

From mountain to sea

Foveran School

Handbook

2018/19



Contents

Foveran School	1
Introduction To Foveran School	4
Our Vision, Values And School Ethos	11
Curriculum	12
1+2 Approach To Language Learning In Aberdeenshire	15
Further Information	166
Assessment And Reporting	17
Transitions (Moving On)	18
Admissions	19
Placing Requests And School Zones	20
Skills For Learning, Life And Work / Developing Young Workforce	20
Support For Children And Young People	21
Getting It Right For Every Child	21
Educational Psychology	22
Enhanced Provision And Community Resource Hubs	22
Support For Learning	23
The Child's Plan	23
Child Protection	24
Further Information On Support For Children And Young People	24
Parent And Carer Involvement	25
Parent Involvement And Engagement	25
Communication.	25
Volunteering	256
Collaborating With The Community	26
School Policies And Useful Information	27
Attendance	27
Holidays During Term Time.	28
Foveran School Dress Code	29
Clothing Grants	29
Transport	29
Privilege Transport	29
Early Years Transport	30

Special Schools And Enhanced Provision	30
School Closure And Other Emergencies	30
Storm Addresses	31
Change Of Address And Parental Contact Details	31
School Meals	32
Healthcare And Medical	32
Exclusion	33
Educational Visits	33
Instrumental Tuition	34
Comments, Compliment And Complaints	34
Support For parents/carers	34
School Off Site Excursion Insurance	36
Data We Hold And What We Do With It.	37
How Does Aberdeenshire Council Hold And Store Pupil Data	367
Parental Access To Records	378
ScotXed	38
Information Sharing	38
Appendix	39
School Improvement Plan	39
Members Of Parental Groups	39
Statistics For Attainment	39
Overview Of Activities	40
Annual Holiday And In Service Dates 2018-2019	41
School Uniform Order	42
Map Of Catchment Area	42
Floor Plan Of Foveran Primary School	44

Introduction to Foveran School

Welcome to Foveran Primary School. The school handbook explains what you can expect of the school and also indicates what the school expects of you in the way of partnership, help and support.

Aberdeenshire Council School Handbooks are designed to inform parents of as many aspects of life at Foveran School as we can, and has been written in response to 'School Handbook Guidance (Scotland) Regulations 2012.

We hope you find our handbook clear and informative. Please feel free to contact us with any suggestions for improvements.

School Contact Details

David Williams	01358 789219
Foveran School	
Foveran	
AB41 6AZ	http://foveran.aberdeenshire.sch.uk/
	foveran.sch@aberdeenshire.gov.uk
Parent Council Email	foveran41@gmail.com

Adverse Weather and Emergency Closure

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

Information Line 03700544999 [Pin: 021760]

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

Foveran School is a non-denominational school opened in 1873 and serves the village of Foveran and the surrounding rural area. The school role has currently 22 pupils taught in two classes. The majority of our pupils live within the school's catchment area, but we do cater for out of zone pupils on a case by case basis.

The majority of our pupils transfer to Ellon Academy at the end of their primary schooling and benefit from the comprehensive transition programme. Nearly all our new entrants have pre-school experience provided mainly by playgroups and nurseries in Balmedie, Potterton or Newburgh.

Foveran School is currently a two class school. We have the Head Teacher and Head Teacher Relief sharing the teaching responsibilities. We also have a school administrator, pupil support/clerical assistant (PSA), and a catering supervisor. We have access to a school janitor when required. The school also benefits from input from visiting specialist teachers in Learning Support, Modern Languages, Music and PE.

The Head Teacher (Mr David Williams) joined the school in November 2012 from a post as Acting Head Teacher in Marykirk (near Laurencekirk) School.

Before that he was a teacher at Dunnottar Primary School (Stonehaven) for eight years teaching every stage from P1 to P7. He aspires to bring high quality experiences, high standards in literacy/maths and respectful, independent, confident, successful individuals.

The Head Teacher is invited to attend Community Association meetings as well as Village Hall Committee meetings. The school has a very supportive Parent Council. These groups support school improvement activities and raise additional funds to provide many extras for the pupils in the school.

HMIE last inspected the school in 2010. You can access the latest report at:
<https://education.gov.scot/inspection-reports/aberdeenshire/5226228>

Organisation of the School Day

Morning school 09:00am - 12:30pm (interval 10:40am - 11:00am)

Lunch 12.30pm - 1.20pm

Afternoon School 1:20pm - 3:10pm

Any variations in school day will be intimated in writing.



Staff Team

Head Teacher

Mr David Williams

Head Teacher Relief

Mrs Chelsea Leask

Class Teacher

Mrs Amanda Russell

Administrator

Mrs Kerry Dobby

PSA/Clerical

Mrs Karen Robertson

Pupil Support Assistant (PSA)

Mrs Evelyn Moffat (Tuesday/Wednesday)

Catering Assistant

Pacita Cronin

Cleaner

Kelly Mann

Janitor

Mike Birnie (Tuesday am)

Support for Learners Teacher

Mrs Irene Jamieson

Physical Education

Miss Kathleen Madigan

Music

Mrs Sarah Kenyon

Spanish

Miss Lynne McBoyle

School Ethos

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

Our aims have been revised in order to promote ourselves as a quality school which has the child at the centre and recognises the importance of health and well-being in all aspects of their development.

Curriculum

- To provide and deliver a quality curriculum which enables breadth, balance, depth, choice and progression to be achieved and which adapts to meet the changing needs of the pupils and the society they live in.

Attainment

- To support children in allowing them to do their best at all times in order that they become more responsible and independent as they progress.

Learning and Teaching

- To provide quality in the learning and teaching that we offer, through appropriate planning and assessing, in order to meet every child's individual needs and regularly communicate the child's progress to all concerned.

Support for Pupils

- To help children overcome difficulties, no matter what they are, build on their strengths through a caring and supportive environment and share this with parents in order to help them help their children.

Ethos

- To make school a safe, organised, happy and stimulating place to be, where all are encouraged to value and respect their own and others' health and well-being through positive and trusting partnerships between children, staff, families and the wider community.

Resources

- To provide quality resources in order to enable a quality curriculum to be taught including the encouragement of staff development in order to enhance the role of the individual and of the staff team.

Management, Leadership and Quality Assurance

- To have effective management and leadership in order to develop quality assurance procedures across all aspects of school life and ensure the best is given to each child.

Hand in Hand towards Excellence

At Foveran School, we promote anti-racist, anti-sexist values and encourage equal opportunities. We promote multiculturalism and an awareness of the needs of people in both the developing and developed countries around the world. We value care for the environment and encourage re-cycling of materials to slow down the damage done to our planet by consumers.

