



Kingsford School



School Handbook 2020/2021

Welcome

Dear Parents and Carers,

Welcome to Kingsford School and Nursery. I hope that during your child's time here with us we will have many opportunities to meet and work together. Every child has the right to the best possible education within a happy, safe and secure environment and working in partnership with all parents and carers Kingsford will strive to support the personal, social and academic development of every individual pupil.

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.

We pride ourselves on having an 'open door' policy and you are always welcome at Kingsford School as together we have important roles to play in ensuring the best possible learning experiences 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 handbook 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. The information given in this booklet is correct at the time of printing but changes in the information could occur during the current session. Updated information will be sent home to you or put on the school website.

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.

Audrey I Walker
Head Teacher

- This handbook should be read in conjunction with 'Choosing a School' (SEED) and Aberdeen City Council's 'A Guide to Education and Children's Services 2021-2021'
- This handbook details how we operate during 'normal times', During the Covid-19 pandemic we have additional restrictions and adaptations in place.

A Little About Our School



Our school was built in 1959 and the parents and grandparents of many of our children also attended this school when it was known as Greenfern and Springhill Schools. 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, community centres, sports centres, shops, garden centre and police.

Kingsford offers a high-quality learning experience for all children in our care from Nursery to P7. We do not provide teaching by the means of the Gaelic language although there are schools in Aberdeen City that do. Currently we have around 340 children in P1-P7 and an 80 place Nursery.

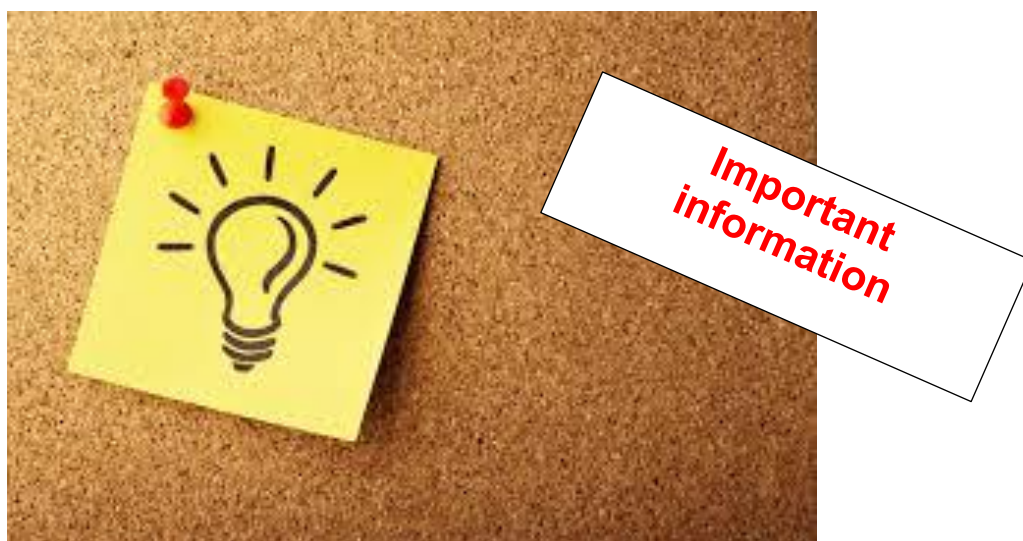
At Kingsford we aim to teach the necessary skills required for learning, life and the world of work. Our ethos is one of encouraging, praising, achieving so that every child has a positive learning experience and, in turn, reaches their full potential. For more information on the curriculum we offer please look on our website. For more information about the main achievements of our school over the last year, a copy of our Standards and Quality Report is available on request or can be visited on the website.

We pride ourselves on having a positive partnership between school and parents/carers through our 'open door' policy. There are many ways that parents/carers actively contribute to the life of the school. We recognise the benefits to our pupils of parents, staff and partners working together and we aim to provide a school in which all adults and children feel welcome and at ease. You are all part of our Parent Forum and we have an active Parent Council. Parents are welcome to help in classes, with after school clubs and support the curriculum by coming into school to talk to pupils. We aim to regularly share information with you regarding progress that your child is making and share learning digitally using Seesaw, Please remember to ensure that any of your child's achievements out with school are shared with us too.

Parents/carers may be invited to take part in focus groups where they can share ideas on how to improve practise and comment on the work we are doing. Questionnaires may also be sent home to gauge parent feeling on particular areas. Parents are also free to share with staff any concerns/suggestions they may have.

At Kingsford we strive to provide an education which is relevant to the needs of children today and aim to enable all children to make healthy choices independently and develop their capabilities as successful learners, confident individuals, responsible citizens and effective contributors. In Kingsford every child is very important and we want school to be a happy and meaningful experience where everyone is respectful, ready and safe.

We hope that your child will enjoy being with us here at Kingsford and gain as much as possible from the learning experiences we offer. Education is a shared responsibility between home and school and regular, effective two-way communication will ensure a happy partnership for the benefit of the children. Please do not hesitate to contact us at any time about any concerns that you may have. A member of the School Leadership Team is usually always available before and after school and will be happy to answer any questions or address concerns.



Our school hours are,

Nursery

Morning Session 8.30am-11.40am Afternoon Session 12.30pm-3.40pm

(Further information about our Nursery is included in a separate information booklet available on the website and from the school office.)

Primary 1 – Primary 7

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

Playtime for all primary pupils is 10.30am – 10.45am

School office: If you need to contact a member of staff please, in the first instance, contact the school office. The office is staffed between 8.30am and 4pm during the school week. Our contact details are:

Kingsford
Nursery/Primary School

Kingsford Road
Aberdeen
AB16 6PQ

Tel: 01224 693554

E-mail kingsford@aberdeencity.gov.uk

Website: www.kingsford.aberdeen.sch.uk

Twitter: @KingsfordSch

Parent Council: pckingsford@aberdeencity.gov.uk

Information Line - 0870 054 1999

PIN CODE - 011610

www.aberdeencity.gov.uk/closure

This service will be used to inform parents/carers of emergency arrangements and important announcements eg early closure arising from adverse weather conditions.

Staff 2020-2021

Senior Leadership team:

Head Teacher

Depute Head Teacher

Depute Head Teacher

Mrs A Walker

Mr G Bain

Mrs D Greaves

Nursery:

Senior Early Years Practitioner (SEYP)

Early Years Practitioners (EYP)

Mrs F Mennie

Ms N Baillie

Ms H Chandler

Mrs A Crawford

Ms J Cruickshank

Ms E Miller

Ms L Robertson

Support staff

Mrs T Hastie

Ms J Taban

EYP trainee

Ms O Zsaki

Class Teachers:

P1JM

P1VC

P2CP

P2SH

P3EG

P3CM

P4JS

P4JR

P5AL

P5DR

P6LA

P6EA

P7LH

P7NK

Supporting Learning

Mrs J Thomson

Miss J Seivwright

Miss C Pittendreigh

Mrs S Hamilton

Miss E Gray

Miss C McHardy

Mrs Zem

Mr J Roach

Mrs A Leslie

Mrs D Ryan

Miss L Allan

Miss E Allan

Miss L Hamilton

Miss N Kingston

Mrs M Hepburn

Specialist Teachers:

Physical Education

Art

Mrs K McBeath

Mrs A Abercromby

School Office:

School Administrator

School Support Assistants

Mrs F Watt

Mrs J Davis /Ms G Mackie

Pupil Support Assistants:

Mrs I Buchanan

Miss A Donaldson

Ms G Mackie

Mrs G Muldoon

Mrs E Webster

Mrs J Davis

Mrs R Douglas

Mrs L Morrison

Mrs H Walker

Janitor:

Cook:

Mrs W Landragon

Mrs F Davidson

Kingsford Vision, Values & Aims

Our **vision** at Kingsford is '**Encouraging, Praising, Achieving**'

Kingsford's shared vision and values and aims are central to our school community.

