

Inverurie Academy

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Handbook  
2020/21

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**INVERURIE**  
**ACADEMY**



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All information in this handbook is correct as of October 2019

# Introduction to Inverurie Academy

*Welcome to Inverurie Academy. This handbook provides some basic information about our school and we do hope this is useful for you. However, we are really clear that the true value of an organisation is found in the people who call it their place of learning or work. You will find some of the stories of our people through our twitter feed and school website. We would be delighted to provide further information, arrange a visit, show you the school and most importantly discuss with you our Core Values and plans to ensure every student achieves their full potential.*

## School Contact Details

Inverurie Academy	01467 532290
Inverurie Community Campus	
Victoria Street	<a href="http://www.inverurie.aberdeenshire.sch.uk">www.inverurie.aberdeenshire.sch.uk</a>
Inverurie	
Aberdeenshire	<a href="mailto:inverurie.aca@aberdeenshire.gov.uk">inverurie.aca@aberdeenshire.gov.uk</a>
AB51 3QS	
	@InverurieAcad, @InverurieHT
	<a href="mailto:inverurieacademypc@gmail.com">inverurieacademypc@gmail.com</a>

## Adverse weather and emergency closure

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

Information Line 0370 054 4999 021060 (Please do not use this line to leave messages for the school.)

Inverurie Academy is a non-denominational school with a role of approximately 1,000 students from S1 to S6. The school serves the Inverurie catchment area.

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

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**The school day...**

<b>Monday / Tuesday / Friday</b>	<b>Wednesday / Thursday</b>
08.40 – 08.50 Registration	08.40 – 08.50 Registration
08.50 – 09.40 Period 1	08.50 – 09.40 Period 1
09.40 – 10.30 Period 2	09.40 – 10.30 Period 2
10.30 – 10.50 Break	10.30 – 10.50 Break
10.50 – 11.40 Period 3	10.50 – 11.40 Period 3
11.40 – 12.30 Period 4	11.40 – 12.30 Period 4
12.30 – 13.20 Break	12.30 – 13.20 Break
13.20 – 14.10 Period 5	13.20 – 14.10 Period 5
14.10 – 15.00 Period 6	14.10 – 15.00 Period 6
	15.00 – 15.50 Period 7

**Our staff team.....**

<b>Senior Leadership Team</b>	<b>Guidance Team</b>
Dr Alison Drysdale	Mrs Emma Farquhar (Harlaw House)
Mr David Anderson (Acting)	Mr Phil Littler (Barra House)
Ms Dawn Lynch	Mrs Katy Taylor (Crichie House)
Mr Alasdair O'Connor	Mrs Debbie May (Selbie House)
Mr Julian Shepherd (Acting)	Mr Alex Clark (Acting, Crichie House)
	Mr Scott Willis (Acting, Davah House)

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# Our Vision, Values and School Ethos

***Core Values are at the heart of our school. They define who we are, how we learn and work, what we believe in and what we stand for. These values guide how we act and how we expect to be treated.***

Between January and April 2017, our School Captains led us through a journey of exploring the heart of our school and helping us to define our Core Values. This journey included workshop, presentations and an online vote for all stakeholders. Students, parents, staff and our partners voted for the following four Core Values:-

**ambition**  
**inclusion**  
**integrity**  
**respect**



Over the past year, we have worked to embed our Core Values into all aspects of our work. For example, we have amended our Learning & Teaching statement to include reference to these values.

**#inver = a + a + a**

An Inverurie Academy lesson is where all learners are actively engaged and learning at an ambitious pace

**LEARNING**  
ambition inclusion integrity respect

Building on our Core Values is a refreshed vision focusing on sustaining the improvements in attainment, strengthening our leadership in all parts of our school community and a real focus on skills.

ambition inclusion integrity respect

**2020-2022**

vision – sustained improvement in attainment, **strength** in leadership & learning, and **skills**.

# Curriculum

Within our 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 students 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. We will, therefore have a curriculum which we will adapt continuously over time to meet the needs of our students.

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 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.

## Curricular Areas

- **Literacy and English Language:** Listening, Talking Reading and Writing.
- **Numeracy and Mathematics:** Number, Money and Measure, Information Handling, Shape, Position and Movement.
- **Health & Wellbeing:** Mental, emotional, social and physical wellbeing, Physical education, activity and sport, Food and health, Substance misuse, Relationships, sexual health and parenthood.
- **Social Studies:** People, past events and societies, People, place and environment, People, society, economy and business.
- **Sciences:** Planet Earth, Forces, electricity and waves, Biological Systems, Materials, Topical Sciences.
- **Technologies:** Technological developments in society, Business technology skills and knowledge, Computing science, Food and textiles, Craft, design, engineering and graphics.
- **Expressive Arts:** Music, Drama, Art and Design and Dance.
- **Religious and Moral Education:** Christianity, World Religions, Development of beliefs and values.
- **Modern Languages:** French, German and Spanish.