Positive Behaviour Management

Positive Behaviour Management is a vital component in helping Foveran School to achieve its aims and values.

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

Golden Rules (School Rules)

We aim to provide a safe and pleasant environment for all the community, where individuals are treated with respect and consideration. To make this possible pupils are asked to obey the following rules.

1. *We are gentle. We don't hurt others.*
2. *We are kind and helpful. We don't hurt anybody's feelings.*
3. *We listen. We don't interrupt.*
4. *We are honest. We don't cover up the truth.*
5. *We work hard. We don't waste our own or others' time.*
6. *We look after property. We don't waste or damage things.*

Promoting Positive Behaviour

We take a positive approach to promoting responsible behaviour. We recognise and praise good behaviour, effort and application through the use of certificates, stickers, public display etc. Certificates are presented to individual children for effort and special achievements at assemblies. Evidence of this good work is displayed for all to see.

Pupils are rewarded in a variety of ways e.g. certificates, extra golden time, stickers, special pencils, small toys, books, etc. This could be for a variety of positive behaviours such as special achievements in class, good manners, acts of kindness, achievements out with school etc.

Code Of Practice

Everything possible has to be done to enable teachers to create in their classroom conditions that allow study and learning to take place. (Any approach to discipline must recognise this).

Undesirable behaviour, however, has to be discouraged. Children have to learn what not to do and we accept that sanctions of one kind or another may form a necessary part of developing acceptable behaviour.

Any sanctions used will be tailored to suit the child and circumstance.

Sanctions

Options for Action for Staff Member

- Verbal warning
- Punishment exercise
- Loss of Golden Time
- Pupil discussion with teacher/head teacher
- Pupil behaviour diary
- Individual Behaviour Plan (IBP)
- Phone/letter communication with parent
- Parent interview

Every effort will be taken to investigate incidents and determine the truth. We will attempt to be as fair and consistent as possible.

Care is taken within the school to help pupils develop reasonable social attitudes, to form positive relationships, to cultivate consideration for others, to display good manners, to develop good attitudes to learning and to show initiative and self-reliance. The school will always try to work closely with parents because this leads to the greatest success. A child's behaviour at school is seen as a joint responsibility between home and school.

Bullying

Bullying may be defined as a range of pre-meditated, persistent and often deliberate actions, undertaken by a person or a group of people, which cause the victim(s) physical or emotional distress.

It may be useful at this point to draw a distinction between acts of bullying and incidents which, although not to be encouraged, are commonplace when groups of children play together. An occasional tussle or quarrel between two children will be treated as a breach of discipline by staff, but it is *not* bullying. Similarly, reciprocal or casual name-calling is not to be condoned, but it is *not* bullying. ***Sustained victimisation*** is. The crucial distinction is where the imbalance of power is such that the victim clearly needs positive support. At the same time the bully needs to be made aware of the damage, which his/her actions are causing.

The school is opposed to all forms of bullying behaviour, be this physical, verbal, threatening and intimidating behaviour or ostracism from groups, games or activities, and we will do everything in our power to prevent such behaviour amongst our pupils, and to deal effectively with any incidents which might occur. Victims of bullying are supported by a range of strategies and resources depending upon the needs of the child and the nature of the incidents. However, please be reassured that incidents of bullying in Foveran School are few and far between.

We believe that a strong, positive school ethos and constant work on building a caring school community, together with close contact with parents, offer the best way forward.

Restorative Approach To Bullying Behaviour

Whilst many believe that children who bully must be punished for their behaviour, it is widely accepted that this type of response can at times be ineffective, dangerous, increases resentment and can make the situation worse.

Punishment can make a person resentful instead of reflective. Children who bully must be given the opportunity to hear about and face up to the pain, hurt, distress and anger they have caused to others. Punishment does not help to restore relationships and can result in further retaliation.

Aberdeenshire Council has a responsibility to protect those being bullied but also to provide an education for all pupils including children who bully or those with behavioural problems. Whilst appropriate action will be taken by the school, it is also important that all parents involved, work with the school to resolve the problems in the best interests of their child or young person.

Visits Of Prospective Parents

Prospective parents can contact the School Office and request an appointment to come and visit the school and meet with the Head Teacher. During this visit you will get a tour of the school and have an opportunity to ask any questions and discuss any particular needs for your child(ren).

School Finances

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

Our Vision, Values and School Ethos



School Vision & Aims



Successful, Independent, Confident and Responsible



Foveran School aims to provide an excellent education for our pupils, a safe and nurturing environment and an ethos that celebrates confident individuals, responsible citizens, effective contributors and successful learners.



Improvements in performance

- Raised attainment over time
- High quality of learners' achievement
- An effective school improvement plan

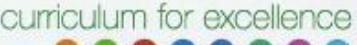


Learners' experiences

- Motivated and actively involved learners
- Lessons that are interesting, contextualised and memorable
- Pupils taking ownership of learning and learning how to learn

The Curriculum

- Curricular policies that have rationale and a coherent design
- Continued development of the curriculum
- Programmes and courses that ensure a broad education
- Improved transitions to prepare our pupils for meeting the emotional, physical and social demands in changes at critical periods



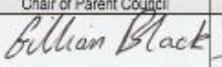
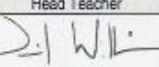
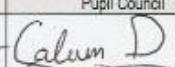
Meeting learning needs

- Tasks, activities and resources that challenge and support all of our pupils
- Identification of learning needs specific to our pupils
- Ensure optimisation of roles of teacher's skills and knowledge
- Continued monitoring to guarantee that we meet and implement the requirements of legislation

Improvements through self-evaluation

- Commitment to identify strengths and areas for development
- Continually compare and contrast our standards and achievements against national standards
- Specific professional development training needs identified particular to the school
- Acknowledging success and addressing stakeholder concerns regularly

Date Last Reviewed: September 2014
Next Review Date: September 2017

Chair of Parent Council	Head Teacher	Pupil Council
		



Serving Aberdeenshire from mountain to sea – the very best of Scotland

Curriculum

Within Foveran School, we aim to provide a curriculum that is both inclusive and ambitious for all – a curriculum which is both academically challenging and also provides opportunities to develop skills for learning, life and work.

Our curriculum will be based around the four capacities of Curriculum for Excellence – to ensure our pupils are successful learners, confident individuals, effective contributors and responsible citizens. Our curriculum will also reflect the principles of curriculum design to ensure breadth, depth, personalisation & choice, challenge & enjoyment, progression, coherence and relevance. Therefore we will have a curriculum which we will adapt continuously over time to meet the needs of our pupils.