Our **values** are;



and we **aim** to;

- create a happy and secure environment
- maximise learners' full potential
- promote leadership at all levels
- communicate and work collaboratively
- ensure opportunities for all to develop as successful learners, confident individuals, responsible citizens and effective contributors

Kingsford School Aims



Encouraging*Praising*Achieving

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.

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

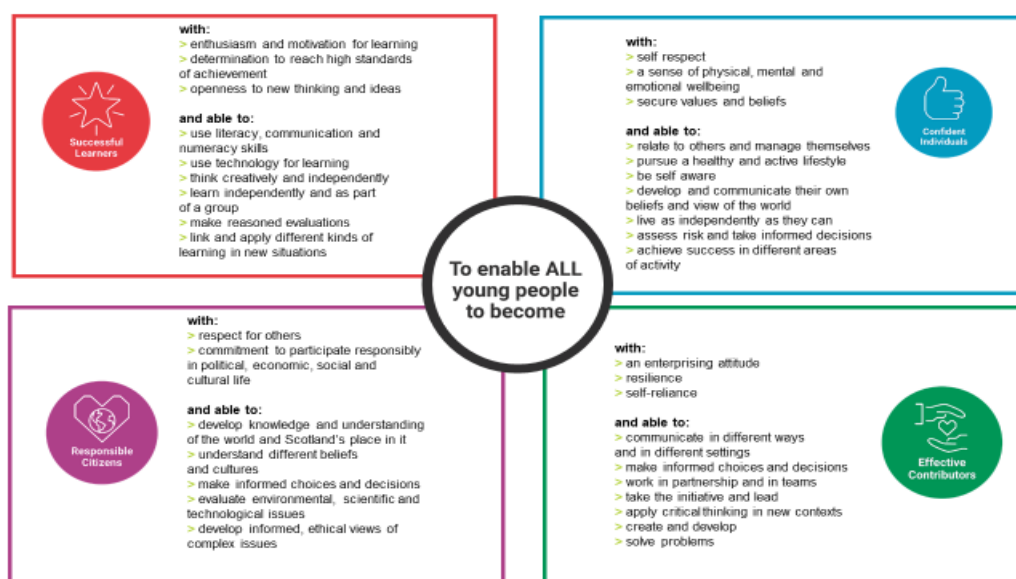
We aim to value the contributions and involvement of everyone in our Kingsford Community, ensuring opportunities for all to develop as Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Curriculum for Excellence

A Curriculum for Excellence is Scotland's education guidance for all 3-18 year olds. It is structured around the four capacities and helps children to gain the knowledge, skills and attributes needed to prepare them for their future. It aims to raise standards and equip them for the jobs of tomorrow in a fast-changing world, including skills for learning, life and work. For detailed information regarding A Curriculum for Excellence, the subjects your child will be learning and for other useful information, please visit our website.

If you want to know more about Curriculum for Excellence, please visit these websites: <http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

The purpose of the Curriculum is encapsulated in the Four Capacities below:



Curriculum for Excellence is designed to provide a coherent, flexible and enriched curriculum from 3 to 18. The curriculum goes beyond the classroom, providing opportunities in a variety of contexts.

Ethos and Life of the School The starting point for learning is a positive ethos in a climate of respect and trust based upon shared values across the school community. Our children feel listened to, safe and secure. They are encouraged to contribute and to exercise their responsibilities as members of a community. Children are encouraged to contribute to the life and work of the school and, from the earliest stages, to exercise their responsibilities as members of a community. This includes opportunities to participate responsibly in decision-making, to contribute as leaders and role models, offer support and service to others and play an active part in putting the values of the school community into practice.

Curriculum Areas and Subjects Teachers and practitioners deliver experiences and outcomes in a creative, stimulating way for meaningful learning.

There are eight curriculum areas:

- Languages (Literacy and English, Modern Languages)
- Numeracy & Mathematics
- Health & Wellbeing
- Expressive Arts
- Sciences
- Social Studies
- Technologies
- Religious and Moral Education

Pupils have opportunities to learn about aspects of Christianity and other world faiths. They reflect upon their own moral opinions in relation to world issues. Kingsford has a close relationship with Sheddocksley Baptist Church and Mastrick Church to enhance learning about the Christian faith. Learning in all religions is enriched by a variety of assembly speakers and excursions. Parents wishing to exercise their right to withdraw their child from aspects of Religious and Moral Education should contact the school where they will be provided with the link to an electronic form to complete.

Relationships, sexual health and parenthood education is carried out as part of the health and wellbeing programme within Curriculum for Excellence. All pupils take part in this programme from Nursery until they leave at the end of secondary school. Through Relationships, Sexual Health and Parenthood Education staff aim to work together with parents in helping young people to develop caring, respectful and loving relationships, and to appreciate the need for stability in bringing up children. Our Relationships, Sexual Health and Parenthood progression has been developed in line with national advice and resources are currently under revision and being developed.

There is a focus on giving young people factually accurate information at appropriate times, and on helping them to think about and discuss the issues and possible consequences of courses of action. All lesson plans and resources used can be accessed via the following link: <https://rshp.scot/>. The topics of alcohol, tobacco and drugs are covered in a way that is relevant to the age and maturity of pupils. The council also has clear guidelines for dealing with drug-related incidents. Schools will inform and involve parents in relation to incidents of suspected substance misuse.

Interdisciplinary Learning Effective interdisciplinary learning can take the form of individual one-off projects or longer courses of study and is planned around clear purposes. It is based upon experiences and outcomes drawn from different curriculum areas or subjects within them and ensures progression in skills and in knowledge and understanding. It can often provide opportunities for mixed stage learning which is interest based.

