



From mountain to sea

# Fraserburgh Academy

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## Handbook 2020/21

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All information in this handbook is correct as of November 2020

# Introduction to Fraserburgh Academy

Welcome to the Fraserburgh Academy handbook. I hope you find this interesting and informative about our work with our young people in our school community.

Currently, like all other schools in Scotland, we continue to be fully open and working within COVID-19 health and safety guidelines. Our staff and pupils adapted very quickly to this new way of working and learning and teaching activities are ongoing, albeit adapted in some instances to fit within guidelines.

Learning remains at the heart of our school with great emphasis placed on providing engaging learning experiences and focused intervention. We recognise that what happens in our classrooms is key to the success of our students and to the continuation of our upward rise in attainment. It is where we continue to build knowledge, develop skills and promote positive attitudes to learning. We have a highly qualified staff who provide a supportive and encouraging environment where every child is known and learning flourishes.

We have a strong emphasis on the wellbeing of all pupils and our Senior Executive (School Captain & Vice Captains) have devised a programme of activities and initiatives to help support all young people at this difficult time. Further opportunities have been created for pupil participation in the decision-making processes within school.

We understand that this has been a difficult time for pupils and their families and should you wish to contact your son or daughter's guidance teacher please phone the school phone number or contact us using this email address: [fraserburgh.aca@aberdeenshire.gov.uk](mailto:fraserburgh.aca@aberdeenshire.gov.uk). Our website provides a wealth of information about learning at Fraserburgh Academy both on the home page and on the Learning at Home tab. We endeavour to keep the website and our social media pages updated with information during this time.

Fraserburgh Academy is a thriving and constantly improving community and look forward to working with all our partners in the learning and development of all our young people.

Irene Sharp  
Rector

## School Contact Details

**Mrs Irene Sharp**

**01346 417400**

**Fraserburgh Academy**

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**Dennyduff Road  
Fraserburgh  
AB43 9NA**

**[www.fraserburgh.aberdeenshire.sch.uk](http://www.fraserburgh.aberdeenshire.sch.uk)**

**[Fraserburgh.Aca@aberdeenshire.gov.uk](mailto:Fraserburgh.Aca@aberdeenshire.gov.uk)**

**Facebook: @FraserburghAcademy**

**Twitter: @FraserburghAcad**

**Parent Council: [Fraserburgh.acaparentcouncil@yahoo.co.uk](mailto:Fraserburgh.acaparentcouncil@yahoo.co.uk)**

### **Adverse weather and emergency closure**

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

Information Line 0370 054 4999 **021050** (Please do not use this line to leave messages for the school.)

Fraserburgh Academy is a non-denominational school with a role of 1115.

The school serves the Fraserburgh catchment area.

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

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# Fraserburgh Academy Partnerships

We work hard to develop and cultivate strong partnerships across the area because we are passionate about working together in the fullest sense. Employment, training and education are all positive futures for our young people and so we work to engage these sectors as partners in the working life of the school. A network of volunteers also support our working life, from parents and carers to local faith groups: we are proud to not stand alone but work Together to Create Positive Futures.

## **Fraserburgh Cluster**

Fraserburgh Academy is a driving force behind 'Fraserburgh Connected', a Cluster wide initiative in which all Fraserburgh Cluster schools are working closely together to produce a Cluster wide common approach to Getting it Right For Every Child, Transitions, the Broad General Education curriculum, Meeting Pupil Needs, creating Positive Ethos and Behaviour and Developing the Young Workforce. A key priority is ensuring the seamless transition for learners from P7 – S1 and we work intensively with all Cluster schools to ensure that this is achieved for all learners in terms of their pastoral and learning needs.

## **NESCOL**

Fraserburgh Academy has developed a close partnership with North East of Scotland College, in particular making full use of our local Fraserburgh Campus. Our Curriculum is structured to enable all learners to access a rewarding College experience from S4-S6. We see our college experiences as a key part of our Career inspiration programme, where learners can raise their horizons to see a potential positive future. We guarantee that every Fraserburgh Academy learner will have a College experience prior to leaving school. In S2 the entire cohort of learners enjoy a two-day course of their choosing in May as part of their transition to the Senior Phase. Each year 15-18 year old girls can apply to join our Energy for Girls course, sponsored by Shell. In its 5<sup>th</sup> year, the Energy course has already changed the career paths of 75 girls who have progressed to Engineering degrees, apprenticeships and quality employment in the engineering, oil and gas and renewables sectors. After 5 years of growth in our partnership with NESCOL, we have achieved a stunning 67% of our full Senior school heading to College each week – well over 300 students. This represents an increase of 672% over these 5 years. With an average of over twenty-five different courses on offer across level 4, 5 and 6(Higher), the College partnership is a great way for learners to develop at the level that suits their stage. Through the NESCOL partnerships we have succeeded in placing many learners on the now famous Foundation Apprenticeship programme, over a range of disciplines. Fraserburgh Academy has achieved this through building a bespoke team including our Depute Headteacher for Partnerships, our Guidance teachers, our administration staff, and also created a non-teaching position in our school of Developing the Young Workforce Coordinator.

## **Skills Development Scotland**

Fraserburgh Academy is proud of our partnership with SDS, and we share a building with our resident Careers Advisors Elizabeth Bruce and Kirsty Hannon. Elizabeth and Kirsty deliver coaching sessions on Approaches to Interview with our S5

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students, they support our S3 Employability course and run an open-door policy to all learners and parents to access their excellent careers service. Our SDS Careers Advisors are a key driver for the school in achieving our Aberdeenshire-leading levels of students leaving to positive destinations.

### **Partnerships**

Fraserburgh Academy works in close partnership with local businesses to ensure the best possible pathways for our learners. The regular 'BEET Meets' – Broch Employer Engagement Team meetings with local business partners are a place where we can facilitate said partnerships and work together towards creating positive futures for all the local young people. The meetings enable for a two-way dialogue between the school and its partners and create opportunities, experiences and an open forum in order to ensure we are all working to the same goal – an employable workforce with pupils who all have fully developed skills for life.

We also enjoy a close working relationship with Fraserburgh Rotary Club.

### **CLD**

Fraserburgh Academy has a Community Learning and Development Worker assigned to the school who works with individuals and groups of pupils as appropriate.

### **Universities**

Our experienced Guidance team maintain effective partnerships with our two local Universities: Aberdeen University and Robert Gordon's University. These partnerships hinge around staff visiting the school and raising awareness of tertiary education as an opportunity for all. Further to raising awareness, both universities accept students in access courses on a part time basis during S5&6. As part of their 2 Plus Alliance, NESCOL and RGU have been working with Fraserburgh Academy to reach out to young people who have never dreamed of planning a University course. We now have vibrant progression pathways created that start in S4, lead onto NESCOL and finish at Robert Gordon's University. Fraserburgh Academy also works with Aspire North to help support learners from underprivileged backgrounds to consider and prepare for applying to university.

