
GREENBRAE SCHOOL



SCHOOL HANDBOOK





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WELCOME TO GREENBRAE SCHOOL

Dear Parents/Carers

This handbook, which contains essential information, will help you to understand more about daily life at Greenbrae School.

At Greenbrae we are fully committed to developing a strong partnership with parents as we are aware of the crucial role that parents/carers play in a child's learning.

We strive towards creating a relaxed yet productive atmosphere within the school, ensuring that all pupils are suitably challenged whilst also experiencing success.

We have an open doors policy at Greenbrae and, should you have any concerns or queries about your child, please contact the school and the class teacher or a member of the management team will attend to your query.

We look forward to working with you and your child during their time at Greenbrae School.

Anna Royle
Head Teacher

June 2020

The information contained in this booklet is accurate at the time of printing but information which is subject to change will be issued accordingly.



GREENBRAE SCHOOL

Greenbrae School is located in Bridge of Don, a suburb to the north of Aberdeen City. Lying to the south of Greenbrae Crescent, the catchment area is a mixture of local authority housing, rented accommodation and private developments.

The roll currently stands at 255 pupils plus an 80 place nursery. There are 12 classes including 3 composite classes and a morning and afternoon nursery class. The SMT is comprised of a Head Teacher, Depute Head Teacher and a Principal Teacher.



The school has recently been extended and upgraded and now consists of 12 class areas which can be opened up to share space with the neighboring class or kept closed. A new gym hall has been built and there is a large GP room available to provide flexible space for classes to use. A library, changing rooms, teachers' work station and toilets have also been recently completed. A new 80 place nursery opened in January 2017 complete with nappy changing area, laundry room, storage and a new purpose built outdoor play area. Storage and administration accommodation complete the building.

A community playing field lies to the west of the school and to the east is an all-weather playground. The school has a variety of play equipment in the playground.

SCHOOL HOURS

Morning:

Nursery	8.30 am – 11.40 pm
Primary 1-7	9.00 am – 12.15 pm
(Playground Bell sounds at 8.55 am)	

Afternoon:

Nursery	12.20 pm – 3.30 pm
Primary 1-7	1.15 pm – 3.15 pm



ADDRESSES/TELEPHONE NUMBERS/SCHOOL WEBSITE

POSTAL ADDRESS

Greenbrae School
Greenbrae Crescent
Bridge of Don
Aberdeen
AB23 8NJ

TEL. NO. 01224 704447

FAX. NO. 01224 708475

EMAIL enquiries-greenbrae@aberdeencity.gov.uk

SCHOOL WEBSITE

www.greenbrae.aberdeen.sch.uk

TWITTER

@greenbraeschool

EDUCATION OFFICE

Integrated Children's and Family Service
Aberdeen City Council
Business Hub 13, 2nd Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

TEL. NO. 01224 523898

LOCAL HEADQUARTERS

Aberdeen City Council
Marischal College
Broad Street
Aberdeen
AB10 1AB

TEL. NO. 08456 08 09 10



SCHOOL DIARY – SESSION 2020-2021

Holiday Dates

Term 1

17 August 2020 to 9 October 2020

- In-service day - Monday 17 August 2020 (Pupils not in school)
- Term starts - Tuesday 18 August 2020
- September holiday - Friday 25 September to Monday 28 September 2020
- Term ends - Friday 9 October 2020
- October holiday - Monday 12 October to Friday 23 October 2020

Term 2

26 October 2020 to 18 December 2020

- Term starts - Monday 26 October 2020
- In-service day - Friday 20 November 2020 (Pupils not in school)
- Term ends - Friday 18 December 2020
- Christmas holiday - Monday 21 December 2020 to Monday 4 January 2021

Term 3

5 January 2021 to 26 March 2021

- Term starts - Tuesday 5 January 2021
- Mid term holiday - Monday 15 February 2021
- In-service day - Tuesday 16 February 2021 (Pupils not in school)
- In-service day - Wednesday 17 February 2021 (Pupils not in school)
- Term ends - Friday 26 March 2021
- Spring holiday - Monday 29 March to Friday 9 April 2021

Term 4

12 April 2021 to 2 July 2021

- Term starts - Monday 12 April 2021
- May Day holiday - Monday 3 May 2021
- In-service day - Tuesday 4 May 2021 (Pupils not in school)
- Term ends - Friday 2 July 2021

Please note all of the above dates are subject to change/amendment.



GREENBRAE SCHOOL STAFF

HEAD TEACHER	Miss A Royle
DEPUTE HEAD TEACHER	Mrs C Taylor
PRINCIPAL TEACHER EARLY YEARS	Mrs S du Plessis
CLASS TEACHERS	Mrs E Bews Mrs G Bonn Miss K Bremner Mr C Bridle Mrs J Brown Mr B Carney Mrs A Clayton Miss D Forster Mr J Gray Mrs A Miller Miss V Smart Mrs E Phillips Mr P Powell Mrs E Robertson Mrs R Teillard
CHARTERED PE TEACHER	Mrs M Begg
MUSIC INSTRUCTORS	Brass Mrs A Simpson Violin Miss K Alexander Piano Mrs A Deans
SCHOOL ADMINISTRATOR	Mrs E Blaikie
SCHOOL SUPPORT ASSISTANT	Mrs J McConochie
NURSERY TEACHERS	Mrs S du Plessis Mrs L Dickie
SENIOR EARLY YEARS PRACTITIONER	Mrs W Watt
EARLY YEARS PRACTITIONERS	Mrs L Black Mrs T Buchan Mrs S Fairhurst Mrs L Hayes Mrs E Kidd



PUPIL SUPPORT ASSISTANTS

Mrs J Gordon
Mrs A Gregor
Miss L Michie
Mrs G Reid
Mrs S Smith
Mrs N Trodden

COOK SUPERVISOR

Miss K Hendry

KITCHEN ASSISTANTS

Miss W Warwas
Mrs C Paterson

JANITOR

Mr C Davidson



SCHOOL VISION, VALUES AND AIMS

At Greenbrae School our primary objective is to ensure that every child benefits from the highest quality learning opportunities.

VISION

At Greenbrae School we work together to provide a safe, happy, nurturing environment and encourage an ambitious, confident and creative atmosphere to allow pupils to achieve their full potential.

VALUES

Honesty
Friendship
Determination
Respect

AIMS

Working in partnership with staff, pupils, parents and the wider community we aim to:

- Create a welcoming, secure and nurturing environment for all
- Consistently provide innovative and stimulating approaches to learning and teaching
- Allow every child to feel included, valued and encouraged to achieve their full potential
- Have a happy, motivated and enthusiastic school community
- Celebrate the social and cultural diversity within our school
- Promote a high standard of behaviour and mutual respect throughout our school and wider community

These aims were devised in consultation with pupils, parents and staff in session 16/17. They will be reviewed in session 20/21.



