



WELCOME TO CULTS PRIMARY SCHOOL

On behalf of the staff and pupils I would like to welcome you to Cults Primary School. Our aim is to provide an environment where our pupils are happy, healthy and are given a high quality education, which enables them to achieve their full potential.

We believe that children learn best when there is close co-operation between home and school and we value parents/carers as partners in the education of the children entrusted to our care. We offer opportunities for you to be meaningfully involved in school life and we are appreciative of your support.

We provide a broad and balanced curriculum which is structured to develop children's knowledge and understanding, skills and attitudes in all dimensions: academically, aesthetically, physically, morally and socially.

School staff are fully committed to raising standards of attainment across all curricular areas and they use their expertise to develop programmes of work suited to their pupils' needs and abilities. Pupil progress is assessed on a regular basis and programmes of study are monitored and evaluated to ensure we are providing learning experiences of the highest quality. Staff are committed to the process of self-evaluation and continuing professional development. They attend inservice courses and participate in professional development programmes, which enhance their knowledge of current educational philosophy and practice.

Education is a lifelong process and we see ourselves as a link in the chain, building on the experiences our pupils bring to our school. We regularly liaise with staff from nursery and pre-school centres and with our colleagues in the secondary sector. This ensures a smooth transition for all our pupils as they move through the education system.

We value our position in the community and we welcome all pupils and their parents/carers to our school. Please do not hesitate to contact us if we may be of assistance to you at any time.

Caroline Johnstone
Head Teacher

PARENTS AS PARTNERS

We value effective partnerships with parents and look forward to working with you over the coming years. Over the last few months we have worked hard with the parent council to identify ways to increase the opportunities for you to be involved in the life of the school and support your child's education. We are constantly looking for ways to improve our partnerships so please pass on any ideas of how we can support you. Some of the opportunities we currently provide invite you to:

- Contribute to Learning Journeys which are used to assess your child's progress in Nursery and in some early years classes.
- Attend two parents evenings a year where you have the opportunity to discuss how your child is progressing in their learning
- Receive a formal report on progress in Term 4
- Engage with planning approaches to learning by contributing to working groups of parents representing the parent forum
- Join staff to set Individual Education Plan (IEP) targets when we are working to overcome a barrier to learning
- Become a member of the Parent Council and meet regularly with the head teacher on strategic matters
- Become a member of the Parent Teacher Association (PTA) to provide experiences for the children
- Feed into the school audit and improvement plan by helping us identify what is working well and what should be improved
- Volunteer your skills to support the school by contacting a member of the management team or the school office
- Support in classrooms to provide a greater variety of experiences to children
- Support school trips/in our library/become involved in other school projects

PARENTS HELPING IN SCHOOL

We invite parents/carers to become involved in the life of the school through helping out in school or accompanying classes on trips and outings. It is a legal requirement that all adults working with children must undergo a PVG check. This usually takes only a few weeks and there is no cost to the parent/carer. Forms are available from the school office.

OUR SCHOOL

Cults Primary School, an open plan school on one level, is situated in a mainly residential area on the western periphery of Aberdeen, approximately 4 miles from the city centre.

P1-7 has approximately 630 children. Our nursery runs four sessions, two in the morning and two in the afternoon. Each session has places for 20 children.

Our skilled, experienced and committed staff includes over 30 permanent teachers, including a specialist teacher of PE; nursery nurses and pupil support assistants, who are deployed throughout the school to meet individual needs. Pupils have access to a range of music instructors providing tuition in a wide variety of instruments.

The school is well resourced and we continually seek to provide innovative resources and approaches to engage pupils in the learning process and make our approach to learning and teaching enjoyable. We enjoy an enviable position in extensive, attractive school grounds, with a wide range of play equipment and outdoor learning opportunities. We also have access to a small wood immediately next to the school.

There is an active Parent Council which meets with the Head Teacher on a regular basis to discuss the strategic running of the school and an extremely enthusiastic PTA, which is very successfully involved in fundraising to help improve the school.

The accommodation at Cults Primary School is presently used for the following purposes:

Class teaching areas arranged in 3 units	Nursery Classroom
Main School Office	Support for Learning Base
Pupil Support Hub	Games Hall
Staff Room	Dining Hall
Studio/GP Areas	Community Learning Office
Head Teacher's Office	Library/ICT Suite
Depute Head Teachers' Offices	School Nurse/Doctor's Room

SCHOOL SECURITY

In line with all educational establishments in Aberdeen City, Cults Primary School is protected by a modern security system. This system allows the school staff to have a higher degree of control over who enters and leaves the school building, making our school a safer place for everyone.

Entry and exit doors are monitored and all visitors to the school must enter via the main front door and sign in at the school office. Your support in adhering to this is greatly appreciated.

