

Welcome to Kingsford School



Information Pack

Our vision at Kingsford School is to challenge and support learners to engage in a wide range of relevant experiences within a happy and secure environment in which we celebrate achievement and nurture the confidence and self-esteem of all to develop into successful learners, confident individuals, responsible citizens and effective contributors with the skills necessary for learning, life and work so that they can always aspire to be the best they can be.



Dear Parents

Here is your copy of Kingsford School's information pack. I hope that during your child's time here with us we will have many opportunities to meet and work together.

Our school is keen to carry on the long and happy association already established with both our parent body and our local community. I am sure you will agree that this positive relationship between home and school is essential if your child is to derive maximum benefit from her/his nursery and primary education.

As parents you have a depth of knowledge about your child which we would like you to share with us. This valuable information will help us to understand your child better and ensure that we create the most suitable experiences for her/him.

You are always welcome at Kingsford School as together we have important roles to play in ensuring the best possible education for your child.

The safety of our pupils and staff is very important to us so we would ask all parents and visitors to school to please use the pedestrian walkway and always enter and leave the school building by the main door next to the school office. Please remember that the car park is solely for staff use only.

This Information Pack has been produced to provide you with information that we hope you will find useful. In it we share curricular matters as well as useful organisational and administrative details about our school. As many of the details are subject to change from time to time we are presenting the information in loose-leaf form so that individual pages may be updated as required and all communications from school can be kept together for your reference. Please keep this pack in a safe place!

Our school sends home regular Newsletters by email and on the website but paper copies are available on request from the school office. Parents' Notice Boards are situated in the main entrance foyer and in the Nursery entrance.

If I have not met you already then I look forward to meeting you personally in the near future.

Thank you for your interest and support.

Audrey I Walker
Head Teacher



A Little About Our School

The school was built in 1959 and the parents of many of our children also attended this school. The school is valued in the local community and over the years has established and developed many close links with the local churches, the library, playgroups, community centres, shops, garden centre and police.

Currently our school roll stands at 340 and a nursery with 80 places.

Within our building we have fourteen classrooms, a gymnasium, a stage (which is also our General Purposes room), a library, a computer suite and a school hall. Our purpose-built Nursery is situated in the playground.

The Reception is just inside the main entrance door and all parents and visitors are asked to report there first. If you would like to see the Head Teacher or any other members of staff then an appointment can be made by contacting the school office.

Our school hours are,

Nursery

Morning Session 8.40am-11.50am Afternoon Session 12.30pm-3.40pm

Primary 1 - Primary 7

9.00am-3.15pm (Lunchtime 12.15pm - 1.15pm)

Playtime for all primary pupils is 10.30am - 10.45am

If you need to contact a member of staff please, in the first instance, contact the school office. Our contact details are:

Kingsford
Nursery/Primary School

Kingsford Road
Aberdeen
AB16 6PQ

Tel: 01224 693554

E-mail kingsford@aberdeencity.gov.uk

Web: www.kingsford.aberdeen.sch.uk

Information Line - 0870 054 1999

PIN CODE - 011610

www.aberdeencity.gov.uk/closure

Head Teacher: Mrs Audrey I Walker (M.A. Honours)

Kingsford School Aims



Encouraging*Praising*Achieving

Learning and Teaching

We aim to maximise learners' full potential through meaningful and challenging activities using relevant contexts, supporting children to take ownership of their own learning and allowing for personal choice and flexibility in using opportunities which arise spontaneously.

Vision and leadership

We aim to promote leadership at all levels to help deliver an exciting, challenging curriculum and in doing so prepare our children for a future of lifelong learning.

Partnership

We aim to communicate and work collaboratively with parents and carers, our local learning community and other agencies to enhance children's learning and create an environment which engenders confidence, awareness and an appropriate curriculum for each child.

People

We aim to value the contributions and involvement of everyone in our Kingsford Community, ensuring opportunities for all to develop as Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Culture and Ethos

We aim to create a happy and secure environment where children can develop as Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors, developing and displaying a caring attitude towards others.

Our vision at Kingsford School is to challenge and support learners to engage in a wide range of relevant experiences within a happy and secure environment in which we celebrate achievement and nurture the confidence and self-esteem of all to develop into successful learners, confident individuals, responsible citizens and effective contributors with the skills necessary for learning, life and work so that they can always aspire to be the best they can be.

Our Curriculum

A Curriculum for Excellence - 'The Curriculum'