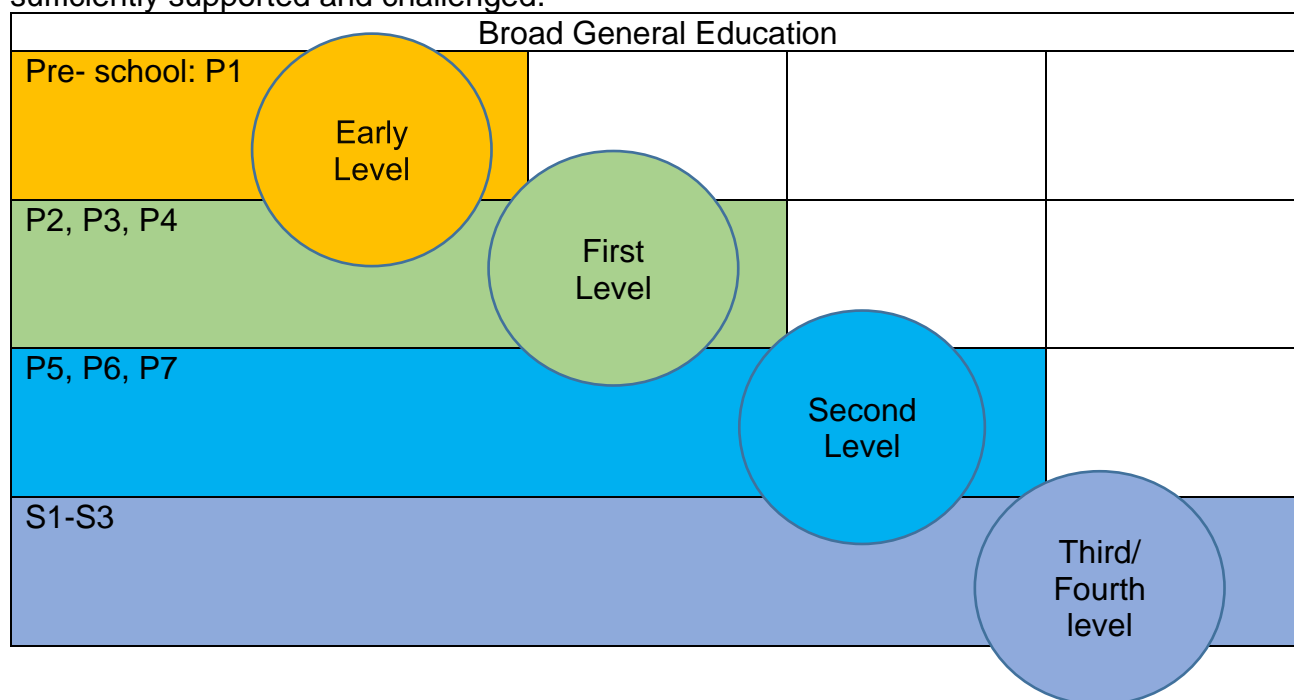
The curriculum should include space for learning beyond subject boundaries so that children and young people can make connections between different areas of learning. Interdisciplinary studies, based upon groupings of experiences and outcomes from within and across curriculum areas, can provide relevant, challenging and enjoyable learning experiences and stimulating contexts to meet the varied needs of children and young people. Revisiting a concept or skill from different perspectives deepens understanding and can also make the curriculum more coherent and meaningful from the learner's point of view. Interdisciplinary studies can also take advantage of opportunities to work with partners who are able to offer and support enriched learning experiences and opportunities for young people's wider involvement in society.

Opportunities for Personal Achievement Personal achievement provides children and young people with a sense of satisfaction and helps to build motivation, resilience and confidence. The experiences and outcomes include opportunities for a range of achievements in the classroom and beyond. Kingsford strives to plan to offer opportunities for achievement and to provide the support and encouragement which will enable young people to develop the confidence to undertake activities which they find challenging and the school takes every opportunity to work with other agencies and organisations to widen these opportunities.

Assessment

The Curriculum for Excellence is divided into levels. Within the Broad General Education there are five levels: Early, First, Second, Third and Fourth after which young people move on to the Senior Phase.

Learners will progress at their own pace through the curriculum levels. The content and pace of the curriculum will be adapted to suit the needs of the child. Assessment is an ongoing, cyclical process. Teachers evaluate and assess pupils using a variety of strategies including regular classroom assessments and standardised tests. From Nursery to P7, children's attainment and achievement is assessed and tracked through a variety of means. Standardised assessments are carried out at key points, the results of which are used along with professional judgement to ensure that each child's learning is being sufficiently supported and challenged.



Teachers meet regularly with colleagues to ensure moderation and consistency of teaching, learning and attainment. Regular dialogue with pupils is an important aspect of assessment where they are involved in shaping their learning journey.

We communicate with parents about their child's learning in a variety of ways; meetings for parents, newsletters, Seesaw, curricular events, shows, Groupcalls, telephone calls, our school website and Twitter. Currently one parent interview is held during the school session usually in November. This meeting provides an opportunity for staff to share progress and next steps and for parents/carers to ask any questions.

However our calendar for reporting progress and achievement is being reviewed and updated and will be shared as soon as this is completed.

Parents will also receive an interim report in November and an end of year summary report which details their child's progress throughout the year. Parents can access regular information regarding their child's learning through Seesaw.

Parents are welcome to make an appointment to speak with a teacher at any time – please phone the school office to arrange to speak to a member of the senior leadership team who will arrange this.

Throughout the year we arrange 'Open Afternoons' when parents and carers are invited in to school to find out more about what their children have been learning. These opportunities provide children and parents/carers with the opportunity to learn together in the school.

Adverse Weather and Emergency Closure

In the event of adverse weather conditions parents should listen to local radio for information as to school closures or refer to the Council website: www.aberdeencity.gov.uk/closure or school information line: 0870 0541999 pin code 011610 for further information regarding attendance that day. If weather conditions deteriorate during the day, or if there is a power failure, storm warning or such, the Head Teacher may make a decision to close the school. Parents will be contacted and asked to make arrangements for their children to be collected. 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 the school informed.



Information Line - 0870 054 1999

PIN CODE - 011610

www.aberdeencity.gov.uk/closure

Anti-Bullying

We have a zero-tolerance policy on bullying in our school which is put into practice by all staff and pupils. We want our pupils to feel secure and happy at school and to this end we aim to create an ethos in which everyone understands what bullying is, actively disapproves of it and takes action to stop it. Pupil Support Assistants and Buddies are available at playtimes to support pupils and encourage cooperative play. Children are often helped to become aware of what bullying is and to increase their understanding of all the related issues through drama, assemblies, workshops, Rights Respecting School activities and discussions. Parental help and involvement is vital in making our school a happy and secure environment. Please always contact the school if you have any concerns. Leaflets for parents on Bullying are available on our website.

If you wish further help or information you might wish to consult the Antibullying Network website at www.antibullying.net and you may find the following telephone numbers of use; Childline 08001111 is a communication link for young people who have any issues or concerns and is open 24 hours 7 days a week

Parent Line Scotland 08000282233 www.parentlinescotland.org.uk aims to help parents with any kind of worry or problem.

Assemblies

Year group assemblies are held regularly and whole school assemblies are organised at special times throughout the session. A wide range of speakers contribute to these assemblies including the senior leadership team, class teachers, pupils, school chaplains and other friends of the school and invited guests. We also have weekly Stage Praises which are an opportunity to celebrate success both within and out with school.



Associated Schools Group A.S.G

To facilitate liaison and to ensure curricular continuity, our school is actively involved with the Hazlehead Associated School Group. Membership of this Group includes Hazlehead Academy, Airyhall Primary, Countesswells Primary, Fernielea Primary, Hazlehead Primary and Kingsford Primary.