CULTS PRIMARY SCHOOL AIMS

- We aim to provide a safe, welcoming and caring environment for all, in which each member of the school community can feel secure and valued.
- We aim to provide a stimulating environment where active participation in a full and varied curriculum encourages pupils to be independent learners.
- We aim to provide opportunities that will challenge and motivate each individual to attain their full potential.
- We aim to raise pupil attainment by the setting of challenging, realistic and achievable targets.
- We aim, through open communication, to promote a supportive partnership with pupils, parents/carers and the wider community.
- We aim to encourage in children a respect for self and others and a pride in achievement.
- We aim to encourage children to care for their environment.



OUR ETHOS

Cults Primary School is committed to provide quality learning opportunities for all. High but attainable standards of work and behaviour are expected and by showing concern for the well being of the individual, we aim to foster a happy and safe environment. We value positive attitudes, praise and encouragement. We seek to maintain a partnership with pupils, parents and the wider community through effective communication.

It is our aim to provide a welcoming, bright, friendly, ambitious and safe environment for our pupils where they are challenged to learn in different ways and enjoy the learning process.

We value the opinions of our pupils and encourage pupil voice through our pupil council. This has representatives from each class who meet regularly with school staff to discuss current issues and make decisions about improving the school.

We aim to raise awareness of global issues through assemblies, working with businesses and local church groups to develop global citizenship.

Our behaviour policy is founded on promoting positive behaviour principles and seeks to encourage and reward all pupils. Our policy was reviewed during session 2015/16 and the revised policy dated November 2015 is available on the school website.

Further information on promoting positive behaviour and a positive ethos is available from –

<http://www.scotland.gov.uk/Publications/2010/06/25112828/0>



QUALITY ASSURANCE

Through an on-going process of self-evaluation the school strives to assure quality in the provision of a broad and balanced education appropriate to the needs of each individual. Many approaches are used to determine areas of good practice and areas to be developed including:

- Monitoring classroom practice
- Teachers visiting other classes at Cults Primary and beyond
- Monitoring forward plans and records of work
- Asking parents to comment via survey/consultation
- Sampling jotters and having focused conversations with pupils and staff
- Quality assurance visits by the local authority
- Quality assurance visits by Education Scotland
- Quality assurance visits by Social Care and Social Work Improvement Scotland

The school completes detailed audits on a yearly basis, the results of which feed into the school improvement planning process. The priorities that are identified in school are shared with the school community. Parents, community and pupils are given the opportunity to feed into the improvement planning process to make sure that our priorities reflect the needs of the entire school community. The Parent Council and Pupil Council are active partners in the process of improvement planning.

A yearly standards and quality report is produced that details the work and progress of the school, this can be accessed online on our school website.

We are in the process of updating many of our school policies. Updated versions will be available on the school website. Any questions/suggestion related to school policies should be directed to the head teacher by e-mailing her at

cjohnstone@aberdeencity.gov.uk Hard copies can be requested through the school office.



SCHOOL DAY

Nursery

Morning	08.30 – 11.40
Afternoon	12.25 – 15.35

Primary 1	09.00—12.45 13.45—15.15
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Primary 2 & 3	09.00 – 12.30 13.30 – 15.15
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Primary 6 & 7	09.00 – 12.15 13.15 – 15.15
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Primary 4 & 5	09.00 – 12.00 13.00 – 15.15
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Morning Break	10.30 – 10.45
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A separate nursery booklet is available from the school office.



ADMISSION

Parents living within the catchment area who wish to enrol their child at Cults Primary School or Nursery should make an appointment to meet with a member of the Senior Management Team by contacting the school office on 869211. You will be shown around the school and we will explain how we work to meet the needs of our pupils.

At certain times of year, or if you live outwith the Cults Primary catchment area you will be asked to complete a placing request. If the authority agrees to the placing an admission form is required prior to your child being admitted to Cults Primary School. The authority will outline at the point of making the request when you can expect to hear the outcome. They will also explain the appeals procedure to you. Members of the Senior Management Team (SMT) are happy to answer any queries or concerns you may have.

Further information of choosing a school can be accessed from –
<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

A guide to school attendance which explains parental responsibilities with regard to children's attendance at school is available from the Scottish Government –
<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

CLASS GROUPINGS

The Nursery classes consist of groups of 20 children aged 3-5. The children are well supported by Nursery Teachers and Nursery Nurses. A Principal Teacher oversees the day to day running of the Nursery.

In Primary 1 there are a maximum of 25 children, in Primary 2 and 3 a maximum of 30 and the remainder of the Primary classes can potentially cater for up to 33 children.