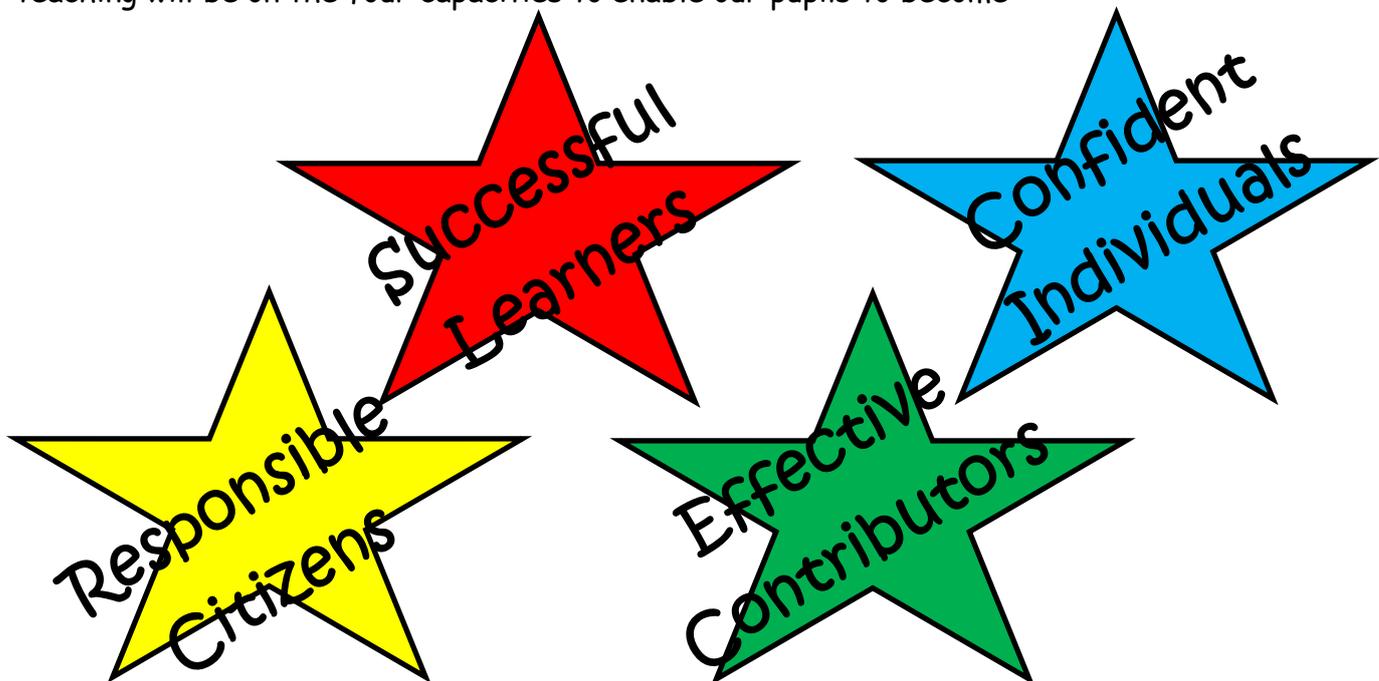
The Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. Like all schools across Scotland we are now fully engaged in 'The Curriculum.' It takes into account that learning is lifelong, and aims to help learners develop the skills they need for learning, life and work.

Here at Kingsford we place great emphasis on taking children on from where they are to where they can be. School staff put a great deal of thought and expertise into planning, assessing and recording to ensure that they present each pupil with a wide variety of meaningful experiences and activities in all curriculum areas.

The curriculum areas are:

- Literacy and English Language
- Numeracy and Mathematics
- Health and Wellbeing
- Expressive Arts
- Social Studies
- Science
- Technologies
- Religious and Moral Education

The work undertaken in 'Building Our Curriculum' involved staff, pupils, and parents has provided the opportunity for us at Kingsford, to take forward new initiatives and to provide more opportunities for pupils to be active in and take responsibility for, their own learning. The focus of learning and teaching will be on the four capacities to enable our pupils to become -



For more information on the Curriculum in Scotland see
<http://www.educationscotland.gov.uk/thecurriculum/>



KINGSFORD SCHOOL IMPROVEMENT PRIORITIES 2018 / 2019

1. IMPROVEMENT IN THE USE OF DIGITAL TECHNOLOGY TO SUPPORT LEARNING AND TEACHING
2. IMPROVEMENT IN MENTAL WELLBEING
3. DEVELOPMENT OF SKILLS FOR LEARNING, LIFE AND WORK
4. IMPROVEMENT IN MODERATION
5. IMPROVEMENT IN ASSESSMENT, REPORTING AND TRANSITION (NURSERY / EARLY YEARS)