SCHOOL ORGANISATION

ENROLMENT

In accordance with the Admissions Policy of Aberdeen City Council all children who will attain the age of 5 years on or before the commencement of the new session in August should start school then. Children who will attain the age of 5 years after that date, but on or before the last day of February, may also be enrolled in primary school for the new session. Parents seeking, or considering seeking, a place for their child at another time in the session or as a new pupil in another age group should contact the school to arrange for a visit to the school to meet a member of the SMT and have a tour of the school.

PRIMARY 1 INDUCTION

New entrants will come to school either in the morning or the afternoon for the first week. This facilitates the introduction of new routines and allows the class teacher to get to know the children more quickly. All Primary 1 children will attend in the mornings only until the end of week 2. Thereafter they will commence full days.

Parents/carers are invited to attend a meeting in April which explains the transition process and the program of events that takes place at Greenbrae. During this meeting there will be an opportunity for those who wish to have a short tour of the school. As part of the induction process there are opportunities for the Nursery pupils to complete activities in the P1 area, supported by the P1 pupils. There are also opportunities for pupils who do not attend the school Nursery to participate in these activities.

An induction meeting with the Principal Teacher will be held in mid June. This meeting provides an opportunity for parents/carers to get a general overview of the daily routine for children at Greenbrae and also gives a flavour of the curriculum in Primary 1. A more detailed curriculum meeting takes place in August/early September.



Parents are given opportunities to attend some of the informal events that take place during the Summer Term such as Nursery Sports Day and the School Fayre. If you have questions or concerns at any point throughout the induction process, please contact the school and a member of staff will discuss these with you.



TRANSFER TO SECONDARY SCHOOL

The delineated secondary school for the children in Greenbrae School zone is Oldmachar Academy. The transition process is continually reviewed with the aim of allowing pupils to become familiar with more of the staff prior to moving to the Academy. A variety of transition events take place throughout the year in addition to a two day visit to the Academy enabling the pupils to familiarise themselves with the building and staff. An evening meeting for parents/carers of Primary 7 pupils transferring to the academy takes place during the Summer Term.

ASSOCIATED SCHOOL GROUP (ASG)

Oldmachar Academy, Jesmond Drive, Bridge of Don, Aberdeen. AB22 8UR
Tel: 01224 820887

Danestone School, Fairview Brae, Bridge of Don, Aberdeen. AB22 8ZN
Tel: 01224 825062

Forehill School, Jesmond Drive, Bridge of Don, Aberdeen. AB22 8UR
Tel: 01224 820904

Glashieburn School, Jesmond Drive, Bridge of Don, Aberdeen. AB22 8UR
Tel: 01224 704476

Middleton Park School, Jesmond Drive, Bridge of Don, Aberdeen. AB22 8UR
Tel: 01224 820873



ATTENDANCE

As you will know, there is a legal requirement for parents/carers to ensure that their children attend school regularly. If a child is absent the school should be informed of the reason by telephone, letter or email as soon as possible.

It is appreciated that children may have to attend appointments during school hours. Please advise the school of any appointment at the earliest possible date along with the name of a responsible adult who will collect the child from school. For safety reasons, no child will be allowed to leave the school premises on his/her own during school hours.

UNPLANNED ABSENCE

To ensure, as far as possible, the safety of every pupil at Greenbrae, parents/carers are requested to notify school of their child's absence by 9.30 am on the first day of absence.

This may be done by:

- (a) phone call to school (tel 01224 704447)
- (b) signed note handed in by sibling or friend
- (c) oral message to school office by sibling or adult friend
- (d) e-mail enquiries-greenbrae@aberdeencity.gov.uk

If no communication has been received by school, every effort will be made to contact parents/carers. Should your child's absence extend beyond the length of time initially intimated, parents/carers must re-contact school as above.

If, for any reason, your child is unable to return to school after lunchtime, it is imperative that parents/carers contact school before the afternoon session commences.

FAMILY HOLIDAYS

The following quote is from a letter to parents/carers from our Education Service:

"You have a key role to play in encouraging your child to learn and to attend school ready to learn. You can support your child by taking an active interest in their education, attending events organised by the school and, last but not least, by ensuring that your child attends school regularly. For these reasons, family holidays during the school term should be avoided. For their part, the schools are committed to working closely with parents/carers to ensure a high quality of education and to provide a happy school experience for all children."

You are advised that family holidays are considered to be an unauthorised absence unless evidence is provided by an employer that leave cannot be accommodated during school holidays.



UNIFORM

Whilst wearing of school uniform cannot be enforced, many parents/carers have expressed their wish for the school to have a stated policy of dress. We therefore actively encourage our pupils to wear uniform which is both comfortable and practical.

The uniform consists of:

White Shirt or Polo Shirt
Black or Grey Trousers or Skirt
School Sweatshirt / Black or Grey Jumper or Cardigan

School sweatshirts, cardigans, polo shirts and fleece jackets printed with the school name may be purchased online at myclothing.com (former provider to Tesco) – <https://myclothing.com/> or from The Dugout, 687 George Street, Aberdeen, AB25 3XP (tel [01224 641071](tel:01224641071) or email bill@wcscotland.com). An order form for The Dugout Aberdeen can also be found on the school website and at <http://www.thedugoutaberdeen.co.uk/schools.html>.



All school clothing and footwear should be clearly named to avoid unnecessary confusion.

A clothing grant is available to families on a low income. You can apply for the grant on Aberdeen City Council's website at <https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-school-clothing-grant>.

FOOTWEAR

Children are asked to change from outdoor to indoor shoes whilst they are in school. Children need gym shoes for P.E. and we are happy for these to be used as their indoor shoes. (Please note that gym shoes should not have black soles.)

GYM KIT

Gym kits comprising black or navy shorts, white t-shirt or polo shirt and gym shoes (no black soles) are required for P.E. Pupils should not wear football/rugby team strips.



SCHOOL CATERING

Lunches are cooked on the premises and take the form of a two course meal. There is a choice for both courses and provision can be made for special diets. At lunchtime, plain milk and water are provided free.

School lunches are paid for using the Cashless Catering system. Cards should be topped up online. The cost for a primary school meal is £2.20 and you can top-up your child's meal order account online at

<https://online.aberdeencity.gov.uk/Services/AccordPayment/PrimaryMealPayment.aspx>.



Provision is also made for children bringing their own food at lunchtimes. Children are supervised at lunchtime by our Pupil Support Assistants.

Please note that pupils staying over the lunch break are not allowed to leave the playground in the interests of safety.

