|---|
| Monday 07 November    | House Assembly Week<br>House Council Meeting Week |
| Tuesday 08 November   | UKMT Senior Maths Challenge                       |
| Wednesday 09 November | Business Accounting Competition                   |
| Thursday 10 November  |   |
| Friday 11 November    |   |

### Week 12

#### November 2016

|                       |                            |
|-----------------------|----------------------------|
| Monday 14 November    | In-Service                 |
| Tuesday 15 November   | In-Service                 |
| Wednesday 16 November | S1 Tracking Reports Issued |
| Thursday 17 November  |                            |
| Friday 18 November    |                            |

### Week 13

#### November 2015

|                       |                              |
|-----------------------|------------------------------|
| Monday 21 November    |                              |
| Tuesday 22 November   |                              |
| Wednesday 23 November | School Council Meeting       |
| Thursday 24 November  | School Photographer (Groups) |
| Friday 25 November    | S4/S5/S6 Reports Issued      |

|                               |                          |
|-------------------------------|--------------------------|
| <b>Week 14</b>                |                          |
| <b>November/December 2016</b> |                          |
| Monday 28 November            |                          |
| Tuesday 29 November           |                          |
| Wednesday 30 November         |                          |
| Thursday 01 December          |                          |
| Friday 02 December            | Talent Show 2016 (S1-S6) |

|                       |   |
|-----------------------|---|
| <b>Week 15</b>        |   |
| <b>December 2016</b>  |   |
| Monday 05 December    | House Assembly Week<br>House Council Meeting Week |
| Tuesday 06 December   |   |
| Wednesday 07 December | S1 Parents' Evening (4.30 pm - 7.00 pm)           |
| Thursday 08 December  |   |
| Friday 09 December    |   |

|                       |                        |
|-----------------------|------------------------|
| <b>Week 16</b>        |                        |
| <b>December 2016</b>  |                        |
| Monday 12 December    | School Council Meeting |
| Tuesday 13 December   | School Council Meeting |
| Wednesday 14 December |                        |
| Thursday 15 December  |                        |
| Friday 16 December    | S3 Reports Issued      |

|                      |   |
|----------------------|---|
| <b>Week 17</b>       |   |
| <b>December 2016</b> |   |
| Monday 19 December   |   |
| Tuesday 20 December  | Creative Arts Christmas Concert (7.30 pm) |
| Wed 21st December    |   |

**CHRISTMAS HOLIDAYS: Thursday 22 December - Wednesday 04 January**

|                     |  |
|---------------------|--|
| <b>Week 18</b>      |  |
| <b>January 2017</b> |  |
| Thursday 05 January |  |
| Friday 06 January   |  |

|                      |   |
|----------------------|---|
| <b>Week 19</b>       |   |
| <b>January 2017</b>  |   |
| Monday 09 January    | House Assembly Week<br>House Council Meeting Week |
| Tuesday 10 January   |   |
| Wednesday 11 January |   |
| Thursday 12 January  |   |
| Friday 13 January    | Publication of Senior Phase Choice Booklet        |

| <b>Week 20</b>       |  |
|----------------------|--|
| <b>January 2017</b>  |  |
| Monday 16 January    | Start of S4/S5/S6 Assessment Period<br>S2 Personalisation Booklets Issued During PSE |
| Tuesday 17 January   |  |
| Wednesday 18 January |  |
| Thursday 19 January  | School Council Meeting   |
| Friday 20 January    |  |

| <b>Week 21</b>       |   |
|----------------------|---|
| <b>January 2017</b>  |   |
| Monday 23 January    |   |
| Tuesday 24 January   | S3 Parents' Evening (4.30 pm - 7.00 pm)<br>DTP and MENc Vaccinations (S3) |
| Wednesday 25 January | S2 Parents' Information Evening (6.30 pm)                                 |
| Thursday 26 January  |   |
| Friday 27 January    | Last Day of S4/5/6 Assessment Period                                      |

| <b>Week 22</b>        |                                       |
|-----------------------|---------------------------------------|
| <b>February 2017</b>  |                                       |
| Monday 30 January     |                                       |
| Tuesday 31 January    |                                       |
| Wednesday 01 February | Start of Present S3 Choice Interviews |
| Thursday 02 February  | UKMT Intermediate Maths Challenge     |
| Friday 03 February    |                                       |