Supported to Learn Motivated to Learn Using their Learning



	Learning and Teaching	Assessment Affl ^{ences}											
<ul style="list-style-type: none"> ✓ Involving learners at the planning stage ✓ Identifying Experiences and Outcomes ✓ Sharing clear Learning Intentions ✓ Setting clear, relevant and measurable Success Criteria ✓ Including a range of appropriate engaging and active learning experiences ✓ Using assessment to assess progress ✓ Take full account of the 7 principles ✓ Include evidence of learning ✓ Give meaningful feedback to learners and teachers ✓ Inform next steps 	<ul style="list-style-type: none"> ✓ To establish prior knowledge ✓ Help plan next steps in learning ✓ Identify any support or challenge required ✓ To report to others (parents, colleagues etc.) ✓ To track children's progress ✓ To enhance children's self-confidence ✓ To provide evidence of progress ✓ Check pupil's knowledge and understanding ✓ Self-evaluation on how we are doing 	<p style="font-size: 10px; margin-bottom: 5px;">WHEN do we assess?</p> <ul style="list-style-type: none"> ✓ All the time – ongoing ✓ At the start of a tracking block ✓ At the end of a tracking block ✓ During a teaching/learning activity ✓ To check Learning Intentions have been understood ✓ To check pupils can apply a skill in a different context ✓ Emerging Literacy / INCAS ✓ At times of transition 		<p style="font-size: 10px; margin-bottom: 5px;">HOW do we assess? Asking Questions + Observing + Discussions + Testing + Presentations + Activities + Thumbs Up! + Peer Evaluation + Self Evaluation + Listening + Homework Tasks + Taking Photos / Videos + Creating a Product + Problem Solving Tasks + Traffic Lights + ICT (e.g. Education City) + Marking</p>									
<p style="font-size: 12px; margin: 0;">RELEVANCE</p> <p style="font-size: 12px; margin: 0;">COHERENCE</p> <p style="font-size: 12px; margin: 0;">PERSONALISATION and CHOICE</p> <p style="font-size: 12px; margin: 0;">DEPTH</p> <p style="font-size: 12px; margin: 0;">BREADTH</p> <p style="font-size: 12px; margin: 0;">CHALLENGE and ENJOYMENT</p> <p style="font-size: 12px; margin: 0;">PROGRESSION</p>	<p style="font-size: 12px; margin: 0;">Expressive Arts</p> <p style="font-size: 12px; margin: 0;">Health and Wellbeing</p> <p style="font-size: 12px; margin: 0;">Languages and Literacy</p>	<p style="font-size: 12px; margin: 0;">Mathematics and Numeracy</p> <p style="font-size: 12px; margin: 0;">Religious and Moral Education</p> <p style="font-size: 12px; margin: 0;">Sciences</p> <p style="font-size: 12px; margin: 0;">Social Studies</p> <p style="font-size: 12px; margin: 0;">Technologies</p>	<p style="font-size: 12px; margin: 0;">Successful Learners</p> <p style="font-size: 12px; margin: 0;">Confident Individuals</p> <p style="font-size: 12px; margin: 0;">Effective Contributors</p>	<p style="font-size: 12px; margin: 0;">Safe</p> <p style="font-size: 12px; margin: 0;">Healthy</p> <p style="font-size: 12px; margin: 0;">Achieving</p> <p style="font-size: 12px; margin: 0;">Nurtured</p> <p style="font-size: 12px; margin: 0;">Active</p> <p style="font-size: 12px; margin: 0;">Respected</p> <p style="font-size: 12px; margin: 0;">Responsible</p> <p style="font-size: 12px; margin: 0;">Included</p>									
<p style="font-size: 12px; margin: 0;">Ethos and life of the school as a community</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 10px;"> <tr> <td style="width: 10%;">Honesty</td> <td style="width: 10%;">Fairness</td> <td style="width: 10%;">Responsibility</td> <td style="width: 10%;">Kindness</td> <td style="width: 10%;">Encouraging * Praising * Achieving</td> <td style="width: 10%;">Cooperation</td> <td style="width: 10%;">Equality</td> <td style="width: 10%;">Friendliness</td> <td style="width: 10%;">Respect</td> </tr> </table> <p style="font-size: 10px; margin-top: 5px;">Our vision at Kingsford School is to challenge and support learners to engage in a wide range of relevant experiences, within a happy and secure environment in which we celebrate achievement and nurture the confidence and self-esteem of all, to develop into successful learners, confident individuals, responsible citizens and effective contributors with the skills necessary for learning, life and work so that they can always aspire to be the best they can be.</p>					Honesty	Fairness	Responsibility	Kindness	Encouraging * Praising * Achieving	Cooperation	Equality	Friendliness	Respect
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Assessing/Sharing/Reporting

Assessment

Teachers are continually assessing children's work in a variety of ways. At Kingsford we are continually looking at ways in which to improve the quality of learning and teaching. Assessment is an integral part of learning and teaching, involving both teachers and pupils, and occurs through observation, discussion, questioning and written tasks. Research tells us that people learn best when they are actively involved in their own learning through:



- Understanding clearly what they are going to learn
- Knowing what they have to do to achieve that learning goal
- Thinking and talking about their learning with their teachers, peers and parents
- Recognising successful learning
- Using quality feedback to make improvements and deciding on next steps

Sharing

To encourage children to think and talk about their learning and share their learning with you at home we are trying to continually post information on class pages on our website. Please visit the school website on www.kingsford.aberdeen.sch.uk

Reporting

At Kingsford we offer one formal opportunity each year to meet with your child's teacher. This is a one-to-one meeting with the class teacher to discuss your child's progress. Parents are informed of their child's progress formally through the Pupil Report which is issued once a session, usually in March. These reports are linked to the curriculum.



There will also be opportunities to come along to open morning/afternoons to share in on-going classwork and new initiatives and also to find out how you can best support your child's learning.

However, there are many other opportunities for reporting pupil progress and parents should feel free at any time to request a parent/teacher interview. If staff have any concerns the school will contact the parent at the earliest opportunity.

Support for Learning

Support for learning is available for a wide range of pupils e.g. pupils experiencing difficulties with class work, high achievers, absentees etc. We have a Support for Learning teacher who works closely with class teachers to identify pupils who would benefit from support and then plan a programme of work to suit their needs. The Support for Learning teacher works mostly with individuals or small groups of children. They engage in a wide variety of experiences to consolidate the learning going on in the class.

If a pupil is identified as requiring long-term support for learning input then parents will be informed by letter and given an opportunity to meet the appropriate Support for Learning teacher.



Special Educational Needs

From time to time, we find that a child is experiencing very specific or severe learning difficulties. In such cases we would always discuss the matter fully with the parents. We would normally involve the services of the Educational Psychologist at this point so that the child can be assessed and appropriate help and support identified. Parents will be kept fully informed and will be able to read what is written in any referral form.

For more information on supporting learners see

www.educationscotland.gov.uk/supportinglearners/index.asp and

http://www.aberdeencity.gov.uk/education_learning/schools/scc_additional_support_needs.asp

School Improvement Planning

In order to ensure that we move forward as a school and keep abreast of educational developments the whole staff is involved in a programme of professional development activities. We have five in-service days during each session when the children do not come to school but staff are involved in developmental work. We also have regular planned staff meetings throughout the session.