FREE MEALS

Applications for free school meals should be made online at

<https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-free-school-meals>. Any parent/carer who considers their child may be eligible or who wishes confidential advice should contact the Head Teacher or Mrs Blaikie, School Administrator.

P1 - P3 FREE SCHOOL MEALS

School meals for P1-3 pupils are provided free of charge.

TUCK SHOP

At morning interval on Fridays children can purchase a range of healthy snacks and water from the school kitchen.

FREE FRUIT FOR PRIMARIES 1 & 2

The Scottish Executive wants to give every child a good start in life, a healthy start which will encourage healthy eating habits that will stay with them throughout life. Improving children's diet can have a major impact on the health of children with beneficial outcomes for educational attainment and improved health in later life. To help and support this, free fruit for every local authority school pupil in Primaries 1 and 2 has been introduced. The children will be provided with fruit once a week during the school term.



TRANSPORT

The Education Authority is required to provide transport to and from school for primary pupils living more than two miles from the school provided he/she lives within the delineated zone for the school.

Pupils who do not live within the delineated zone are not entitled to transport.

GRANT AID

Parents/carers in receipt of Income Support may make application for assistance with educational travel costs e.g. visits and residential trips. Application forms may be obtained from Mrs Blaikie, School Administrator.

SECURITY ARRANGEMENTS

Adults in School

- Anyone coming into school MUST report to the school office.
- A visitors' book (located in school office) is available for signing on arrival and departure.
- VISITORS AND HELPERS requiring to proceed beyond the office will need to wear a VISITOR I.D. BADGE as all children/staff expect this.
- Details of your visit/I.D. badge must be recorded in the visitors' book.



CHILD PROTECTION

Given on-going public concern on the subject of child abuse and changes in the law, schools are now required to report if we think any child or young person has come to harm as a consequence of possible abuse.

Each school has a named senior member of staff appointed to be responsible for Child Protection matters. In our school that person is Mrs C Taylor Depute Head Teacher. Miss A Royle (Head Teacher) or Mrs S du Plessis (Principal Teacher) will deputize in her absence. Photographs are on display all around the school.

Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Reporter and, under these circumstances, the parents would not normally be consulted first. Should you wish to talk further about Child Protection and the safety of children please feel free to contact a member of the Senior Management Team.

BEHAVIOUR

Our School Rules, which were derived from work undertaken with staff and pupils, are:

- Arrive on time, in an orderly manner, properly prepared for learning
- Follow directions straight away
- Use kind words and keep hands and feet to yourself
- Listen to the person who is meant to be talking
- Take care of materials, equipment and the environment

Our rules are displayed in all class areas and apply to the playground as well as in school.

At Greenbrae School we combine high expectations of behaviour with a systematic yet firm approach. Discipline is a joint responsibility for both home and school and we ask for the co-operation of parents/carers in maintaining high standards of discipline and behaviour in school.

It is an important part of the school's work to help our pupils develop self-discipline and good manners in an atmosphere of mutual respect between staff and pupils. Our staff continually work towards improving the children's self esteem and promoting a positive attitude towards behaviour, believing that children respond best to a supportive and caring approach. Our House Points system rewards and reinforces positive behaviour through pupils gaining points for their house when they display positive behaviour.





We believe in using praise and rewards and developing the pupil's self esteem by highlighting good behaviour. However, sometimes problems do occur and there is a need for sanctions. When applying sanctions:

- It must be clear why the sanction is being applied with reference made back to the school rules, the consequence being seen as a choice
- It must be made clear what changes in behaviour are required to avoid further sanctions
- There should be a clear distinction between minor and major offences
- It should be made clear that it is the behaviour and not the child that is unacceptable
- The consequence should be appropriate to the behaviour
- It should be clear that consequences are organised in a hierarchy

In order to be consistent in our discipline policy throughout the school, we have an agreed behaviour policy which includes the five steps that staff must follow if a child is not behaving appropriately. Parents/carers will be informed of any serious misbehaviour and in the case of recurring disruptive behaviour.

Our Positive Behaviour Policy is available on the school website or from the school office.

REWARDS

Class teachers will make use of appropriate rewards to reinforce positive behaviour and the school rules, the most common reward being praise. There is a weekly gold card awarded for any pupils that have gone above and beyond in class. Systems appropriate to individual classes will be used to further maintain good standards and be consistently applied, for example:

Reward sticker/stamp
Golden Groups
Star of the Week
OSCAR Awards
House Points
Wow Wall
Merit certificates
Marbles in jar



CONSEQUENCES

Although rewards are central to the encouragement of good behaviour realistically there is a need for sanctions to register disapproval of unacceptable behaviour. When applying sanctions:

- It must be clear why the sanction is being applied with reference made back to the school rules, the consequence being seen as a choice
- It must be made clear what changes in behaviour are required to avoid further punishment
- There should be a clear distinction between minor and major offences
- It should be made clear that it is the behaviour and not the child that is unacceptable
- The consequence should be appropriate to the behaviour
- It should be clear that consequences are organised in a hierarchy.

Some behaviour is simply not acceptable in school. If this behaviour is displayed then the child loses the right to move through the hierarchy of consequences, is removed from class and proceeds directly to the Head Teacher, Depute Head Teacher or Principal Teacher. This may lead to a consequence such as forfeiting playtimes or lunchtimes. If this sanction is employed parents will be notified via a slip home. Pupils kept inside will be supervised by a member of the SMT.

For more information please see our Promoting Positive Behaviour Policy.

EXCLUSION FROM SCHOOL

This is now the ultimate sanction for misbehaviour. If the Head Teacher decides that repeated offences or any single offence constitutes a danger to other pupils or an impediment to their education of a serious enough nature then the exclusion from school procedures may be invoked.

No child will ever be simply sent home from this school. Except in cases of very serious misbehaviour, there would be close liaison between school and home to explore all reasonable ways of helping a child towards acceptable behaviour.



PARTNERSHIP WITH PARENTS

At Greenbrae we aim to work in close partnership with parents as we are very aware parents/carers play an important role in a child's learning. We have developed a calendar of events which we hope will provide opportunities for parents/carers to discuss their child's achievements and next steps with their child and class teacher.

Our school website enables parents to access various items of school information, such as newsletters, menus and school policies whilst our school Twitter account also provides us with a platform to share our achievements with the wider community.

We use email as the main form of communication, although paper copies of letters are provided to parents/carers who have requested this.

To ensure that important written communications have been received at home, parents/carers may be requested to complete a return slip via email, send an email containing the information requested or print the return slip and return by hand.

Your co-operation in this is vital in order to prevent any misunderstandings or confusion.



VOLUNTEERS

Volunteers participate in a wide range of activities within the school including helping with the library, clubs and accompanying children on educational visits.

Anyone wishing to volunteer regularly in the school must first complete a Protecting Vulnerable Groups (PVG) check. PVG forms are available from the school office.

