Cults Primary School Handbook 2020

Welcome

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 in-service 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.

Morven McKay
Head Teacher

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School Information

Cults School
Earlswells Road
Cults
Aberdeen
AB15 9RG

Telephone: 01224 869221

Email: cultsprimary@aberdeencity.gov.uk
Website: https://cultsprimary.aberdeen.sch.uk/
Twitter: @CultsSchool

Parent Council: pccultsprimary@aberdeen.npfs.org.uk
PTA: cultspta@outlook.com

Cults School provides two years of pre-school education and seven years of primary education, in line with Scottish Government policy. Cults is a non-denominational school and serves the catchment area of Cults and Bieldside. The school is 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.

N - P7 has approximately 700 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, early years practitioners and a senior early years practitioner, pupil support assistants, who are deployed throughout the school to meet individual needs, administrative staff, a janitor and the senior leadership team. 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.

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 the SLT.

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.

Cults School belongs to the Cults Associated Schools Group along with Milltimber, Culter and Lairhillock Schools. All primaries feed to Cults Academy and staff from these schools meet regularly to discuss educational matters and curricular initiatives together.

School Times

Nursery
Morning 08.30 – 11.40
Afternoon 12.25 – 15.35

There is a 15 minute flexible start and end time to the nursery sessions.

Primary 1 09.00—12.45
13.30—15.15

Primary 2 & 3 09.00 – 12.30
13.15 – 15.15

Primary 4 & 5 09.00 – 12.15
13.00 – 15.15

Primary 6 & 7 09.00 – 12.00
12.45 – 15.15

Morning Break 10.30 – 10.45

Afternoon break P4 - 7 2.15 - 2.30 / P1 - 3 2.30 - 2.45

A separate nursery booklet is available from the school office.

Communication

Effective communication and co-operation are at the heart of a successful partnership between home and school. Currently information is passed between home and school via: Groupcall/Xpressions* e-mails/ text messages, school newsletters, class blogs, Google Suite, school website, Twitter account, Parent

Council & PTA Facebook page, phone calls, homework diaries, informal contact, arranged meetings or letters.

*Xpressions is an APP that can be loaded onto Apple and Android devices and is a portal for all communication from school to be accessed in one area. Notifications can be set up which let you know that new communication has been sent by the school. Paper copies of any communication can be requested through the school office.

In the event of adverse weather conditions the school will inform parents of school closures by Xpressions where possible**.** Information can also be found at Aberdeen City Council's website:**www.aberdeencity.gov.uk** and on Northsound radio.

It is essential that the school office has an up-to-date record of each child's address, home telephone number, parents' daytime numbers, e-mail, mobile number and at least one other emergency contact number. This should be the number of a relative or family friend living close by and prepared to serve as an emergency contact in the event of an accident or ill health. Please help us by ensuring that you inform us of any changes.

Parents/carers are welcome to visit the school to discuss any matter with their child's teacher or with the Senior Leadership Team, 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.

Mobile Phones

Pupils should not have mobile phones in class or in the playground during the course of the school day. Parents wishing their child to have a phone for the journey to and from school must inform the head teacher of this in writing. Pupils must hand their phones over to the class teacher each morning and collect them at the end of the school day. Under no circumstances should pupils take photographs or video of any pupil or adult in school on any personal device.

Attendance

The Education (Scotland) Act 1980 requires parents to ensure their children receive a suitable education from the age of five. This is normally provided through

attendance at school and parents have a duty to ensure regular attendance. Parents should ensure that children attend school punctually as we are required to record all late arrivals to school. If a child is absent parents must phone school before 9.30am or, for afternoon absences before 1.30pm. Any unexplained absence is followed up with a phone call to the parents or emergency contact.

Following illness, children should only return to school when they are fit to do so. If a child is recovering from an injury or illness and requires amendment to their routine, parents should discuss this with school staff.

In accordance with NHS Guidelines children who have suffered from diarrhoea/ sickness should remain at home for 48 hours after their last episode.

A note is required for withdrawal of pupils during school hours and the child must be collected from school. For reasons of safety, pupils are not allowed to leave school on their own during the school day. Schools are required to report absence figures and to identify rates of authorised and unauthorised absence. Family holidays during term time will be counted as 'unauthorised' absence. It is the policy of the school and the Local Authority to discourage this practice.