To enable us to decide on areas for development over a school session we consider what is stated within the vision and aims of our school. Any development work undertaken is intended to help us achieve these aims. Staff, pupils and parents are involved in the production of our School Improvement Plan in which we prioritise and identify areas for development over each school session, decide on the allocation of resources and set timescales.

Your views are very important to us. It is a challenge to get the views of so many people so from time to time we will send home a questionnaire or survey focussing on an area of our work. It would help us a lot if you could find time to fill these in and return them to us. We value your comments and will take them into account when working on developments. Close liaison with our active Parent Council also contributes to our planning for improvement.

Pupils are consulted through a variety of channels. These include classroom discussions, Circle Time, Pupil Council and, not least, informal chats with myself in the corridor, lunch hall etc.

A full copy of the current School Improvement Plan is available on the website and copies can be made available for anyone who wishes to have a personal copy.

Information regarding our school's performance at local and at national level can be accessed on <https://education.gov.scot/parentzone/getting-involved>



A-Z of Kingsford School and Nursery

We hope that this section provides answers to some of the most common questions parents ask when their children are starting or attending primary school. However, if you need advice, or your questions remain unanswered, please do not hesitate to ask a member of staff.

A

Admission of Pupils

Parents wishing to enrol their children are welcome to visit the school at any time. Children who join us during the session will be taken round the school with their parents and given the opportunity to meet the teacher and see the various teaching areas of the school.

Anti-Bullying Policy

Every child has the right to participate in all aspects of school life free from the fear of bullies. All members of the school community, pupils, parents and members of staff, share in the responsibility for reinforcing the message that bullying is not acceptable and for ensuring that incidents of bullying are brought to the attention of the school leadership team so that appropriate action can be taken. (Please see separate sheet.)

Assemblies

Year group assemblies are held weekly and whole school assemblies are organised at special times throughout the session. A wide range of people contribute to these assemblies including promoted staff, class teachers, pupils, the school chaplains and their assistants and other friends of the school and invited guests. We also have weekly stage praises which are an opportunity to celebrate success both inside and outwith school.



Attendance

Parents are expected to ensure that children attend school regularly and punctually. If your family sleeps in by mistake, please send your child to school as quickly as possible so that she/he does not miss out on a whole day's teaching and learning. Every absence must be accounted for. Please contact the school office before 9am if your child is going to be absent. If we have not heard from you then school staff will make contact.

Our Home school Liaison Officer is obliged to pay a home visit if a pupil's attendance is causing concern or the explanation is unsatisfactory.

A pupil who arrives after the school bell is marked down as late on the daily register.

Authorised Absences

Children are entitled to be out of school for the following reasons:

- Bereavement
- Weddings
- Education in another establishment
- Study leave
- Judicial purposes
- Sporting/artistic events
- Visits abroad through exchange
- Work experience
- Exemption
- Sickness/ill health (including visits to the doctor, dentist, optician, therapists}

Please note that in no circumstances will a child be allowed to leave school for an appointment unless arrangements have been made for the child to be collected from school by a responsible adult. A note must be sent to school by the parent indicating the collection time and who will be collecting the pupil.

Unauthorised Absences

- Truancy
- Any holiday during term time

National and local guidance is that parents should not take their children on holiday during term time. Any absence from school can result in vital work being missed and progress risked. All holidays taken during term time must now be categorised as unauthorised absences.



Child Protection

Given ongoing public concern on the subject of child abuse and changes in the law if the school thinks that any child has come to harm as a consequence of possible child abuse then we are now required to report our concerns. Where there is a possibility that a child could be at risk of abuse the school is required to refer the concern to Social Work and under these circumstances the parent would not normally be consulted first. Our school has a designated person appointed and trained to be responsible for Child protection matters. Should you wish to talk further about Child Protection please feel free to contact the Head Teacher.

Computers

Classes are timetabled to use the computer suite on a regular basis. At the moment there are eighteen computers in the suite and an interactive white board. The suite is also used for staff development training.

Pupils also have access to computer facilities within their own classrooms.



Concerns AND Complaints

Aberdeen City Council recognises the vital role that parents play in supporting their children'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 when parents wish to express unhappiness or dissatisfaction with Council services, policies or staff behaviour.

<http://www.aberdeencity.gov.uk/complaints>

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

If a concern or complaint cannot be resolved at the frontline resolution stage, then it will progress to "Investigation" stage 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 complaint must be directed to the Scottish Public Services Ombudsman (SPSO) to carry out an independent external review of the matter. The SPSO is the final stage of the complaints procedure.

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

Copyright Laws

Please remember that books borrowed from school libraries may not be copied by outside bodies without prior permission from the publishers.

Crossing Patrols



There is a crossing patrol on Lewis Road and a pelican crossing on Springhill Road and pupils are encouraged to make appropriate use of these crossings. However, parents should be aware that there can be occasions when crossing patrols are not manned e.g. in the case of illness/absence We would always endeavour to give you warning should such an occasion arise but ultimately it is a parent's responsibility to ensure their child's safety on the way to and from school.

Cycling to school

Since the erection of cycle racks within our playground and our participation in the Big Pedal and Bikeability pupils have been offered the opportunity to cycle to school at the discretion of their parents. Pupils can cycle to school but they **MUST** -



- Have their parents' permission to do so
- Wear a cycle helmet
- Dismount at the school gate and push their bicycle to bike shelters provided at both ends of the school.
- Secure their bicycle safely in the cycle racks

Remember that the school cannot take responsibility for the bicycle or cycling equipment.



Dates

A list of school term dates and holidays will be sent home annually and is also available on our school website. Holiday dates are also available on the Aberdeen City Council Website.