On their initial visit to the school, volunteers will be advised by a member of staff as to the procedure to be followed in the event of a fire. They will also be given an information card about Child Protection.





EXTRA-CURRICULAR ACTIVITIES

We have an Active Schools Coordinator, Kieran Foy. He coordinates after school activities for pupils in conjunction with Sport Aberdeen. Active Schools also organise a range of activities which take place at Oldmachar Academy and other local leisure facilities.

Currently we have the following extra-curricular clubs available:

P4-7 Football
P6/7 Basketball
P4-7 Recorder
P2/3 Lego

If a parent is interested in running an after school club they should contact the school office.

OUT OF SCHOOL ACTIVITIES

From time to time, requests are made for our school to advertise out of school activities for pre-school and school age children at various locations throughout Aberdeen.

Although leaflets and fliers are read to ensure suitability of content, the school is not in a position to check validity of qualifications, affiliation or PVG checks.

Parents/carers are, therefore, requested to make any enquiries they feel appropriate before enrolling their child at an activity.

INSTRUMENTAL INSTRUCTION

Provision of instrumental tuition depends on the availability of both tutors and instruments. Parents/carers should request music tuition through Aberdeen City Council's website at <https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/music-tuition> if their child expresses an interest in receiving tuition in a particular instrument. Pupils are selected by the tutors and then released from class on a weekly basis. Inevitably, demand will exceed provision and pupils may be disappointed if there is no vacancy for their chosen instrument.





HEALTH & SAFETY

SCHOOL HEALTH SERVICE

Regular inspections are made by the school doctor, dentist and nurse. When further treatment is required parents/carers will be informed. Children in Primary 1 may be invited for a medical examination by the school doctor or nurse. Parents/carers are always consulted first and invited to attend.

DENTAL CARE

Annual dental examinations for Primary 1 and Primary 7 pupils are carried out by the School Dental Service. Parents/carers will be notified if treatment is thought necessary and can then decide whether to have treatment carried out by the School Dental Service or make their own arrangements. If your child is not registered with a dentist you are advised to phone 0845 456 5990 for assistance.



ILLNESS AT SCHOOL

Should a child become ill or have an accident during the school day, minor first aid will be provided. Parents/carers or emergency contacts will be informed as soon as possible should a child need to be taken home or require medical attention.

MEDICINES

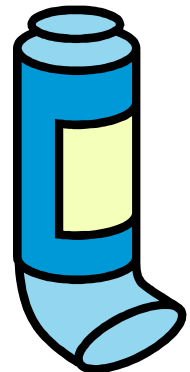
There is no legal requirement upon staff to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis. It is therefore preferable that parents/carers administer medicines. This may necessitate a child going home for lunch. However, if this is impracticable, the following should be observed.



- If any medication is to be administered in school, either long or short term, a Medication in Schools for Pupils pro-forma (obtainable from the school office) must be completed and returned to the office.
- All medicines must be in the original container, clearly labelled with the pupil's name and dose, sealed inside a plastic bag.
- Medicines should always be handed in to the school office by the parent/carer and collected by an adult at the end of the day.
- **Pupils must not bring any medicine to school**, even those sold over the counter.
- It is the responsibility of the parent/carer to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal. The expiry date must be evident on the packaging.
- It is the responsibility of the parent/carer to advise the school in writing of any alteration to the prescribed dosage of medication.
- Parents/carers must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

INHALERS

Parents/carers must complete a medical pro-forma when an inhaler is brought into school. Inhalers will be given to the class teacher who will keep them in the green medical bag in the class area (on the back of the classroom door) to which the children will have immediate access.



HEAD LICE

Close head to head contact is needed to transmit a louse infection. Anyone with hair can get them, but children who put their heads together a lot tend to get them more often. Head lice can't be prevented but regular checking ensures early detection and treatment. Parents/carers should, therefore, aim to check their children's hair once a week during hair washing.

If you detect an infection please inform the school. If you require advice as to treatment, the school can provide you with a leaflet or, alternatively, your school nurse, pharmacist or doctor can advise.



JEWELLERY

Recent years have seen a substantial increase in the number of pupils wearing personal items of jewellery to school. In certain circumstances, such as physical activity, this can constitute a hazard to both themselves and others. All items of jewellery including earrings must, therefore, be removed by pupils prior to P.E.

If the child cannot remove their own jewellery themselves they will not be able to take part in the PE lesson. It is therefore advised that if the child cannot remove their jewellery they should not wear it to school.

There has been an increase in children wearing false nails to school, these can cause a safety hazard and pupils are advised not to wear these to school.

FIRE DRILL

Regular practice Fire Drills are held throughout the session. The fire alarm is tested weekly, normally on Tuesdays at 10.00am, to ensure that it is functioning.

SCHOOL PUPIL INSURANCE

The Directorate has requested that I inform you of the insurance position of your child whilst a pupil of Aberdeen City Council Education Service.

No insurance cover is held by Aberdeen City Council to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent/carer to insure your child for personal accident or death if you feel this is appropriate.

Aberdeen City Council does hold Public Liability Insurance which indemnifies the Council for claims from third parties (e.g. parents/carers of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However if there is no negligence, no claim would be accepted by the Council.



This information is brought to your attention at this time in order that you may take whatever action you feel appropriate. I am also particularly anxious to avoid the potentially distressing situation of parents/carers only becoming aware of the insurance position after an accident has occurred, however remote this possibility.



COMPUTER AND INTERNET

Aberdeen City Council uses an Internet Service Provider that ensures children only have access to secure websites and we ensure that children only have access whilst supervised by teaching or support staff. A Parent Agreement for Computer and Internet Use is issued during the enrolment process.

COPYRIGHT REGULATIONS

Schools are advised to include the following reference to copyright regulations:

“books borrowed from school or college libraries may not be copied by outside bodies, e.g. commercial copy shops without the written permission of the publishers. In conjunction with rights, owners CLA is taking legal action against copy shops that are found to be illegally copying from books for students.”

DATA PROTECTION POLICY

You are requested to refer to Appendix II (page 43) which gives information regarding the above Policy.

SAFETY OUTSIDE

In order that the safety of all pupils is ensured your co-operation is requested on a number of points.

- Please do not walk on the vehicular access at any time.
- Please refrain from parking in the school car park.
- Please refrain from parking on the zig zag markings.
- Parents and pupils should use the path leading to/from the pavement. Please do not walk through the school car park at any point in the school day.