### **Local Faith Groups**

The Academy has a long standing partnership with local faith groups, in particular the local Assembly of God Church, who contribute to year group assemblies. Their Youth Pastor is very well known to all learners and each week leads a drop in support session and a youth group, as well as playing a supportive role in time of crisis. On the last day of each session The Assembly of God facilitate our annual Exo-Day celebration.

### **Parent Teacher Council**

Fraserburgh Academy's Parent Council are very supportive of the school in many ways. Our Parent Council provide refreshments at Parents Evenings and support our School Sports Day and other extra-curricular events. The Parent Council take a keen interest in all the aspects of school life.

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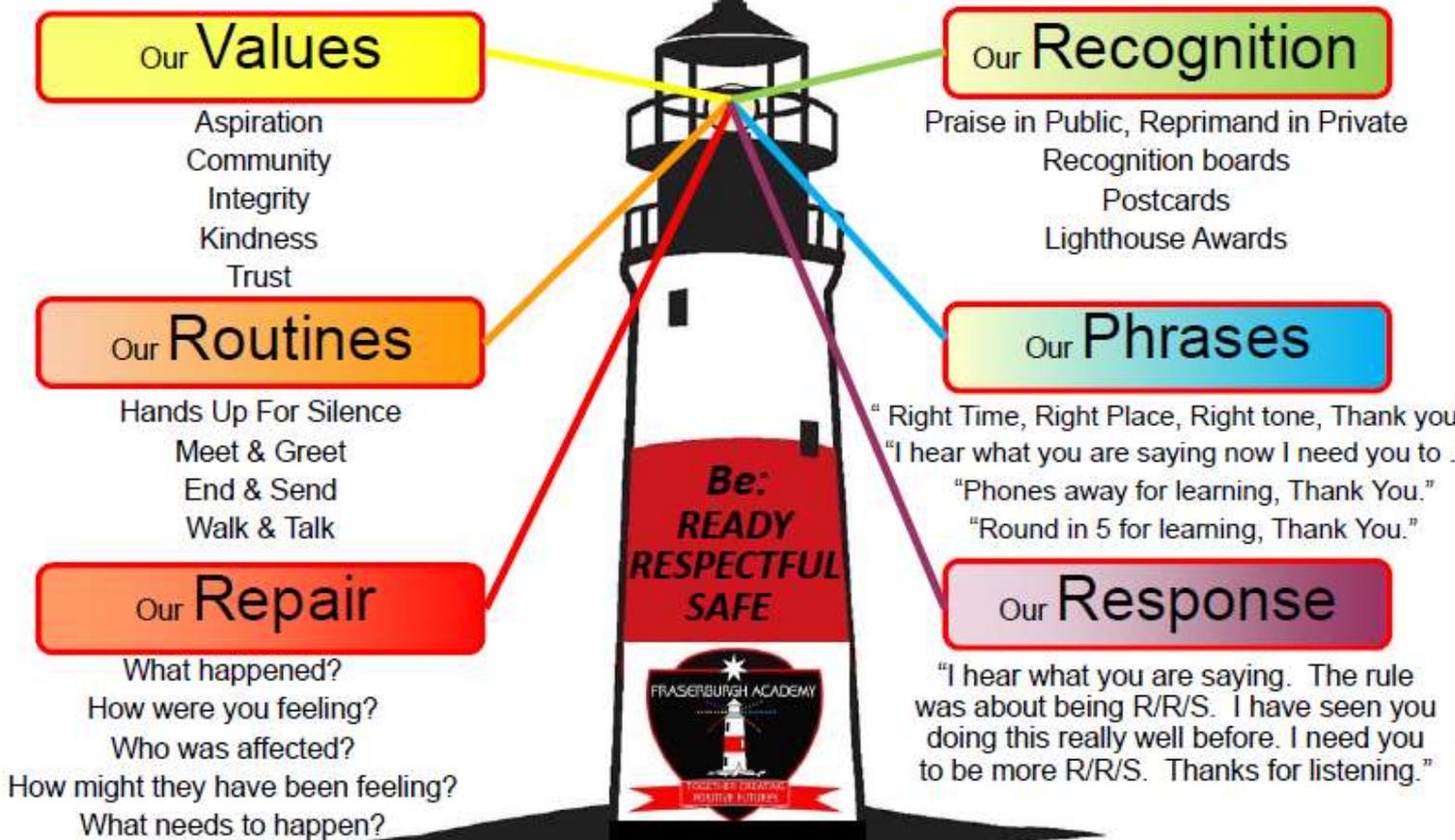
# Our Vision, Values and School Ethos

**Our** overarching purpose as a school is to 'Together Create Positive Futures', and this statement underpins all we do in the academy.

## Creating a positive ethos for learning

Ensuring a positive ethos in Fraserburgh Academy is the responsibility of all staff. We must seek to apply consistent standards across the school both in and out of the classroom. In order to gain this consistency, it is important that we all do things the Fraserburgh way. The diagram below sets this out and has been created in consultation with staff, pupils and parents.

## The Fraserburgh Way



## The Fraserburgh Way

Here at Fraserburgh Academy we started with our own behaviour - the behaviour of adults - to create a platform for change. We have shaped our behaviours to ensure a level of consistency across the school.

We believe all staff must be fully engaged in managing and modifying behaviour. All staff at Fraserburgh Academy have been trained so that around the school site we ensure consistency.

Individual Teachers focus on innovative classroom practice to help eradicate low level disruption and refocusing everyone on learning. High expectations are present in every classroom and from every adult.

Our classroom teaching is focussed around the "Fraserburgh lesson" where evidence-based practice can be found throughout our curriculum and informs not only our teaching but also our interventions for our most vulnerable learners

The Fraserburgh Way is shaped around the majority of learners who arrive every day keen to learn and eager to please. We recognise that for a very small minority of our learners a more bespoke approach is needed.

Learners are respected, regardless of their behaviour. Staff behaviour will never be compromised by learner behaviour. Staff strip out all negative emotion/response when dealing with challenging behaviour.

## Expectations of pupils

The Expectations of pupils are clearly set out in our Expectations poster:



The poster features the Fraserburgh Academy crest in the top right corner. The title 'The Fraserburgh Way: Expectations' is centered at the top. Below the title is a table with five columns: 'Our Expectations', 'Some Examples', '+2', '+1', and '0'. The table is divided into three main sections: 'Ready', 'Respectful', and 'Safe', each with a list of expectations and a corresponding score column. An 'Overall' row is at the bottom.