Emergency Closure Procedures



Head Teachers have total discretion as to the closure of schools when they anticipate adverse weather conditions that would put children at risk. Other emergencies might include the breakdown of the heating system, flooding etc. It is extremely important that the school has an up-to-date emergency contact for each child. This should be the name, address and telephone number of a reliable person who has agreed that the child can be sent there in an emergency. If your circumstances change please keep us informed.

We will always endeavour to make you aware of any school closure through Northsound Radio, the council website and our school information line.

www.aberdeencity.gov.uk/closure

School Information Line on 0870 054 1999 PIN CODE 011610

Enrolment

Parents wishing to enrol their child in nursery or school will be informed of when to complete application forms through advertisements in the local press, playgroups and shops. All applications are made on-line and you can get advice from your local library.

Nursery places are allocated according to a strict set of criteria. Parents of pre-school children who are allocated a place in Nursery will be told in April/May. In May/June, any remaining nursery places are allocated to any late pre-school applicants and ante-pre-school children. Children who are unsuccessful in obtaining a nursery place have their names put on a waiting list for the remainder of that school session

If your child has been allocated a place in our Nursery or school you will be invited to visit. When you keep the appointment you will visit the classrooms, meet relevant members of staff and have an opportunity to discuss and ask questions about the school - its aims, curriculum and rules. Our school follows the induction guidelines for school and nursery as laid down by Aberdeen City Council

Similar arrangements will be made for parents of children who wish to enrol after the beginning of a session.

Equal Opportunities

Equal opportunities affect all aspects of life in Kingsford School. We operate in accordance with the local authority's policy statement on Equal Opportunities. In particular:

- The ethos of the whole school is such that everyone feels valued as an individual, regardless of ability, gender or social class.

The atmosphere of the school is such that each person feels welcome, has a sense of fair treatment and of safety and security and feels that he or she is treated with respect. In addition, there is a general understanding of what discrimination is and how it works and how we can unwittingly contribute to loss of equal opportunities.

Equipment for School

Pupils are expected to come to class properly equipped for work. Most of the materials required will be provided by the school. However, wherever possible, we would appreciate it if pupils could bring their own pencils, rubbers, rulers etc. as these are essential pieces of equipment.

Pupils are expected to take good care of all school equipment and every pupil needs a suitable schoolbag. Any lost or damaged school equipment will have to be replaced at the parents' expense

Extra-Curricular Activities

A range of extra-curricular activities is normally available in school. At the moment we offer football, netball, basketball, Scottish Country Dancing and Cross Country, ukulele and cricket. These can change annually so please check our website for up to date information, days and times.

We rely, of course, on the goodwill and enthusiasm of staff and parents



who freely give up their own time to organise these activities for the pupils



Fire drills

There are regular fire drills once a term so that staff and pupils are fully aware of what to do in the event of a fire.

Fund Raising

Increasingly, due to budget constraints, we need to raise extra funds often for specific projects. We do this through a variety of ways including Book Fairs, sponsored activities, Fun Days, Parent Council activities, Coffee mornings etc. We really value your support in this area! (See parental involvement.)



Getting it Right for Every child GIRFEC

Getting it Right for Every Child is the Scottish government's policy that aims to make sure that all children and young people are supported to reach their full potential by maximising their well-being.

The policy is based on a core principles and values. In Aberdeen it is being delivered through a shared approach where all the community partners work together to support children and or their family as soon as a need is identified.

In order to make sure children receive the appropriate help, every child now has the "Named Person" based in either health or education. The "Named Person" will be the first point of contact when a child, young person or their family or carers wish to access support or advice. If the child requires support of more than two services the "Lead Professional" will be appointed to coordinate the support.

Further information on Getting it Right in Aberdeen can be found on the website.

www.aberdeengettingitright.org.uk/GIRFEC.html



Hazlehead Academy ASG

Kingsford School is part of the Hazlehead Academy Associated School Group. The schools in the ASG are as follows:



- Airyhall Nursery/Primary
- Fernielea Nursery/Primary
- Hazlehead Nursery/Primary
- Hazlehead Academy
- Kingsford Nursery/Primary

Representatives from this group, at Head Teacher and class teacher level, meet regularly to plan for a continuity and commonality of experience for all children in our area and also to plan jointly organised staff development opportunities

Head Lice

As you are all aware head lice is an on-going problem in all schools. The school follows the Education Authority policy on dealing with head lice and it is vital that all parents inform us immediately if they detect this problem so that we can follow the agreed guidelines.

Parents often panic and get embarrassed when a child is found to be infected with head lice but please be assured that our school always deals sensitively with such issues.

Please help us by:

- Checking your child's hair for lice on a regular basis (at least once a week throughout the school year).
- Report any incidences to the school office as soon as possible.
- If a live head louse is found ask a pharmacist to recommend a suitable head lotion and remember to follow the instructions on the pack exactly.

Within most schools at any one time, there will be a small number of children infected with head lice, but it is only by working together, parents and school, that we will keep infection levels to a minimum.

Homework

We believe strongly in a partnership between home and school. An important part of this partnership is the support parents give their children when they are set work to do at home. To this end the school policy on homework is printed on a separate leaflet included at the back of this information pack. At any time parents are welcome to arrange to meet the class teacher and discuss the kind of work given as homework and how the child can be supported in this at home.