| <b>Week 23</b>        |   |
|-----------------------|---|
| <b>February 2017</b>  |   |
| Monday 06 February    | House Council Meeting Week                      |
| Tuesday 07 February   | S3/S4/S5 Parents' Information Evening (6.30 pm) |
| Wednesday 08 February |   |
| Thursday 09 February  |   |
| Friday 10 February    | Occasional Holiday                              |

| <b>Week 24</b>        |                  |
|-----------------------|------------------|
| <b>February 2017</b>  |                  |
| Monday 13 February    | Mid Term Holiday |
| Tuesday 14 February   | In-Service       |
| Wednesday 15 February | In-Service       |
| Thursday 16 February  |                  |
| Friday 17 February    |                  |

| <b>Week 25</b>        |   |
|-----------------------|---|
| <b>February 2017</b>  |   |
| Monday 20 February    |   |
| Tuesday 21 February   | S4/S5/S6 Tracking Update Reports Issued               |
| Wednesday 22 February | School Council Meeting                                |
| Thursday 23 February  | S4 Parents' Evening (4.30 pm - 7.00 pm)               |
| Friday 24 February    | Final Date for Submission of S2 Personalisation Forms |

| <b>Week 26</b>              |  |
|-----------------------------|--|
| <b>February/ March 2017</b> |  |
| Monday 27 February          | Start of S4/S5 Subject Choice Interviews   |
| Tuesday 28 February         | S5/S6 Parents' Evening (4.30 pm - 7.00 pm) |
| Wednesday 01 March          |  |
| Thursday 02 March           | P7 Parents' Information Evening (6.30 pm)  |
| Friday 03 March             |  |

| <b>Week 27</b>     |  |
|--------------------|--|
| <b>March 2017</b>  |  |
| Monday 06 March    | House Assembly Week<br>House Council Meeting Week        |
| Tuesday 07 March   |  |
| Wednesday 08 March |  |
| Thursday 09 March  | Careers Evening (7.00 pm - 9.00 pm)                      |
| Friday 10 March    | Final Date For Submission of New S4 Subject Choice Forms |

| <b>Week 28</b>     |   |
|--------------------|---|
| <b>March 2017</b>  |   |
| Monday 13 March    |   |
| Tuesday 14 March   |   |
| Wednesday 15 March |   |
| Thursday 16 March  | School Council Meeting  |
| Friday 17 March    | Final Date For Submission of New S5/S6 Subject Choice Forms<br>Red Nose Day |

| <b>Week 29</b>     |  |
|--------------------|--|
| <b>March 2017</b>  |  |
| Monday 20 March    | S2 Reports Issued                                |
| Tuesday 21 March   |  |
| Wednesday 22 March | Youth and Philanthropy Initiative Finals Evening |
| Thursday 23 March  |  |
| Friday 24 March    |  |



|                    |  |
|--------------------|--|
| <b>Week 30</b>     |  |
| <b>March 2017</b>  |  |
| Monday 27 March    |  |
| Tuesday 28 March   |  |
| Wednesday 29 March |  |
| Thursday 30 March  | Creative Arts Showcase (5.00 pm - 7.00 pm) |
| Friday 31 March    |  |

**EASTER HOLIDAYS: Monday 03 April - Friday 14 April**

|                    |                 |
|--------------------|-----------------|
| <b>Week 31</b>     |                 |
| <b>April 2017</b>  |                 |
| Monday 17 April    | Holiday         |
| Tuesday 18 April   | Start of Term 4 |
| Wednesday 19 April |                 |
| Thursday 20 April  |                 |
| Friday 21 April    |                 |

|                    |                             |
|--------------------|-----------------------------|
| <b>Week 32</b>     |                             |
| <b>April 2017</b>  |                             |
| Monday 24 April    | House Council Meeting Week  |
| Tuesday 25 April   |                             |
| Wednesday 26 April |                             |
| Thursday 27 April  | UKMT Senior Maths Challenge |
| Friday 28 April    |                             |

|                  |                        |
|------------------|------------------------|
| <b>Week 33</b>   |                        |
| <b>May 2017</b>  |                        |
| Monday 01 May    | May Day Holiday        |
| Tuesday 02 May   | First Day of SQA Exams |
| Wednesday 03 May |                        |
| Thursday 04 May  |                        |
| Friday 05 May    |                        |