Attendance



The Education (Scotland) Act 1980 requires parents to ensure their children receive a suitable education from the age of five. This is normally provided through attendance at school and parents have a duty to ensure regular attendance. Kingsford School follows Aberdeen City Council's Guidance on Managing and Promoting Pupil Attendance. It is important that pupils attend school regularly and on time.

Please remember that should children arrive prior to the school start time of 9am there is no official supervision available.

If your child is going to be absent from school or nursery it is essential that you contact the school on 01224 693554 as soon as possible.

Any child who arrives late for school must enter by the main entrance and report to the school office for registration.

In the interests of the children's safety it is our policy to follow up all unexplained absences. If a child is going to be absent parents/carers are asked to telephone the school before 9.00am (12.30pm for afternoon Nursery). Any unexplained absence is followed up with a phone call to parents/emergency contacts. Please also remember to let us know if your child is going to be absent in the afternoon after having attended school in the morning.

Pupils taking time off from school to accompany their parents on holiday is NOT a legal right in Scotland. Parents must request the permission of the Head Teacher to remove a child from school during term time to go on holiday and the absence will be defined as unauthorised. **We strongly advise against taking your child out of school during term time as this can seriously disadvantage them.** We will not provide children with work whilst on holiday.

If your child has symptoms of vomiting or diarrhoea, it is essential that they do not attend school/nursery until 48 hours after the symptoms have stopped.

A note is required for any withdrawal of a pupil during school hours and a parent or their representative should report to the school office to collect the child. Pupils will not be allowed to leave school during school hours unless accompanied by an adult.

To access a copy of Aberdeen City Council's Guidance on Managing and Promoting Pupil Attendance as well as a leaflet which summarises the guidance for you please look on the school website.

Schools are required to report on absence figures and to identify rates of authorised and unauthorised absence. If pupils have a high level of absences parents will be contacted.

Punctuality Parents are requested to ensure that their children arrive at school on time. School starts at 9am. If pupils have a high level of late arrivals parents will be contacted. We would ask you to discourage children from arriving too early as there is no supervision in the playground. This is especially important in bad weather.



Badge

When Greenfern and Springhill Schools amalgamated to become Kingsford School in 2001/2003 the children and their families were invited to design our new school badge. The 'king' is represented by the crown and the 'ford' is represented by the blue ripples of water both linked to Robert the Bruce and the ford nearby historically used to cross the Lang Stracht.

Breaktimes

Pupils from P1 – P7 spend morning break and lunchtime out of doors except in really poor weather, when they remain in their classes. As we aim to encourage children to be active outdoors we do let children play outside in light rain and snow. It is therefore important for your child to be appropriately dressed for all weathers. Children are asked to keep in school a small indoor game or other suitable activity to do when the weather keeps them inside.

Our support staff supervise the children at break and lunchtimes to ensure they are safe and happy. Prefects and Pupil Buddies also support certain classes and children during break times both indoors and outdoors.



Car Park

In order for us to ensure the safety of our school community the school car park is for the sole use of staff, those who have a Blue Badge or a parent who has been given permission to park to collect a seriously ill child.

If you have circumstances that you feel require an allowance to be made, please contact the Head Teacher.

Due to the considerable traffic congestion around the school parents are requested to transport their children to and from school only when absolutely necessary and to try and find a safe stopping place away from the school and walk the last bit of the journey.

Drivers are asked to show utmost consideration for young child pedestrians.

Celebrating Achievements (including wider achievements)



We celebrate success achieved both in school and out with school in a range of ways. Staff use stickers, stamps and certificates to encourage and praise the children and positive notes are sent home and children make a Golden Phonecall home (see our Positive Relationships Policy). Children are encouraged to share and celebrate achievements at our weekly Stage Praises.

Charities – fund raising

We encourage the children to take an active part in raising funds for a range of local, national and international charities. At the beginning of each session pupils, staff and parents take a joint decision on which charities to support – one local and one national/international. Increasingly, due to budget constraints, we need to raise extra funds for specific projects. We do this through a variety of ways including Book Fairs, sponsored activities, Fun Days, Parent Council activities etc. We really value everyone's support.

Child Protection and Safeguarding

Given ongoing public concern on the subject of child abuse and changes in the law, schools are required to report if we think that any child or young person has come to harm as a consequence of possible child abuse. Our school has a designated person appointed and trained to be responsible for Child Protection matters and currently that is the Head Teacher. Should you wish to talk further about Child Protection and the safety of children please contact the Head Teacher.

We will always ensure parents are informed and participate in any action which we may initiate. However, where there is a possibility that a child could be at risk, the school is required to refer the child to Social Work, the Police or the Children's Reporter and, under these circumstances, parents may not always be contacted first. We have a responsibility to get it right for every child.

Our curriculum is designed to promote the safeguarding of children and to help them learn and understand how to keep themselves and others safe. If you have any concerns about the safety or wellbeing of a child including a 'gut feeling' talk about this with the Head Teacher or in her absence one of the DHTs.

Class Configuration

The current school roll for session 2020/2021 is 337 pupils plus our 80 place Nursery. This figure will fluctuate throughout the session. The number of classes at each stage is dependent on the number of pupils in each year alongside the maximum teacher: pupil ratio:

The maximum class size is currently:

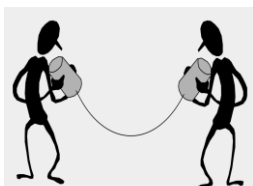
Primary 1: 25 children

Primary 2 and Primary 3: 30 children

Primary 4 to Primary 7: 33 children

Like many schools it is sometimes necessary to create composite classes and the maximum size of a composite class is 25 children. A composite class means that there is a group of children from more than one year in the same class. Groups are formed taking into account working groups, abilities and friendships. This is decided in consultation with all staff and the final decision made by the head teacher.

Communication



Effective communication and co-operation are at the heart of successful education. Information is passed between home and school via a number of means:

- Emails/Text Messages sent via Groupcall
- Expressions App
- Nursery & School Newsletters
- School Website www.kingsford.aberdeen.sch.uk
- Seesaw
- Twitter (@KingsfordSch)
- Noticeboards in main entrance foyer and Nursery foyer
- Phone Calls
- Google Classroom
- Informal Contact
- Meetings (Face to Face or Online)
- Workshops

If you wish to speak to your child's teacher it is best to make an appointment out with class times. Should you require additional information, or if you have any concerns, you should arrange to talk with a member of our Senior Leadership Team by making an appointment.

Concerns/Complaints

Our school recognises the vital role that parents play in supporting their child's learning and is committed to building 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 you as a parent wish to express unhappiness or dissatisfaction with Council services, policies or staff behaviour.

Please give us the opportunity to put things right first by contacting the Head Teacher or any member of the senior leadership team by telephone, email or in person.

If you are not satisfied that your issue has been resolved, you can then make a complaint using our online form: <https://www.aberdeencity.gov.uk/services/have-your-say/make-complaint>

You can also make a complaint in person at any council office or by contacting our Customer Feedback Team by telephone or in writing:

Customer Feedback Team

Telephone 01224 523058
Business Hub 6
First Floor South
Marischal College
Broad Street
Aberdeen
AB10 1AB

Our Customer Feedback team follows a complaint handling procedure to make sure that every complaint is dealt with consistently and as quickly as possible.