We are keen to encourage children to walk to school. This increases exercise opportunities and reduces traffic congestion. If parents drive pupils to school we suggest they park some distance from the school and then walk. Please be vigilant in keeping your child safe. There is no access to the school car park for parents conveying children to and from school. It is ACC policy that no pets (except assistance dogs) are allowed in any part of the school, including playground and car parks.

School Uniform

We strongly encourage the wearing of school uniform, which is both comfortable and practical. The school uniform supplier is *Logoxpres:*
www.logoxpres-schoolwear.co.uk
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.

For PE, all pupils require a T shirt, shorts and gym shoes or indoor trainers, which must be kept for indoor use. In line with ACC policy no jewellery should be worn in the gym. Where an item of jewellery cannot be removed then it is the adult teaching the group's responsibility to try to establish a safe situation to enable participation by considering how, or if, the context can be made safe by amending the task, conditioning the activity or creating some other management strategy to make

participation safe. Where safe participation cannot be assured then the pupil cannot take part in that element of the lesson.

Except in very extreme weather conditions children go outside to play at break and lunchtimes so should have suitable outdoor clothing for our unpredictable and changeable climate at all times.

School Clothing Grants

A Clothing Grant is available to families in need and further details and application forms can be supplied via the school office. Any parent who wishes confidential advice, should contact the Head Teacher.

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.

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.

School Catering

School meals are provided for pupils by Aberdeen City Council. They are provided free of charge for P1-3 pupils. Meals are prepared in our school kitchen and menus are available to support parents to help their child with their selection. Children may choose from three main courses daily, provision is made for children who require a special diet e.g. vegetarian, religious restrictions, allergies etc. If your child brings a packed lunch, please ensure that the lunch is healthy and the lunch box is clearly named. Although lunchboxes are kept out of direct sunlight, please be aware we have no facility to keep them refrigerated during the school day and be mindful of this when deciding what to include in your child's lunch. Drinking water is always available.

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

Pupils in P4-7 are eligible for free school meals if their parents or carers receive one of the following benefits:

- Income Support

- Income-based Job seeker's Allowance (JSA)

- Any income related element of Employment and Support Allowance (ESA)

- Child Tax Credit (CTC) but not Working Tax Credit (WTC), with an income under £16105 with effect from 6 April 2015.

- Both maximum Child Tax Credit (CTC) and maximum Working Tax Credit (WTC) with an income under £6420

- Support under Part V1 of the Immigration and Asylum Act 1999

- Universal Credit

For further information and an application for free school meals please follow the link below.

https://www.aberdeencity.gov.uk/services/education-and-childcare/school-life/apply-free-schoolmeals

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. Pupils must be collected from the school office and signed out by a nominated adult.

Enrolment

Primary and Secondary zone

All schools in Aberdeen serve a local ‘zone’. Parents can check the zoned school for their home address at

http://maps.aberdeencity.gov.uk/LocalViewweb/Sites/Web_Publisher/

or by telephoning 01224 522753. Any parent wishing to apply for a place at Cults School should complete an online School Placing Request. You need to do this whether you are applying to start school or applying to move between schools. For further information on applying including the online application form:

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

Nursery Class

Enrolment for nursery takes place annually in January, however late applications can be made throughout the year. A child may start nursery in the school term after his/her third birthday. The authority advert in the local newspaper will notify parents of the enrolment timeframe. Places are allocated in line with Aberdeen City Council policy and a waiting list is kept for unsuccessful applicants. Priority is given to children who live within the school’s catchment zone and then spaces are offered in order of age.

Primary 1

Children who are 4 years by the end of February, are eligible to enrol for Primary 1 commencing in August of that year. Parents should complete the online Placing Request by 15th March. Parents will be notified if their child has received a place following the Spring holidays.

All other classes

Families moving into Cults zone throughout the course of the year can apply for a place at the school at any time. If there is not a space available the pupils will be placed on a waiting list. The school will endeavour to reconfigure classes at the summer break to include pupils on the waiting list.