Our Expectations	Some Examples	+2	+1	0
<b>Ready</b> <i>'I do my best to be <b>ready</b> to engage with my learning.'</i>	<i>To the best of my ability I:</i> ...listen ...follow instructions ...bring my equipment ...am on time ...wear uniform			
<b>Respectful</b> <i>'I do my best to <b>respect</b> others and myself.'</i>	<i>To the best of my ability I:</i> ...think about the feelings of others ...respect property ...let other people speak ...value the opinions of others ...give positive feedback			
<b>Safe</b> <i>'I do my best to make others feel <b>safe</b> in school.'</i>	<i>To the best of my ability I:</i> ...give people space ...am careful online ...offer ideas ...help others ...encourage others to do well			
	<b>Overall</b>			

# The School Day

The School Day is split over eight forty minute periods. All subjects are delivered over a double period.

Pupils are expected to arrive for Registration or their classes promptly at the following times:

School Day Timetable	Time
Hurry Bell	08:36
Registration	08:40
Period 1	08:50
Period 2	09:30
Period 3	10:10
Period 4	10:50
Morning Interval	11:30
Period 5	11:45
Period 6	12:25
Lunch	13:05
Hurry Bell	14:00
Period 7	14:05
Period 8	14:45
End of School Day	15:25

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# Our Staff Team

## SESSION 2020/2021

### SENIOR STAFF

#### RECTOR

Mrs Irene Sharp

#### DEPUTE RECTORS

Mr Kevin Buchan  
Mr Ed Carlin  
Mrs Debbie Murray (Acting)  
Mr Ed Walton  
Mrs Pamela Whyte  
Mrs Lesley Muir

#### CLUSTER BUSINESS MANAGER

#### GUIDANCE

HOUSE  
CORBIE  
DUNDARG  
FAITHLIE  
KINNAIRD  
MORMOND  
PHILORTH

#### P.T. GUIDANCE

Mrs Kirsty Barron  
Mrs Sarah Washington  
Mrs Sarah Gardner  
Mrs Georgina Buchan  
Miss Corinne Douglas  
Mrs Marie Cook – S1/3/4/5/6  
Mrs Lynsey Tila – S2

#### ADMIN SUPPORT OFFICER

Miss Jennifer Duthie

#### SUPERVISORY JANITOR

Mr Eddie Massie

#### NETWORK LIBRARIAN

Mrs Pearl Morrison

#### SCIENCE TECHNICIAN

Mr Neil Mundie

#### WHOLE SCHOOL TECHNICIANS

Mrs Louise Masson  
Mr Alan Pirie

#### CANTEEN SUPERVISOR

Mrs Heather McKay

#### SCHOOL NURSING TEAM

Mrs Bridie Dorta  
Mrs Heather Davidson

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## DEPARTMENTS

### PT FACULTY BECS

Mrs Elaine Bryson

### Business Studies

Mrs Gillian Bain

Mrs Charlene Ritchie

Mr Jamie Sheridan

Mrs Jacqueline Sutherland

### Computing

Mr Fungayi Chikowore

Mrs Roselyn Souter

### PT FACULTY

#### ART, DESIGN TECHNOLOGY

Mr Michael Ledingham PT

#### Art & Design

Mrs Mariana Alves

Mr Robin Harrison

Miss Sarah-Louise Hunt

Mr Jean-Pierre Lapeyre

Miss Megan Lawrence

#### Technical Education

Miss Marie Cartner

Mr Angus Harrison

Miss Jennifer Humphreys

Mrs Heather Kerr (Mat)

Mr Anthony Lewellyn

### PT FACULTY ENGLISH

Mrs Sarah Williams PT

Mr Richard Aitken

Mrs Kate Forsyth

Mr Edward Harrison

Ms Miranda Whitmarsh

### PT FACULTY

#### HEALTH & WELLBEING

Mr Richie Burns PT

#### Home Economics

Mrs Bethany Buchan

Mrs Jayne Jack

#### Physical Education

Mr Scott Davidson

Miss Anna Dunlop (P)

Mr Danny Flannighan

Mrs Magda Kaczor

Mr Richard Longley

#### Religious & Moral & Philosophical Education

Mr Finlay Mackie

Miss Jodie Noble

### PT FACULTY MATHEMATICS

Mr Jim Bovill PT

Miss Lynda Stuart PT

Mr Christopher Goan

Mrs Anne McCavanagh

Ms Sarah-Rose Muldoon

Mr Felix Quero

Mr Chris Royle (P)

Mr Michael Sexton

### MODERN LANGUAGES

Mrs Arlene Esslemont PT

Mrs Kay Herbert

### PT FACULTY PERFORMING ARTS

Miss Helen Clements PT

#### Drama

Miss Claire Malone

Miss Lesley Wilson

#### Music

Miss Bebhionn Paterson

### PT FACULTY SCIENCE

Mr S Beats Acting PT

#### Biology

Mrs Barbara Adams

Mr Alexander Clark

Mr James Hill

Miss Claire Levett

Mrs Lynsey Tila

#### Chemistry

Mrs Yasmine Clark

Ms Abbie Semple

Dr Carolyn Snyder

#### Physics

Mr Steven Cullen

Mr Calum Cuthbertson

### PT FACULTY SOCIAL SUBJECTS

Mr Iain Macmillan PT

#### Geography

Mrs Morag Cowie

Mr Andrew Crawford

Mr Jacob Jones (P)

#### History

Mr Hamish Douglas

Ms Amy Fleming

Mr Ingthor Halldorsson

#### Modern Studies

Miss Meghan Carey

Mrs Barbara Ann Hawkey

### Additional Support for Learners

Mrs Kirsty Corney PT

Mr Shane Addison

Mrs Shirley Bain

Mrs Shirley Clunie

Mrs Cindy Craig

Mrs Carol Crockett

Mrs Brenda Forsyth

Mrs Kate Gall

Mr Rob Gill

Miss Kylie Jones

Mr Mike McAvoy

Mrs Gina Macmillan

Mr Simon Scott

### ASL PSA Staff

Mrs Zara Buchan (Mat)

Mrs Brenda Cassie

Mrs Sheena Duffus

Mrs Jodie Farrell (Mat)