We understand that parents may have concerns about their child from time to time and we would always seek to support parents to resolve any issues. Please contact the Head Teacher or Depute Head Teacher either by telephone, email or in writing to arrange a meeting.

Copyright Laws

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



Crossing Patrol

There is a crossing patrol on Lewis Road and pupils are encouraged to make appropriate use of this crossing. However, parents should be aware that there can be occasions when this crossing patrol is not manned eg in the case of illness. 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.

There is also a pelican crossing on Springhill Road.



Cycling and Scooters

Since the erection of bicycle and scooter racks within our playground and our participation in the Big Pedal and Bikeability training pupils have the opportunity to cycle/scooter to school at the discretion of their parents.

However, please remember;

- a cycling helmet must be worn when cycling to school
- children must dismount on entering the playground and push their bicycle/scooter safely to the parking racks.
bicycles should be secured safely in the racks

The school cannot take responsibility for the safe keeping of scooters or bicycles.

Data Protection

The Data Protection Act 1998 (DPA 1998) provides protection for individuals' personal data. It applies to both computer records and paper records. Examples of personal data relating to your child that may be held by the school include information given on the admission forms, student records, pupil progress reports and examination marks. The DPA 1998 sets out eight principles of good information handling which must be followed by those who process personal data. These principles state that personal data must be:

- processed fairly and lawfully;
- obtained for only specified and lawful purposes;
- adequate, relevant and not excessive;
- accurate and, where necessary, kept up to date;
- processed in accordance with the rights of the person whom the information is about;
- protected against unauthorised or unlawful processing, and against accidental loss or destruction;
- must not be kept for longer than is necessary;
- must not be transferred out with the European Economic Area

Emergency Contacts



It is very important you provide the school with a daytime contact telephone number and the address and telephone number of a neighbour, relative or friend who could be contacted if you are unavailable. Forms are issued each year and all parents are asked to notify the school of any changes that occur throughout the year. This is very important especially with mobile numbers which are often changed regularly. It is very distressing for staff and pupils if a child needs a parent and we aren't able to contact them.

Please ensure that you notify us of any changes to contact details as soon as possible.

Enrolment



Primary and Secondary Zone

All schools in Aberdeen serve a local 'zone'. Parents can check the zoned school for their home address at <https://www.aberdeencity.gov.uk/services/education-and-childcare/find-school> or by telephoning 01224 522753. Any parent wishing to apply for a place at Kingsford School should complete an online School Placing Request. You need to do this whether you are applying to start school or applying to move between schools.

For further information on applying, including the online application form, please visit the following site: <https://www.aberdeencity.gov.uk/services/education-and-childcare/apply-school-place>

Nursery Class

Enrolment for nursery takes place annually in January/February, however late applications can be made throughout the year. A child may start nursery in the school term after his/her third birthday. The authority advert in the local newspaper or on social media will notify parents of the enrolment timeframe. Parents should visit <https://www.aberdeencity.gov.uk/services/education-and-childcare/apply-nursery-school-place-20202021> for further information and to complete application forms.

Places are allocated in line with Aberdeen City Council policy and a waiting list is kept for unsuccessful applicants. Priority is given to children who live within the school's catchment zone and then spaces are offered in order of age.

Primary 1

Children who are 4 years old by the end of February or before are eligible to enrol for Primary 1 commencing in August of that year. Parents should complete the online Placing Request in January. Parents will be notified if their child has received a place prior to the Easter holidays. More information can be found on the [Starting Primary 1 | Aberdeen City Council](#) page of ACC's website. We recommend that when applying for a Primary 1 space you apply for your zoned school as you will not always be guaranteed a space in P1 as an out of zone applicant.

All Other Stages

Families moving into the Kingsford zone throughout the course of the year should contact the school to arrange a visit if they wish. Parents should [apply online](#) for a space in the year group their child /children are in. If there is not enough space children will be placed on the waiting list. The school will endeavour to reconfigure classes at the summer break to include in-zone pupils on the waiting list.

Equal Opportunities

It is our aim to foster the practice of equal opportunities both within the classroom and the school generally. As a health promoting and RRS school this is very important to us. 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/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 a loss of equal opportunities.



Equipment for school

Pupils are expected to come to class ready and equipped for learning. Most of the resources will be provided by the school, however, where possible, we would appreciate it if pupils could bring their own pencils, rubbers, rulers etc as these are essential pieces of equipment. Every pupil needs a suitable schoolbag.

Pupils are expected to take good care of all school equipment and any lost or damaged equipment will have to be replaced at the parents' expense.



Fire Drills

Fire drill notices are displayed prominently throughout our school. A fire drill is held at least once a term. All visitors to the school are asked to familiarise themselves with the location of fire exits. A sheet detailing emergency fire procedures is available at the office at the main entrance.

GIRFEC Getting It Right For Every Child

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 wellbeing. The policy is based on a number of core principles and values.

In Aberdeen it is being delivered through a shared approach where all 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 a Named Person based either in health or education. The Named Person will be the first point of contact when a child or young person or their family/carers wish to access support or advice. At times a Lead Professional will be appointed to coordinate support.

Further information on GIRFEC can be found at www.aberdeengettingitright.org.uk/GIRFEC.html

Health and Safety

Everyone in our 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.

Our Pupil Support Assistants and Early Years Practitioners are trained First Aiders. Should a child become unwell in school or have an accident, minor first aid will be provided. If a First Aider has had to administer First Aid a First Aid Record Form will be completed and a copy sent home with the child. If further treatment is deemed necessary, parents will be contacted. If a more serious injury occurs, medical help will be sought immediately, and the parents contacted as soon as possible.

Any head bump/injury is taken seriously, and parents are informed as soon as possible by phone call and the First Aid Record Form will be sent home with details on supporting a child with a head injury.

The school is equipped with several first aid boxes and we have a medical room where children are taken for treatment if necessary.

For safety reasons medication should **NOT** be brought to school by pupils. Wherever possible, medication should be administered out with school hours. Exceptional circumstances should be discussed by contacting the school office on 01224 693554. Parents are responsible for ensuring dates on medication kept in school are checked regularly and that school has the necessary supplies.

School should be made aware if a child is receiving any medication which could affect mood, behaviour or performance. The school is happy to assist in the long-term medication prescribed by the child's doctor/consultant, for example Diabetic Insulin and ADHD medication. Parents should discuss this with the school in the first instance and appropriate procedures will be put in place.

Medical Examination

During your child's first school year they will undergo a basic Health Examination by the school nurse. This enables the School Nurse and Doctor to identify any conditions which have not been previously noted and which might influence the child's ability to benefit fully from their education. Parents, on occasion, are invited to attend to discuss their child's health with the doctor or school nurse. If any other vaccination programmes are undertaken, parents will be informed.

Screening Tests

Screening tests for hearing and vision are carried out at intervals during a child's time at primary school. Anything significant will be brought to the teacher and parents' attention.

Dental Care

Primary one and primary seven pupils receive a dental inspection and parents will be notified if treatment appears to be necessary. They can then decide whether to have treatment carried out by the School Dental Service or to make private arrangements. Parents are able to opt their child out of such inspections.