Class Organisation

The number of classes at each stage is dependent on the number of pupils in each year alongside the maximum teacher:pupil ratio of 1:25 in P1, 1:30 in P2 and P3 and 1:33 in P4-P7. At most schools it is usually necessary to create composite classes. More information on composite classes can be found on our website. The pupil to teacher ratio in composite classes is set at 1:25 regardless of stage.

Transition

A smooth transition between every stage is essential and we have procedures in place to make this as successful as possible. Pupils who require additional help are identified and we work with staff and parents to support them. From nursery to primary one our programme enables pupils both from the school nursery and those from partner provider nurseries to visit the school and take part in transition sessions.

Cults 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. A careful transition plan is made for our pupils moving from Primary Seven to Secondary in terms of continuity across the curriculum and pastoral care. If you are unsure which secondary school your child will attend, please speak to a member of the SMT. Cults Academy can be contacted on 01224 868801

Permissions, Admission Forms and Data Protection

Upon joining the school, parental permission is requested to;

- Allow your child computer and internet access and to make you aware of the school's Acceptable User's Policy
- Use photos of your child and their work to celebrate achievements on school displays and the school website
- Allow your child to take part in local outdoor learning experiences in line with ACC Visits Policy

When your child starts Cults School you will be asked to provide information about them on the admission form. This form includes a data protection statement which details the purpose for which the child's data will be processed and whether any of your child's data will be shared with other organisations. More information can be found here:

http://www.aberdeencity.gov.uk/education_learning/schools/scc_NotesParents.asp

School Holidays

Dates for each term, holidays and in-service days are sent home in newsletters and also appear on the Council website:

http://www.aberdeencity.gov.uk/education_learning/education_and_learning.asp

Transport

Free school transport is provided for any of our pupils who live more than two miles from the school, provided that Cults is their designated school. Children may also be eligible for free transport on medical or safety grounds. Application forms are available on request from the school.

After School Care

BREAKFAST AND AFTER SCHOOL CLUBS

Cults Out of School Club for children attending Cults Primary School within the Tartan Unit, dining room and gym hall. Opening Times are as follows:

Breakfast Club - 07.30 – 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

Jacqui can be contacted on 07880086115

Vision, Aims and Values

We aim to provide a safe, welcoming, stimulating environment where all members of the school community work together in partnership to ensure all learners are safe, **happy, included, nurtured, supported and challenged to be all they can be.**

Cults 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

Values

- Respect
- Honesty
- Ambition
- Fairness
- Equity

Curriculum for Excellence

Aim

A Curriculum for Excellence is Scotland's education guidance for all 3-18 year olds. It is structured to help children gain the knowledge, skills and attributes needed to prepare them for their future. It aims to raise standards and equip children and young people for the jobs of tomorrow in a fast-changing world, including skills for learning, life and work. In delivering the curriculum we 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.

Purpose

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

What is the curriculum and what does it include?

Curriculum for Excellence is designed to provide a coherent, flexible and enriched curriculum from 3 to 18. The curriculum is everything that is planned for children and young people throughout their education, not just what happens in the classroom.

Curriculum for excellence recognises four contexts for learning:

- the ethos and life of the school as a community
- curriculum areas and subjects
- interdisciplinary learning
- opportunities for personal achievement

Ethos and life of the school

The starting point for learning is a positive ethos and climate of respect and trust based upon shared values across the school community. All members of staff contribute through open, positive, supportive relationships where children feel listened to; promoting a climate in which children feel safe and secure; modelling behaviour which promotes effective learning and wellbeing. Children are encouraged to contribute to the life and work of the school and to exercise their responsibilities as members of a community. This includes opportunities to participate responsibly in decision making, contribute as leaders and role models, offer support to others and play an active part in putting the values of the school community into practice.

Curriculum areas and subjects

Teachers have the freedom to deliver the experiences and outcomes in a creative, stimulating way to encourage deep, sustained learning meeting the needs of our pupils. Throughout a young person's learning there will be increasing specialisation and greater depth.

There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Languages (including English and modern languages)
- Mathematics
- Sciences
- Social studies
- Technologies
- Religious and moral education

Pupils have opportunities to learn about aspects of Christianity and other world faiths. They reflect upon their own moral opinions in relation to world issues. The school has a close relationship with our local churches in Cults and Bieldside. Learning in all religions is further enriched by a variety of assembly speakers and excursions. Parents wishing to exercise their right to withdraw their child from Religious and Moral Education should put this in writing to their child's class teacher.