|                  |                                     |
|------------------|-------------------------------------|
| <b>Week 34</b>   |                                     |
| <b>May 2017</b>  |                                     |
| Monday 08 May    | Start of P7 Transition Group Visits |
| Tuesday 09 May   |                                     |
| Wednesday 10 May |                                     |
| Thursday 11 May  |                                     |
| Friday 12 May    | S1 Reports Issued                   |

|                  |  |
|------------------|--|
| <b>Week 35</b>   |  |
| <b>May 2017</b>  |  |
| Monday 15 May    |  |
| Tuesday 16 May   |  |
| Wednesday 17 May |  |
| Thursday 18 May  |  |
| Friday 19 May    |  |

|                  |                                   |
|------------------|-----------------------------------|
| <b>Week 36</b>   |                                   |
| <b>May 2017</b>  |                                   |
| Monday 22 May    |                                   |
| Tuesday 23 May   |                                   |
| Wednesday 24 May |                                   |
| Thursday 25 May  |                                   |
| Friday 26 May    | S3 Profiles Available for Parents |

|                        |  |
|------------------------|--|
| <b>Week 37</b>         |  |
| <b>May / June 2017</b> |  |
| Monday 29 May          |  |
| Tuesday 30 May         | Sports Day (S1 - S3) <span style="float: right;"><i>TBC when SQA timetable released</i></span>         |
| Wednesday 31 May       |  |
| Thursday 01 June       | Sports Day (S1 - S3) Back-up <span style="float: right;"><i>TBC when SQA timetable released</i></span> |
| Friday 02 June         | Last Day of SQA Exams  |

|                   |   |
|-------------------|---|
| <b>Week 38</b>    |   |
| <b>June 2017</b>  |   |
| Monday 05 June    | Local Holiday                                       |
| Tuesday 06 June   | New Timetable (S1 - S5)<br>New S5/S6 Induction Week |
| Wednesday 07 June |   |
| Thursday 08 June  | New S6 Induction at RGU - TBC                       |
| Friday 09 June    |   |

|                   |                                 |
|-------------------|---------------------------------|
| <b>Week 39</b>    |                                 |
| <b>June 2017</b>  |                                 |
| Monday 12 June    |                                 |
| Tuesday 13 June   | Higher/Adv Higher Art Fieldtrip |
| Wednesday 14 June |                                 |
| Thursday 15 June  | Awards Evening (7.00 pm)        |
| Friday 16 June    |                                 |

| <b>Week 40</b>    |   |
|-------------------|---|
| <b>June 2017</b>  |   |
| Monday 19 June    | School Captain & Vice Captain Interviews  |
| Tuesday 20 June   | P7 Transition Day 1   |
| Wednesday 21 June | P7 Transition Day 2   |
| Thursday 22 June  | P7 Transition Day 3 & P7 Parents' Evening (6.30 pm)<br>House Captain Interviews Completed |
| Friday 23 June    |   |

| <b>Week 41</b>    |  |
|-------------------|--|
| <b>June 2017</b>  |  |
| Monday 26 June    |  |
| Tuesday 27 June   |  |
| Wednesday 28 June |  |
| Thursday 29 June  | Creative Arts Summer Concert (7.30 pm) |
| Friday 30 June    | Last Day of Session                    |

**SUMMER HOLIDAYS: Monday 3 July 2017 - Friday 18 August 2017 (Inclusive)  
In-Service Day on Monday, 21 August 2017**

## CHARGES FOR COURSE CONSUMABLES

In line with other schools across Aberdeenshire, Inverurie Academy requires to levy some charge towards items described as consumables within particular subject areas. This usually refers to items which pupils can take home e.g. Art and Design, Design and Technology projects and dishes and items made in Home Economics etc. We believe it may be helpful for you to know how much money you are likely to be asked for at the beginning of the session. It would be helpful if you could alert your child's Guidance teacher to individual circumstances which, at any time, may cause any particular difficulties with payment.

Please note that preferred payment is through [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk) online payment. Alternative payment option is a cheque to the School Office made payable to **Aberdeenshire Council**.

Please note that if your child/ward is entitled to free school meals this also covers the cost of the practical courses and no payment is required.