Mrs Frances Fraser

Mrs Kathleen Hepburn

Miss Carol Ann Leslie

Mr William McKenzie

Mrs Susan Mair

Miss Elisa Masson

Mrs Moira Murray

Mrs Sheila Nicol

Mrs Mandy Noble

Mrs Angela Ritchie

Mrs Sheena Sinclair

Mrs Isobel Tait

### Admin Support Assistants

Mrs Nicola Cardno

Mrs Karen Davidson

Mrs Yvonne Ewen

Mrs Lynne-Marie Masson

Mrs Denise Murdoch

Mrs Sandra Paterson

Mrs Amanda Waller

Mrs Gillian Watt

### School Nursing Assistant

Mrs Diane Hawe

### Janitors

Mr Willie Keith

Mr Crawford Noble

Mr James Noble

### Technical Assistants

Mr Ally Bruce

Mrs Joyce Johnstone

Mrs Maureen Mair

Mrs Susan Mair

Miss Susan Smith

Miss Lianne Winton

### Library Assistants

Mrs Carol Colley

Mrs Amanda Waller

### Pupil Support Workers

Mrs Sally Bain

Mrs Lorraine Buchan

Mrs Crislynn Stewart

### DYW Co-ordinator

Mrs Lisa Innes

# Academy Leadership

As in any organisation, the effectiveness of leadership within the Academy is central to the delivery of the Academy's aim of providing effective teaching and learning. Every colleague working within the Academy has an equally valuable role to fulfil to ensure each individual pupil is provided the opportunity to reach their full potential, and that Parents/Carers truly have an opportunity to work in partnership with the Academy to support their child.

## Roles & Responsibilities



### **Irene Sharp - Rector** **Strategy, Development and Leadership**

The role of the Rector is to:

- Bring leadership, good management and strategic direction to the school.
  - To conduct the affairs of the school to the benefit of the pupils and community.
  - Take responsibility for whole school policy, its implementation and evaluation.
  - Coordinate the management and development of the school curriculum and learning and teaching provision.
  - Develop, articulate and promote an agreed set of values for the school
  - Line Management of Depute Head Teachers
-

## Depute Rectors

There are four permanent and one fixed-term Depute Rectors each with direct responsibility for key objectives that contribute to the Academy's aims. Each Depute Rector holds a wide range of remits, some of which are indicated below:



### Kevin Buchan, Depute Head Teacher

Responsibility for

- SQA
- Assessment
- Tracking and Monitoring
- Attainment and achievement
- Continuity & Progression in Learning
- Year Head for S1-3 Corbie, Dundarg & Faithlie.
- Line management for Maths, Science & BECS Faculties.



### Edward Carlin, Depute Head Teacher

Responsibility for

- Whole school self-evaluation
- Learning and Teaching
- Professional Learning
- Culture, Ethos & Behaviour
- Transport.
- Year Head for S1-3 Kinnaird, Mormond & Philorth.
- Line management of Social Subjects, Modern Languages and Performing Arts Faculties.



### Pamela Whyte, Depute Head Teacher

Responsibility for

- Child Protection,
  - Enrolments
  - P7 – S1 Transition
  - Additional Support Needs
  - Family Learning.
  - Year Head for a specific group of learners with ASN
  - Learner Wellbeing
  - Liaison with Support Agencies
  - Line management for ASL, Guidnace and PSWs
-



**Edward Walton, Depute Head Teacher**

Responsibility for

- Curriculum
- Timetable
- Fraserburgh Skills Framework
- Developing the Young Workforce
- Partnership Working
- Digital Learning
- Year Head for S4/5/6
- Line management of English; Art, Design Technology; Health & Wellbeing Faculties.
- Partnership Working
- Year Head for S4/5/6



**Debbie Murray, Depute Head Teacher (Acting)**

Responsibility for

- Actions involved in the management of COVID 19 processes, risk assessment, attendance, educational recovery and the continuity of learning for pupils who may need to self-isolate.
- Support the continuity of learning and teaching of all learners in the event of the school moving to digital learning at home.



**Lesley Muir, Cluster Business Manager**

Responsibility for

- Finance
  - Estates
  - Health and Safety
  - School Events
  - Line Management of all support staff
  - Provide leadership to the Support Teams within the Academy and across the Community School Network
-

# Teaching Staff

## **Principal Teachers – Faculty/Subjects**

The Academy's Principal Teachers of Faculty/Subject have a key role in providing a link between the Senior Leadership Team and teaching colleagues across the Academy. They lead their teams and manage their Faculty/Department resources to ensure that continual improvement of curriculum delivery is achieved through developing the quality of teaching and assessment of courses.

## **Principal Teachers - Guidance**

The Guidance Teachers are a key link between pupils, Parents/Carers and teaching colleagues. They will work with pupils throughout their learning journey during their time with us, supporting them as they make decisions about their next steps beyond life at the Academy. Their role is to provide guidance to pupils, in terms of their progress, their personal and social development and their careers education.

## **Principal Teacher – Additional Support for Learners**

Our Principal Teacher or Additional Support for Learners has responsibility for the wider support of pupils with learning needs and with social, emotional and behavioural difficulties. The ASL team comprises ASL teachers and Pupil Support Assistants, who provide additional support to identified pupils in class.

## **Teachers**

Our teachers are the key factor in delivering quality education to our pupils – it is this group that can really make a difference to pupils' lives. Our teachers collaborate to ensure all learners experience a coherent curriculum that builds on prior learning and leads to future achievement. Our teachers focus on progression paths that are relevant and meaningful to the young people of Fraserburgh, involving their personalisation and voice so that we all work Together in Creating Positive Futures for the town.

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# Support Teams

The support provided by colleagues in the support teams is a key component to supporting the delivery of education through the:

- Administrative Team maintaining systems and processes that contribute to the smooth running of the school and is a key link in the communication process between the Academy and Parents/Carers.
- Catering Team providing nutritious breakfast and lunches for pupils and staff and is committed to the Hungry for Success initiative.
- Classroom PSA's who provide additional support for Teachers.
- Cleaning Team ensuring the cleanliness of the school is maintained at the beginning and end of each school day.
- Janitorial Team which contributes to the daily maintenance of the buildings, its cleanliness and security.
- Librarian and Library Assistants providing curricular support to pupils and staff, as well as promoting and supporting information on extra-curricular pursuits.
- Technical Team ensuring that the equipment and ever-increasing reliance on technology is in place and works effectively in the classroom.

Additional services are provided through the Librarian, School Nursing Assistant and the Work Placement Co-ordinator.

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# Curriculum

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

Our curriculum is based around the four capacities of Curriculum for Excellence – to ensure our pupils leave as successful learners, confident individuals, effective contributors and responsible citizens. Our curriculum also reflects the principles of curriculum design to ensure breadth, depth, personalisation & choice, challenge & enjoyment, progression, coherence and relevance. We have a curriculum which we 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 recognise activities like volunteering and participation in arts, sports and community-based programmes. This approach complements the nurturing and aspirational outcomes of Getting It Right for Every Child, and our aim in Aberdeenshire to overcome inequality by Raising Attainment for All, promoting Equity and Excellence in schools, and Closing the Gap. Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at: [www.fraserburgh.aberdeenshire.sch.uk](http://www.fraserburgh.aberdeenshire.sch.uk)

## Curricular Areas

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

## Curriculum Design

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

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

## Developing the Young Workforce

As part of the curriculum, pupils develop skills for learning, life and work. More detail about these key skills can be found using the link below:

<https://www.npfs.org.uk/skills-in-a-nutshell/>

[Insert link to Fraserburgh Skills Framework]

Throughout their time in school, from Early Years onwards, all pupils have an opportunity to engage with employers, through experiences like workplace visits, career talks, employability events and courses, work experience and curriculum based activities. They also have the opportunity to learn about further and higher education, and the work done by training providers, as well as different career pathways into employment.