Interdisciplinary learning

Children need to transfer skills and make connections across different areas of the curriculum We do this through Interdisciplinary learning (IDL) which may be delivered through a context. This provides relevant, challenging and enjoyable learning

experiences. IDL also takes advantage of opportunities to work with partners who enrich learning experiences. Classes also benefit from a wide range of visits such as; Aberdeen Science Centre, exploring the local area, sports facilities, museums etc. Primary seven pupils attend a four-night residential visit to Dalguise, developing physical skills and teamwork.

Opportunities for personal achievement

At Cults we strive to give our pupils opportunities for personal achievement in a variety of contexts. These will be in the classroom and beyond. Our aim is for these achievements to give the children a sense of satisfaction and to build motivation, resilience and confidence. These opportunities include, but are not limited to:

- Residential Trip (P7 pupils)
- Outdoor learning
- Learning to play a musical instrument
- School and class shows
- Class Assemblies
- Target Setting and Personal Learning Planning/Learning Journeys
- Homework Projects
- Swimming Lessons (P4)
- Reading Challenge
- Burns Poetry Competition
- Upper School Choir
- Glee Club
- Other School Clubs e.g. Chess Club, Coding Club

Music Tuition We have a range of music tutors who visit school weekly. This service is provided by Aberdeen City Council. Interested pupils are chosen after undertaking a music skills test, usually around Primary Four. For the first year lessons are free, thereafter parents pay for the service unless they qualify for financial support. The authority provides the musical instrument unless it is a piano. You can read more about instrumental tuition on Aberdeen City's website at:

www.aberdeencity.gov.uk/instrumentalmusicservice

Pupil Opportunities

We value the thoughts and opinions of our pupils and they are given every opportunity to share and discuss their ideas. There are a number of groups in which pupil representatives are able to participate and feedback to their class.

These groups include Pupil Council, Eco Group, Health Committee and Rights Respecting School Committee. In P7 pupils have the opportunity to apply for a range of responsibilities including P1 Buddies, Science Monitors and Library monitors.

Homework

Research suggests a direct link between homework, parental involvement and pupil achievement. Homework is set regularly with the aim of encouraging good learning habits and reinforcing classroom activities. This may cover all curricular areas. Regular activities will include; spelling, language work, maths and research. The homework will be purposeful, valuable and at an appropriate level. If a parent has any query about homework they should contact the class teacher. We appreciate the support of parents in ensuring that homework is completed satisfactorily. School work is not usually set during absence from school due to ill health or family holiday.

Extra Curricular Activities

A wide range of extracurricular activities are on offer in school different times of the year including:

Football training - P2-P7 pupils

Tennis

Netball P6 & P7 pupils

Karate

Running

Code Club

GLEE club

Choir

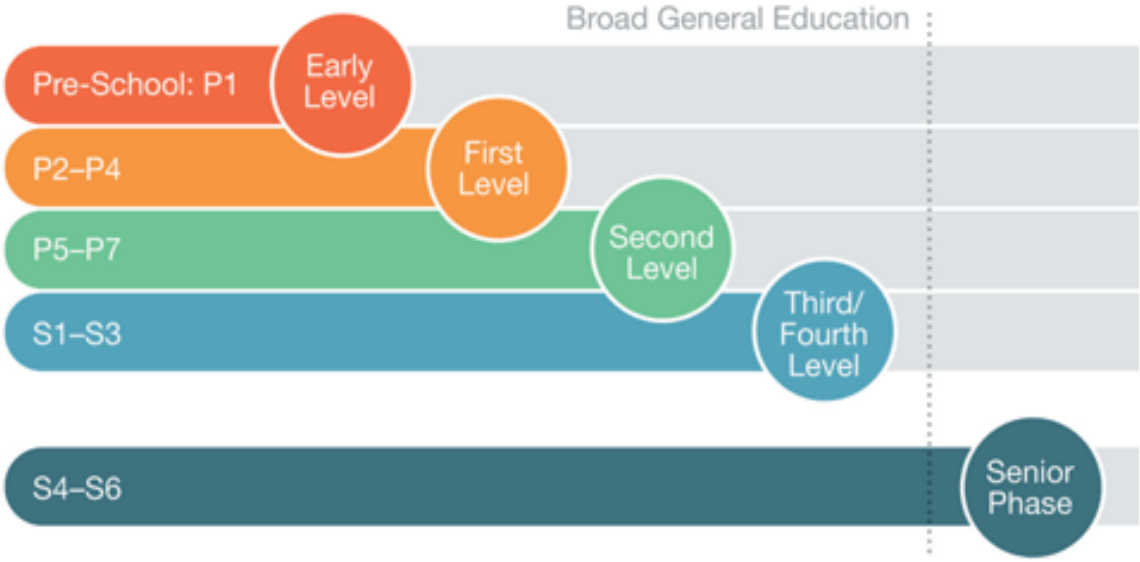
Chess Club

Spanish

Assessment and Reporting

There are five curriculum levels - Early, First, Second, Third and Fourth - in the Broad General Education (from early years to the end of S3).

This diagram shows the five curriculum levels



Early level: Pre-school and P1

First level: P2, P3, P4

Second level: P5, P6, P7

Third/Fourth level: S1, S2, S3

Senior phase: S4, S5, S6

Learners will progress at their own pace through the curriculum levels. The content and pace of the curriculum will be adapted to suit the needs of the child. Assessment is an ongoing, cyclical process. Teachers evaluate and assess pupils using a variety of formative and summative assessment strategies including regular classroom assessments and standardised tests. From this, teachers can track pupil progress and plan next steps. Teachers meet regularly with colleagues to ensure moderation and consistency of teaching, learning and attainment. Regular dialogue with pupils is an important aspect of assessment to ensure they are involved in shaping their learning journey. We communicate with parents about their child's learning experiences in a variety of ways including; meetings for parents, newsletters, curricular events, shows, class blogs, groupcalls, Google classroom, telephone calls and the school website. Each academic year parents receive one written report and

have two parent interviews with the class teacher which offer an opportunity to discuss progress.

Parents are welcome to make additional appointments to speak to the class teacher if necessary. Should a child require additional support for their learning the parent may be invited into school to discuss their child's progress.

Pupil Target Setting

It is recognised that involving pupils in setting their own targets has beneficial impact on learning.

Target setting in the classroom:

- Helps children to have a clear idea of what they need to do to improve their work and achieve the highest possible standard
- Helps parents to know what they can do to support their child's learning
- Targets can be class, group or individual
- A lot of the work towards targets will be completed in school

What will this look like in Cults School?

In Primary 1 teachers will introduce children to the language that is needed to talk about their learning. Targets will be shared as Learning Intentions and at the end of a lesson or block of work children will evaluate their progress. Pupils will then be supported to think about their next steps.

Pupils record targets/learning intentions in their Learning Journeys and add in evidence such as photos or feedback on progress. Learning Journeys are shared with parents twice each term.

Primary 2-6 targets will be current learning intentions for individuals or groups. Time will be allocated for children to talk about their progress towards achieving their targets. Following discussions in class, pupils choose what to include in their Learning Journey and record this alongside comments from the children about their learning.

Primary 7 will be creating ongoing individual profiles throughout their time in P7. These will be shared with in S1. The profiles will help children to have a clear idea of what they need to do to improve their work and achieve the highest possible standard, as well as helping parents to know what they can do to support their child.

We hope that parents will engage with these targets by supporting their child's learning at home.

Most information at P7 will be shared through Google Classroom.

Parents are welcome to add comments or photos of what their child has done at home to Learning Journeys. We have found that if a parent has responded to a

Learning Journey (e.g. smiley face or comment) the pupil is much more motivated to do well and share more of their work with home. We would encourage all parents to engage in this way.

We have recently begun to use Google Classroom at various stages across the school. Your child's class teacher will let you know if they are using this technology at present and how you can access it at home.

School Policies

School and authority policies are reviewed in line with Curriculum for Excellence, Care Inspectorate, Education Scotland and other national guidance. Some policies can be found on the school website. Aberdeen City Council's Education Policies can be found at **www.aberdeencity.gov.uk.** Please contact the school office if you would like more information about a particular policy.