Some children may be in a composite class. Composite classes cater for children from two year groups with no more than 25 children in the class. Every class at every stage has a number of ability groups and teaching staff ably match learning experiences to prior knowledge and ability. Children who are in a composite class work in the same way. The smaller class size does allow the teacher to work more often in a small group or 1-1 situation.

Children are given challenges that are appropriate to their needs and the direction that each child takes in their learning is discussed between the class teachers and the SMT to ensure that pupils feel confident in their abilities and have a strong sense of achievement.

The children are taught in a range of groupings, class, small group, pairs and individually. All children have access to the range of supports available in school and may sometimes work with our additional support teachers, Pupil Support Assistants or members of the SMT. Please feel free to ask the SMT for any further information on the supports available in school.



PRIMARY 1 ENROLMENT AND INDUCTION

Pupils due to start Primary 1 at the start of a new school session in August are normally enrolled in January at a date announced by the local authority. Parents/carers can, however, contact the school office for advice at any time.

Details of enrolment week are published in the local press every January.



Parents will be invited to attend an informal induction meeting so that the Depute Head Teacher (early years) can explain a little about the school and give details of how the children will be admitted. There will also be opportunities for parents to hear how to support learning at home. Parents/carers will be notified by letter of the days and times their child should visit and start school.

There are opportunities for parents/carers to visit the classrooms prior to admission. In the first three weeks of their first term, Primary 1 pupils attend on a part-time basis. In keeping with all other schools in the city, Primary 1 pupils attend full time from the fourth week of the school term.

Good transition arrangements exist for the children heading into Nursery or school for the first time. These are updated on a yearly basis in light of feedback that the senior management team (SMT) receives from staff and parents. Similarly, good arrangements are in place for children heading to secondary, please ask the Depute Head Teacher with responsibility for the upper stages for more information.

Parents/carers wishing to enrol pupils should go to the School Office and complete the necessary forms. A member of the senior management team will be pleased to answer any questions you have.

ARRIVAL / DEPARTURE

Parents have a legal obligation to ensure that their children attend school. It is important that children are on time for school, but not too early, and collected on time. Please note that there is no playground supervision before the school day starts. We therefore ask that children are not sent/brought to school before 8.45am.

Any child coming late to school must enter through the main door and report to the school office.

We ask that you make every effort to collect your child at the appropriate time at the end of the school day as children can easily become upset and anxious. If you are unavoidably detained, please telephone the school office on 869221 as soon as possible.

When the morning bell rings, pupils will be collected from their lines in the playground by a member of staff and taken to their pegs to remove their coats.

At the end of the school day teachers will accompany pupils to the pegs before they exit via the appropriate doors.

Parents/Carers who deliver and collect pupils by car should ensure that their child enters the playground safely. Parents/Carers are reminded that it is illegal and dangerous to park on the zig-zags or yellow lines outside school.

Please do not drop off or collect children from the Car Park as this is potentially extremely dangerous.

The Parent Council and the school have worked together to address concerns around travel safety and school pupils have produced a DVD to complement the travel safe guidelines which are issued to all families.

Access to the school building through the unit doors is for school pupils only. Parents/carers who wish to access the building must do so through the front door and report to the school office. This is to protect your children and keep our school safe.



INTERVALS, LUNCHTIME AND PLAYGROUND SUPERVISION

During the morning interval and the lunchtime period, children are supervised by school support staff. We aim to let the children outside to run around and get some fresh air at break times if at all possible. Due to our changeable north east weather, however, it is likely that the children will be outside in the cold and damp weather which is an all too familiar feature of our climate. Pupils should, therefore, come to school with suitable outside clothing to protect them from this type of weather. In the event of very severe weather the children will be supervised in school. The decision as to whether children are inside or out is taken on a daily basis by members of school staff.

We have a well resourced playground with a wide range of equipment which the children are encouraged to use, as well as engaging in traditional playground games and activities, including football. Over the past year, working with the parent council and PTA we have been developing plans and raising funds to improve our playground and try to address the ongoing problem of mud in wet weather.

Older children often help the younger children learn new skills e.g. P7 buddies for P1 pupils.

You will appreciate the need for all pupils to behave in an orderly manner and abide by the school rules at all times. Children who repeatedly choose to not follow the rules will be referred to the SMT.

Pupils are not permitted to leave school premises during interval or the lunch break unless the Head Teacher has given prior permission.



HOME LUNCHES

Parents/carers must inform the school in writing if their son or daughter is to leave the school premises over the lunchtime period. Please note that if you do give such permission you are legally responsible for supervising your child over this period and pupils should not return to school until immediately before the afternoon bell.

SCHOOL MEALS

All children in P1-3 are now entitled to receive a free school lunch.

Lunch is served each day in the dining hall. Meals are prepared daily on the premises. In line with Aberdeen City Council policy and the Hungry for Success initiative, menus are planned to provide nutritious, well presented meal choices daily. School staff promote the healthy options and actively encourage their uptake.