## Curriculum Design

Our curriculum is designed on the basis of the following 7 principles:

- Challenge and enjoyment
-

- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

### **Developing Young Workforce**

As part of the curriculum, students 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 students 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, students will be given the opportunity to study for vocational qualifications, including Foundation Apprenticeships, alongside the more traditional qualifications.

Further information for parents on Foundation Apprenticeships can be found at <https://www.apprenticeships.scot>

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

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

### **Curricular Levels**

<b>Early</b>	The pre-school years and P1, or later for some.
<b>First</b>	To the end of P4, but earlier or later for some.
<b>Second</b>	To the end of P7, but earlier or later for some.
<b>Third and Fourth</b>	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.

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## Inverurie Academy Curriculum 2019-20

Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32					
<b>S6</b>	Column D				Column E					Column F					Column G					Column H				Core		Wider Achievement											
	Adv Higher				Adv Higher					Adv Higher					Adv Higher					Adv Higher				S6 (No PE)													
<b>S5</b>	Higher				Higher					Higher					Higher					Higher				ST S5		ST S5		PSE - SQA Leadership Award L6 - SQA Personal Development Award L6 - Enterprise and Employability L5 (Work Experience) - Scottish Studies (NPA L6) - First Aid at Work ? - Religion Belief and Values									
	NPA Level 5/6 Enterprise and Business (6)				NPA Level 5/6 Sport and Fitness: Team/Individual (5)					NPA Level 5/6 Computer Games Development (4/5/6)					NPA Level 5/6 Laboratory Science (6) Music Performz (6)					NPA Level 5/6 Land Based Engineering (6) Actzng and Performance (6)				PE S5 & S6 Option													
	N5 Options				N5 Options					N5 Options					N5 Options					N5 Options																	
	N5 Options (S4 Catch Up)				N5 Options (S4 Catch Up)					N5 Options (S4 Catch Up)					N5 Options (S4 Catch Up)					N5 Options (S4 Catch Up)				ST													
Periods	S4 Higher possible at expense of PSE					S4 Higher possible at expense of core					S4 Higher possible at expense of core					S4 Higher possible at expense of core									Maths		English										
<b>S4</b>	D				E					F m/w					G					H tu/th				Maths		English											
	Tech & Vocational Courses + PE, HE				Tech & Vocational Courses + PE, HE					WE WE WE WE					LIT LIT NUM NUM					WE WE WE WE				Coll Coll Coll Coll		Coll Coll											
	Coll				Coll					Coll Coll Coll Coll					Coll					Coll Coll Coll Coll				Coll		Coll											
Periods	Coll				Coll					Coll Coll Coll Coll					Coll					Coll Coll Coll Coll				Coll		Coll											
<b>S3(b)</b>	English				Maths					F					G					H				I		J											
Jan-Jun	English				Maths					F					G					H				I		J											
<b>S3(a)</b>	English				Maths					F					G					H				I		J											
Jul-Dec	Progress towards CFE Level 4				Progress towards CFE Level 4					Progress towards CFE Level 4					Progress towards CFE Level 4					Progress towards CFE Level 4				Progress towards CFE Level 4		Progress towards CFE Level 4											
Periods	Coll				Coll					Coll Coll Coll Coll					Coll					Coll Coll Coll Coll				Coll		Coll											
<b>S2</b>	Maths				English					Science					Humanities					Creative Arts				TV		HBWb		Modern Languages		PSE							
	Maths				English					Science					History Geography Modern Studies					RE Music Drama Art				Technical				PE		Business and IT		French German		PSE			
Periods	Coll				Coll					Coll Coll Coll Coll					Coll					Coll Coll Coll Coll				Coll		Coll Coll		Coll Coll		Coll Coll							
<b>S1</b>	Maths				English					Science					Humanities					Creative Arts				TV		HBWb		Modern Languages		PSE							
	Maths				English					Science					Social Subjects					RE Music Drama Art				Technical				Home Economics		PE		Business and IT		French German		PSE	
Periods	Coll				Coll					Coll Coll Coll Coll					Coll					Coll Coll Coll Coll				Coll		Coll Coll		Coll Coll		Coll Coll							

## Development of Spiritual, Moral, Social and Cultural Values

In our school we are committed to providing appropriate opportunities for the development of students' spiritual, moral, social and cultural values through both the ethos and the curriculum.