Health and Safety

Everyone in the school community shares in the responsibility for maintaining a safe and orderly environment and in ensuring that every reasonable precaution is taken to safeguard the health and safety of all persons in school. Your child's safety is of the utmost importance to us and our rules are in place to ensure maximum safety for all our children and staff in the school community. Our PSAs monitor the playground during morning break time and over lunchtime. These PSAs deal with any minor incidents and accidents and are all first aid trained. Our policy is always to inform the parent if we feel there is any doubt about the seriousness of an injury, in this way the parents will take the final decision as to treatment. In an emergency, if a parent cannot be contacted, an appropriate member of staff will accompany a child to hospital while every effort is made to contact the parent. The school is equipped with several first aid boxes and we have a medical room where children are taken for treatment to minor injuries.

All bumps to the head are taken seriously. If it is a minor bump and the child is happy to return to class she/he will be given a 'head bump' letter to take home. If the head bump is of a more serious nature then every effort will be made to contact the parents by telephone. **It is extremely important that we have an up-to-date emergency contact number for each family in order to avoid unnecessary delays. If this contact number changes please notify the school office immediately!**

Throughout the year we have visits from the school doctor and the school nurse. During your child's first year at school she/he may be medically examined by the school doctor. An appointment card will be sent home to enable you to make arrangements to attend the examination. If for any reason you cannot attend, please notify the school office immediately and an alternative appointment will be made. It is important that you make every effort to be there as missed appointments waste the school doctor's time

A range of other professionals can be contacted as and when appropriate e.g. Educational Psychologist, speech therapist, occupational therapist etc.



Inclusion

The authority is committed to Inclusion and the Presumption of mainstreaming, as set out in the Standards in Scotland's Schools Act 2000.

It is the aspiration of Education and children's Services to utilise its resources and expertise to ensure that almost all children can be supported in their learning within their local school. This will be a gradual change which will ensure, where possible, that children will no longer have to travel away from friends and family to access the support they need.

All primary and secondary schools can already provide interventions for children and young people with additional support needs. Schools can access expertise from a range of specialist services including Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach.

A small number of children may require to access to a special school Placement. As a Parent or carer you will be fully involved in decisions about you child, your views are invaluable in helping us design appropriate supports.

Schools operate a staged approach to supporting learners. The staged Intervention Framework is used to help identify potential barriers to learning and participation, and plan effectively. If your child is recognised as being in need of targeted support, an Individual Education Plan or Child's Plan will be put in place. Parents, pupils and agencies supporting your child will help develop and review the plan to make sure that it is supporting your child.

Levels of support within the staged intervention frame work are categorised as follows:

Universal support is the support delivered by the class teacher through effective differentiation. When appropriate the class s teacher will be guided by other professionals in school with particular expertise.

Targeted support is the support delivered by the class teacher and other school staff. When appropriate, support will be provided by support services across Education and Children's Services and will be planned for though the development of a Child's Plan.

Specialist/Multi-agency is the support delivered by the school and others, which is likely to be highly individualised. Support will be planned for through the development of a Child's Plan that may be multi agency in nature.

Support given may be short term or longer term, but will be reviewed on a regular basis to make sure your child is making good progress.

Insurance

No insurance cover is held by Aberdeen City Council to provide automatic compensation in the event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel that this is appropriate. Aberdeen City council does hold third party liability insurance which indemnifies the council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the council or its employees. However, if there is no negligence, no claim would be accepted by the council.

Parents should always ensure that any items of clothing or footwear liable to be lost during school hours are clearly marked with the child's name. Valuable items of property should not be brought to school as we cannot take any responsibility for broken or lost items.



Jewellery

Recent years have seen a substantial increase in the number of pupils who wear personal items of jewellery to school. In certain circumstances this can constitute a hazard to both themselves and others.

At Kingsford we strongly encourage pupils to refrain from wearing jewellery to school for two main reasons.

1. Jewellery can constitute a hazard to themselves and others
 2. The loss of personal items can cause distress to the owner and their family.
- All jewellery should be removed in P.E.
 - Pupils must remove their own jewellery. If pupils are unable to remove their own jewellery they should not wear any. (The school will not be responsible for any jewellery that is removed for P.E. lessons.)
 - Where an item of jewellery is considered a hazard and cannot be removed or made safe, then the pupil cannot take part in that part of the lesson.
 - If the pupil does not admit to wearing jewellery, but some body piercing is seen during the session, then from that point the pupil must remove, make safe or take no further part in aspects of the lesson that would put the wearer or others at risk.



Library

Our library is a large, bright area which is a very important resource for the whole school. There is a wide range of fiction, non-fiction and reference books available for reading for pleasure and to support learning in all curricular areas. We use the Junior Librarian computerised system in the library. The classes are able to visit the library weekly.



Meals

Meals, cooked on the premises and offering a choice of dishes, are available in the dining hall every lunchtime. Menus are issued twice a year or can be found on the school website.

Pupils may also bring packed lunches from home. Please remember to follow safety guidelines regarding temperatures as packed lunches made up at home in the morning will have to sit in a warm school until they are eaten at lunchtime. Parents who are entitled to income support may also be entitled to claim free meals for their children. Application forms are available at any



time from the school office. Please be prepared to show proof of receipt of income support at the time of application. If you require any further information please see www.aberdeencity.gov.uk/schoolmeals

Lunchtime is a sociable time and should be enjoyable for all involved. Children are supervised in the lunch hall by support staff and it is important that they are always on their best behaviour.

Medication

Medication, mixtures and pills should on no account be sent into school without prior permission being sought from the Head Teacher.

If it is not crucial that the medicine is administered at specific times then it should be kept safely at home. If the medication has to be given at regular intervals such as three times a day we suggest that be after breakfast, on return home after school and then at bed time.