CROSSING PATROL – CURRENTLY A VACANCY

A “Lollipop” person is located at the junction of Dubford Road/Greenbrae Drive between 8.25-8.55 am and 3.10-3.30 pm. I would, however, draw your attention to the following extract from Aberdeen City Council’s Patrol Service:



“Parental Responsibility

Even where a School Crossing Patrol is provided, parents/carers remain responsible for ensuring their children’s safety, just as they do when a zebra crossing or pelican crossing is provided. Some parents/carers, however, may regard the provision of a School Crossing Patrol as an indication that the “Appropriate Authority” is prepared to assume responsibility for the safety of their children on their whole journey to and from school. This is a misconception that should be countered, perhaps by conducting a local “awareness-raising” campaign to reinforce the message of parental responsibility every time a new Patrol is appointed.

When considering the issue of parental responsibility it is ironic to note that in some cases parents/carers themselves may be the cause of traffic levels that necessitate the provision of a School Crossing Patrol. At some school sites, much of the vehicular traffic is created by parents/carers driving their children to and from school.

The issue of parental responsibility also needs to be clearly understood by Elected Members, and officially enshrined in policy statements, road safety plans and guidelines. The responsibility for ensuring the safety of children travelling to and from school is, and must remain, a parental one.”

DOMESTIC PETS

The following quote from our Education Service is brought to your attention:

“....it is the Authority’s policy that no pets owned by any member of staff, parent or guardian should be allowed into any part of the establishment. It must be understood that any part of the establishment includes playgrounds, car parks and playing fields.”

WET DAYS

- Parents/carers should ensure that children are not sent to school unduly early on wet days i.e. morning or after lunch.
- Children will be allowed to stay indoors during interval and lunchtimes on wet days, with the expectation that they behave sensibly.
- Children should choose an appropriate activity whilst indoors (a list of activities is displayed in class areas) and must remain seated in their class area.
- Pupils will be supervised by our Pupil Support Assistants.
- Primary 7 Wet Lunch Monitors will help to supervise classes.



PROPERTY

- Mobile phones and mobile devices, including smart watches, if brought to school, should be kept switched off and handed to the teacher in the morning for safe-keeping.
- Valuables or large sums of money should not be taken to school. If, for some special purpose, such items are brought they should be handed to the teacher for safe-keeping.
- Outdoor clothing, shoes and school bags will be left tidily at the appropriate place.
- All articles of clothing, footwear and school bags should be clearly marked with the child's name.



EMERGENCY INFORMATION

EMERGENCY CONTACT

All parents/carers are asked to provide emergency contact information for each child. It is important that you provide the school with a day-time contact number and the telephone number of a friend or relative, within walking distance of the school, whom we can contact should you be unavailable. Please help us by keeping this information up-to-date.

SCHOOLS INFORMATION SERVICES

Aberdeen City schools provide both on-line and telephone information services for parents/carers. For further details please refer to Appendix I (page 41).

EMERGENCY CLOSURE PROCEDURES

Head Teachers have total discretion as to the closure of schools when they anticipate storm conditions which would put children or staff at risk.

In the event of such conditions, a message will be recorded on the Schools Information Line and Council Website. The local radio station will also be notified. Parents will also be contacted via Groupcall (text message).

Parents/carers will either be asked to collect their children or informed that they will be coming home early. Children will only be allowed to walk home with a parent's/carer's agreement. If parents/carers cannot be contacted, Emergency Contacts will be telephoned and appropriate arrangements made.

The above procedures will be put into operation should the school have to be closed for any other reason e.g. power failure.

In the unlikely event of an evacuation of the school being required e.g. fire, all children will be escorted to the BRIDGE OF DON BAPTIST CHURCH CENTRE, DUBFORD ROAD, BRIDGE OF DON from where emergency closure procedures would be put into operation.



GREENBRAE PARENT COUNCIL

The Parent Council's role is to:

- support the school in its work with parents/carers
- represent the views of all parents/carers
- encourage links between school, parents/carers, pupils and the wider community
- report back to parents/carers.

Regular meetings are planned to discuss a range of issues connected with the school itself and with wider educational initiatives.

For more information about the Parent Council please access our school website or contact the Parent Council on

Email Address: pcgreenbrae@aberdeen.npfs.org.uk



PARENT-TEACHER ASSOCIATION (PTA)

All parents/carers and teachers are automatically members of our very active and supportive PTA. The Association is administered by a committee of staff and parents/carers who are responsible for drawing up an annual programme of events. The activities, both social and fundraising, are many and varied, some of which are listed below.

Christmas Card Design
Pupils' Discos

Photo Sessions
Summer Fayre

The parent members of the committee are elected at the Annual General Meeting and all interested parents/carers are welcome to stand for election.

Minutes of all PTA meetings can be found on the Notice Board at the entrance to school and on the school website.

Email Address: greenbraepta@gmail.com



COMPLAINTS POLICY

In Greenbrae School we aim to provide the best service for all of our children and we work hard to build positive relationships with parents/carers. The school is obliged to have procedures in place in case any parent feels the need to complain.

The procedures are as follows:

- If any parent has any concerns regarding the education that their child is receiving or has any concern relating to the school, we encourage that person to make an appointment to talk to a member of staff at the earliest possible date.
- Where a parent feels that a situation has not been resolved through contact with the staff, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it further with the Depute Head Teacher or Head Teacher. Feedback to parents/carers will be within 28 days of the original complaint being made.
- If parents/carers still feel that the situation has not been resolved then they should contact the Council as follows:

Integrated Children's and Family Services
Aberdeen City Council
Business Hub 13, 2nd Floor North
Marischal College
Broad Street
Aberdeen AB10 1AB

- A member of the senior management team will log the complaint and the action taken.

The ways of contacting the school are:

- In person
- In writing
- By telephone
- By e-mail



HEALTH PROMOTING SCHOOL

As a Health Promoting School we aim to ensure that all children feel happy, safe, respected and included in the school environment. All staff are proactive in promoting positive behaviour in the classroom, playground and the wider school community.

We place a high importance on making the children aware of the importance of a healthy diet and lifestyle. At Greenbrae, we provide opportunities to engage in physical activities and promote health and well-being as part of our curriculum.

Our nursery staff give careful consideration to the salt, sugar and fat content of the foods they provide as part of the children's snack. All staff give careful consideration to the Healthy Eating in Schools regulations. These clearly state that no confectionery can be provided outwith the school lunch; this includes any type of chocolate, chocolate products or chocolate coated products (e.g. biscuits, fruit, ice-cream), sweets (including sugar-free sweets) and cereal bars.

As a result of these regulations, we can no longer use the above products as rewards or treats or distribute on behalf of pupils e.g. birthdays. Pupils may bring water to school daily in a named bottle.





HOMEWORK

Homework is an essential part of our curriculum and is valued by the teacher as a means of reinforcing that which is being taught in class and encouraging a child to take some responsibility for their own learning. Homework also provides opportunities for parents/carers to discuss with their child what they feel are their strengths, areas for improvement and strategies they could use to reach targets.