## Wider Curricular Activities

Inverurie Academy is well-known for providing a rich variety of wider curricular experiences. We believe these experiences are part of the totality of the curriculum as they support development of skills, experiences and help to encourage students to become the rounded young people who will be successful in the world of further study and work.

In S6, all students are expected to choose from a range of wider curriculum courses that take place on a Friday afternoon. These courses cover a wide range of skills; Young Enterprise, Dance, Leadership, Bush-Craft Skills, Duke of Edinburgh, Life Skills and many others.

A Wider Curriculum Fair is held at the beginning of each year. Whilst each year is different, the following list represents just a few of the available experiences on offer:-

Academy Star Amnesty Group Athletics Badminton Club Banter Club Basketball	Duke of Edinburgh Film Club Fit for Girls Football (Boys) Football (Girls) House Council	Philosophy Club Rights Respecting Group ROV Club School Council STEM Club String Orchestra
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Celtacad Charities Group Concert Band	Leaders in Sport LGBT Group Netball	Tapadh Leat Ukulele Group Young Enterprise
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## 1+2 Language Learning

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.

At Inverurie Academy, the first foreign language will be French. This language will be learned from S1 through to S3. However, at Inverurie Academy, we will also introduce a second foreign language of German in S1 and there will be opportunities to continue this language through to S3 and beyond.

If you would like your child to access Gaelic Medium Education and they have not yet started to attend a primary school you can make a request for an assessment of need for Gaelic Medium Primary Education (GMPE). For more information, please go to:

<http://aberdeenshire.gov.uk/schools/information/gaelic-in-schools/>

The parent or carer of any child or young person can make a request for their child to attend to any school which offers GMPE. This will enable your child to be taught by specialist staff. As there are currently no schools in Aberdeenshire which have GME provision learners are transported to school in Aberdeen City.

## Further Information

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

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):

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<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://www.sqa.org.uk/sqa/58062.3806.html?pMenuID=5605>

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# Assessment and Reporting

Students 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 students “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 student 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 student 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

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

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

In the Senior Phase students embark on the National Qualifications.

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

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

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

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# Transitions (Moving On)

At Inverurie Academy, we work hard with others to ensure that transitions into and from our school are smooth, planned and purposeful.

## Primary to Secondary Transition

A transition team at Inverurie Academy works with cluster Primary Schools to ensure the right transition arrangements are in place. Transition activities include; visits from the transition team to meet with Primary students, early and sustained visits from Primary students to Inverurie Academy for those where enhanced transition is appropriate, a Step-Up for Enterprise Activity for all Primary students, a five day visit for all Primary students to Inverurie Academy, an optional summer Transition Plus event supported by Active Schools and two Parent Information evenings.

## Secondary – World Beyond School

At Inverurie Academy, we take our responsibility to ensure a smooth, planned and purposeful progression from school to the world of higher education, further education or work. A wealth of activity, starting in S1, introduces students to awareness of and planning for this transition. This activity includes; regular inputs to students through PSHE classes, group and individual meetings with Mrs Ruth Berry from Skills Development Scotland, an annual Careers Fair, regular opportunities to visit Universities, work experience placements and Mentoring for S5 and S6 students from industry and community partners.

There are also opportunities for parents to meet teachers and Guidance teachers and to ask any questions or share any information that will help support students through any transition. This is also an opportunity for parents to meet their child's teacher/**Named Person** and to ask any questions or share any information about your child's needs which will help support them through any transition.

Visit Parentzone for more information about transitions:

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

Visit Parentzone for more information about transitions:

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

## 1 Admissions

### Nursery Admissions.

Early in each calendar year, all parents/carers should complete an application form and submit this to the nursery of their choice. This can be your local school nursery or any other early learning and childcare setting within Aberdeenshire. 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

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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/>

To view the school catchment area for your address, go to:

<https://aberdeenshire.gov.uk/schools/school-info/admissions/school-zones/>

## **2 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:

[Out Of Zone Placing Request Policy & Procedures](#)

## **3 Skills Development Scotland**

Skills Development Scotland (SDS) is Scotland's careers service.

Qualified SDS Careers Advisers work in schools and careers centres across the whole of Scotland. The SDS Careers Adviser in our school is Mrs Ruth Berry. Contact with the Careers Adviser should be done through the school.

Careers Advisers will meet with young people to help them make decisions about their future career pathway. Alongside other school staff, Careers Advisers are involved in supporting young people through subject choice at relevant stages in their education. This may involve working with individuals one to one, or with groups or classes. Young people can continue to access support from advisers when they leave school, through the Career Centres in Peterhead, Inverurie and Aberdeen.