Following the principles of Curriculum for Excellence, achievement of children and young people is celebrated in its broadest sense. This means looking beyond formally assessed learning, to also recognise activities like volunteering and participation in arts, sports and community-based programmes. This approach complements the nurturing and aspirational outcomes of Getting It Right for Every Child, and our aim in Aberdeenshire to overcome inequality by Raising Attainment for All, promoting Equity and Excellence in schools, and Closing the Gap.

Learners are provided with a broad, balanced set of experiences designed around the curriculum areas of:

- Expressive arts
- Languages and Literacy
- Mathematics and Numeracy
- Health & Wellbeing
- Religious and moral education
- Sciences
- Social studies
- Technologies

School Policies

School and authority policies are currently being reviewed and updated to reflect Curriculum for Excellence requirements. Please contact the school office if you would like more information about current school or authority policies.

The Curriculum for Excellence is structured into different levels.

Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.
Third and Fourth	The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior phase	S4 to S6, and college or other means of study.

Educational Visits

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



All P6 and P7 children will get the opportunity to attend at least one residential excursion during their time at Foveran. This will usually be in conjunction with another local school and allows our pupils the opportunity to get to know children who will be in their year when they move to secondary school.

Arrangements For Pupil Choice And Their Involvement In What And How They Learn

The school provides a framework for learning based upon the principles of curriculum design and curriculum entitlements. Within this, the school encourages pupils to have a say in how they learn and what they learn e.g. in topic based work in a social studies based topic, the children might choose to communicate their learning through a report, a PowerPoint presentation or a piece of artwork. The pupils also might choose to research a specific aspect of information within the topic framework. Through the use of learning logs and personal planning, the pupils are involved in setting their own targets and planning next steps in learning.

For further information on specific aspects of learning, please contact your child's teacher in the first instance.

Further information about Curriculum for Excellence can be found at;
<https://www.education.gov.scot/scottish-education-system/Broad%20general%20education>

Pupils' Involvement In The Life Of The School

Taking Responsibility

We encourage pupils to take responsibility within the school. This allows them to have a say in aspects of what happens in school and allows them to see that they can make a difference. Some of the ways that we do this are:

- Healthy Safe Kidz – delivers important messages on road safety and promote health and wellbeing
- ECO group – help the school become more environmentally friendly
- Rights Respecting Schools Award Group - develop their awareness of the United Nations Convention on the Rights of Children
- Pupil Council – Discussing pupil priorities, school events and the school improvement plan

Development Of Spiritual, Moral, Social And Cultural Values

The Development Of Pupils' Values

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the Council policy for Equal Opportunities and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of age, race, religion, gender, sexuality or disability.

Religious And Moral Education

Throughout the school there are opportunities for pupils to learn about aspects of Christianity, other world faiths and to reflect upon their own moral standpoint in relation to world issues. During weekly whole-school assemblies, we encourage awareness of matters of a cultural, social and moral nature.

We aim to develop in our pupils an ethos of tolerance, understanding and respect for the beliefs and customs of others. The school is committed to supporting the development of its pupils as whole people and as a result, wish to encourage their development in moral, social and cultural terms.

The School Chaplain 'Rev. Ricky Reid' and a local Christian 'James Strachan' visits the school on a regular basis to tell bible stories and teach about morals/values.

Parents wishing to exercise their right to withdraw their child from Religious and Moral Education should contact the head teacher so that acceptable alternative arrangements can be made.

Extra-Curricular



ELLON PRIMARY EXTRA CURRICULAR ACTIVITIES – School Specific

Activity	Day	Venue	Time	Cost
Badminton P1-P7	Tuesday Beginning 05/09/17	Ellon Primary School	8:00-8:50am	FREE – register with Susan Guthrie
Junior Jog P1-P7	Tuesday Date to be confirmed	Arnage Primary School	3:15-4:15pm	FREE – Register in school
Netball P5-P7	Tuesday Beginning 19/9/17	Hatton Primary School	3:15-4:15pm	FREE – Register with Susan Guthrie
Basketball P1-P7	Tuesday Beginning 05/9/17	Meiklemill Primary School	3:30-4:15pm (P1-3) 4:30-5:15 (P4-7)	FREE – Register in School
Netball P6-P7	Wednesday Beginning 30/8/17	Ellon Primary School	3:15-4:15pm	FREE – Register in school
Junior Jog P1-P7	Wednesday COMING SOON	Tipperty Primary School	3:15-4:15pm	FREE – Register in school
Junior Jog P1-P7	Information coming soon	Meiklemill Primary School	3:30-4:15pm	FREE – Register in school
Netball P4-P7	Wednesday Beginning 06/9/17	Meiklemill Primary School	3:30-4:15pm	FREE – Register in school
Junior Jog P3-P7	Thursday Beginning 31/8/17	Newburgh Primary School	3:30-4:15pm	FREE- Register in school
Stay 'n' Play	Friday COMING SOON	Slains Primary School	3:30-4:15pm	FREE – Information coming out shortly.

Active Schools needs your help....are you able to spare an hour a week to take an extracurricular activity in your child's school, training and support fully provided, no previous experience required (although advantageous).

1+2 Approach To Language Learning In Aberdeenshire

The Scottish Government has introduced a policy ‘Language Learning in Scotland: A 1+2 Approach’. Children are growing up in a multilingual world and to allow them to take their place as global citizens, they need to be able to communicate in many settings. This approach entitles every child and young person to learn two languages at school in addition to their mother tongue language.

In Foveran School the first foreign language will be French. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). The second foreign language will be Spanish. This will be taught to our senior pupils by our visiting specialist teacher.

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

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

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

Further Information

Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at: <http://foveran.aberdeenshire.sch.uk/curriculum-policies/>

More general information on Curriculum for Excellence and the new Qualifications can be found by clicking on the hyperlinks below.

Policy For Scottish Education:

<https://education.gov.scot/scottish-education-system/policy-for-scottish-education>

Early Learning & Childcare:

<https://www.education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>

Broad General Education (Pre-school – S3):

<https://education.gov.scot/scottish-education-system/Broad%20general%20education>

Senior Phase and beyond (S4 – 16+):

<https://education.gov.scot/scottish-education-system/senior-phase-and-beyond>

National Qualifications:

<https://education.gov.scot/nationalqualifications/>

Assessment and Reporting

Pupils move through the curriculum at their own pace. A wide range of assessment techniques are used in school depending on what is being assessed and the reason for the assessment e.g.