In S4-6, pupils are given the opportunity to study for vocational qualifications, including Foundation Apprenticeships, alongside the more traditional qualifications.

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

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

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

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## **Curricular Levels**

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

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

The Academy has a long standing partnership with local faith groups, in particular the local Assembly of God Church, who are direct neighbours. We collaborate on Religious assemblies, we have a Youth Pastor in the school each week running a drop in support session and a youth group and we have our annual Exo-Day celebration on the last day of term including many local volunteers.

Religious, moral and Philosophical studies is a mandatory course for S1-S3, with National Qualifications in RMPS available to all in Senior Phase.

The Academy has a diverse range of Cultural activities in the pupil year including house events, Ceilidh Dances, Concerts, Drama performances and charitable activities.

Our Pupil Leadership team organise ways for the learners to socialise in different ways ranging from Basketball lunchtime competitions to more formal engagements such as our Senior Prom.

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## Extra-Curricular Activities 2020-2021

Club	Time	Location	Teacher	Description	Development
<b>MONDAY</b>					
<b>Volleyball</b>	Lunch Time	Games Hall	Miss Dunlop	Chance to play volleyball for school & engage in matches against other pupils	Coordination Fitness Rhythm and Timing Confidence
<b>Dodgeball</b>	Lunch Time	G1	Mr Carlin	Chance to play dodgeball for school & engage in matches against other pupils	Fitness Rhythm and Timing Confidence
<b>Korean Club</b>	Lunch Time	G5	Mr Harrison	TBA	TBA
<b>TUESDAY</b>					
<b>Rugby</b>	15:30–16:30	School pitches	Miss Carey Mr Flannighan	Open to girls & boys S1-S6. Fraserburgh Rugby club supporting. Pupils are taught how to catch, pass, kick, run with ball & play as part of a team.	Teamwork Communication Positive attitude - respect & listening to ensure safety for all.
<b>Netball</b>	15:30–16:30	Games hall	Miss Muldoon Miss Semple	Open to S1-6 girls, this club involves training & games every Tuesday with occasional competitive games to other schools. No prior knowledge needed, just trainers!	Teamwork Coordination Fitness
<b>Badminton</b>	Lunch Time	Games Hall	Mr Flannighan	Chance to play table tennis for school & engage in matches against other pupils	Coordination Fitness Rhythm and Timing Confidence
<b>Just Dance</b>	Lunch Time 13:30	Drama Studio	Miss Wilson	Chance to learn new dance moves & have lots of fun with others along the way!	Coordination Fitness Rhythm and Timing Confidence
<b>Study Support Art &amp; Design</b> All N4/5, H/AH	15.30 -16.45	Art 1	Mr Lapeyre	Access to resources & extra support for all Art & Design senior courses.	Developing portfolio building skills
<b>Duke of Edinburgh</b>	Lunch Time	Science 1	Mr Cuthbertson	TBA	TBA

WEDNESDAY					
<b>S1/S2 Boys football</b>	15:30–16:45	School pitches or games hall	Mr Davidson, Mr Beats, Mr Sheridan, Mr Flannighan	Chance to play football for school & engage in matches to compete against other schools	Teamwork Focus Resilience
<b>Table Tennis</b>	Lunch Time	G2	Mr Davidson	Chance to play table tennis for school & engage in matches against other pupils	Teamwork Communication Positive attitude - respect & listening to ensure safety for all.
<b>Netball</b>	Lunch time	Games Hall	Miss Muldoon Miss Semple	Open to girls S1-6 this club involves training & games every Tuesday with occasional competitive games to other schools. No prior knowledge needed, just trainers!	Teamwork Coordination Fitness
<b>Warhammer</b>	Lunch Time	E5	Mr Harrison	TBA	TBA
<b>Art Club</b>	Lunch Time	Art 1	Mr Lapeyre	Come & create your vision, share ideas, try out new things, make art! You can make anything!	Developing personal creativity, improved wellbeing, and skill building.
THURSDAY					
<b>S4 Football</b>	Lunch Time	Games Hall	Mr Burns	Chance to play football against others in the same year group!	Teamwork Communication Positive attitude, respect & listening to ensure safety for all.
<b>Rugby</b>	15:30–16:30	School pitches	Miss Carey Mr Flannighan	Open to girls & boys S1-S6. Fraserburgh Rugby club supporting. Pupils are taught how to catch, pass, kick, run with ball & play as part of a team.	Teamwork Communication Positive attitude - respect and listening to ensure safety for all.
<b>Study Support Art &amp; Design</b> All N4/5, H/AH	15.30–16.45	Art 1	Mr Lapeyre	Access to resources & extra support for all Art & Design senior courses.	Developing portfolio building skills
FRIDAY					
<b>Basketball</b>	Lunchtime	Seniors: Eilidh & Kelsey (Mr Longley)	Games Hall	Chance to play basketball for school & engage in matches against other schools	Teamwork Communication Positive attitude, respect & listening to ensure safety for all.

<b>Gymnastics</b>	Lunch Time	G1	TBA	Chance to take part in gymnastics with others in the academy!	Teamwork Communication Positive attitude, respect & listening to ensure safety for all.
<b>Science Club (S1 only)</b>	Lunchtime	Sc2	Miss Penman	TBA	TBA
<b>Diversity Champions</b> all year's welcome	Lunchtime	Art1	Mr Lapeyre	Let's celebrate our differences & improve the school.	Developing leadership skills

## 1+2 Language Learning

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

In our School the first foreign language will be either French or German. This language will be learned from P1 (in Primary School) through to S3 (in secondary school). For more information go to [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

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**

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

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# 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 profiles/learning logs
- through parent consultation evenings and other meetings
- through curriculum/learning events/parent workshops
- by the annual school report
- Individual Education Plans and associated documents

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

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

In the Senior Phase pupils embark on the National Qualifications.

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

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

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

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# Transitions (Moving On)

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

Most children from Fraserburgh Primary School's attend Fraserburgh Academy in Fraserburgh.