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# Support for Children and Young People

## 4 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.

Aberdeenshire's schools play a key part in delivery of Aberdeenshire's Children's Services Plan.



Its vision is that:

***'Our commitment to Aberdeenshire's children and young people, is to provide them with the right support, in the right place, at the right time.'***

***In helping them reach their individual potential and goals, we will work together to make Aberdeenshire the best place in Scotland to grow up'***

You can find out more about our Children's Services Plan at:

<http://www.girfec-aberdeenshire.org/who-we-are/our-childrens-services-plan/>

## 5 Wellbeing

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 our school to feel happy, safe and supported to fulfil their potential.

See Page 5 for details of our Guidance Team at Inverurie Academy.

## 6 Children's Rights

The Children and Young People (Scotland) Act 2014 included new law to help make sure children's rights are promoted across Scotland. Children and young people's rights and participation are promoted in lots of different ways by schools in Aberdeenshire.

This means we:

- Raise awareness of Children's Rights, and how rights can be accessed
- Provide opportunities for children and young people to get involved in decision-making
- Make sure children and young people's views influence how we develop services
- Support children and young people to express their views (where needed)
- Listen to children and young people's views on what we do well, and what we could do differently

Aberdeenshire Council has endorsed a Children and Young People's Charter. You can find out more about Children's Rights and opportunities for participation at:

<http://www.girfec-aberdeenshire.org/home/children-and-young-people/>

## 7 The Named Person

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

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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. From birth to prior to starting school, the Named Person Service is provided by your Health Visitor. 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. The Named Person Services is currently delivered on a national policy basis.

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

<https://www.gov.scot/policies/girfec/named-person/>

The Named Person for your child/young person is the Guidance Teacher of the appropriate House (see the table on page 5).

## **8 Educational Psychology**

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

When there are concerns about a child or young person's learning or wellbeing, an Educational Psychologist can support others to problem solve their way through potentially difficult and complex situations. Consultation with people who know the child best forms the basis of Educational Psychology assessment. Its purpose is to explore and understand the concern, and support people to come up with solutions that will work in that particular context.

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The EPS also offers a range of services that help improve learning and wellbeing for all children and young people. We do this through action research, development work with schools, training, and contributing to strategic developments.

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

## 9 Enhanced Provision & Community Resource Hubs

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

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

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

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

## 10 Support for Learning

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

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

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

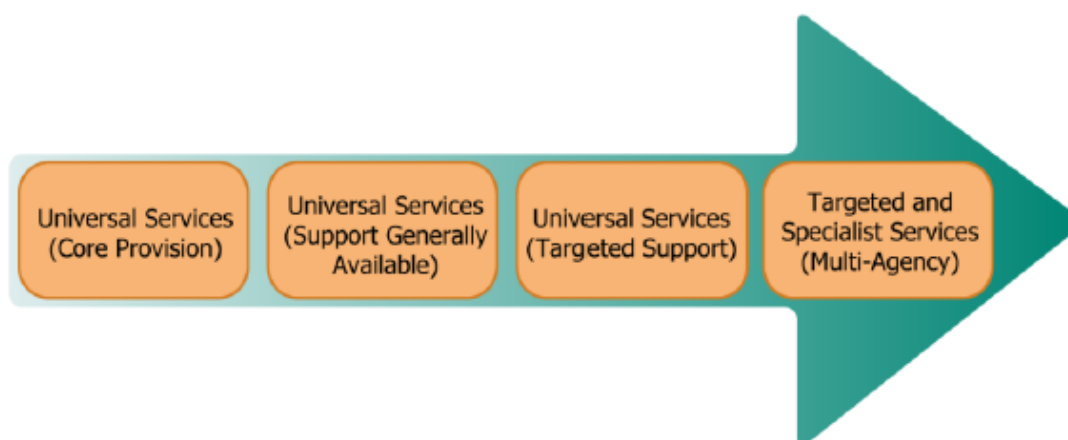
Each school cluster has an allocation of Teachers of Additional Support for Learning (ASL) who are employed to support students with additional support needs. They work across each cluster in primary and secondary. In partnership with school staff, parents and other professionals (if appropriate), they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

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

## 11 The Child's Plan

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



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

Where a child or young person needs one or more targeted supports, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment using the National Practice Model (My World Triangle/Resilience Matrix) would help to identify any wellbeing needs (*Safe, Healthy, Active, Nurtured, Achieving, Resected, Responsible, Included*), and highlights strengths and pressures in the child's situation. Families are fully involved as key partners in these 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 be identified to co-ordinate and manage any Child's Plan.