### 2016/17 ESSENTIAL CHARGES

**S1**

| Department/Faculty | Charge | Information                                  |
|--------------------|--------|--|
| Art                | £5     | Printmaking, Ceramics, Paints and Sketchbook |
| Home Economics     | £10    | Consumables for food ingredients             |
| Technology         | £6     | Material costs for models                    |

**S2**

| Department/Faculty | Charge | Information                                  |
|--------------------|--------|--|
| Art                | £5     | Printmaking, Ceramics, Paints and Sketchbook |
| Technology         | £6     | Material costs for models                    |

### S1 and S2 Payments Due by 18 November 2016

**S3**

| Courses                       | Charge | Information                                      |
|-------------------------------|--------|--|
| Art & Design                  | £5     | Plastic folder and materials for expressive unit |
| Health and Food<br>Technology | £30    | Consumables for food ingredients.                |
| Practical Metalwork           | £15    | Material costs for metal models                  |
| Practical Woodwork            | £15    | Material costs for wooden models                 |

### S3 Payments Due by 18 November 2016

| <b>S4</b>                    |               |  |
|------------------------------|---------------|--|
| <b>Courses</b>               | <b>Charge</b> | <b>Information</b>   |
| Art & Design<br>N4/N5        | £8            | To cover the costs of colour copying, folders and materials used in the production of expressive and design items  |
| Hospitality<br>N4/N5         | £65           | Consumables for food ingredients<br>Additional contributions may be required depending on personalised assessments. <b>These will be collected by department staff during the term</b> |
| Practical Metalwork<br>N4/N5 | £15           | Material costs for metal models  |
| Practical Woodwork<br>N4/N5  | £15           | Material costs for wooden models   |

**S4 Hospitality Payment Option**  
**£65 by 18 November 2016 OR**  
**£35 by 18 November 2016 +**  
**£30 by 31 January 2017**

**All Other S4 Payments Due In Full By 18 November 2016**

| <b>S5/S6</b>                           |               |  |
|--|---------------|--|
| <b>Courses</b>                         | <b>Charge</b> | <b>Information</b>   |
| Art & Design<br>Higher/Advanced Higher | £12           | Cost of materials for Expressive and Design work, including printing.  |
| Art & Design<br>N5                     | £8            | To cover the costs of colour copying, folders and materials used in the production of expressive and design items  |
| Practical Metalwork<br>N4/N5           | £15           | Material costs for metal models.   |
| Practical Woodwork<br>N4/N5            | £15           | Material costs for wooden models.  |
| Hospitality<br>N4/N5                   | £65           | Consumables for food ingredients. Additional contributions may be required depending on personalised assessments. <b>These will be collected by department staff during the term</b> |

**S5/6 Hospitality Payment Option**  
**£65 by 18 November 2016 OR**  
**£35 by 18 November 2016 +**  
**£30 by 31 January 2017**

**All Other S5/6 Payments Due In Full By 18 November 2016**

#### **Opportunity to Purchase Other Curricular Items**

Some departments/faculties may be able to provide the opportunity to purchase some items at cost price, which could offer a saving if you were intending to purchase any of these items at some point. We will keep you informed of such opportunities.

## ONLINE E-PAYMENTS FOR SCHOOL MEALS AND OTHER ONLINE PURCHASES

Aberdeenshire Council has introduced a secure and easy way of making payments to your Child's Academy for school meals and more. Inverurie Academy is now active on the system. There is no upper limit to the amount you can add to your child's account and if you wish, you can provide sufficient funds for weeks or even months in advance.

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**Step 1:** Visit the Aberdeenshire Council website at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk) and choose "Pay" from the list of online services, then select "School Meals".

**Step 2:** If you already have a myaccount, click on the sign-In logo above then move to step 4, if you do not have a myaccount choose "Register" then "Create New Account". (Please note if you have an NEC card you can use this for a quick registration process).

You will be asked to add your name, Date of Birth, email address and home address, and you will be asked to create a username. You can use your email address if you wish. Following this step you can complete further information or bypass this and "Complete registration".

**Step 3:** You will be sent a temporary password to the email address you provided, follow the instructions in the email by clicking on the link and entering the temporary password. You will then be asked to provide a permanent password. On your first time logging into myaccount you will be asked to share your details, this will allow you to use the same login with future council services. Once you are signed in, you will be directed to school payments system.