We now operate a cashless, card system for school meals. Further information is available at: <http://www.accordaberdeen.co.uk>

A 2 course meal with a choice of drink currently costs £2.10.

If your child has any particular dietary needs please discuss these with our cook who will do everything possible to meet the needs of your child. Please contact the school office to be put through to the kitchen to discuss dietary needs.

Free meals are available to pupils in P4-7 whose parents are in receipt of Income Support, Income-based Job Seekers Allowance, or in some cases Child Tax Credit. Application forms and more information can be obtained from the School Office.

PACKED LUNCHES

Packed lunches should be brought in a named lunch box and eaten in the dining hall. In the interest of safety, please do not allow your child to bring glass bottles to school and be aware that, although lunchboxes are kept out of direct sunlight, they are not kept refrigerated. Please bear this in mind when preparing lunch for your child.

Research shows that children who eat a healthy meal at lunchtime are better equipped to concentrate on classes in the afternoon. Please help us to ensure that your child eats healthy lunch.



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DRESS CODE AND LOST PROPERTY

We strongly encourage the wearing of school uniform, which is both comfortable and practical. Pupils are expected to wear school uniform in the school colours of green (sweatshirt) and grey or black (skirt/trousers). School shoes should be suitable black outdoor shoes. Polo shirts, sweatshirts, fleeces and jackets are available from the school office.

For PE pupils require a T shirt, shorts and gym shoes or indoor trainers, which must be kept for indoor use. In the interest of safety no jewellery should be worn in the gym. Please note that where jewellery cannot be removed this must be taped over. Tape for this purpose should be brought to school.

A Clothing Grant is available to families in need and further details and application forms can be supplied via the school and area offices.

You are asked to ensure that your child is suitably dressed according to the time of year and weather. The temperature in school is very comfortable but your child should have a suitable jacket for wearing in wet and cold weather.



LOST PROPERTY

Please name all personal property e.g. clothing, footwear, lunchboxes and schoolbags. Lost property items may be found in the tubs in the GP areas of each unit or in the family lounge and children are encouraged to check there regularly for any missing items. The school cannot accept responsibility for any lost item, but every effort will be made to trace anything that goes missing. Please advise a member of staff if an item cannot be found.

All items of clothing should be labelled to ensure that your child can easily identify their own clothing. Staff and parent helpers try to reunite lost property with its owner and this really is only possible when items are clearly labelled.

Please do not allow your child to bring expensive personal items to school.



More information on the procedure for dealing with lost property is available on the school website.

ATTENDANCE /ABSENCES

Any absence from school must be explained by a note or telephone call to the school office. Office staff make use of Groupcall (a system that will send a text message to parents) when a child is absent and there has been no explanation. Please ensure you call the school office/reply to the text promptly to explain any absence. Children who do not arrive in school are automatically treated as “missing” if there has been no communication from home. This can lead to us contacting other agencies including the Police to support us in locating the child if we cannot contact you.

Where there are frequent absences, or where there is an obvious pattern of absence, the matter may be referred to the Local Authority. The Home/School Liaison Officer is kept fully informed about each absentee and maintains a close liaison with parents. If the Home/School Liaison Officer is unable to make contact with parents of children who are not in school and where the Head Teacher has not been provided with a reasonable reason for non attendance, the Head Teacher will inform the police in order to ensure the safety of children.

Pupils taking time off from school to accompany their parents on holiday is not a legal right in Scotland. Schools now have a statutory requirement to record the attendance rates and the number of authorised and unauthorised absence of pupils for all stages. Absences due to family holidays will be recorded as unauthorised. Only under exceptional circumstances will holidays outwith the set dates be considered authorised and individual cases should be discussed with the Head Teacher.

Infection prevention guidance from NHS Scotland requires that children who have been suffering from vomiting or diarrhoea remain absent from school for 48 hours after their symptoms have ceased.

MEDICAL/DENTAL APPOINTMENTS

Any pupil leaving school during the school day must have the Head Teacher’s permission and be collected from and returned to the school office by a responsible adult, who will be asked to sign you child out of school.

Parents/carers are asked to make every effort to make medical/dental appointments outwith school hours.

EMERGENCY ARRANGEMENTS

Parents will be asked to provide the school with the address of a neighbour, relative or friend to whom the child could go, or be taken, in the event of illness or emergency when parents/carers are not available. This nominated person must sign the admission form to give formal consent. Parents will also be asked to supply the name, address and telephone number of their local GP who could be contacted in the event of an emergency where the school was unable to make parental contact. If we cannot contact you and there is a medical emergency, a member of the SMT will assume the role of the parent and ensure that appropriate medical attention is provided.