At Greenbrae School homework activities are linked to a range of curricular areas and may take many forms including a game, a piece of written work, reading activity or a research task. The amount of homework allocated will vary according to the class and the particular area of the curriculum.

To ensure parent/carer participation and to help maintain a reasonable standard of homework we, at Greenbrae School, ask parents/carers to support pupils with their homework and sign pieces of completed work where possible.

Full details about homework can be found in our Homework Guidelines which are available from the school office and on the school website.





PUPIL VOICE

At Greenbrae we place a great importance on the pupil's opinions and providing them with opportunities to make a difference both within the school and the local community.

PUPIL COUNCIL

Our Pupil Council meet regularly and consists of representatives from P3 – P7 and is run by Mrs Phillips. Pupil Council members visit Nursery to P2 classes to gather the younger pupils' opinions and ensure that they are included in new developments. The Pupil Council gather the views of all children within the school, they meet to discuss ways in which to improve the school and they work with the PTA and staff to implement this.



DIGITAL TECHNOLOGY REPS

Digital technology reps will be trained up to help assist teachers in the maintenance of the class laptops, iPads and smart boards. They will also learn useful skills to prepare them for the digital world.

GARDENERS

Since the opening of the new school parent volunteers have been running a P3-7 gardening club to help maintain our vast grounds. They have grown vegetables in the outdoor classroom as well as planting and caring for a range of flowers around the school. In 2018 the Greenbrae Gardeners were awarded 4th place in the schools category of Aberdeen in Bloom. The club also provides pupils the opportunity to learn about different flowers and how to look after them.

LIBRARIANS

Each class P3-7 nominated two pupils to assist with returning and checking out books and keeping the library tidy.



CHARITIES COMMITTEE

The charities committee organise a number of events within school to support local, national and international charities. Events have included dress down days, fancy dress days and food bank collections.

YOUNG LEADERS OF LEARNING

Greenbrae was selected to take part in the Scottish Government Young Leaders of Learning project. Children from P4-7 were selected to represent the school. The Young Leaders of Learning take part in workshops and work with our partner school to identify good practise and ways to improve the school.

LEADERSHIP OPPORTUNITIES FOR PUPILS

We provide a range of opportunities for the pupils to develop leadership skills. Our P7 pupils undertake the role of Prefects and House Captains. Our P6 pupils are also prefects and the P1 Buddies during breaktime and lunchtime at the start of the school year. P4, P5, P6 and P7 pupils participate in Buddy Reading activities weekly with the P1, P2 and P3 pupils. The younger pupils also get opportunities to take on a leadership role, one example of this being during our Nursery/P1 transition when the P1 pupils become the Buddies for the Nursery children.





A CURRICULUM FOR EXCELLENCE

Every school in Scotland is working towards delivering 'Curriculum for Excellence' to meet the needs of all learners from age 3 to 18. The purpose of the curriculum is to educate children for today's world and focus on acquiring:

skills for learning

skills for life

skills for work

To help children to develop these skills we plan varied learning experiences to enable them to grow as:

Effective Contributors, Successful Learners, Responsible Citizens and Confident Individuals

The revised curriculum is much broader than just the subjects taught – it encompasses ethos and the life of the school as a community and allows opportunities for personal achievement and involvement in national and local initiatives.

The main curricular focus is on literacy, numeracy and health and wellbeing. However, Curriculum for Excellence is more about **how** children are taught than **what** they are taught. Children are encouraged to talk about learning from the earliest years so that they begin to understand how they learn best and know what they need to do to achieve success.

The principles around which the curriculum is designed are:

***Challenge and enjoyment**

***Breadth**

***Progression**

***Depth**

***Personalisation and Choice**

***Relevance**

***Coherence**

An important feature of Curriculum for Excellence is the increased emphasis that we are now placing on 'active learning' and 'cross curricular teaching'. At Greenbrae School we strive to use relevant, real-life and enjoyable contexts which build upon children and young people's own experiences thus encouraging them to make meaningful links across areas of the curriculum. We also acknowledge the motivational benefits of following children and young people's interests through responsive planning.

LITERACY AND ENGLISH

Literacy is fundamental to all areas of learning and therefore within our curriculum framework we promote the development of critical and creative thinking as well as competence in listening and talking, reading, writing and the personal, interpersonal and team-working skills which are so important in life and in the world of work.

Pupils spend time with stories, literature and other texts which enriches their learning, develops their language skills and enables them to find enjoyment.

At Greenbrae we balance play-based learning with more systematic development and learning of skills and techniques for reading, including phonics, spelling and grammar.

We use a wide range of teaching strategies to help meet the needs of all children including direct and interactive teaching, collaborative working and a wide range of ICT programmes.

The Scottish Government's policy, "Language Learning in Scotland: A 1+2 Approach," is aimed at ensuring that every child has the opportunity to learn a modern language from P1 onwards. All classes at Greenbrae have weekly French lessons. P4-7 also have weekly Mandarin lessons with our Hanban teacher.

NUMERACY AND MATHEMATICS

Mathematical activities are designed to help children develop a secure understanding of the concepts, principles and processes of mathematics and apply these in different contexts. Within Curriculum for Excellence the mathematical experiences and outcomes fall within three main categories:

Number, Money and Measurement
Shape, Position and Movement
Information Handling



At Greenbrae the emphasis is on interactive maths and practical work, with children taking an active part in their own learning. A wide range of textbooks, games and computer software is used to help engage the children in their learning. Mental agility and problem solving skills are developed throughout the mathematics curriculum.

SCIENCES, SOCIAL SUBJECTS AND TECHNOLOGIES

These subjects aim to provide children with experience through which they can achieve knowledge and understanding of their environment, develop positive attitudes to it, and acquire the skills which allow them to interact effectively with it. We use the local, natural and built environments, along with a variety of contexts for learning to provide the children with experiential learning. Children are provided with opportunities to identify what knowledge and skills they would like to develop within these areas and to assess to what extent they have achieved this.



Through learning in the sciences children develop their interest in, and understanding of, the living, material and physical world. Our teaching and learning approaches promote thinking as well as provide opportunities to consolidate and apply learning.

Through social studies the children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. Pupils are also provided with opportunities to develop their understanding of their environment and of how it has been shaped.



Within technologies we offer the children challenging activities which involve research, problem-solving, exploration of new and unfamiliar concepts, skills and materials. Within this area of the curriculum children engage in activities which develop their creativity and entrepreneurial skills and encourage them to become innovative. ICT is incorporated within technologies. All children are provided with timetabled access to the laptops and iPads where they are taught ICT skills through a variety of contexts. In addition to this, ICT is used as an integral part of the learning and teaching process in many areas of the curriculum. Each class area has a SMART board and dual screen technology which is used to enhance the children's learning. A wide variety of ICT programmes and websites are also used.