- Observation of what the pupils “say”, “write” and “do”.
- Homework
- Self and peer assessments
- Marking of class work and other individual/class assessments
- Ongoing tracking and monitoring procedures in school
- Scottish National Standardised Assessments (P1, P4, P7 and S3)

Progress will be evidenced using a variety of approaches that best reflect the learning that has taken place, and will track the skills that your child or young person is developing.

Assessment is ongoing throughout the Broad General phase and is a continuous process which influences the goals set for your child. As part of assessment, each year children and young people in P1, P4, P7 and S3 will participate in the Scottish National Standardised Assessments (SNSA). These national assessments are completed online and provide teachers with immediate feedback on each child or young person’s progress in literacy and numeracy. Children and young people do not have to prepare or revise for the assessments, which take place as part of normal learning and teaching. The assessments do not have any pass/fail mark and the results are used to help teachers plan the next steps in learning for each child/young person. Further information on SNSA is available at

<https://standardisedassessment.gov.scot/>

The results of children’s achievements are discussed with them regularly so that they are involved in taking responsibility for their own learning. This may take the form of oral discussion and/or written comment. In this way, it is hoped to assist the pupil identify what has been learned and the next steps to their learning. Children regularly set targets in their work.

Parents will be informed of progress:

- through pupil interim profile reports
- through parent consultation evenings and other meetings
- through curriculum/learning events/parent workshops
- by the annual school report
- Individual Education Plans and associated documents

(See school reporting calendar in APPENDIX)

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

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

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

Transitions (Moving On)

Transitions

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

Deferrals to P1

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

Transfer To Primary 1

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

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

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

Our prospective P1s also have the opportunity to come into class for a series of induction sessions around May/June. This allows the children to begin to get to know their classmates and their teacher as well as familiarising themselves with the school buildings and classroom routines. Parents are also invited to join their P1 children for a school lunch.

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

Primary To Secondary Transition Process

The move from primary to secondary school for most pupils is a very easy one but it can be an anxious time for some pupils and their parents/carers. To ease this, we work closely with our class teachers, support staff, pupils and parents/carers to minimise concerns. During the transition process, detailed information is gathered on each pupil and shared with staff in the Academy to ensure effective personal and learning support strategies are in place.

To facilitate individual needs, an extended transition programme is available for pupils with significant additional support needs. Health professionals, Educational Psychologists, Social Work, CSN Pupil Support worker, Community Learning workers, other professionals and voluntary organisations may be involved in ensuring a smooth transition from primary schools to the Academy.

Ellon Academy staff will visit all cluster primary schools to get to know the children, deal with worries and concerns, gather and share information and support pupils during the transition process to the Academy.

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

Transitions Between Stages

For some children, the thought of moving onto their next class/teacher can also be an anxious time. Again, we have structures in place to support these transitions. Teachers share planning and work together on school improvement projects helping to ensure a commonality of expectations and approaches. Time is arranged for teachers to hand over information regarding the learning needs of the pupils transferring from class to class. Around June of each year "step up" time is also arranged where pupils can meet their next teacher and their classmates.

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

Visit Parentzone for more information about transitions:

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

Admissions

Nursery Admissions.

All parents should submit an application form for their child, to the nursery of their choice during the admissions period. The application form can be found here:

<http://aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Primary Admissions

New entrants to P1 are enrolled early in the calendar year for entry to school in August. This is for children who will be five on or before the school start date in August. Those that have their fifth birthday between the August start date each year and the end of February the following year, may also be admitted. Go to:

<http://aberdeenshire.gov.uk/schools/information/primary-school-registration/>

Placing Requests And School Zones

For all advice and information on placing requests and guidance on school catchment/zones go to:

<http://aberdeenshire.gov.uk/schools/information/choosing-a-school>

If you live Out of Zone, parents have the right to request that their child attends a school in another 'zone' if they wish (without giving any particular reason) and Aberdeenshire Council will, where possible, agree to this request. Please follow the link for more info:

Skills For Learning, Life And Work / Developing Young Workforce

As part of the curriculum, pupils will work towards developing the key employability skills, those being **communication, teamwork, problem-solving, computer literacy and customer service**.

All pupils will have an opportunity to experience meeting and talking with employers, further education and training providers. Pupils in secondary will also have an opportunity for a work experience placement.

Further information for parents can be found on the DYW Website:

<http://dywaberdeenshire.org/>

Support for Children and Young People

Getting It Right For Every Child

Getting It Right for Every Child (GIRFEC) is the national policy approach in Scotland which aims to support the wellbeing of all children and young people, by offering the right help, at the right time, from the right people. Certain aspects of this policy have been placed in law by the Children and Young People (Scotland) Act 2014.

Wellbeing of children and young people sits at the heart of the Getting it Right for Every Child approach. Eight Wellbeing Indicators shown below, outline the aspirations for all Scotland's children and young people.



The Getting It Right approach means services will work in partnership with children, young people and their parent/carer(s) and we want every child at Foveran School to feel happy, safe and supported to fulfil their potential.

For more information about Aberdeenshire's approach to GIRFEC go to;

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

The Named Person

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

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head

Teacher or Deputy Head Teacher and in Secondary School, the Named Person will be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

The purpose of the Named Person role is to make sure children, young people and parents have confidence that they can access help or support no matter where they live or what age the child is. Acting as a central point of contact, the Named Person can help children, young people or parents/carers get the support they need, if and when they need it.

The Named Person can help by:

- Providing advice, information or support
- Helping a child, young person, or parent/carer to access a service or support
- Discussing or raising a wellbeing concern about a child or young person.