Please assist the school by ensuring that contact details, which should be completed each year, are kept up to date as children can become very distressed when we are not able to contact you. **Normally parents/carers will be given advance notification of any change in school hours but there may be occasions when this is impossible e.g. power failure or extreme weather conditions.**

In the event of such unforeseen circumstances parents/carers should listen to NORTHSOUND RADIO for updated information or call the SCHOOLS INFORMATION LINE on 0870 054 1999 using the PIN Code 011670 for more details.

We make use of Groupcall which sends a text message directly to all registered parents. Please note that only one number can be recorded per family and it is crucial that contact numbers are kept up to date.

HEALTH

The school doctor and nurse make regular visits to the school throughout the year. All new P1 entrants will have a medical examination at sometime during their first year. Parents/Carers will be invited to attend and will have the chance to discuss their child's health. The school doctor does not carry out treatment or prescribe medicines. She will, however, discuss a problem, offer advice and, if necessary, make a recommendation to the appropriate agency, e.g. G.P. Children's Hospital, Speech Therapist, Audiomatrician, Educational Psychologist etc.

Any parent wishing to discuss a problem with the doctor or nurse may contact the school office for an appointment.



HEALTH

The school dentist also visits the school and any child found to be in need of treatment can either have the treatment carried out by the school dentist or can make their own arrangements.

Parents are asked to inform the school if they know of any condition that their child may suffer from e.g. asthma, epilepsy etc. so that appropriate measures can be taken.

Where necessary, parents/carers should supply an inhaler to remain in school for asthmatic children. A medical form must be completed with details of the medication, dosage etc.

Only in exceptional cases will medication other than inhalers be administered at school. Please contact the Head Teacher or Depute Head Teacher to discuss your individual child's needs. The school will work in partnership with you to develop a medical plan to ensure that your child's needs are met in school.

SUPPORT FOR PUPILS

All children are different and have very different skills and capabilities. Our aim is to ensure that all children attain and achieve to the best of their ability. Cults Primary serves a diverse pupil population with a range of learning, physical, social and emotional needs. We enjoy an effective working relationship with our Educational Psychologist who supports us in ensuring that all children reach their full potential by following a staged intervention model. The Depute Head with responsibility for your child will happily explain this process to you.

Children with additional support needs may have an Individual Educational Plan in place which will be agreed with parents/carers, other agencies who support the child and in some cases the child themselves. This plan, which is reviewed three times a year, helps us track progress and ensure that any changes are made which will help to remove barriers to learning. In some cases creating a Child's Plan may be appropriate. School staff will give you more information about this process.

Attainment data is carefully monitored and children who appear to be experiencing difficulties in any areas of learning will be discussed by class teachers, support for learning staff, depute head teachers and the head teacher. At this point a plan is agreed to support the learner and you and your child will be invited to contribute to the plan and will be given suggestions of how you can support your child at home.

Support from the support for learning teachers is allocated on a needs basis and we do all we can to ensure that the children most in need of additional support receive it.

Further information on additional support needs is available from Enquire:

www.enquire.org.uk

If you would like further information on how your child's additional support needs are being addressed please contact the Depute Head with responsibility for your child in the first instance.

Children who benefit from intensive support from 2 or more agencies may have a co-ordinated support plan which gathers information from all agencies to help support your child.

In some cases your child may benefit from multi-agency working and a GIRFEC (Getting It Right For Every Child) meeting will be called where all professionals will be invited to join parents and staff to plan how best to meet your child's needs.

Further information on how to support your child, whatever their needs, is available on the school website.

COMMUNICATION WITH PARENTS/CARERS

Parents/carers are welcome to visit the school to discuss any matter with their child's teacher or with the SMT, although you are requested to arrange a mutually suitable time beforehand to ensure the appropriate person is available to meet with you. All visitors to the school must report to the school office to sign the visitors' book and collect a visitors' badge.

Over the past session most classes have moved from issuing class newsletters to having a class blog with lots of information about class activities. We are continually reviewing the use of the school website and blogs to give regular updates of forthcoming events and information on the life of the school. Our school bulletins are currently issued in electronic form to all parents who provide an email address and are published on the school website. Any suggestions of information that could be added to the website should be passed to the Head Teacher by e-mailing cjohnstone@aberdeencity.gov.uk

During the year parents/carers are invited to attend two interviews to discuss your child's progress. The second interview is offered following the issue of the child's school report in Term 4.

PTA

There is an active Parent Council and PTA operating in school, both of which provide invaluable support to the school. They host a range of events for parents over each school year, please look out for news of upcoming events on the website, via email, newsletters and through Groupcall.

Cults Primary School has an open door policy and we welcome the involvement of parents in the life and work of the school, however, to maintain the security of the school and keep your children safe you must enter school through the front door, sign in at the school office and wear a 'visitor' badge.