Information is available on the Aberdeenshire *Getting It Right for Every Child* Website:

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

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## 12 Child Protection

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

Within our 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. In our school the designated staff are: **Ms Dawn Lynch & Mr Mark Jones**.

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:

You can speak to designated staff in our school

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/>

## 13 Further Information on Support for Children and Young People

The following websites may be useful:

**Getting It Right for Every Child (GIRFEC)**

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

**Aberdeenshire Council**

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

**Support for All**

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

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**Enquire – National Parent Information Service and Helpline**

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



# Parent & Carer Involvement and Engagement

*The term “parents” refers to anyone with parental responsibilities and others who care for or look after children or young people.*

Both globally and nationally it is recognised 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.

Parental Involvement and Engagement Strategy The Parental Involvement and Engagement Strategy demonstrates the commitment by Aberdeenshire Council to improve the quality and the extent of all parents’ involvement in their child’s learning and the important role they play in their child’s education.

The plan sets out a vision for parental involvement and engagement for the next three years and covers a journey that a child takes from pre-birth to age 18. It highlights the leadership of those who make the difference day in and day out.

<http://publications.aberdeenshire.gov.uk/dataset/parental-involvement-and-engagement-strategy-and-action-plan/resource/02c6596e-8cba-42c7-b28a-eed64086ea42>

## 14 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.

## 15 Communication

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

Use of Groupcall to text and email

School Website: [www.inverurie.aberdeenshire.sch.uk](http://www.inverurie.aberdeenshire.sch.uk)

Social Media: @InverurieAcad, @InverurieHT (and individual Faculty Twitter Feeds)

Newsletters: available through the School Website [here](#).

Events: advertised through the Daily Bulletin available through the Website [here](#) and our School Calendar [here](#).

School Reports

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

## 16 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 our school we provide materials for you to work with your child to develop key skills at home. For explanation of this please see the relevant Guidance Teacher or contact the School Office.

## 17 Parent Forum and Parent Council

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

The Inverurie Academy 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 **Mrs Elizabeth Watt** or Head Teacher for more information about getting involved in the Parent Council or email: [inverurieacademypc@gmail.com](mailto:inverurieacademypc@gmail.com). Alternatively, please visit the Parent Council page on the school website [here](#).

## 18 Parents and School Improvement

Our 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. In our 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

## 19 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:

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

## **20 Collaborating with the Community**

We 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

## **21 Addressing Concerns & Complaints**

Aberdeenshire Council recognises the vital role that parents play in supporting their child's learning and is committed to fostering positive relationships with parents. No matter how strong partnerships are, or how good our policies are, sometimes things can still go wrong and there may be occasions where parents wish to express unhappiness or dissatisfaction with council services, policies or staff behaviour.

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

When a complaint is made it must be handled in accordance with the Complaints Handling Procedure which provides two opportunities to resolve issues internally. In order to maintain positive relationships, it is usually better for all if parental concerns or complaints can be resolved at school/ early years setting level as quickly as possible.

If a concern or complaint cannot be resolved at frontline resolution (Stage 1) then it will progress to Investigation (Stage 2) and a detailed investigation into the matter will be carried out. Complaints that are complex, serious or high risk and require detailed, lengthy investigation may be dealt with at the Investigation Stage from the outset.

Once the two internal stages of the Complaints Handling procedure have been exhausted, the complainant must be directed to the Scottish Public Services Ombudsman (SPSO) to carry out an independent external review of the process. The SPSO is the final stage of the complaint procedure.

Once the SPSO reaches a decision they may contact the council with recommendations for improvement and will provide dates by which the recommendations must be implemented. The council is required to report back to the SPSO and evidence that the required action has been taken.

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# School Policies and Useful Information

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

## 22 Attendance

**What students need to know:**

Lateness:

At Inverurie Academy, we believe that good attendance is vital to support success in and beyond education. There are clear links between good attendance and good attainment. We all, parents, teachers and the community, have a responsibility to encourage the positive attitude towards learning which will result in good attendance.

Permission for absence from school:

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

**What parents needs to know:**

The school follows the Aberdeenshire Attendance Policy:

[http://www.aberdeenshire.gov.uk/media/19805/attendance-policy\\_april-2015.pdf](http://www.aberdeenshire.gov.uk/media/19805/attendance-policy_april-2015.pdf)

Procedures for following up on student 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.