Head Lice

This can be an intermittent problem but is easily treated. Please do not treat your child for head lice as a precautionary measure. Parents discovering their child has head lice should seek advice from their health visitor or chemist and inform the school.

Holidays and In-Service Days

A list of holiday dates and in-service closure days is issued to parents/carers at the beginning of the school year. Reminders are included within newsletters.

For school holiday dates and in-service training days, please visit:

<https://www.aberdeencity.gov.uk/services/education-and-childcare/view-school-term-and-holiday-dates>



Homework

All pupils will have some work to be done at home every week and we appreciate parents' support in this. It is helpful if parents encourage good work habits by providing a suitable environment for the child to carry out the work. All homework is set with a purpose and no child will be expected to do at home work which has not been explained previously. Some homework is written whilst other homework is completed online

Inclusion and Additional Support

Many children will face barriers to their learning during their school career. These may be short or longer term and for a variety of different reasons; social, emotional or learning needs. At times interventions, such as Additional Support for Learning, may be needed in order to meet their needs. As a parent or carer you will be involved, alongside school staff, in decisions about your child. If parents have any questions about their child's progress or well-being at school, they should discuss these first with the class teacher or Senior Leadership Team.

PSAs work closely with class teachers to support learning and supervise pupil well-being during breaks. We work closely with many professionals such as; English as an Additional Language staff (EAL), Child Development Team (Health), Educational Psychologist, Speech and Language Therapist, Occupational Therapist, Physiotherapy, Social Workers, Dyslexia Outreach, Autism Outreach, Pupil Support Services, School Nurse and Doctor to meet the developmental and learning needs of our children. The Educational Psychologist offers advice, support and training to staff, pupils and parents. Pupils with barriers to learning may be referred to this service after consultation with parents. We work together to Get It Right For Every Child by ensuring a co-ordinated approach to bring about positive changes for the child. The acronym GIRFEC is sometimes used to refer to 'Getting It Right For Every Child'. A Child's Plan will be created for any pupil receiving support from more than one agency. The wellbeing of children and young people is at the heart of Getting It Right For Every Child. The approach uses eight Wellbeing Indicators. The assessment of strengths and challenges in these areas form the basis of the Child's Plan.

There are a range of services to support children with additional support needs (ASN) in Aberdeen City, please refer to <https://www.aberdeencity.gov.uk/services/libraries-and-archives/children-andyoungpeople/supporting-families-children-additional-support-needs>

For further information on GIRFEC refer to:

<http://www.scotland.gov.uk/Topics/People/YoungPeople/gettingitright>

Induction and Transition

We take great care to make the transitions from nursery to primary, from stage to stage in primary and from P7 to secondary as seamless and as positive an experience for all as possible.

Starting Nursery and Nursery to P1

During the summer term there are induction meetings for parents of new nursery and P1 pupils. At these meetings parents will hear about the curriculum and the staggered starting processes, meet staff and other parents and have a look round nursery or P1 classroom areas.

Children and parents/carers are invited in for a Pre-Entry visit in the final few weeks of the term before the child is due to start. This is an opportunity for children and parents to become familiar with the setting as well as meet some of the Nursery Team.

Children starting P1 will be invited in to spend part of a session in the classroom. During the spring and summer term school staff will spend some time in the nursery to get to know the children moving into P1 and the pre-school nursery children will visit other areas of the school such as the playground. For children not at our school nursery, the Depute Head Teacher or a member of the Primary 1 Team visits the other nurseries to meet the child in their current setting, and speak with the staff there to share transition information.

Primary 7 to Secondary 1

On leaving Kingsford School most children transfer on to Hazlehead Academy, please see below for contact information:

Head Teacher:	Mr James Purdie
Telephone Number:	01224 310184
Email address:	hazleheadacademy@aberdeencity.gov.uk
Twitter Account:	@Hazleheadacad
Address:	Groats Road, Aberdeen AV15 8BE

Parents should note that attendance at Kingsford School does not guarantee admission to Hazlehead Academy for those who do not reside in the catchment area. Out of zone children are required to make a placing request through:

<https://www.aberdeencity.gov.uk/services/education-and-childcare/apply-school-place>.

Throughout the year we liaise closely with Academy staff and in the summer term several members of staff from Secondary schools come to talk to P7. In addition, P7 transferring to Hazlehead Academy have a three day orientation visit to the Secondary school and a further parents' evening is held at the Academy.

All P7 pupils have the opportunity to attend transition events at whichever secondary school they will be moving to. All secondary schools provide a range of transition and information events for children and families.

Successful Transitions

We take great care to make the transitions from Nursery to primary, from stage to stage in primary and from P7 to Secondary as seamless as possible. For pupils with additional support needs, enhanced transitions may be required to support successful transitions. When children are moving from one setting to another, this may include additional visits and/or meetings the details of which will be discussed and agreed with parents/carers.

Stage to Stage Within Primary

Prior to moving onto a new year group class teachers meet to share and pass on relevant learning, personal and social information on each child. Records, assessments, reports and samples of work are passed on to ensure continuity in the child's learning. At the start of the school year there is usually an open afternoon for parents to visit their child's new classroom and meet the new teacher informally, prior to the first parent/teacher consultations usually held in November.

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.

ACC does hold third party liability insurance which indemnifies the council for claim from third parties (eg 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 all items of clothing or footwear liable to be lost during the school day are clearly marked with the child's name. Valuable items of property should not be brought in to school as we cannot take any responsibility for broken or lost items.

Jewellery and Personal Items

For safety reasons, pupils are requested not to wear jewellery to school, except perhaps an inexpensive watch. We ask children not to bring unnecessary personal items such as toys and games to school as we cannot guarantee their safekeeping and we provide equipment for playtimes in school. We ask that children do not bring mobile phones to school as we cannot guarantee their safekeeping. If you feel your child needs to have a mobile phone in school please contact the Head Teacher.

Lost Property

Parents are asked to ensure all items of clothing and personal property are clearly named so that lost property can be returned quickly. There is a lost property box at the main reception and every effort is made to trace lost property. Valuables and cash should not be brought to school. Children are asked not to bring toys to school as they may get lost or broken.

Please mark every item of school clothing, footwear and PE kit with your child's name so that we can return the item to the rightful owner.

Meals

School meals are provided for pupils by Aberdeen City Council. They are provided free of charge for P1-3 pupils. Meals are prepared in our school kitchen and menus are available to support parents to help their child with their selection.

Children may choose from two or three main courses daily, provision is made for children who require a special diet e.g. vegetarian, religious restrictions etc.

If your child decides to take a packed lunch, please ensure that the lunch is healthy and the lunch box is clearly named. Please also ensure that drinks bottles and flasks are unbreakable. Drinking water is always available.

The Cashless Catering (CHIPS) system has replaced the paper meal tickets and works with an electronic 'account' which allows you to top-up your child's account online and receive balance alerts by text and/or email when the balance is running low. Further information can be found at www.accordaberdeen.co.uk or by contacting school@accordaberdeen.co.uk.