If you wish to speak with any member of staff, please come to the school office where the staff will arrange an appointment for you.

We continue to look for the best means of communicating with you and would welcome any ideas or suggestions.

CLUBS, ACTIVITIES AND PUPIL VOICE

We are keen that the children have a clear voice in the running of their school and as such have a really proactive Pupil Council, supported by Mrs Dalziel.

Pupils have been involved in planning a variety of events such as fund raisers, sports days and charity work as well as being given the opportunity to help us plan improvements and comment on things that are going well in school. The PTA regularly consults with pupils on how to spend PTA funds.

Our Rights Respecting Schools committee will be working with pupils and parents to help us all become more aware of the United Nations Children's Rights Charter. Pupils are developing an understanding of their own rights and an ability to recognise when these rights are being met. We have a further pupil voice group which has a particular focus on health and wellbeing.

Active Schools support a wide range of extra-curricular activities as well as taster sessions which are offered in school. Other activities include tennis, netball and football. Information on the clubs available for your child are obtainable by contacting the Depute Head for your child's year group.

BREAKFAST AND AFTER SCHOOL CLUBS

C.A.S.P.E.R.S. provides Breakfast and After School Care for children attending Cults Primary School within the Tartan Unit, dining room and gym hall. Opening Times are as follows:

Breakfast Club — 07.45 – 09.00. Staff will give the children breakfast then take them through to the school area for the start of the school day.

After School Club — 15.15 – 18.00

CASPERS can be contacted on 07762 250550

THE CURRICULUM

Following a radical review of the curriculum for 3-18 year olds a few years ago, all schools in Scotland now deliver Curriculum for Excellence.

At Cults Primary we are really excited by this development and recognise that the more actively involved children are in their own learning and in setting their own targets, the more they achieve and enjoy their time in school.

Curriculum for Excellence states that the overarching aim for all pupils in Scotland should be the opportunity to develop the following capacities:

Responsible citizens	Successful learners
Confident individuals	Effective contributors

LITERACY AND ENGLISH LANGUAGE

When your child first begins at Cults Primary they will be assessed to gain an understanding of their needs. This helps ensure that your child is appropriately challenged and continues to make good progress. Language work incorporates reading, writing, listening and talking.

There is a strong focus on teaching reading as we recognise that children who are skilled readers very quickly develop excellent writing skills too. We have a wide range of reading materials and teachers make use of the reading scheme best suited to the child's needs at any given time. From time to time a range of school staff may work with children who require additional support or challenge in literacy. Your support is invaluable and we will share with you how to support your child at home as part of the induction process.

Early letter formation and simple spelling is taught making use of a synthetic phonics approach. The children really enjoy this active approach to learning and generally make good progress.

Children are asked to evaluate their own progress in writing tasks and are beginning to set their own targets so that they are focused on their next steps in learning. This self-evaluation begins in Nursery and is gradually developed so that the children have a clear understanding of what they need to work on.

The collaborative nature of this approach provides many opportunities for the children to learn new skills and become confident listeners and talkers. The vast majority of listening and talking tasks involve the children working in other curricular areas, indeed the curriculum is now very rarely taught in discrete subjects.

MODERN LANGUAGES

In Primary 6 and 7 the children currently learn French. There is a mix of written and spoken language, however much of the teaching is delivered through games and activities. Continuous assessment is integral to teaching at Cults Primary and ensures that the children are receiving an appropriate challenge. In line with local and national policy (1+2), pupils in P1, 2 and 3 began to learn French during the course of last session and this will continue through 2016/17. This will very much focus on the spoken language.

SOCIAL STUDIES, SCIENCE AND TECHNOLOGY

This area is being reviewed in light of Curriculum for Excellence. The children are encouraged to be actively involved in planning their own learning and we are increasingly building pupil voice and choice into our approach. We are looking to further develop our teaching of science and technology this session and are working towards the Primary Science Quality Mark gold award.

ICT

Currently we make use of interactive whiteboards, PCs iPads and laptops to help us deliver ICT. The children follow a planned curriculum to help them develop basic skills but also make use of IT in all areas of the curriculum. We have Smartboard interactive whiteboards in all teaching areas and have begun to develop and expand our use of handheld/mobile technology (iPads) this session.

RELIGIOUS AND MORAL EDUCATION

All children are given opportunities to develop their understanding of Christianity and other world religions. We believe this is important to help create a tolerant society. If you have any particular questions or requests regarding the teaching of RME, or would be happy to come into school and discuss your faith with a group of children, please contact the Head Teacher.

Throughout the year representatives from local churches as well as representatives from other groups may talk to the children at assembly or in class, depending on topics being studied. If you have any questions about religious and moral education

EXPRESSIVE ARTS

Our pupils are encouraged to be creative. We make use of a range of resources to support the children and also give them the opportunity to use these skills in a variety of ways.