There is no obligation for children and young people or parents to accept any offer of advice or support from the Named Person. Non-engagement with a Named Person is not in itself a cause for concern. For more information you can contact your child or young person's Named person directly, or go to:

<http://www.girfec-aberdeenshire.org/for-parents-carers/what-is-the-named-person/>

Here at Foveran School the Named Person for your child/young person is: Head Teacher, Mr David Williams

Educational Psychology

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

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

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

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

Enhanced Provision And Community Resource Hubs

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

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning. The enhanced provision centres and community resource

hubs can offer outreach support to mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

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

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

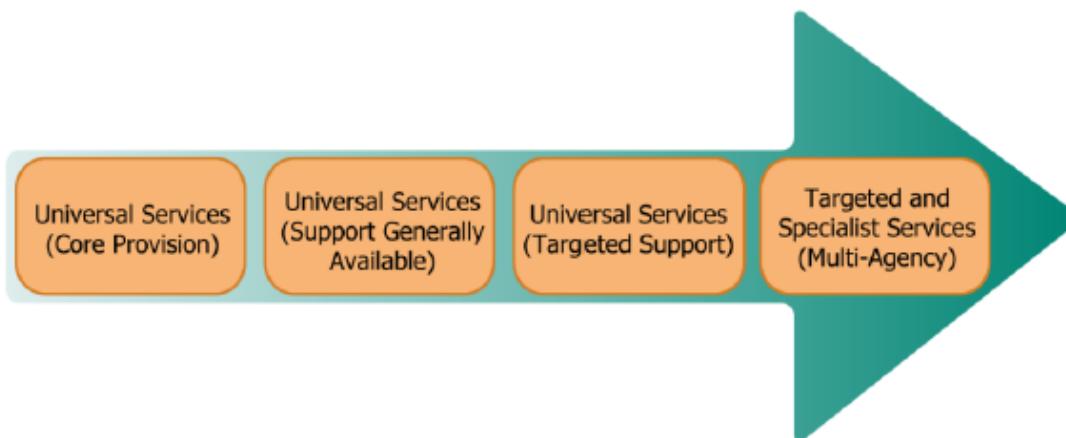
Support For Learning

There are times when pupils may experience challenges with their schoolwork. This can be for a variety of reasons including specific learning difficulties, challenges with specific subjects, general learning difficulties or a period of absence.

Each school cluster has an allocation of **Teachers of Additional Support for Learning (ASL)** who are employed to support pupils with additional support needs. They work across each cluster in primary and secondary with the main aims of identifying and assessing (with others) barriers to learning, and in partnership with appropriate practitioners and parents, address these needs through a relevant curriculum. **Pupil Support Assistants (PSA)** assist teachers in promoting achievement and raising the standards of pupil attainment and provide general ‘hands-on’ support in relation to the needs of the class and individuals’ care, health and wellbeing and safety and to ensure a secure and safe environment.

The Child's Plan

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



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

Where a child or young person needs one or more targeted interventions, the benefit of a Child's Plan will be discussed with them and their parents/carers. An assessment would identify any affected wellbeing indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included), looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

The Child's Plan will outline what action will be taken by the child, their family and professionals, and detail how these supports aim to help improve the child or young person's Wellbeing and overcome any difficulties.

A Lead Professional will help to co-ordinate and manage any Child's Plan.

Information is available on the Aberdeenshire Getting It Right Website:

<http://www.girfec-aberdeenshire.org/for-parents-carers/>

Child Protection

Child Protection is everyone's responsibility. Protecting children and young people is the responsibility of every member of the community.

Within **Foveran School** we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to refer the child to Social Work, the Police or the Children's Reporter. Here at **Foveran School** the designated officers is: Mr David Williams

Remember – if you suspect abuse, do not rely on someone else to notice.

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

Social Work Monday to Friday during office hours contact your Children & Families local Social Work Office

Evenings & Weekends call the Out of Hours Service on 03456 08 12 06

Police Emergency 999, Non-Emergency 101

Signs of abuse can range from poor personal hygiene and hunger to unexplained injuries or self-harm.

If a young person tells you they are being abused:

- stay calm and listen to them
- never promise to keep it a secret – tell them you must let someone else know
- remind them that they are not to blame and are doing the right thing
- report it, but leave any investigation to child protection agencies

Protecting Aberdeenshire's children and young people is everyone's business, go to:

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

Further Information On Support For Children And Young People

The following websites may be useful:

Getting It Right for Every Child (GIRFEC)

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

Aberdeenshire Council

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

Support for All

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

Enquire

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

Parent & Carer Involvement

In Foveran School we recognise that parents are the single most important influence on their children's development, learning and achievement. The involvement and engagement of parents in their children's learning is recognised as a key element in raising attainment, through support, help and encouragement given at home and whilst at school.

Parental Involvement

Parental involvement describes the ways in which parents can get involved in the life and work of the school. Parental involvement includes parental representation in the development of policies, improvement plans and key decisions. It can include involvement in the life and work of the school. Parental involvement can also include help with homework and on-going, two-way communication between home and school.

Parental Engagement

Parental engagement is about parents' and families' interaction with their child's learning. It can take place in the home, at school or in the community: where it takes place is not important. The important thing is the quality of the parent's engagement with their child's learning, the positive impact that it can have and the interaction and mutual development that can occur as a result of that interaction.

Communication

The school uses a range of approaches to share information and enable insight into what your child is learning and how they are progressing. These include:

- Use of Groupcall to text and email
- School Website: <http://foveran.aberdeenshire.sch.uk/>
- Social Media: <https://twitter.com/FoveranSch>
- Newsletters
 - Weekly newsletter from school admin team
 - HT Newsletter 1 in terms 1&2, 2 in terms 3&4
- School Events (Nativity, end of year celebration, etc.)
- Community Café's
- Open days/evenings
- Head-teacher clinics

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

Parent Forum And Parent Council

The Parent Forum is a collective name for all parents, carers or guardians in the school. The Parent Council is a group of parents selected by the Parent Forum to represent the views of all parents, carers and guardians in the school. The Parent Council works with the school to support learning and teaching, school improvement and parental and community engagement.

Contact the Parent Council Chairperson Barry Gibson or Head teacher for more information about getting involved in the Parent Council or email: foveran41@gmail.com

Parents And School Improvement

Foveran School has a range of priorities that we work on each year which are explained in our School Improvement Plan (SIP). Parents often have helpful and creative ideas about how to improve their child's school and what can be done to improve the quality of children's learning. At Foveran School we will consult with parents in a number of ways. These may include:

- questionnaires
- consultation with the Parent Council

Volunteering In School

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

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

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

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

Collaborating with the Community

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

School Policies and Useful Information

School Policies such as the Homework Policy; Positive Behaviour; Mathematics; Literacy and English etc. are published on the school website and can be found by clicking the parents tab at the top. Please go to: <http://foveran.aberdeenshire.sch.uk/>

All Aberdeenshire Council Education policies can be found here:

<http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/service-structure/education-and-childrens-services-policy-framework/>

Attendance

Pupil Absence Procedures

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

Whilst it should be noted that there has been no such instance occurring within Aberdeenshire it is important that staff and parents do not become complacent and continue to work together to develop and improve upon existing arrangements for monitoring the care and welfare of all children and young people.

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

Attendance And Absence Procedures

Parents are responsible for ensuring that their children attend school regularly and arrive on time. They are also responsible for ensuring the safety of their children on their journeys to and from school except whilst on school transport where Aberdeenshire Council has clear guidelines about pupil safety. Absence of pupils travelling on school transport must also be communicated to the bus company or (where known) the bus driver.