An induction programme for P7 is in place to help ease the transition into S1. The induction process begins in January each year with a meeting for all P7 parents. P7 pupils then attend a number of different events from January onwards culminating in three days at Fraserburgh Academy towards the end of the summer term. Parents will receive full details of the P7-S1 Transition Calendar in January.

Liaison between Fraserburgh Primaries and Fraserburgh Academy is excellent. Much opportunity is provided during the P7-S1 programme for pupils to get to know learners from other Fraserburgh Academy Feeder Primaries from January onwards.

Information about our P7 pupils is shared with Guidance staff at the academy to help support appropriate continuity of education. Parents are welcome to attend these information sharing meetings, especially when additional support has been provided previously.

Fraserburgh Academy staff also visit our pupils in Fraserburgh Primaries where information is shared and questions can be asked.

Where parents opt to send their child to any other secondary school, (following placing requests) Fraserburgh Academy supports any alternative transition arrangements wherever possible. Placing requests are available from the school office.

Visit Parentzone for more information about transitions:

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

## 1 Admissions

### Nursery Admissions.

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

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

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## **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/>

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

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

## **2 Placing requests & School Zones**

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

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

Your child would normally attend a school within the school catchment area (zone) close to where you live. However, you can request that your child attends a school in another zone (out of zone). Please follow the links for more info:

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

## **3 (S) Skills Development Scotland**

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

Qualified SDS Careers Advisers work in schools and careers centres across the whole of Scotland. The SDS Careers Advisers in our school are Elizabeth Bruce and Kirsty Hannon. Contact with the Careers Adviser should be done through the school.

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

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# Support for Children and Young People

## 4 Getting it Right for Every Child

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

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



Its vision is that:

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

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

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

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

## 5 Wellbeing

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



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

### Principal Teachers - Guidance

The Guidance Teachers are a key link between pupils, Parents/Carers and teaching colleagues. They will work with pupils throughout their learning journey during their time with us, supporting them as they make decisions about their next steps beyond life at the Academy. Their role is to provide guidance to pupils, in terms of their progress, their personal and social development and their careers education.

We have 6 Guidance Teachers who are responsible for their own house:

House	Guidance Teacher
Corbie	Mrs Kirsty Barron
Dundarg	Mrs Sarah Washington
Faithlie	Mrs Sarah Gardner
Kinnaird	Mrs Georgina Buchan
Mormond	Miss Corinne Douglas
Philorth	Mrs Marie Cook (Mon-Thurs) Mrs Lynsey Tila (Friday)

## 6 Children's Rights

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

This means we:

- Raise awareness of Children's Rights, and how rights can be accessed
- Provide opportunities for children and young people to get involved in decision-making

- Make sure children and young people's views influence how we develop services
- Support children and young people to express their views (where needed)
- Listen to children and young people's views on what we do well, and what we could do differently

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

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

## 7 The Named Person

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

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. From birth to prior to starting school, the Named Person Service is provided by your Health Visitor. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Deputy Head Teacher and in Secondary School, the Named Person will be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

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

The Named Person can help by:

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

There is no obligation for children and young people or parents to accept any offer of advice or support from the Named Person. Non-engagement with a Named Person is not in itself a cause for concern. The Named Person Services is currently delivered on a national policy basis.

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

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

The Named Person for your child/young person is Mrs Pamela Whyte.

## **8 Educational Psychology**

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

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

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

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

## **9 Enhanced Provision & Community Resource Hubs**

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

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

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

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

## **10 Support for Learning**

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

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

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

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

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

## 11 The Child's Plan

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



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

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

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

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

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

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

## 12 Child Protection

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

Within our School we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to follow the Child Protection Procedures laid out for Education.

This may mean that the child is referred to Social Work, the Police or the Children's Reporter. In our school the designated staff member is Mrs Pamela Whyte.

Remember – if you suspect a child is at risk, do not rely on someone else to notice.

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

You can speak to designated staff in our school

Social Work Monday to Friday during office hours contact your Children & Families local [Social Work Office](#)

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

Police Emergency 999, Non-Emergency 101

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

If a young person tells you they are being abused:

- stay calm and listen to them
  - never promise to keep it a secret – tell them you must let someone else know
  - remind them that they are not to blame and are doing the right thing
  - report it, but leave any investigation to child protection agencies
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Protecting Aberdeenshire's children and young people is everyone's business, go to:  
<http://www.girfec-aberdeenshire.org/child-protection/>

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

The following websites may be useful:

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

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

**Aberdeenshire Council**

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

**Support for All**

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

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

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

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# Parent & Carer Involvement and Engagement

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

Both globally and nationally it is recognised that parents are the single most important influence on their children’s development, learning and achievement. The involvement and engagement of parents in their children’s learning is recognised as a key element in raising attainment, through support, help and encouragement given at home and whilst at school.

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

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

<http://publications.aberdeenshire.gov.uk/dataset/parental-involvement-and-engagement-strategy-and-action-plan/resource/02c6596e-8cba-42c7-b28a-ee64086ea42>

## 14 Parental Engagement

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

## 15 Communication

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

Use of Groupcall to text and email

School Website:

Social Media:

Newsletters:

Events

School reports

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

## 16 ParentsPortal.scot

**parentsportal.scot**

In support of Aberdeenshire Council's ambition to offer more digital services to its residents, Aberdeenshire primary and secondary schools are rolling out a new national online service called **parentsportal.scot**. This is designed to replace the paper 'schoolbag run', giving a child's registered contacts access to a range of school-related online services, 24 hours a day, 7 days a week.

At the heart of the system, is a secure account through **mygov.scot**, which is referred to as 'My Account' or 'MyAberdeenshire' account. 'MyAberdeenshire' is already used to allow parents/carers to make online payments or receive notifications if a school closes unexpectedly. **Parentsportal.scot** and 'MyAberdeenshire'/**mygov.scot** will work together, making this a convenient one-stop-shop, to access all Aberdeenshire digital services.

Initially, **parentsportal.scot** will allow parents/carers to see basic information about your child(ren)'s school and twitter account as well as:-

- make a link to your child(ren)
- complete the annual data check process electronically (child's main contact only)
- update their own as well as your child(ren)'s details at any time
- to register and access for online school meal payments using one sign in (iPayImpact)

**How do I sign up?** - If you **already have a myAberdeenshire account** to pay for school meals through iPayImpact, you can sign up using the same sign in details at <https://parentsportal.scot/home/>. You **do not need** to register or set up a new **mygov.scot** account.

If you do not have a myAberdeenshire/mygov.scot account or are looking for more information and videos on how to access to **parentsportal.scot**, please go to <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

## 17 Learning at Home

Learning at home is the learning which happens in the home, outdoors or in the community. Your home is a great place to support learning. Your child can try out new activities or practice familiar learning, at home and in their wider community.