This curricular area is organised under the following headings:

- Participation in performances and presentations
- Art and design
- Dance
- Drama
- Music

We regularly invite travelling production companies into school and encourage classes to visit local theatres, museums and festivals to gain as broad an education as possible.

HEALTH AND WELLBEING

Health and wellbeing is a priority area for the Scottish Government. The following wellbeing indicators illustrate the basic requirements identified for all children and young people to develop and grow so they can achieve their full potential:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

Staff at different stages plan lessons to ensure pupils receive age appropriate information about sensitive areas; such as awareness of substance misuse, and also to promote relationship education, which includes looking at sexual health. If your child's class will be covering sensitive issues you will be invited to come into school and view materials that will be used and to ask any questions to ensure that you are comfortable with all aspects of your child's education.

From time to time we will invite groups such as Childline into school to work with children on understanding how to keep themselves safe from abuse and harm. Again, we will inform you of any such activity to ensure that you have an opportunity to ask questions and ensure that you are comfortable with the approach being taken.

Health is a major focus for all schools in Scotland and we aim to provide 2 hours of quality P.E. a week for all pupils, with lots of opportunities available for the children to further their knowledge of how to stay healthy. A Health Committee, run by Miss McKay, has been established so that staff, parents and pupils can have more say in taking this forward. One of the biggest changes within Curriculum for Excellence is the recognition that whole school communities must be more aware of mental health issues to be able to support those with and address such issues.

The curriculum is organised under the following headings:

- Mental and emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood

MATHEMATICS AND NUMERACY

We have recently purchased a large quantity of mathematics resources so that our pupils can practise new skills in real situations and have fun at the same time. The children learn about many aspects of mathematics, the broad headings being:

- Estimating and rounding
- Number and number processes
- Multiples, factors and primes
- Powers and roots
- Measurement
- Mathematics - its impact
- Patterns and relationships
- Expressions and equations

The children make use of a vast selection of interesting resources in mathematics. Teachers vary the approach as often as possible to keep the children engaged and motivated. Over the past two years we have been developing more active approaches to the teaching of mathematics, including mental maths.

Further information on Curriculum for Excellence is available on the school website and on the Education Scotland site.

Children at all stages have the opportunity to develop skills for life, future learning and work through a range of enterprise activities that support our pupils to apply their learning in a range of different contexts.

SUPPORT AGENCIES

Educational Psychology

When a pupil is experiencing educational, behavioural, social or emotional difficulties, the school may refer him/her, with parental permission, to the above service for additional advice and to explore any additional services which may be available to support the pupil. Educational Psychologists are available to offer parents and staff invaluable advice on how best to support pupils. Children with recorded additional support needs will have regular reviews with psychological services to ensure that school continues to meet their needs and review progress.

Social Work

The school and the South Area Social Work teams work closely together to support pupils and families.

EAL

Provision is made for any child for whom English is an additional language to receive support in accessing all areas of the curriculum and learning essential everyday language. This support is usually offered in school.

Additional Support

Many children need some extra support or challenge at some point during their school career. School staff are available to help children in all the classes who, from time to time, require support in their learning. Pupils may receive additional support in class or may be withdrawn to work in a one-to-one situation or in a group of pupils who require similar support. A Principal Teacher (Pupil Support) oversees all aspects of additional support needs.

Equality

We have a diverse school population. We endorse Aberdeen City Council policy on Equality and are committed to taking all steps within our power to eliminate discrimination and to promote good relationships between people, regardless of differences.

Assessment

Class teachers continually evaluate their teaching and assess each pupil's work to ensure that they are coping and making the progress expected. Progress is tracked throughout the year so that we can measure the impact of approaches being taken. The class teacher is responsible for keeping progress records to provide a profile of the child's progress.

Informal and formal assessment procedures are used throughout the school and are planned for under the categories Say, Write, Make and Do in that staff look for evidence of what a child can say, write, make or do to illustrate their knowledge, understanding and skills.

Over recent years we have developed the use of Assessment is for Learning and Formative Assessment strategies in school. This approach focuses on setting clear learning intentions and success criteria, giving pupils quality feedback on their work and involving pupils in evaluating their own work and that of their peers. Research has shown that this approach involves pupils much more effectively in their own learning.

A school report is issued for each pupil during the school year. This report gives parents/carers specific information relating to levels of attainment/achievement in curricular areas as outlined in the national guidelines. This report is based on the ongoing assessment procedures that are presently being utilised within the school.

Homework

It is considered that homework is an essential part of the school curriculum and is provided in school for a number of different reasons. Homework is given on a regular basis although it is intended that prescribed homework should not exceed 30 minutes per night (less for the younger children). Further information is available from a member of the SMT and in the school homework policy. Our school homework policy is available on the website.