Wherever possible, educational trips or specialist visitors form an important element of the children making links between what they are learning and everyday life. Parents/carers may be asked to contribute towards the cost of these trips or visits.



EXPRESSIVE ARTS

The work in this area of the curriculum encourages children to express themselves, and to appreciate the work of others, through art, music, drama and physical education. These activities develop pupils' awareness of and response to many aspects of life, and aim to prepare them to participate in a wide range of activities.

Many group activities such as preparing and presenting shows, plays and concerts and taking part in team games and competitions, have an important role to play in developing qualities of co-operation, responsibility for self and to others, loyalty, leadership and enterprise. The Expressive Arts curriculum also provides pupils with insights into their heritage and understanding of their own and others' cultures.



HEALTH & WELLBEING

Within this area we aim to equip the children with the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing.

Some aspects of health and wellbeing are the responsibility of all adults who are working to support the learning and development of children whilst other areas will be delivered through focused programmes such as personal and social education, citizenship and physical education. To ensure we meet the needs of all children we sometimes work with other agencies such as the School Liaison Officer, Nurse or Active Schools Coordinator to deliver aspects of the Health and Wellbeing curriculum. All pupils receive physical education and during lunchtimes our Playground Leaders coordinate a range of activities which promote physical activity.



Within school our Pupil Council, Buddy Reading, Prefects and Golden Groups are a few of the forums we use to enable all pupils to become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

We believe that a child's experience outwith school also plays an invaluable role in enabling them to develop the above and subsequently we strive to develop a close working relationship with all parents/carers and the wider community.



RELIGIOUS & MORAL EDUCATION

This area of the curriculum deals with the development of the individual in terms of self awareness, awareness of others, and of the world in which they live. It enables children to explore the world's major religions and views which are independent of religious beliefs and to consider the challenges posed by these beliefs and values.

At Greenbrae we aim to develop qualities such as tolerance, respect, unselfishness, self-reliance, perseverance and reliability within our pupils. Using the school as a good example of a caring community we develop the children's awareness and appreciation of the value of each individual in our school and society thus encouraging the children to demonstrate responsible attitudes to other people.

Whilst consideration is given to other religions, regular assemblies taken by one of the local chaplains or the Head Teacher may have elements of Christian worship. Parents/carers who wish to withdraw their child from religious education should inform the Head Teacher in writing.

MULTI-CULTURAL EDUCATION

It is our aim to prepare all pupils to live harmoniously with equality of opportunity in our multi-cultural society. We aim to meet the needs of all our pupils regardless of race, religious beliefs, sex or colour and to build on the strength of cultural diversity within our society. We oppose any form of racism, religious intolerance or sexism, any racist or sexist behaviour and any racist or sexist organisation. We recognise the rights all pupils have to equality of access to educational provision at this school. Throughout our whole curriculum we are committed to developing inter-racial understanding, skills and cross-cultural relationships and an awareness of the need to combat racist and sexist practices in our society.

All forms of racist behaviour are strongly opposed in school. Such incidents are not tolerated and procedures are in place for dealing with the problem.

EQUALITY OF OPPORTUNITY FOR ALL PUPILS

The school is committed to equality of opportunity. All pupils are encouraged to develop an understanding of how different cultures communicate values and ideas and learn respect for one another regardless of culture, race, sex or disabilities. Important themes such as enterprise, citizenship, sustainable development, international education and creativity are developed in a range of contexts within all classes.



ASSESSMENT

Assessment is an integral part of teaching and learning, involving both teachers and pupils. Each child learns and develops at his or her own pace and the progress of each child is continuously monitored and assessed through observation, discussion, questioning or written tasks.

At Greenbrae we believe that children learn best when they are actively involved in their own learning. Subsequently we strive to ensure that all pupils:

- understand clearly what they are going to learn
- know what they have to do to achieve that learning goal
- think and talk about their learning with their teachers, peers and parents
- recognise successful learning
- receive quality feedback to make improvements and decide on next steps.

We have two consultation meetings in the school year. These meetings are attended by the pupils, parents and staff and provide an opportunity for all to share and discuss strengths and next steps. A written report is issued annually.

The school has devised a calendar of events that highlight the different ways in which parents have opportunities to be involved in their child's learning (see Appendix III, page 45).

If parents/carers have any concerns about their child's progress at any point throughout the year they are most welcome to make an appointment to discuss their child's progress with the class teacher, Depute Head Teacher or Head Teacher.

MEETING THE NEEDS OF ALL PUPILS

The main focus for the school is to meet the needs of all pupils to the best of our ability with the available resources. To help do this staff meet with a member of the management team on a termly basis to discuss every pupils' progress, any difficulties they are encountering and possible strategies to support them.

If a child is experiencing difficulties there are a range of specialists that the school may involve such as the school doctor, educational psychologist, speech and language. Prior to contacting any specialist, the class teacher or a member of the management team would speak to the parents and ask for their permission to involve another agency.

If a parent feels that the needs of their child are not being met, they are encouraged to make an appointment to meet with the class teacher to discuss their concerns. Where appropriate the teacher will share these with a member of the management team. If the parent is not sufficiently happy with the outcome from the meeting with the class teacher they are advised to make an appointment to meet with the Depute Head Teacher or Head Teacher.



INCLUSION

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

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

All primary and secondary schools can already provide interventions for children and young people with additional support needs. Schools can access expertise from a range of specialist services including Educational Psychology, Sensory Support, English as an Additional Language and Autism Outreach. A very small number of children may require access to a more specialised provision for a period of time or access to a Special School Placement. As a parent or carer you will be fully involved in decisions about your child, your views are invaluable in helping us design appropriate supports.

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

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

- **Universal support** is the support delivered by the class teacher through effective differentiation. When appropriate the class teacher will be guided by other professionals in school with particular expertise.
- **Targeted support** is the support delivered by the class teacher and other school staff. When appropriate, support will be provided by support services across Integrated Children's and Family Services and will be planned for through the development of a Child's Plan.
- **Specialist/Multi-agency** is the support delivered by the school and others, which is likely to be highly individualised. Support will be planned and coordinated through the development of a Child's Plan that may be multi-agency in nature.

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



GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

Getting it Right for Every child is the Scottish Government's policy that aims to make sure that all children and young people are supported to reach their full potential by maximising their wellbeing.

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

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

Further information on Getting it Right in Aberdeen can be found on the website.
www.aberdeengettingitright.org.uk/GIFREC.html

SCHOOL IMPROVEMENT

The school demonstrates a self evaluative culture and practice that is leading to improvement. All pupils, parents and staff engage in a yearly audit which enables clear action plans to be devised for the following session. An evaluation of the attainment data for Greenbrae can be accessed in the Standards and Quality Improvement Plan which is available on the school website.