At our school we provide materials for you to work with your child to develop key skills at home. For explanation of this please go to our homework policy

<http://fraserburgh.aberdeenshire.sch.uk/learning-at-home/>

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## 18 Parent Forum and Parent Council

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

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

Contact the Parent Council Chairperson Mrs Jodi Anderson or Rector for more information about getting involved in the Parent Council or email: [fraserburgh.acaparentcouncil@yahoo.co.uk](mailto:fraserburgh.acaparentcouncil@yahoo.co.uk)

## 19 Parents and School Improvement

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

- working groups/focus groups which any interested parent is invited to be part of
- questionnaires and surveys
- consultation with the Parent Council

## 20 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.

## 21 Collaborating with the Community

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

## 22 Addressing Concerns & Complaints

Aberdeenshire Council recognises the vital role that parents play in supporting their child's learning and is committed to fostering positive relationships with parents. No matter how strong partnerships are, or how good our policies are, sometimes things

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can still go wrong and there may be occasions where parents wish to express unhappiness or dissatisfaction with council services, policies or staff behaviour.

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

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

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

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

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

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# School Policies and Useful Information

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/>

## 23 Attendance

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.

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 & Children's Services 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.

If a pupil feels ill, they should tell the class teacher and ask permission to report to the school nursing assistant. If appropriate, she will arrange for pupil to be collected from school by a parent or guardian.

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

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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 8:00 am and 9:30 am 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 by parent or guardian.

### **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](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.

## **24 Holidays during term time.**

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

<http://www.aberdeenshire.gov.uk/schools/parents-carers/school-term-dates-and-in-service-days/>

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## 25 Dress Code

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

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

All S1-S6 learners are wearing school uniform.

Pupils at Fraserburgh Academy are expected to wear the following items to school:

- Black or white school shirt and tie
- Black or red cardigan or pullover, no logo of any type
- Black trousers or skirt
- All S5-S6 pupils are to wear a blazer as part of their uniform
- Blazers are optional for S1-S4 pupils

Orders for blazers can be placed with Designs On You, 46 Mid Street, Fraserburgh, AB43 9EP – Tel: 07814 580692

### Physical Education

To ensure all pupils have an opportunity to participate in exercise all pupils should bring their PE kit with them on the days in which they have PE. Pupils are expected to wear the following:

#### Indoor Sporting Activities

- T shirt/Hoodie
- Shorts or track suit trousers
- Non marking trainers

#### Outdoor Sporting Activities

- T shirt/Hoodie
- Shorts or track suit trousers
- Warm top
- Outdoor footwear

#### Swimming

- Swimming costume/trunks
- Towel
- Goggles are recommended

If a pupil is unable to participate in PE please ensure they have warm outdoor clothing as they will be expected to follow the class timetable.

If a pupil fails to bring their PE kit disciplinary action will be taken.

Parents should note their responsibility to ensure all clothing and belongings brought to school should be **named or marked** in some way, as it is difficult for children to distinguish their own clothing from that of others.

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## 26 Clothing Grants

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

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

## 27 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. Pupils will be assigned a collection point, in villages and towns and where safe to do so, pupils may have to walk up to 1 mile to the nearest collection point. Pupils who reside in rural locations are usually collected at the nearest adopted road to them (track end or roadside). School transport vehicles will not use private unadopted roads or tracks. It is the parent's responsibility to escort the pupil to and from their collection point. Application forms for free transport, Form PTU100 can be obtained from the school office.

## 28 Privilege Transport

Transport provision is also made available for pupils who are not ordinarily entitled to transport. Privilege transport is provided on school transport services subject to spare seating capacity. There are 3 types of privileged transport available.

### In-zone Privileged transport

Pupils who attend their zoned school but are under the qualifying mileage can apply for In-zone privilege transport. If there is suitable seating capacity available and an existing route then the application should be approved, if there is not and there is a safe walking route available to the pupil, then it may be rejected. Please also note that if seating capacity is needed for a pupil who is entitled to school transport, In-zone Privilege pupils may be give written notice and removed from transport.

### In-Zone Privilege Transport – Safety

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

### Out of Zone Privilege Transport

There is no transport entitlement to pupils who attend a school which they are not zoned for. Pupils may apply for Out of Zone Privilege transport; pupils are required to

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meet the nearest available school transport vehicle to them, and it is the parent's responsibility to bring the pupil to the nearest collection point. Out of Zone Privilege transport pupils may be removed, with written notice, at any time for In-Zone Privilege and Entitled transport pupils.

Application forms can be obtained directly from your child's school. For further information, see the Council website:

<https://www.aberdeenshire.gov.uk/roads-and-travel/school-transport/school-transport/> or contact: [school.transport@aberdeenshire.gov.uk](mailto:school.transport@aberdeenshire.gov.uk)

### **Local Bus/Registered School Bus Services**

Some services operate as registered bus services. These operate on a fare paying basis and pupils will be required to pay fare to the driver or purchase a season ticket for travel.

## **29 Early Learning & Childcare Transport**

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

## **30 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

## **31 School Closure & Other Emergencies**

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

### ***If children are at school...***

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

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

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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 - 94.7 MW 810 kHz
- **Moray Firth Radio**  
FM 97.4 MW 1107 kHz
- **Waves Radio**  
FM 101.2
- **Original 106 FM**

### **Twitter**

<http://twitter.com/aberdeenshire>

### **Aberdeenshire Council Website**

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

You also have the option to sign up to receive email alerts when your school(s) updates their closure status:

<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

### **School Information Line**

Tel: 0370 054 4999 then **021050**. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

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### **32 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.

### **33 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.

### **34 Anti-bullying Guidance**

What is Bullying?

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

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

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

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

What will the school do about it?

Schools should promote consistency of response to instances of bullying behaviour using a 6 step approach. They will:

1. Record the Incident
  2. Speak to the individuals involved having frank and honest dialogue
  3. Speak to parents
  4. Utilise Restorative approaches
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5. Monitor the situation
6. Review and increase response accordingly

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

More information can be found in our School's anti-bullying guidance at:

## 35 School Meals

### Secondary School Lunches

Our academies offer a breakfast, morning break and lunch service. This is very different from the service in our Primary schools and is popular with Academy pupils.

A Fusion App is available and works alongside our normal counter service. Academy pupils can order their lunch straight from their mobile device and then pick it up from a designated collection point at lunchtime. Fusion Mobile also allows pupils to check their balance. To place an order funds must be available on their account.

### Secondary school menu and prices

To view the available options and their prices see the links below.