Pupils are eligible for free school meals if their parents or carers receive one of the following benefits:

- Income Support
- Income-based Job seekers Allowance (JSA)
- Any income related element of Employment and Support Allowance (ESA)
- Child Tax Credit (CTC) but not Working Tax Credit (WTC), with an income under £16105 with effect from 6 April 2015.

- Both maximum Child Tax Credit (CTC) and maximum Working Tax Credit (WTC) with an income under £6420.
- Support under Part V1 of the Immigration and Asylum Act 1999
- Universal Credit

For further information and an application for free school meals please follow the link below. <https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-free-schoolmeals>

P1 to P7 pupils are encouraged to bring water to school and may keep a bottle of water in class to drink throughout the day. P1 and P2 pupils receive fruit three times a week. Children receive free milk daily up until their 5th birthday.

Music Tuition



Provision of instrument instruction is extra to the curriculum and involves release from normal class. Pupils are selected by the tutors involved and the number selected depends not only on aptitude, but also on the availability of tutors and instruments.

Outings

These are an important part of our school curriculum. Outings take place in the local community or involve bus trips to places of educational value. Parents may be asked to contribute to the cost of these outings. Information about any visit will always be sent to parents and you will be asked to complete a consent form as required by the Local Authority. Risk assessments are always carried out prior to any trip out with school grounds being organised.

Out of school activities

Pupils have the opportunity out with school hours to participate in a variety of activities depending on the availability of staff, parents and partners to supervise these sessions. Currently we offer basketball, coding, football, Green Goblin, netball, rugby, Spanish and ukulele club.

Parent Council and Parental Involvement

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 and on groupmail publicising Parent Council events and your involvement and support is much appreciated. The Parent Council can be contacted by email pckingsford@aberdeencity.gov.uk The Parent Council is also developing its page on the school website.

Parents are encouraged at every opportunity to take an active part in school life. Parents accompany classes regularly on out of school visits throughout the session and are also invited to 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 when we can share with you what we are doing in specific curricular area. Please try to come along as the more involvement you have with our school the more support you are to your child. Parents are also very actively involved in fundraising activities.

Parentzone Scotland website provides parents and carers with valuable information about learning in Scotland, schools, the curriculum as well as how to support learning at home.
<https://education.gov.scot/parentzone>

City Wide Parent Council Meetings and Forum As part of our communication with parents, the authority arranges termly meetings with all of the Parent Councils of mainstream and special schools in the city and also supports a city wide representative parent council forum. The Aberdeen City Parent Council Forum (ACPCF) consists of up to twenty-four representatives, two drawn from each associated schools group (ASG). The ACPCF has two parent representatives on the council's Education Culture and Sport Committee.

Additional Support Needs (ASN) Parents' Forum The ASN Parents' Forum meets each term (i.e. 4 times each school year). The meetings are opportunities for parents of children and young people with additional support needs to meet and discuss education matters amongst themselves and with Aberdeen City Council officers. Some children and young people may have additional support needs because of, for example, disability, health, social or emotional factors either short term or throughout their learning journey

P.E. Kit

Pupils are required to wear well-fitting gym shoes/trainers, shorts and a t-shirt. A pair of tracksuit bottoms are recommended for outdoor PE. In the interests of safety, long hair should be fastened back. After each P.E. lesson pupils are required to change back into their school uniform.



As per Aberdeen City Council policy, pupils are not permitted to wear any jewellery during PE lessons. Pupils should remove their own jewellery before every P.E. lesson. If a child is unable to do this then they should not wear any jewellery to school. Children are given a gym bag from the school in which they can store their P.E. kit and change of shoes.

Pets

It is Aberdeen City Council's policy that no pets (except assistance dogs) should be allowed into any part of the establishment and this includes playgrounds, car parks and playing fields. We also ask that parents and carers are mindful of standing back from entrance gates if they have pets with them.

Playground

PSA staff are employed to oversee activities at morning break and lunch break. Parents should be aware that no staff are available to supervise children before the 9am bell or after school. Parents are encouraged to send their children to school as near to the 9am bell as possible, particularly on wet days, as there are no shelters.

Policies

School and Authority policies are reviewed in line with Curriculum for Excellence, Care Inspectorate and national guidance. Policies can be found on the school website. Aberdeen City Council's policies can be found on ACC's website.

Positive Relationships Policy

Relationships Policy August 2019 - updated Jan 2020

Relationships are essential to support our learners and their wellbeing at Kingsford. A positive ethos and consistent approach by all develops a culture of ***Encouraging, Praising and Achieving***, giving our learners the skills to take on challenges in life, learning and work.

Using restorative approaches strengthens our ability to provide a nurturing, **safe** and inclusive environment where **respectful** behaviour is at the heart of learning. Everyone should be **ready** to learn and *encourage* others to do the same with a positive attitude.

Aims

- To ensure that everyone is treated fairly and shown respect at Kingsford School.
- To support and encourage learners to make positive choices and develop the skills to build and repair relationships.
- To build a community that values each other through care and compassion.
- To ensure that excellent behaviour is an expectation for all.
- To promote self-esteem and self-regulation.
- To teach and model appropriate behaviour through positive interventions.

What we do at Kingsford

We are Respectful, Ready, Safe.

These expectations are simple, easy to remember and values based. Staff support and encourage children of all ages to understand what Respectful, Ready and Safe behaviour looks like and will reinforce the language of Respectful, Ready, Safe.

	Looks Like;
Respectful	Showing respect towards others and the wider environment.
Ready	Being ready for learning, being positive and having a growth mind set.
Safe	Keeping themselves and others safe both physically and emotionally.

All staff show a consistent approach which models respectful behaviour. When staff act in a consistent manner, learners feel treated as individuals, respect adults and accept their guidance.

At Kingsford, all staff:

- Welcome all children.
- Promote our vision of ***Encouraging, Praising & Achieving***.
- Acknowledge and greet children throughout the school and in class.
- Refer to **Respectful, Ready, Safe**.
- Are consistent in managing behaviour.
- Model positive behaviours and build positive relationships.
- Engage in restorative dialogue with learners.
- Support all learners.

Recognition and Rewards for Effort

Praise is key to developing positive relationships in the classroom. Staff praise learners for their efforts in learning and behaviour. Praise is most effective when it is specific, identifies what the learner has done and reinforces high expectations for all. Staff praise the behaviour they want to see. We recognise and reward learners who go **Over and Above**. Kingsford School rewards learners with positive notes and golden phone calls home. Every class agrees their own way of recognising and reinforcing expected behaviour.

Managing Behaviour Positively at Kingsford

Learners are responsible for their behaviour and all staff deal with behaviour without delegating.

Steps for Intervention	
1. Reminder	A reminder of the three expectations, Ready, Respectful and Safe delivered, privately where possible. Repeat reminders if necessary.
2. Caution	A clear verbal caution delivered privately, wherever possible, making the pupil aware of their behaviour and clearly outlining the consequences if they continue.
3. Time Out	Time out might be a short time in the thinking spot, at the side of the field of play or in another classroom.
4. Repair	This might be a quick chat at break/lunch, a time to talk with SLT (which may result in parents informed via a slip home), or a more formal meeting.

Restorative Conversations

All staff take responsibility for leading restorative conversations and SLT will support where necessary. Staff use restorative conversations to rebuild relationships when there has been conflict or harm using questions such as:

What's happened?