Regular and punctual attendance is linked closely to achievement and school staff wishes to work with parents to ensure that children can reach their full potential. The school is required by law to maintain an accurate record of the attendance and absence of each pupil and parents are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

Parents also have an obligation to collect their child promptly at 3.10pm. All parents should have a contingency plan for the collection of their child in the event of running late at home-time. For P1-3 pupils, the school should be made aware of any changes to collection arrangements to ensure the correct responsible adult has safely taken the child into their care.

Unplanned Absence

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for his/her absence then members of staff will be required to ascertain the whereabouts and safety of the individual child.

This will involve a phone call to the parent soon after 9.30am. Repeated calls will be made until the child's whereabouts have been confirmed. If contact cannot be made the situation will be assessed and it may be thought necessary to inform the local social work department.

In order to avoid causing unnecessary concern for staff and parents the importance of good communication between home and school cannot be over-emphasised.

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

- If your child is unable to attend school through illness/other reason please telephone the school between 8:30am and 9:30am on the first day of his/her absence or send a signed note via a brother or sister where applicable.
- If your child is home for lunch and becomes unwell at lunchtime making them unable to return to school in the afternoon please telephone the school before the beginning of the afternoon session to inform a member of staff.
- When you contact the school it would be helpful if an indication could be given as to the child's expected length of absence from school.
- On your child's return to school a note should be provided explaining the reason for absence and confirming the periods of absence from the school. The note should be signed and dated.

Planned Absences

As part of Government Regulations we are required to record all absences as "authorised" or "unauthorised". Authorised absences are due to illness or family bereavement and can also include time off to attend, e.g. sporting events or music exams.

- Under normal circumstances we do not send work home in the case of absence.
- For medical or dental appointments the teacher should be informed beforehand in writing. Children should always be collected and returned by an adult on these occasions. As far as possible such appointments should take place outwith the school day.

The school follows the Aberdeenshire Attendance Policy:

http://www.aberdeenshire.gov.uk/media/19805/attendance-policy_april-2015.pdf

Procedures for following up on pupil absence are based on the Education (Scotland) Act 1980 which requires by law that parents/carers ensure that children attend school regularly. The Home/School Liaison Officer has a key role to play, providing a vital link.

Holidays During Term Time.

The Scottish Government has deemed that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances. Should you wish to remove your child from school to attend a family holiday you must inform the Head Teacher. This will be recorded as unauthorised absence though there may at times be exceptional family circumstances previously discussed with the Head Teacher. Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For annual holiday dates for Aberdeenshire schools please see the section at the back of this book, contact the school office or go to:
<http://www.aberdeenshire.gov.uk/schools/parents-carers/school-term-dates-and-in-service-days/>

Foveran School Dress Code

We encourage all pupils to wear school uniform. This helps to instil a sense of pride and team spirit within our school. Sweat shirt orders are processed in the autumn and spring terms. A limited stock of sweatshirts is also kept in school. We can also provide 'nearly new/recycled' sweatshirts for parents who would wish to make use of these.

School uniform consists of - school sweatshirt with school logo, white polo shirt, dark school skirt or trousers, dark school shoes & laces (children should not wear high heeled shoes as these cause safety concerns). We appreciate your cooperation in support of this. Make-up is not permitted at our school unless prior permission is sought.

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

PE Kit consists of sports t-shirt, sport leggings/shorts/cycling shorts, socks, sport shoes (preferably with Velcro or elastic fastening for younger pupils) all kept in a gym bag.

With regard to safety, the wearing of jewellery (which we actively discourage) is not permitted during PE lessons. If your child has pierced ears, please ensure they can remove and replace earrings by themselves. Any child wearing earrings that cannot do this will be asked to put surgical tape over them for PE lessons. (Parents should provide a named roll of surgical tape for this purpose.) Shoe string strap tops are also discouraged for safety reasons as they can catch on gym apparatus.

All clothing brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from that of others.

Clothing Grants

Some families may be entitled to a school clothing grant of £50 per year. More information about this can be found at:

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

Transport

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

These distances are the shortest available route from the pupil's house to the school gate and can take into account main roads (including dual carriageways), tracks and paths. Application forms for free transport, Form PTU100 can be obtained from the school office.

Privilege Transport

Transport provision is also made available for pupils who are not entitled to free transport. Privilege transport is provided on school transport services subject to spare seating capacity, at a fixed annual charge. Discounts are available for pupils in receipt of the clothing grant, and to families with 3 or more children travelling to the same school.

As School Transport routes are determined by the pick-up locations required for pupils who are entitled to free school transport, Privilege Pupils are required to meet the bus on the existing bus route. For further information and application forms, see the Council website.

<https://www.aberdeenshire.gov.uk/roads-and-travel/school-transport/school-transport/>

Alternatively, copies of Privilege forms or further information can be requested by emailing: school.transport@aberdeenshire.gov.uk

Early Years Transport

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

Special Schools And Enhanced Provision

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

School Closure And Other Emergencies

Head Teachers decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

If Children Are At School

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

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

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

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

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

Before The Start Of The School Day

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

Outwith school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 30 mins from our website:

Northsound 1

FM 96.9

Northsound 2

MW 1035 kHz

BBC Radio Scotland

FM 92.4 - 94.7MW 810 kHz

Moray Firth Radio

FM 97.4 MW 1107 kHz

Waves Radio

FM 101.2

Original 106 FM

Twitter

<http://twitter.com/aberdeenshire>

<https://twitter.com/FoveranSch>

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

You also have the option to sign up to receive email alerts when your school(s) updates their closure status:
<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

School Information Line

Tel: 0370 054 4999 then 021760.

If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier. Do not use this line to leave the school a message.

Storm Addresses

When there has been severe snow storm during the day it may be prudent for pupils who live some distance from the normal bus routes not to attempt to reach their homes but to spend the night in alternative accommodation nearer school. It is the parents' responsibility to inform school about any pupils who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

Change Of address And Parental Contact Details

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

School Meals

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

- Primary 1-3 pupils are provided with school meals free of charge.
- Primary 4- S6 pupils are currently charged £2.30 for a school meal unless they qualify for Free School Meals.

For more information and how to apply for **Free School Meals**, go to:

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

For information about **school meals and menus** go to:

<http://www.aberdeenshire.gov.uk/schools/meals/>

Aberdeenshire Council provides an **online payment service to pay for school meals**.