View the

- secondary schools menu (pdf 2.1MB)  
<https://www.aberdeenshire.gov.uk/media/25376/secondary-menu-price-list-poster-a0.pdf> and the
- pupil price list (pdf 61KB).  
<https://www.aberdeenshire.gov.uk/media/24060/secondary-pupil-price-list-2019.pdf>

There are many benefits of having a school lunch:

- Food prepared daily by trained catering staff, many of whom are parents
- Choice of three main courses each day
- A range of sandwiches as an easy alternative to a home packed lunch
- A delicious and varied menu offering great value
- A complete school meal provides 1/3 of a child's daily nutritional needs

Additional information regarding Secondary school meals can be obtained via this link

<https://www.aberdeenshire.gov.uk/schools/school-info/meals/secondary-school-meals/>

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### **Online payments system**

We are encouraging parents/carers to register for online school payments due to COVID-19 to eliminate handling of cash. Parentsportal.scot is the recommended way to register to access all school payments including school meals.

Parentsportal.scot is securely linked to a myAberdeenshire account and to register follow this link

<https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

Please ensure there are always sufficient funds on your child's account prior to sending them for school meals. There is a formal debt recovery process for accounts that fall into debt.

If you are having difficulty making payments please contact the school office as we are here to support families and will do whatever we can to assist you.

### Free School Meals Information

#### **Am I entitled to free school meals?**

Click on the link to find information that explains the free school entitlement and how to go about it.

<https://www.aberdeenshire.gov.uk/schools/school-info/assistance/free-school-meals/>

If you have difficulties obtaining access to free school meals please speak with your school and we will work together to provide assistance.

If you require any further information regarding School Catering send a message to this email address - [schoolmeals@aberdeenshire.gov.uk](mailto:schoolmeals@aberdeenshire.gov.uk).

## **36 Healthcare & Medical**

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

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

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

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matters as they arise. Parents should provide us with the name and telephone number of their child's doctor and an up-to-date emergency contact for themselves in case it becomes necessary for a child to be sent home during school hours because of illness.

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

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

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

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

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

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.

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## 37 Schools and Childcare – Coronavirus

Information for parents, carers and young people on return to school arrangements in Aberdeenshire schools and early learning facilities.

- [New term arrangements](#)
- [Contingency planning](#)
- [School meals](#)
- [School transport](#)
- [Family Information Service](#)
- [Shine a Light on Lockdown](#)

If you are a British Sign Language (BSL) user, please watch our video explaining out schools and childcare arrangements. You can also contact us via [contactSCOTLAND-BSL](#), an online British Sign Language interpreting service.

## 38 Exclusion

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

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

## 39 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.

## 40 Instrumental Tuition

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

For further information go to:

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

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## 41 Education Maintenance Allowance

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

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

## 42 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.

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

## 43 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.

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:

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## **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. 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.

## **44 Data we hold and what we do with it.**

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

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

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

## **45 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.

## **46 Your Data, Your Rights**

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

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

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

#### **47 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>

#### **48 Information Sharing**

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 2018 and Human Rights Act 1998 adheres to this as part of our current routine practice.

#### **49 ScotXed**

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

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

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about your child/children, along with how they collect and store it is available in their Education Statistics Privacy Notices for parents and carers:

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

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

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

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

## School Improvement Plan

Our areas of focus are:

- Embed more fully self-evaluation process
- Enhance leadership pathways
- Building a learning culture
- Increase student opportunities
- Improve the quality of transition and moderation
- Continue to strengthen partnerships to raise attainment
- Continue to improve the quality of teaching to raise attainment

## Stats for Attainment

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

The dashboards can be consulted [here](#)

<https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/SchoolInformationDashboard-Secondary/Introduction>

## Aberdeenshire Council School Holiday Calendar

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

## School Events Calendar & holidays

**All dates listed were planned prior to Covid19 and are subject to change**

Wednesday	02/12/2020	S4 Parent & Carer Evening 5.30-7.30; Foundation Apprenticeships Talk 5.15pm
Monday	07/12/2020	Charites Week; N5 Cookery Practical exams all week
Thursday	17/12/2020	S2/3 Option forms out to students
Friday	18/12/2020	Term 2 ends
Monday	04/01/2021	Holiday
Tuesday	05/01/2021	Term 3; Senior Phase Prelims begin

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## 56 | Further Information

Tuesday	12/01/2021	S3 Parent & Carer Evening 5:30–7:30pm; Curriculum Talk 5.15pm
Friday	15/01/2021	S3 Option Choices Deadline
Friday	22/01/2021	End of Senior Phase Prelims
Monday	25/01/2021	PE & Dance Single performances Wk1
Thursday	28/01/2021	S2 Parent & Carer Meeting 5:30–7:30pm; Curriculum Talk 5.15pm
Friday	29/01/2021	S2 Option Choices Deadline
Monday	01/02/2021	PE & Dance Single performances Wk2
Thursday	04/02/2021	P7 Parent & Carer Open Evening 6.30-9.00pm
Friday	12/02/2021	Occasional Day
Monday	15/02/2021	Mid-term Holiday
Tuesday	16/02/2021	INSET (Staff Inset school closed to Pupils)
Wednesday	17/02/2021	INSET (Staff Inset school closed to Pupils)
Monday	22/02/2021	Enhanced P7 Transition Meeting
Wednesday	24/02/2021	S1 Parent & Carer Evening 5.30-7.30pm
Friday	26/02/2021	Deadline Senior Phase Option Choices
Monday	01/03/2021	P7 Moving On Day; N4 Cookery Practical Exams
Tuesday	02/03/2021	P7 Moving On Day
Thursday	11/03/2021	Careers Fair - All day and after school
Monday	22/03/2021	SQA Cookery Practical exams 22/03-26/03; Dance Show 6-7pm
Friday	26/03/2021	S3 Employability Festival; College Applications Deadline
Monday	29/03/2021	Senior Celebration Evening 6.30-9.00
Thursday	01/04/2021	Term 3 ends
Friday	02/04/2021	Easter Holiday
Monday	19/04/2021	Term 4; S1 Prelims in class
Friday	23/04/2021	Farewell to Seniors 12:30 – 2:00pm
Monday	26/04/2021	SQA Exams Start
Monday	03/05/2021	May Day holiday
Monday	10/05/2021	S2 College Transition Days Week 1. SQA exams start
Monday	17/05/2021	S2 Transition Days; S2 Work Readiness certificate data entry; S2 College Transitions Day Week 2
Tuesday	18/05/2021	P7 Outdoor Transition Event
Thursday	20/05/2021	School Sports
Monday	24/05/2021	S3 Work Placement Week
Monday	31/05/2021	Change of timetable
Thursday	03/06/2020	SQA exams end
Monday	14/06/2021	Junior Celebration Evening 6.30-9pm
Wednesday	16/06/2021	P7 Induction Days; P7 Parent & Carer Evening 7-9pm
Friday	25/06/2021	Term 4 ends