POLICIES

A number of school policies can be found on the school website:

www.greenbrae.aberdeen.sch.uk

Aberdeen City Council policies can be found at:

www.aberdeencity.gov.uk



Appendix I

SCHOOLS INFORMATION SERVICES

Aberdeen City schools provide a **TELEPHONE SERVICE** for parents/carers. The main features of this service are:

1. **Emergency Arrangements Message for Parents/Carers**

To be used to inform parents/carers of emergency arrangements and important announcements, e.g. early closure arising from adverse weather conditions/failure of heating system.

2. **List of Messages Containing School Information**

This may hold routine information for parents/carers, e.g. the times for a parents'/carers' Meeting, School Concert details, etc.

Parents/Carers can access these features by dialling this National Rate number:

Tel 0870 054 1999. A Council message will be heard followed by a request for a six digit PIN number specific to their child's school. The **PIN CODE** for Greenbrae is **011370**.

Once connected, a voice will speak out the name of the school and a series of prompts will guide the caller to the appropriate option. The cost of calls is no more than 10p/call (landline calls).

Please read the attached **Terms and Conditions** which apply to users of the Schools Information Line.

ABERDEEN CITY COUNCIL'S WEBSITE also provides information of school closures during severe weather conditions. A list of Aberdeen City school closures will be available on-line at <http://www.aberdeencity.gov.uk/closure>.

Finally, parents/carers can tune in to the following **RADIO STATIONS**: **Northsound 1: FM 96.9 or Radio Scotland: FM 92.7-94.5** to hear announcements of school closures.



Aberdeen City Council (the "Council")

Terms and Conditions for Users of the Schools Information Line

- 1. In providing the Schools Information Line the Council have appointed Thus plc to act as their agent.**
- 2. It is technically impracticable to provide telephone services which are free of error, and no such guarantee is provided for the Schools Information Line by the Council.**
- 3. The Council may alter the operation of the System provided that any such change does not materially affect the performance of the Schools Information Line.**
- 4. The Council may suspend or terminate the Services for operational reasons, as a result of an emergency or should the Council have any reason to believe that the Services have been, are being or will be used or obtained fraudulently.**
- 5. These terms and conditions can be varied by the Council at any time and prior to such variation will be advertised by the Council.**
- 6. The Schools Information Line must not be used for the purposes of:**
 - (1) Making or intentionally receiving calls or connecting to any services which are indecent, menacing, offensive and/or causing any nuisance.**
 - (2) Making or intentionally receiving calls or connecting to any services designed or intended to perpetrate a hoax or fraud or any other unlawful or fraudulent purpose.**
- 7. Where any person uses the Schools Information Line in a manner defined in Clause 6 above the Council shall, without prejudice to any other remedy, have the right to terminate such access to the Schools Information Line and shall have the right to refuse to provide any further such access.**
- 8. Messages left on the Schools Information Line will be held on a non-secure Internet site. Therefore, no undertakings as to privacy or confidentiality can be given in respect of such messages and all users must understand that such messages may be in the public domain.**



Appendix II

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Executive Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as entitlement to free school meals, whether a pupil is looked after by his/her local authority, date of birth, postcode, special educational needs, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only.

Providing national identity and ethnic background data is entirely voluntary. You can choose the “not disclosed” option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.



Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998) and General Data Protection Regulation (2018) (GDPR). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This document can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website.

SEED will not publish or release any information that allows an individual pupil to be identified. Data will not be used by SEED to take any actions in respect of any individual pupils.

Concerns

If you have any concerns about the ScotXed data collections you can email the Data Controller, Peter Scrimgeour, at EDData.Controller@scotland.gsi.gov.uk or write to the ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this information are available on request from the ScotXed Support Office, in other languages, audio tape, braille and large print. Please allow up to 10 days for requests to be processed.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, **www.scotxed.net**. The website also contains answers to commonly asked questions about ScotXed.



Appendix III

ENGAGING WITH PARENTS

When	What	Who	Format/Purpose
November	Parent Consultation	Pupil Parent Teacher	The first 5 minutes of the meeting provides an opportunity for pupils, supported by teachers, to share their targets with their parents/carers. The second 5 minutes allows staff and parents to share any information/discuss any concerns without the pupil being present.
April/May	Written Report	Pupil Parent Teacher	To provide parents with written feedback about their child's progress and next steps.
May	Parent Consultation	Pupil Parent Teacher	Opportunity to discuss the written report(s). The first 5 minutes of the meeting provides an opportunity for pupils to be involved in the discussion about the report. The second 5 minutes allows staff and parents to discuss any concerns/next steps without the pupil being present.
Yearly (Month may vary)	Open afternoon	Pupil Parent Staff	Provide an opportunity for pupils to share their achievements with parents and for the parents to have an opportunity to see the school 'in action'



Appendix IV

NATIONAL CONTACTS

NAME & ADDRESS

Care Inspectorate (Social Care and Social Work Improvement Scotland)

Johnstone House
Rose Street
Aberdeen AB10 1UD

CONTACT DETAILS

Tel: 0345 600 9527
enquiries@careinspectorate.com
www.careinspectorate.com

Childline

Tel: 0800 1111 FAGF
www.childline.org.uk

Children in Scotland

Children in Scotland is the national agency for voluntary, statutory and professional organisations and individuals working together with children and their families in Scotland.

Tel: 0131 313 2322
info@childreninscotland.org.uk
www.childreninscotland.org.uk

Enquire

The Scottish Advice Service for Additional Support for Learning

Tel: 0345 123 2303
info@enquire.org.uk
www.enquire.org.uk

Education Scotland

Denholm House
Almondvale Business Park
Almondvale Way
Livingstone EH54 6GA

el: 0141 282 5000
enquiries@educationscotland.gov.uk
www.educationscotland.gov.uk

Grampian Racial Equality Council (GREC)

41 Union Street
Aberdeen AB11 5BN

Tel: 01224 595505
info@grec.co.uk
www.grec.co.uk

ParentLine Scotland

Tel: 0800 028 2233
www.parentlinescotland.org.uk

Scottish Government Education Department

www.scotland.gov.uk (Click on Education & Training)

Scottish Parent Teacher Council

The national organisation for parents' groups in Scottish schools

Tel: 0131 4746199
sptc@sptc.info
www.sptc.info



The National Parent Forum of Scotland

Gives parent councils and parents an opportunity to discuss and raise educational issues or mutual interest or concern at a national level

<http://www.ltscotland.org.uk/parentzone/getinvolved/forumscotland/index.asp>

The Parent Zone

Find out how you can support your child's education; information for parents and carers

<http://www.ltscotland.org.uk/parentzone>