If your child is experiencing difficulty with homework please do not hesitate to contact the class teacher to discuss the matter.

Discipline

School discipline is a priority for all of us and our pupils generally behave very well. Our main aim is to ensure that we create an atmosphere that will allow all pupils the opportunity to develop both academically and socially in a non-threatening, agreeable atmosphere. To this end we aspire to develop a partnership between home and school which enables both parties the opportunity to work in a meaningful and productive way for all our pupils.

Occasionally children will make a mistake and are given a warning prior to being referred to a member of the SMT, unless the behaviour is serious enough to warrant the immediate involvement of a member of SMT. If an incident is serious, parents will be informed as soon as is practicable, however, all children do make mistakes from time to time and the SMT will use their judgement to decide when to contact parents and when to monitor a situation.

The standard of behaviour expected by pupils at Cults Primary School has been established to ensure the welfare and safety of all concerned at all times. The school motto is “Respect” and our expectation is that this is demonstrated in all interactions and situations in and outwith the school.

The school is keen to involve all educational partners in this area and will be engaging with all stakeholders this session to review and revise our whole school Positive Behaviour Policy.

Child Protection

Given the on-going public concern on the subject of child abuse and changes law, schools are required to report if we think any child or young person is at risk of or 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 Caroline Johnstone, the Head Teacher.

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 Children’s Reporter and in these circumstances the parent 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 Mrs Johnstone at school.

Inclusion

We are committed to a policy of inclusion and believe that it is important that children are helped to understand about the world around them in a positive way. It is our intention that all members of the school community are valued, respected and will have their needs met. Equality of provision, opportunities and the right to a high quality education are central to our philosophy.

Books and resources are carefully selected to ensure that our children see positive images of people of different abilities, race, creed and culture, and that they see men and women in a range of different roles.

We encourage all children to participate in all experiences. Care is taken that activities do not become associated with either girls or boys, rather that all children are encouraged to access all the opportunities on offer.

Equal opportunity and attention is given to all children irrespective of ability, race, gender, religious belief or cultural background and we place great emphasis on educating children against such prejudices. Any incidents of prejudice which are brought to our attention are dealt with and reported according to Aberdeen City Council's Prejudice reporting policy.



Anti-bullying

Sadly, bullying occurs in almost all schools. School structures are, however, in place to combat this type of behaviour with positive management and support of individual children, regular assemblies and class reinforcement.

Please contact a member of the SMT if you have any concerns about your child. The school will respond to incidents of bullying and we emphasise the need for a child to "tell."

Our school policy supports and endorses Aberdeen City Council's Policy Positive Relationships and Antibullying Approaches in School.



Secondary education and transitions

Cults Primary School is a member of the Cults Academy Associated School Group and at the end of Primary 7 pupils will normally transfer there if they live in zone. If you are unsure which secondary school your child will attend, please speak to a member of the SMT.

Children make a learning transition every summer when they move up a stage. We have a transitions policy that is reviewed on a yearly basis to ensure that the best possible transitions take place.

Cults Academy can be contacted on 01224 868801

School Pupils Insurance

Please note that no insurance cover is held by the Local Authority to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

The Local Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there were 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 only becoming aware of the insurance position after an accident has occurred however remote the possibility.

Domestic Pets

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. Please note this includes playgrounds, car parks and playing fields. Your support in observing this ruling is greatly appreciated.

Smoking

All Aberdeen City Council premises and grounds are non smoking; Parent/Carers are asked to observe this.

Complaints Procedure

If you have a complaint or concern regarding the school, we ask that you speak to either the class teacher or Depute Head Teacher in the first instance. If you are not satisfied that we have dealt with your concern, please contact the Head Teacher. We will do all we can to rectify any issues that we can.

If you do not feel that the Head Teacher has helped to resolve your concern, please contact the Quality Improvement Officer attached to the school, they will be happy to assist you.

If you still remain unhappy, Aberdeen City Council, Marischal College, Broad Street, Aberdeen should be approached.

If all of these avenues have been pursued and you remain unhappy, please contact the Public Services Ombudsman.

If you feel unhappy about any aspect of Nursery and you do not feel that the staff have addressed the issue please contact the Care Commission, they will be more than happy to help.

If, despite your efforts to engage with us, still do not feel that issues/concerns have been addressed we have an independent mediation service who can support us. In severe cases a dispute resolution service is available.

This handbook was compiled following national guidelines and taking account of feedback from parents. We hope it is a useful document and would appreciate any comments. If you have any suggestions as to how the handbook could be further improved please do not hesitate to contact me.

Many thanks.

Caroline Johnstone
Head Teacher