## 23 Holidays during term time.

The Scottish Government has deemed that holidays taken during term time for primary and secondary children 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/>

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## 24 Dress Code

During 2018 a student led initiative undertook a complete refresh of the dress code at Inverurie Academy. We are very proud of our new School Uniform and see this as an opportunity for students to demonstrate pride and belonging to the school to our Core Values.

Students at Inverurie Academy are expected to wear the following items to school:

### The Uniform (S1-S6)

Compulsory Blue Blazer
White Shirt and School Tie
Optional Grey or Black V-Neck Jumper or Cardigan
Black Trousers or Skirt
Black Shoes or All-Black Trainers

### The Uniform - Explanation

<p><b>Compulsory Blue Blazer</b> This can be purchased via Academy Uniforms at <a href="https://www.academyuniformsltd.co.uk">https://www.academyuniformsltd.co.uk</a>. Fitting opportunities are provided in May each year in time for the following session.</p>
<p><b>White Shirt and School Tie</b> School Captains are presented with an Inverurie Academy Tartan Tie to wear as part of their identity. Otherwise Ties can be purchased at <a href="https://www.academyuniformsltd.co.uk">https://www.academyuniformsltd.co.uk</a>.</p>
<p><b>Optional Grey or Black V-Neck Jumper or Cardigan</b> Grey and black v-neck jumpers with the school crest can be purchased from Academy Uniforms at <a href="https://www.academyuniformsltd.co.uk">https://www.academyuniformsltd.co.uk</a>. However, it is acceptable to wear plain grey or black v-neck jumpers as an alternative as long as these are accompanied by the School Tie and the Blue Blazer.</p>
<p><b>Black Trousers or Skirt</b> Most recent contention has accompanied the wearing of suitable trousers and skirts. <u>Trousers</u> There are two factors which distinguish acceptable from unacceptable school trousers. 1) Colour - school trousers must be black and not faded, worn, weathered or rippled. 2) Rivets - school trousers must not have obviously visible rivets. School trousers should have either no rivets or black rivets.</p>
<p><u>Skirts</u> Skirts should be of a reasonable length and should not be too short. As a guide, fingertip length or longer when arms are held by a student's sides would be considered appropriate.</p>
<p><b>Black Shoes or All-Black Trainers</b> Shoes should be plain in black and must not have coloured details.</p>

### The School Uniform in the Campus



Students, parents and staff were involved in choosing the current dress code and the items have been selected so that students clearly identify with the school.

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

Suppliers:

[https://www.academyuniformsltd.co.uk/index.php?route=product/category&path=62\\_170](https://www.academyuniformsltd.co.uk/index.php?route=product/category&path=62_170)

Physical Education. PE Kit consists of:

- All students must have a complete change of clothing for participation in Physical Education.
- Indoors: shorts, cotton tops, socks and indoor training shoes.
- Outdoors: shorts, cotton tops, socks, tracksuit, warm top, outdoor training shoes or football / hockey boots.

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.

## 25 Clothing Grants

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

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

## 26 Transport

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

These distances are the shortest available route from the student's house to the school gate and can take into account main roads (including dual carriageways), tracks and paths. Students will be assigned a collection point, in villages and towns and where safe to do so, students may have to walk up to 1 mile to the nearest collection point. Students who reside in rural locations are usually collected at the nearest adopted road to them (track end or roadside). School transport vehicles will not use private unadopted roads or tracks. It is the parent's responsibility to escort the student to and from their collection point Application forms for free transport, Form PTU100 can be obtained from the school office.

## 27 Privilege Transport

Transport provision is also made available for students 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 students in receipt of the clothing grant, and to families with 3 or more children travelling to the same school. There are 3 types of privileged transport available.

### **In-zone Privileged transport**

Students who attend their zoned school but do not qualify for free school transport due to their residence being under the qualifying mileage can apply for In-zone privilege transport. If there is suitable seating capacity available and an existing route then the application should be approved, if there is not and there is a safe walking route available to the student, then it may be rejected. Please also note that if seating capacity is needed for a student who is entitled to free school transport, In-zone Privilege students may be given written notice and removed from transport.

### **In-Zone Privilege Transport – Guaranteed**

Students who attend their zoned school but do not qualify for free school transport due to their residence being under the qualifying mileage can apply for In-zone privilege transport. If there is no safe walking route available to the student, they are guaranteed a seat on transport by applying for an In-zone Privilege pass and paying the applicable annual charge. A student who is guaranteed in-zone privilege transport would not be removed to make room for a student who is entitled to free school transport.