Parents of pupils requiring regular medication on a long term basis will be required to fill in pro forma agreeing arrangements with the school.

Inhalers for P1-P3 pupils should be handed in to the school office by a responsible adult with the child's name and instructions for use clearly written and attached to the inhaler.

Children in P4-P7 should carry an inhaler with them at all times. A spare can be handed in to the school office by a responsible adult with the child's name and instructions for use clearly written and attached to the inhaler.

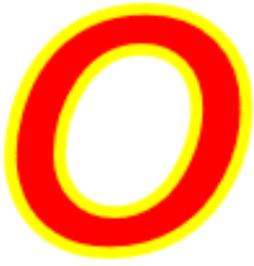
Multicultural and Anti-Racist Education

At Kingsford it is our aim that multicultural and anti-racist education should permeate the curriculum. We would always seek to develop clear and effective lines of communication with ethnic minority families and where necessary to obtain help and advice from the local authority and other agencies in order that we can communicate fluently with families whose mother tongue is not English

Music Tuition

We have a range of music instructors who visit the school. When spaces arise in their timetables pupils will take home letters inviting them to put forward their names for instruction in a particular instrument with their parent's agreement. Pupils will then be assessed as to their suitability for instruction and depending on the outcome will be allocated an instrument.





Office

The school office is staffed between 8.00am and 3.45pm during the school week. Telephone calls and visitors to the school will be received between these times by the office staff on duty.

Outings

During each session pupils will be involved in a range of outings related to different areas of the curriculum. Parents will always be notified as to the nature of the excursion, dates and times, equipment required, transport arrangements and associated costs. We always try our best to keep costs to the minimum but these outings do enhance our pupils' educational experience.



Parental involvement

Parents are encouraged at every opportunity to take an active part in school life. Parents accompany classes on out of school visits regularly throughout the session. Parents also assist with classroom activities and extra-curricular activities. Opportunities to volunteer your help or share your skills are offered throughout the year, we always need you!

Parents are invited to regular Parents' Evenings and we also offer information sessions (morning, afternoon and evening), when we can share with you what we are doing in school in specific curricular areas. Please try to come along - the more involvement you have with our school the more support you are to your child. Parents are also very actively involved in fund-raising initiatives. Encouraging your child to have a positive attitude towards school is a great support to us all.

Parent Council

Our school is supported by an active Parent Council. Every parent is a member of the parent forum and annually in September a Parent Council is elected as a representative group. Regular newsletters are sent home via the pupils publicising Parent Council events and your involvement and support is much appreciated. Please contact the Chairperson via the school office for further information or contact them by email on pckingsford@aberdeencity.gov.uk The parent council is also developing its page on the school website.

Pets

It is the Authority's policy that no pets owned by any member of staff, parent or carer should be allowed into any part of the school establishment. It must be remembered that this includes playgrounds, car parks and playing fields. Your co-operation in this is very much appreciated.

P.E. kit

All children require PE kit of shorts and T-shirt and must change their footwear for working in the gym as outdoor shoes will ruin the floor. It is best if the children wear ordinary gym shoes or a pair of indoor trainers. Children should not wear football kits or clothing with slogans or extremely bright patterns printed on them.

Playground

PSAs are employed to oversee activities at interval and lunchtime. Parents should be aware that no staff are available to supervise children either before the morning bell or after children are dismissed at the end of the afternoon session. Parents are encouraged to send their children to school only five or ten minutes before the morning bell particularly on wet days as there are no shelters.



In the interests of health and safety no dogs should be brought into the playground, except working guide dogs.

Bicycles (except during cycling proficiency training), skateboards and roller blades should not be used in the playground during the school day.

Policies

Our school policies are posted on the school website and paper copies can be made available on request to the school office.

Positive Behaviour Policy

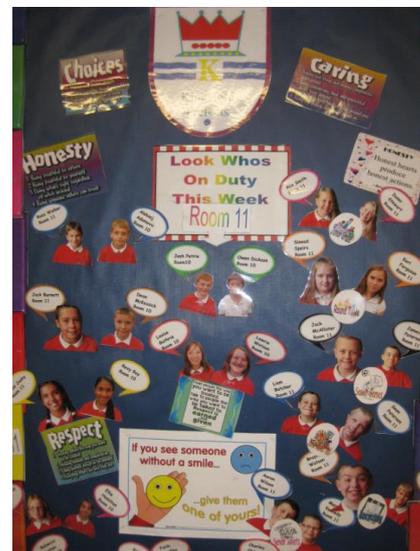
Our whole school community is committed to promoting positive behaviour and our Behaviour Policy is based on the Golden Time approach. A separate leaflet details how we as a school, working in close partnership with parents, aim to encourage children to respect themselves and others and to take a pride in achievement. The leaflet states clearly our expected standards of behaviour, our system of rewards and consequences and our expectations of parents. At the start of each term we have a Golden Rule Assembly to remind pupils and staff of our positive approach to behaviour. Please read over the leaflet with your child regularly as this will reinforce this approach. The full Behaviour Policy is available on request.

Prefects

Our school is fortunate in having the support of a very enthusiastic group of prefects from P7. These senior pupils carry out a wide range of duties including, playground activities, wet weather supervision, messenger tasks and community links.

Pupil Council

The main structure within school for pupils to be represented on a wide range of matters that affect them is our Pupil Council. This allows all our pupils to play an informed, responsible and active role in the development of Kingsford School and in decisions that affect the daily life of our school. Each class is represented on the Pupil Council which meets regularly with our promoted staff and appropriate invited guests.