To register for online payments you will be provided with a reference number by your school for each child. Parents and carers of pupils who qualify for Free School Meals are encouraged to create an account to see meal selection histories and to pay for non-food items such as school trips and activities when that option becomes available.

The first step in accessing the online payment service is to visit Pay facility located on the Aberdeenshire Council web site home page. Alternatively you can register by following the link:

<http://www.aberdeenshire.gov.uk/schools/meals/online-payment-for-school-meals-and-other-school-payments/>

Parents should be aware that they can request a special diet for their children if there are medical or religious reasons for doing so. Children who require medically prescribed or modified diets should be identified during the admission process. Parents and Carers are advised to complete Admission Form D which is available from the school administration office.

Healthcare And Medical

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

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

Always seeks a GP's advice before sending a child back to school. Please remember that other children can be vulnerable to infection.

The school is fortunate to have a nurse in attendance to undertake Health Interviews and provide advice on health matters for pupils. The school doctor will play a vital role in monitoring a child's health and well-being.

Although our medical staff provide help and advice as appropriate, all pupils must be registered with a doctor in general practice who should be consulted about health matters as they arise. Parents should provide us with the name and telephone number of their child's doctor and an up-to-date emergency contact for themselves in case it becomes necessary for a child to be sent home during school hours because of illness.

Aberdeenshire Community Dental Service inspect P1 and P7 children in schools as part of the National Dental Inspection Programme. Written parental consent is not required for dental inspections, but parents will be informed in writing approximately one week before the inspection date.

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication to combat an infection.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having health care needs. Most children with health care needs are able to attend school regularly and, with some support from the school can access most school activities. However, school staff may need to take extra care in supervising some activities to ensure that pupils are not put at risk.

Planning formats may include either:

Individual Pupil Protocol (IPP) (Med form 7).

- Health Care Plan written by Health professionals for very specific medical needs.

A risk assessment should also be completed.

The above can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

Please find our Medication Policy here:

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

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

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

Exclusion

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

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

Educational Visits

We offer various educational visits during the course of the school year. We believe that 'hands on' experiences greatly enhance a child's education, while also helping to make the necessary links between learning in school and life outwith school.

Staff members and parent volunteers provide supervision to standards laid down by Aberdeenshire Education & Children's Services. We give parents as much notification as possible with regard to visits their children will participate in.

Instrumental Tuition

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

For further information go to:

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

Comments, Compliment And Complaints

To reflect our commitment to working with you, it is imperative that if you have any concerns these are shared and discussed with us as a school. We work hard to make sure you feel listened to as parents or carers, and find many difficulties can be easily resolved through the opportunity for direct discussion. However if you are dissatisfied about our action or lack of action, or about the standard of service provided by us, you can submit a complaint.

To explain our complaints service and how the process works please go to:

<http://publications.aberdeenshire.gov.uk/dataset/072f6c0d-955a-4f4c-a228-568e30884391/resource/52439609-98b5-45eb-b1e6-0d418371ba27/download/full-complaints-procedure-customerv6.pdf>

Where complainants continue to be dissatisfied with a stage 2 response, complaints can be referred to the Scottish Public Services Ombudsman. Further information and guidance can be found at:

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

Support For Parents And Carers

For more information on Support and Advocacy contact: KEEP

Enquire, Princess House
5 Shandwick Place
Edinburgh EH2 4RG
Helpline: 0845 123 23 03
Email: info@enquire.org.uk
Website: www.enquire.org.uk

For local advocacy contact: KEEP

Advocacy North East
Thainstone Business Centre
Inverurie
Aberdeenshire
AB51 5TB
Tel: 01467 622674

Scottish Independent Advocacy Alliance can be reached at:

Website: <https://www.siaa.org.uk/>

Independent Mediation Services KEEP

This service is free and involves an independent third party who helps to resolve disagreements between education authority and parents or young people. A local independent mediation service can be accessed at:

Children 1st
15 Frithside Street
Fraserburgh
Aberdeenshire
AB43 9AR
Tel no 01346 512733
Fax no 01346 512810
Email fraserburgh@children1st.org.uk

Additionally, information for the Scottish Child Law Centre can be found at:

www.sclc.org.uk

Public Liability Insurance

Aberdeenshire Council holds third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claims Handling Agents and compensation is dealt with on a strict legal liability basis. This means that there is no automatic compensation, the Council has to be found negligent in order for any compensation to be offered by our Insurers and / or Claims Handling Agents.

School Off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both pupils and teachers are covered for offsite activities / trips both within the UK and abroad (offsite meaning off the school premises). The policy covers medical expenses, loss of baggage, cancellation (as specified in the policy), curtailment and change of itinerary (along with other sundry benefits) etc. for worldwide trips and adventurous activities (including winter sports), subject to policy terms and conditions being met.

If personal items such as jewellery, phones/tablets, watches etc. are taken on a school trip then these are taken at an individual's own risk and are not covered under the policy, unless damage or loss is caused by an Aberdeenshire Council employee. Should a parent or carer want such items to be covered then this would need to be arranged by parents/carers independently of the school.

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers. Personal / individual cover is seen as a parental responsibility and it is your decision as to whether you feel it is appropriate to obtain this.

Please be advised, however, that the Duty of Care aspect below is not insurance related:

Duty Of Care

The Authority has a duty of care in respect of pupils in its charge during school hours and as such has to take reasonable steps to ensure the safety of all primary and secondary pupils.

It may be necessary to provide supervision for primary children on school premises before or after normal school hours if their early arrival or late departure is due to the timing of official school transport. This general duty of care continues if the children go home by way of school transport and ends when the child gets off the bus, at which point the parents then become responsible.

Data We Hold And What We Do With It

As you are aware the new General Data Protection Regulations (GDPR) (EU) 2016/769 came into force on Friday 25th May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

Aberdeenshire Council is committed to full compliance with these regulations. When you are asked for information by Education & Children's Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice has been issued to all schools relating to the information we hold on yourself and your child/ward.

The Information We Collect From You

Aberdeenshire Council collects personal data and information about your child in order to provide your child with a school education.

We will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We collect special category data about your child and process this because it is in the substantial public interest.