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### **Out of Zone Privilege Transport**

There is no transport entitlement to students who attend a school which they are not zoned for. Students may apply for Out of Zone Privilege transport; students are required to meet the nearest available school transport vehicle to them, and it is the parent's responsibility to bring the student to the nearest collection point. Out of Zone Privilege transport students may be removed, with written notice, at anytime for In-Zone Privilege and Entitled transport students

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](mailto:school.transport@aberdeenshire.gov.uk)

## **28 Early Learning & Childcare Transport**

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

## **29 Special Schools and Enhanced Provision**

Aberdeenshire Council may provide free transport where necessary for students who attend a school with enhanced provision proposed by the Authority. In certain cases, students may be encouraged to make their own way to school by public transport, and where this is authorised, bus passes are issued. Where a student's address falls in the delineated area of a resourced school, and is within reasonable walking distance, the Authority will take advice from the Community Child Health Service before deciding if free transport should be provided

## **30 School Closure & Other Emergencies**

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 students 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 - 94.7MW 810 kHz
- **Moray Firth Radio**  
FM 97.4 MW 1107 kHz
- **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 **021060**. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

## **31 Storm Addresses**

When there has been severe snow storm during the day it may be prudent for students who live some distance from the normal bus routes not to attempt to reach

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their homes but to spend the night in alternative accommodation nearer school. It is the parents responsibility to inform school about any students who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

### **32 Change of address and Parental Contact Details**

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

### **33 Anti-bullying Guidance**

What is Bullying?

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

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

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

Bullying can be verbal, physical, emotional or cyber. It can be intentional or unintentional, direct or indirect, persistent, or a one off incident. People who experience bullying behaviour feel vulnerable and/or socially isolated.

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
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Aberdeenshire Council Education and Children's Services Anti-bullying Policy is due to be reviewed and updated in 2019/20.

More information can be found in our School's anti-bullying guidance available from the Guidance Team. Copies of this school guidance can also be accessed via the School Office.

Inverurie Academy is currently in the process of formulating an Equalities Policy, a policy that will incorporate both the school and Aberdeenshire approach to tackle any bullying behaviour. This is now in draft form and will be ready for session 2020-21.

## **34 School Meals**

### **Secondary School Lunches**

Food services at Secondary schools provide a cafeteria style dining facilities with a range of freshly prepared meal options on offer. Secondary Meal Options and Prices 2019.

Alongside the main lunchtime service many schools offer a breakfast and morning break service. Items can be purchased individually or as part of a 'meal deal'.

Most schools also provide a Pre-order service enabling lunch to be ordered in the morning using an iKiosk unit. Orders are prepared, packaged and can be uplifted from designated pick up point within the school.

Vending machines are also available and provide a number of food and drink options.

### **Payment for School Meals**

As with Primary schools a cashless catering system is in operation for payments to student accounts linked to NEC/Young Scot Cards. Students may put funds on their account using Revaluation units located within the school. The Revaluation unit also shows a student's current balance at any time.

Parents make payment online to student accounts at the school and are also able to view account balances and a student's purchase history 24/7 online.

For further information or questions please contact your school, school catering team or the Education Catering Service. [Academy.meals@aberdeenshire.gov.uk](mailto:Academy.meals@aberdeenshire.gov.uk)

## **35 Healthcare & Medical**

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

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

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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 students. 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 students 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.

Immunisation against Diphtheria, Tetanus and Poliomyelitis is provided for all students during the third year. If a student is unable to keep the school appointment, parents are advised to request immunisation from their own doctor.

HPV Immunisation to protect against cervical cancer is offered to all girls in S2. This is a series of 3 injections over a six month period commencing in September each year. A catch-up programme is also in place for girls who miss any of their injections.

Most students 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 students have medical conditions that, if not properly managed, could limit their access to education. Such students 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 students are not put at risk.

Planning formats may include either:

- Individual Student 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 students with medical needs and ensure that they and others are not put at risk.

Please find the link below to our policy and guidance: Supporting Children and Young People with Healthcare needs and managing medicines in Educational Establishments

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Supporting-Children-Managing-Medicines-Educational-Establishments.pdf>

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Sunscreen - As children are outdoors for learning and for play, parents should apply this prior to sending children to school or nursery. School staff do not supply, nor do they apply, sunscreen creams.

If your child has long term medical conditions such as asthma or diabetes, which may require on-going support, this should be fully discussed with the school. In certain cases specific training of staff about a child's treatment may need to be given. In addition, some children have conditions which may require occasional staff intervention e.g. severe allergic conditions such as anaphylaxis.