What have you thought since?

How does this make people feel?

What should we do to put things right?

How can we do things differently in the future?

Supporting Individual Learners

Some learners may have their behaviour monitored by teachers to show progress towards agreed targets; some individual learners may also have protocols to meet individual needs, including individual risk assessments and targeted support. At Kingsford School, staff ensure this is done discretely and do not display coloured charts or advertise poor behaviour which does not meet our expectations of **Respectful, Ready or Safe**. Some incidents are complex or serious and all are assessed on an individual basis.

A serious incident may result in alternative provision being made for a learner or if necessary, a fixed term exclusion to allow time for procedures and action plans to be put in place to allow the learner to return to school positively.

Pupil Involvement

Pupils are actively encouraged to participate in and contribute to school life and are involved in decision making processes within school through the Pupil Council and Pupil Participation Groups which meet regularly throughout the session. Our Pupil Participation Groups are made up of children from all classes P4-P7 and focus on areas including Eco, Local citizenship, Global citizenship, ICT safety and Rights Respecting Schools.

Religious Observance

Children attend regular Assemblies led by a variety of speakers representing churches and gospel halls from within the local community. We also make regular visits to the local churches at different points in the year. Parents/carers have the right to withdraw their child from the religious parts of Assemblies and when the school is attending local Church services. Parents are requested to inform the Head Teacher of their intentions in writing.

Residential Trips

Each year the school organises a residential trip for senior pupils. Currently we use Cromdale near Grantown on Spey.

The 4 day trip provides the pupils with a variety of educational and outdoor pursuit experiences using the surrounding countryside. Early in the session parents will be advised of the arrangements for the trip 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 Improvement

For more information about the main achievements of our school over the last 12 months a copy of our Standards and Quality Report is available on our school website.

Our attainment in Literacy and Numeracy is good and a breakdown of these figures is available on Parentzone Scotland's School Information.

In all of our work as a school we work in partnership with all stakeholders to ensure our school is the very best it can be. Parents, children and staff contribute their opinions and ideas when initiatives are being planned and progressed.

Security

A secure door system operates in our School and Nursery. Any parent or visitor to the school should enter via the main entrance. On entering the school all parents and visitors must report to the school office, sign the visitors' book and wear an identification badge before leaving the reception area.

Parents who have made an appointment with a member of staff will be met at the reception area.

Parents are not allowed to be unaccompanied within the Nursery and School and are not allowed to enter the school through other pupil entrances and exits.

Spiritual, Moral, Social and Cultural Values

The curriculum and ethos of Kingsford Nursery and School actively promote the knowledge and understanding of Christianity and Other World Religions and their role in shaping society. We aim to help children develop an appreciation of the rich cultural and ethnic diversity within the world and a positive regard for others and their needs. Through the study of the environment, history, literature and the arts we would also aim to promote knowledge, understanding and appreciation of the rich cultural heritage of Scotland.

Through the curriculum children develop the skills and self-confidence to participate effectively and safely in society. Opportunities are provided for children to identify, discuss and evaluate the values of the society in which they live and understand how these effect their daily lives. Children explore the Rights of the Child and these are frequently referred to throughout activities.

Standards and Quality Report/Improvement Plan SQUIP

A Standards and Quality Report/Improvement Plan (SQUIP) is compiled each year and within this plan there are evaluative comments taking account of staff, pupil and parental views and priorities agreed for the years ahead.

Suggestions

We always aim to work in partnership to improve our Early Learning and Primary School provision here at Kingsford. If you ever have any suggestions which you feel would enhance our teaching and learning then please communicate these suggestions to any members of staff or email kingsford@aberdeencity.gov.uk

Transport

The authority will provide free school transport where a child is enrolled in his/her zoned primary school and lives two miles or more from that school. Children may also be eligible for free transport on medical or safety grounds. Further information can be found on the [ACC website](#).

Uniform

We actively encourage pupils to wear our school uniform as it is economical, smart, prevents competition in the fashion stakes and fosters a sense of pride in belonging to our school. It also prevents arguments at home in the morning about what to wear! Order forms are issued at different point throughout the session and we also keep a range of sweatshirts in stock.

BOYS:

Grey/black trousers
White shirt/polo shirt
School sweatshirt

GIRLS:

Grey/black skirt or trousers
White shirt/polo shirt
School sweatshirt

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

It is recommended that children always carry a change of clothes in their school bags in case of wet days outdoors or the occasional accident. A waterproof jacket is always advisable because the weather can be very changeable in Aberdeen.

School Clothing Grant - In some circumstances, parents can be provided with a grant towards the costs of school clothing and footwear if they receive certain benefits. To find out more or apply for a grant visit [ACC's Website](#).

Please mark every item of school clothing, footwear and PE kit 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 in to school. This will avoid any disruption to educational activities and also avoid such valuables being lost.

Water to drink

Children are welcome to take a water bottle to school and use it sensibly in class to keep hydrated. Water is preferred and please no fizzy juice.

For Further Information

For detailed information about attendance, school running costs and other useful information, please visit: http://thezone/edu_stats/sl_ppyp_education_stats.asp

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 of this handbook are available on request.

Local and National Links

<p><u>Parent Learning HUB</u> Aberdeen City Council's website created for all Aberdeen parents and carers to support learning and family wellbeing. Full of local and national contacts.</p>	<p><u>Parent Club Scotland</u> Scottish Government have created this site for parents of children and young people from 0-18 years</p>
<p><u>Care Inspectorate</u> (Social Care and Social Work Improvement Scotland) Johnstone House Rose Street Aberdeen AB10 1UD Tel: 0345 600 9527 enquiries@careinspectorate.com</p>	<p><u>Children in Scotland</u> is the national agency for voluntary, statutory and professional organisations and individuals working together with children and their families in Scotland. Tel: 0131 313 2322</p>
<p><u>Childline</u> Tel: 0800 1111</p>	<p><u>Enquire</u> - the Scottish Advice Service for Additional Support for Learning Tel: 0345 123 2303</p>
<p><u>Education Scotland</u> Denholm House Almondvale Business Park Almondvale Way Livingstone EH54 6GA Tel: 0141 282 5000</p>	<p><u>Grampian Racial Equality Council</u> (GREC) 41 Union Street Aberdeen AB11 5BN Tel: 01224 595505</p>
<p><u>Parent line Scotland</u> Tel: 0800 028 2233</p>	<p><u>Parent Zone</u> Find out how you can support your child's education; information for parents and carers.</p>
<p>The <u>National Parent Forum of Scotland</u> (NPFS) Gives Parent Councils and parents opportunities to discuss and raise educational issues, mutual interest or concern at a national level. Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ Tel 0131 313 8842 office@npfs.org.uk</p>	<p><u>A Guide to Integrated Children and Family Services 2019 - 2020</u></p>
<p><u>Choosing a School: A Guide for Parents</u></p>	<p>Useful sites for planning next steps from school:</p> <p><u>Skills Development Scotland</u> (SDS) <u>My world of work</u> <u>My Kids Career</u> <u>Apprenticeships Scotland</u></p>