The information held by Aberdeenshire Council is used to assess, plan, coordinate, deliver and quality assure the education services to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

Your Data, Your Rights

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at: <https://www.aberdeenshire.gov.uk/online/legal-notices/>. Alternatively you can contact the Council's Data Protection Officer by emailing DataProtection@aberdeenshire.gov.uk or in writing at: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Legal Basis For Processing

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

Parental Access To Records

Access Requests are the formal process by which individuals can seek information held about them (or their children) by the council. The requests can be broad, in terms of everything that is held, or quite specific - everything held by a specific department, establishment, team or individual. We have a legal requirement to provide the information under the Data Protection Act 2018. An Access Request is wider than an Educational Record in that it will include all personal data held about a child not just their educational record. Further information can be found at:

<https://ico.org.uk/your-data-matters/>

The Pupils' Educational Records (Scotland) Regulations 2003 means that you can get access to your child's records. Details of the regulations and process for obtaining information specific to pupils are available by contacting the school directly or can be found at:

<https://education.gov.scot/parentzone/my-school/general-school-information/My%20child's%20record>

ScotXed

If you have any concerns about the national ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Information Sharing

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 1998 and Human Rights Act 1998 adheres to this as part of our current routine practice.

Appendix

School Improvement Plan

Improvement Priority	Outcomes for learners
Priority 1 Physical Education	Achieve 2hrs of quality Physical Education Increased ability in speed, core stability & strength, flexibility and stamina
Priority 2 Quality Assurance and Moderation	Improved lessons through activities having more specific planning. Improved attainment through increased use of Learning Intentions and Success Criteria. Increased attainment through improved approaches to assessment. Assessment may increase through an improved understanding of the achievement of a level. Improved attainment through increased usage of the national benchmarks. Increased attainment through more effective feedback.
Priority 3 How Good is OUR School	Genuine involvement of pupils and families in the school evaluation cycle. Improved ethos as ownership of school improvements is shared.
Priority 4 Core Indicators	Finalised Vision, Values and Aims will increase pride, identity and clarity of mission. Increased attainment through high quality CLPL/EAR and Attainment Review meetings. Increased positive ethos as groups work towards awards: Eco, RRSA, and Digital Schools. Increased attainment through refresher courses in maths: Big Maths & Numicon Refined practice of the Pupil Profile Reports will enhance the pupils own self-reflection and engagement in target setting. Increased attainment through a shared vision of Learning and Teaching. Pupil will develop enhanced skills required for life, learning and work with a re-designed school award program. Increased inclusion would result from a coherent refreshed ASN, staged intervention, IEP/CSP policy document. Increased attainment would result in a greater understanding from teachers knowing in more detail the content/requirements of SNSA. Increased attainment and wellbeing for pupils as teachers develop knowledge of government and educational documents/acts that can impact on teaching: Community Learning and Development Regulations 2013, Education Act 1980, Standards in Scotland's Schools, etc. Act 2000

Members Of Parental Groups

Parent Council Chair: Mr Barry Gibson

Vice Chair: Vacancy

Secretary: Mr Michael Cleverdon

Treasurer: Mr Michael Cleverdon

Ex-officio: Mr David Williams

For more information please see:

<http://www.scotland.gov.uk/Resource/Doc/194627/0052294.pdf>

Parents Charter

Statistics For Attainment

Unfortunately, due to the small number of pupils at the school, our data can identify individual pupils and can therefore not be shared publically.

Reporting Calendar

Overview of Activities 2018/19

	Settling in interviews	Parent Interviews	Pupil presentations	Open sessions daytime/ evening	Feedback, individual meetings	Written reports Interim/full	OTHER
TERM 1	P1 home phone call to ask parents their opinions on the first few weeks.	Invited Parent interviews Meet the ASL teacher appointment		Open day/evening @school	Open door policy: Parents can request meetings throughout the year. Review meetings MAAPMs		Community Café School newsletter
TERM 2	P1 pupil (random sample) interview		School Performance	HT Drop in clinic	Review meetings MAAPMs	Interim Pupil Profile Report 1	Community Café School newsletter
TERM 3	New pupil interviews (3/4 weeks after enrolment)	New Parent Interviews (3/4 weeks after enrolment)	Pupil Topic Related Presentations - Parents Invited	Open day/evening @school HT Drop in Clinic	Review meetings MAAPMs	Interim Pupil Profile Report 2	P7 transition events Community Café School newsletter
TERM 4	P1 induction meetings Nursery Visits for new pupils	Parent/pupil interviews - teachers and ASL	End of Year Celebration - Parents Invited	HT Drop in Clinic	Review meetings MAAPs	Final Pupil Profile Report	P7 transition events School newsletter Community Café Sports day

Annual Holiday And In Service Dates 2018-19

Term 1

Monday 20 th August	In-Service: Closed to Pupils
Tuesday 21 st August	Term 1 Term Begins
Friday 12 th October	Last Day of Term 1

Term 2

Monday 29 th October	Term 2 Begins
Monday 12 th November	In-Service: Closed to Pupils
Tuesday 13 th November	In-Service: Closed to Pupils
Friday 21 st December	Last Day of Term 2

Term 3

Monday 7 th January	Term 3 Begins
Friday 8 th February	Occasional Day Holiday
Monday 11 th February	Mid Term Holiday
Tuesday 12 th February	In-Service: Closed to Pupils
Wednesday 13 th February	In-Service: Closed to Pupils
Friday 29 th March	Last Day of Term 3

Term 4

Monday 15 th April	Term 4 Begins
Friday 19 th April	Public Holiday
Monday 6 th May	May Day Holiday
Monday 3 rd June	Occasional Day Holiday
Friday 5 th July	Last Day of Term 4

Please also find a link to the annual holiday calendar:

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

SCHOOL UNIFORM ORDER 2018/19

Supplied by Buchan Embroidery

School Logo Items	Size	Price £	No Items	Cost
Sweatshirt Oxford Grey	5-6	9.50		
	7-8	9.50		
	9-10	9.50		
	11-12	9.50		
	S-L	11.50+		
Polo Shirt White	5-6	8.50		
	7-8	8.50		
	9-10	8.50		
	11-12	8.50		
	S-L	10.00+		
T-Shirt White	5-6	5.50		
	7-8	5.50		
	9-10	5.50		
	11-12	5.50		
	S-L	6.50+		
Navy ¼ Zip Fleece	5-6	14.00		
	7-8	14.00		
	9-10	14.00		
	11-12	14.00		
	S-L	16.00+		
Navy Full Zip Fleece	5-6	14.00		
	7-8	14.00		
	9-10	14.00		
	11-12	14.00		
	S-L	16.50+		
Navy Rain Jacket Fleece Lined	5-6	17.50		
	7-8	17.50		
	9-10	17.50		
	11-12	17.50		
	S-L	19.50+		
Homework Bag		5.00		
		Order Total		£

Total payment enclosed £ _____ cash/cheque

Cheques Payable to *Foveran School Fund*

Signed _____

Parent of _____

Map Of Catchment Area