**Step 4:** If you are an existing school payments user and have used the same email address to register through myaccount the system will recognise this and you will be asked to link your logins by entering your original password. Your login will then be joined and you will be able to continue to use the system. You will only need to complete this step once.

If you are a brand new customer, please choose "Link Childs Account" and enter your child's reference number from the letter received. You can then opt to 'link further children' and use further codes to link additional children.

**Making Payments:** Once logged into the School Payments System, go to the homepage and add items you wish to pay for to your basket. When you proceed to checkout you will be taken to the Aberdeenshire Council Payment Gateway where you can enter your debit or credit card details securely. Please note a 2% fee is applied for credit cards. A receipt will be emailed to your nominated account.

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A video guide to the registration process is available online at:- [https://youtu.be/YwH9\\_3n7O4I](https://youtu.be/YwH9_3n7O4I). Should you have any queries or issues with registering for this system please contact our helpline on **03456 08 12 02**.

## Lockers

A limited amount of lockers are available for pupils to rent on an annual basis. The rental cost is £2 per year. A padlock with 2 keys must be supplied. There is still an opportunity to rent a locker. Pupils should request a locker from the School Office by 4 November 2016.

## Excursion/Trip Opportunities

As the school's curriculum develops, it is likely that there will be the opportunity for pupils to take part in a variety of fieldwork trips/excursions. These form a valuable part of the learning experience. However, as you know, transport costs for such activities are high and often beyond what can be sustained by normal school budgets. Your child may have the opportunity to take part in such trips and it is likely that we will have to ask you for a contribution to the cost of transport in these cases.

Information about some trips already planned is contained in the calendar. We will inform you as far in advance as possible of any other opportunities that become available during the course of the year. We will continue to look at how we best communicate about trips /excursions in order to keep parents as informed as we can of any additional plans.

## SCHOOL CONTACT DETAILS

|                                |  |                     |
|--------------------------------|--|---------------------|
| <b>Address</b>                 | Inverurie Academy<br>Jackson Street<br>Inverurie<br>AB51 3PX                               |                     |
| <b>Telephone Number</b>        | 01467 621655   |                     |
| <b>Fax Number</b>              | 01647 624425   |                     |
| <b>Email</b>                   | <a href="mailto:inverurie.aca@aberdeenshire.gov.uk">inverurie.aca@aberdeenshire.gov.uk</a> |                     |
| <b>Acting Head Teacher</b>     | Mr Ian Parkin  |                     |
| <b>Depute Rectors:</b>         | Mr Ian Hamilton  | (Year Head S2 & S5) |
|                                | Mrs Pauline Fraser   | (Year Head S3 & S6) |
|                                | Ms Dawn Lynch  | (Year Head S1)      |
|                                | Mr Alasdair O'Connor   | (Year Head S4)      |
| <b><u>Guidance Teacher</u></b> |  |                     |
| <b>Barra House</b>             | Mr Phil Littler  |                     |
| <b>Crichie House</b>           | Miss Sian Phillips   |                     |
| <b>Davah House</b>             | Mr Graham Hepburn  |                     |
| <b>Harlaw House</b>            | Mr Alan Johnston   |                     |
| <b>Selbie House</b>            | Miss Claire Taylor   |                     |

## ABSENCE PROCEDURES



## **SEEMIS Text Messaging**

As part of an Aberdeenshire scheme designed to monitor absence, we have a facility in school, which allows us to contact you quickly and efficiently. The system is called SEEMIS Text Messaging.

SEEMIS Text Messaging gives us the ability to send text messages to your mobile phone. We primarily use the system to advise/acknowledge that your child is absent from school. **Clearly the use of such a system makes it even more important that you let us know in advance or early in the morning about an absence and that you update the school re any changes to telephone numbers.** This information can be updated below.

The school has installed a dedicated answering machine to record absence messages. The number is **01467 626399**. Please keep your message brief and only include the following information - pupil name, register class and reason for absence.

All text messages sent from school will display +447624810410 at the top of the message. We will be able to see from the school system when the message has arrived in your phone and will know you have received it (you can reply via text to these messages). If we are asking for information, please confirm that information in the normal way i.e. by letter to the school.

To summarise:

- **If you know your child is going to be absent from school please let us know in advance on 01467 626399.**
- **Should your child be absent and we have not been informed you will receive a text message to your mobile.**

To ensure authenticity, parents are requested not to send absence notes by e-mail.