R

Rainy Days

On rainy days arrangements will be made for pupils to remain in their classrooms over morning interval and the lunch break. Primary 7 prefects will be allocated to each class and classes will be supervised by our PSAs. Promoted staff will also oversee the arrangements. Pupils are expected to behave accordingly in such a situation and each classroom has a list of permitted rainy day activities.

Should any pupil put the safety of other pupils at risk by refusing to behave satisfactorily then I will have no alternative but to insist that she/he be supervised at home over the lunch period.

On rainy days children who go home for lunch should not return to school before the afternoon bell at 1.15pm as there will be no staff on duty outside. At the 1.15pm bell home lunch pupils will be admitted via their normal entrance/exit door.

RME

We teach about world religions and about Christianity and we have regular assemblies and visits to our local churches. Please note that parents may ask for their children to be withdrawn from religious observance and such matter should be discussed with the promoted staff.

Residential Trips

Each year the school organises residential trips for the pupils in P6 and P7. Currently the P6 children visit the Cromdale Centre near Grantown on Spey and the P7 children visit the CCC centre near Glenshee. The 4 days at Cromdale provide the pupils with a variety of educational experiences using the surrounding countryside. They are involved in Gorge Walking, mountain biking,



zip line building, and wilderness skills. All in all great fun is had by all and we would recommend it to you as a worthwhile experience for the children both educationally and socially.

The P7 children take part in a week of outdoor pursuits at Glenshee. This can mean a whole range of activities including gorge walking, film making, archery, outdoor games, crate building, treasure hunting, abseiling, tree climbing and barbecuing.

Early in the session parents will be advised of the arrangements for the trips and the cost involved. Parents may apply to the Aberdeen Endowments Trust for a grant if they feel their financial circumstances are such that they would benefit from one.



School Costs

We are required by the S.O.E.I.D. to give information about the running costs of the school. This information is updated annually and issued to parents.

School Fund

The school fund is designed to help support the extra-curricular aspects of education which form an important part of our pupils' school experience. A variety of fundraising events are held during the session involving pupils, staff, parents and the wider community. Your enthusiastic support during these events is very much appreciated.

Scouting to school

Scooter Parks for parking scooters are provided in our junior and senior playgrounds. This will allow our children to leave their scooters safely at school during the day. Children may scoot to school at the discretion of their parents. Remember that the school cannot take responsibility for the scooter or equipment.

Pupils can scoot to school but they **MUST** -

- Have their parents' permission to do so
- Wear a cycle helmet
- Dismount at the school gate and push their scooter to the scooter park provided at the junior end of the school.
- Secure their scooter safely in the scooter park

Security Entry System

The school has a security door entry system and secure doors that can only be opened from the inside. Members of staff and volunteers wear Aberdeen City identity badges and any workmen and visitors to the school are asked to wear temporary ID badges. If you visit the school to leave a message or want to talk with a member of staff for any reason then we must ask that you report to the reception. Adults who are not wearing ID badges will be asked to go to the office and will not

be allowed into the classrooms While our policy will always be an 'open door' one as far as parents are concerned we would ask that you conform to these important security arrangements as the safety of the whole school community is of paramount importance to us all.

T

Transport

Children who live over two miles from the school may be entitled to free transport provided they live within our school zone. Children may also be eligible for transport on medical or safety grounds.

U

Uniform

We feel that a certain standard of dress should be expected at school and the wearing of school uniform is strongly recommended. School uniform is economical, smart, prevents competition in the fashion stakes and fosters a sense of pride in belonging to the school. (It also prevents arguments every morning about what to wear!)

Sweatshirts and polo shirts may be ordered through the school office and order forms will be issued to the children during the session. We also offer to order fleeces, winter jackets and hats embroidered with our school badge.



Boys	Girls
Grey/black trousers	Grey/black skirt or trousers
White shirt/polo shirt	White shirt/polo shirt
School Sweatshirt	School Sweatshirt/cardigan

It is advisable if children have a 'coverall' of some sort to protect their clothing during art activities etc. Dad's old shirt or mum's old blouse are very suitable and should be kept in school.

Clothing grants are available to families in need and forms can be obtained from the school office

Please mark every item of school clothing and footwear with your child's name!



Valuables

The school is unable to accept responsibility for the loss or damage to any valuable items brought to school. Therefore, to avoid any unnecessary disappointment pupils are discouraged from bringing any such valuable items or large amounts of money to school.

Pupils should not bring mobile phones to school. This will avoid any disruption to our educational activities and also avoid such valuables being lost.

Vehicular Access

The car park entrance is the only entrance used by vehicles.

In the interests of safety we insist that children and adults only enter and exit the main entrance via the designated walkway and on no account, walk through the car park.

The car park is a staff only car park and should not be used by parents to drop off and pick up children at any time.

WARNING - Please refrain from parking your car on the zig-zag lines outside school. It is an offence and the police do prosecute. Also please give careful thought to pupil safety by not parking opposite another parked car.

We thank you for your co-operation at all times. It is essential if we are to protect all of our pupils, staff and visitors from the dangers presented by parked cars near school entrances/exits.



Water

Children are welcome to take a water "bottle" to school and use it sensibly in class to keep hydrated

Website Our school website contains lots of information about the school. It is updated by the children in a blog style to keep you up to date with what is happening in each class over the course of a year.

Please note - that while the information in this handbook is correct at the time of printing, some minor changes may occur by the time it reaches parents.

Paper copies are given to all new parents when they visit Kingsford for the first time and can be made available to all parents upon request.