### **36 Exclusion**

The foundation for schools, learning establishments and education authorities is a whole school ethos of prevention, early intervention and support against a background which promotes positive relationships, learning and behaviour. Where students who display behaviour, whereby attendance at the school would be likely to be seriously detrimental to order and discipline in the school or the educational well-being of the students there, and where other forms of support have proved unsuccessful, the Authority exclusion policy may apply. For further information on exclusions contact the school or go to:

[http://www.aberdeenshire.gov.uk/media/3901/policy\\_disc\\_exclusion.pdf](http://www.aberdeenshire.gov.uk/media/3901/policy_disc_exclusion.pdf)

### **37 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.

### **38 Instrumental Tuition**

From Primary 4 onwards, tuition is available for a range of musical instruments. All disciplines are taught in the secondary schools however not all disciplines are available in primary schools due to limited resources. Orchestral string instruments are not normally available to beginners at secondary level. Tuition is subject to availability.

For further information go to:

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

### **39 Education Maintenance Allowance**

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

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

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## 40 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 students 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.

Whilst the school will exercise reasonable care for students' property, it is inevitable that property will be lost or damaged from time to time. Students' property which is worn or brought to school or left in bags/cloakrooms is at their own risk. This includes but is not restricted to personal items such as jewellery, phones/tablets watches and bicycles. Aberdeenshire Council cannot accept responsibility for loss or damage unless caused by negligence of the school or staff.

## 41 School Off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both students 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.

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 students in its charge during school hours and as such has to take reasonable steps to ensure the safety of all primary and secondary students. 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.

## 42 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 25<sup>th</sup> May, 2018. This change to the law gives

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parents/carers and young people greater control regarding how their personal data is used.

Digital technology has advanced greatly over the years and the Data Protection Act was also updated last year to take this into account and make it fit for purpose (Data Protection Act 2018).

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.

### **43 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 Students' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

### **44 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/data-protection/>. Alternatively you can contact the Council's Data Protection Officer by emailing [DataProtection@aberdeenshire.gov.uk](mailto: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](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully.

The Council is required where it is data controller under the GDPR to act in a transparent manner by providing information to individuals about how it will collect and use their personal data. Privacy Notices are an essential part of complying with this requirement. The Privacy Notice must provide information to individuals in a concise, transparent, intelligible and easily accessible way and must be written in clear and plain language. There are a number of examples available on <http://publications.aberdeenshire.gov.uk/dataset/education-privacy-notice>.

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## 45 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 Students' 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 students 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>

## 46 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.

## 47 ScotXed

ScotXed is a term used to represent the Scottish Government's Education Analytical Services, which is part of the Scottish Government's Learning Directorate.

ScotXed have legal powers to request data with regards all children and young people being educated in Scotland's schools, with the information collected about students and staff in schools used to help to improve education across Scotland. They do not collect the names of your child/children and they do not receive any contact details the school may have for you (e.g. telephone number, email address), and no information is published or made publicly available that would allow your child/children to be identified. More information on what and why they need data about your child/children, along with how they collect and store it is available in their Education Statistics Privacy Notices for parents and carers:

<https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

If you have any concerns around the national ScotXed data collections, you can:

- Contact the Data Protection & Information Assets team at the Scottish Government on [dpa@gov.scot](mailto:dpa@gov.scot), or
  - The Head of Education Analytical Services, Mick Wilson, on at [mick.wilson@gov.scot](mailto:mick.wilson@gov.scot),
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- You can write to them at Education Analytical Services, Area 2A-North, Victoria Quay, Leith, EH6 6QQ.
  - Alternatively, complaints may be raised with the Information Commissioners Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).
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# Further Information

The links below take you to the most update to date information on these topics.

## **School Improvement Plan**

<http://inverurie.aberdeenshire.sch.uk/wp-content/uploads/2015/02/Improvement-Plan-2019-20.pdf>

<http://inverurie.aberdeenshire.sch.uk/wp-content/uploads/2015/02/SQUIP-HGIOS4-INVERURIE-ACADEMY-2019-20-Website-Version.pdf>

## **Stats for Attainment**

The Scottish Government have developed a “School information dashboard” that provides a range of statistical information about each publicly funded school in Scotland. This includes school attainment information about Curriculum for Excellence Levels Achieved (for primary and secondary schools ) and attainment in National Qualifications (for secondary schools).

The dashboards can be consulted [here](#)

## **School Events Calendar including Holidays & Assessment Calendar**

<http://inverurie.aberdeenshire.sch.uk/calendar-2/>

## **Aberdeenshire Council School Holiday Calendar**

<https://www.aberdeenshire.gov.uk/schools/school-info/school-term-dates/>

## **Map of catchment area**

<https://gis.aberdeenshire.gov.uk/maps/map.aspx?geolocate=true&resolution=2&initialDialog=localKnowledgeDialog>

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