If you have any queries about the SEEMIS system please feel free to contact the school.

## **Illness**

Please ensure that pupils who feel unwell in the morning do not come to school. We are not allowed to give out paracetamol or aspirin. In addition, children should be responsible for carrying around their own daily dose of medicine because the nurse is not always present to dispense it. Only in special cases can arrangements be made for storage of medicines.

In the event of a pupil becoming ill at school we will make every attempt to contact a parent. We will not be able to send a pupil out of school unless there is somebody at home or at an emergency address to receive them. Pupils should not walk home unaccompanied if unwell.

## ADVERSE WEATHER ARRANGEMENTS

In any school closure emergency (snow or otherwise) we would like to be sure that when pupils are sent home they can gain access to the house or they have a friend or relative they can go to if parents are at work. Information is gathered annually and you will receive the relevant forms in due course. Any change in emergency address should be notified to school to ensure that each pupil can be accommodated in Inverurie if necessary.

In the event of severe weather some buses may not run. If this happens please do not bring your son or daughter into school as we will have no way of getting them home.

There are three options for finding out whether or not the school is open or closed.

### **1. Telephone Information Line**

The line can handle 10,000 calls per minute. The number is **0870 054 4999**. You will be asked for the school PIN number. It is **021060**. Once the PIN number is entered, simply follow the instructions (you need a push pad telephone to do so). During bad weather information will be updated each evening at about 6.00 pm, or as appropriate.

### **2. Online/Website**

The website is at <https://online.aberdeenshire.gov.uk/Apps/Schools-closures/>. The website is easy to use and, again, the information will be updated at regular intervals as appropriate.

### **3. Radio Announcements**

Local radio stations will continue to announce closures (in fact, the website is linked to these radio stations, and when the school updates the message on the site it is automatically e-mailed to them).

The radio stations are:

|                                   |              |
|-----------------------------------|--------------|
| BBC Radio Scotland                | Northsound 1 |
| NECR (North East Community Radio) | Waves        |
| Original 106                      |              |

The systems described above should make it easier to get accurate information about school closures during bad weather or other emergencies. Additionally, parents can sign-up for alerts.

Please use the Information line rather than 'phoning the school. It is impossible to answer promptly all the calls to the school on those days when the weather is bad. The Information line is a better alternative.

Should there be a sudden emergency during the school day pupils will be sent home on the buses and again the local radio stations will be informed and will broadcast information. Please ensure that your son/daughter is aware of such arrangements: they apply whether pupils live in Inverurie or outwith the town.

## PUPILS ARRIVING BY CAR

The safety and well being of pupils is a prime concern for the school. Part of this is to minimize the interaction of pupils with vehicular traffic. **If you are bringing pupils to school by car you must not bring your car into school either at the Jackson Street entrance or at the West Church entrance.** Pupils can be safely dropped off at either the Swimming Pool Car Park or in the Square beside Boots the Chemist. Both of these locations allow pedestrian access to school. The above applies at the start and end of the school day.

Both the police and the local authority's Health and Safety representatives have insisted that the above arrangements are adhered to.

During the day if parents are visiting the school or dropping off pupils that have had appointments etc. the visitors' car park may be used.

## MOBILE PHONE POLICY

As with all unnecessary equipment brought to school, we cannot guarantee the safety and security of mobile phones. If a pupil chooses to take a mobile phone to school it is his/her responsibility to look after it. Whilst the school would always condemn theft or vandalism, if a mobile phone were to be stolen, we would advise the pupil to inform his/her parent/carer and parents/carers should inform the police.

If a pupil takes out, uses a mobile phone, or it rings in class or assemblies it will be confiscated by the teacher. The pupil may then retrieve it from the school office at the end of the school day. If a pupil were to repeatedly have his/her mobile phone confiscated then it would only be returned directly to his/her parents/carers, and appropriate disciplinary action taken on the grounds of disruption to classes. The same would apply in any situation where a pupil was abusive, argumentative or aggressive towards a member of staff who confiscated his/her mobile phone.

Mobile phones must not be used to photograph or record images of fellow pupils or staff. Anyone using their mobile phone to harass, bully, harm, offend or abuse others, will face severe disciplinary action or even prosecution.