Pupil Behaviour

School discipline is a priority for all of us and our pupils generally behave very well. We aim 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 where every member of the school community feels valued and respected. We recognise and promote good behaviour, encouraging respect and self-regulation. Discipline is a joint responsibility for both parents/carers and school and we ask for your support in maintaining our high behaviour expectations.

Any sudden changes or upset at home can cause children to behave differently in school; just as worry over school work or falling out with friends can affect behaviour at home. We greatly appreciate parents informing the school if there are any major changes to home circumstances. Pupils are encouraged to seek support about any issues affecting them.

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. Our school rules reinforce the need for co-operation, consideration and tolerance and in talking to pupils about the rules we emphasise the need to make good choices and our expectation is that this is demonstrated in all interactions and situations in and outwith the school e.g on trips or outings and on the way to and from school. Safety in our playground is paramount and all pupils are expected to follow our school rules. Occasionally children will make a mistake and are given a warning prior to being referred to a member of the SLT, unless the behaviour is serious enough to warrant the immediate involvement of a member of SLT. 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 SLT will use their judgement to decide when to contact parents and when to monitor a situation.

Pupils who regularly display unacceptable behaviour during the lunch break will forfeit the right to be in the playground at that time and in exceptional circumstances parents may be asked to make alternative arrangements at this time.

Parents are involved in discussions regarding any patterns of unacceptable behaviour at an early stage so that we can then work together to support your child. Where a pupil repeatedly displays inappropriate behaviours i.e. disruption of learning and teaching and unsafe practices, and where other forms of support and sanctions have proved unsuccessful, the local authority exclusion policy will apply.

Further information on promoting positive behaviour and a positive ethos is available from:
http://www.scotland.gov.uk/Publications/2010/06/25112828/0

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 SLT 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.

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.

Additional Support

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 emo-tional needs. 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.

We work closely with many professionals such as;

- English as an Additional Language staff (EAL)
- Child Development Team (Health)
- Educational Psychologist
- Speech and Language Therapist
- Occupational Therapist
- Physiotherapist
- Social Workers
- Autism Outreach
- School Nurse and Doctor

to meet the developmental and learning needs of our pupils. The Educational Psychologist offers advice, support and training to staff, pupils and parents. Pupils experiencing barriers to learning may be referred to this service after consultation with parents. We work together to ensure a co-ordinated approach to bring about positive changes for the child.

GIRFEC/SHANARRI

The Getting it right for every child (GIRFEC) approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential. At home, in school or the wider community, every child and young person should be:

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

These eight factors are often referred to by their initial letters – SHANARRI.

They are wellbeing indicators which help make it easier for children and families and the people working with them to discuss how a child or young person is doing at a point in time and if there is a need for support.

A Child's Plan will be created for any pupil receiving support from more than one agency. The assessment of strengths and challenges in these areas form the basis of the Child's Plan.

There are a range of services to support children with additional support needs (ASN) in Aberdeen City, please refer to:

http://www.aberdeencity.gov.uk/web/files/SchoolsColleges/Guide_to_ECS_current.pdf

For further information on GIRFEC refer to:

http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright

Child Protection

Schools are required to report where they have serious concerns regarding the welfare of a child. Each school has a named senior member of staff responsible for Child Protection matters. In Cults school that person is the Head Teacher or in her absence one of the DHTs.

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 the Head Teacher at school. Our Child Protection policy is available on the school website

Health

Our Pupil Support Assistants are trained in basic First Aid. Should a child become unwell in school or have an accident, basic first aid will be provided. If further treatment is deemed necessary, parents will be contacted. When a more serious injury occurs, medical help will be sought immediately and the parents contacted as soon as possible. For safety reasons no tablets or medicines should be brought to school by pupils. Wherever possible, medication should be administered three times a day out with school hours. Exceptional circumstances should be discussed with the appropriate DHT/ SLT. School should be made aware if a child is receiving any medication which could affect mood, behaviour or performance. We are happy to assist in the management of long term medical conditions involving medication prescribed by the child's doctor e.g. Insulin or Ritalin. Parents should discuss this with the school in the first instance and appropriate procedures will be put in place.

Medical Examination

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

Screening Tests

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

Dental Care

P1 & P7 pupils receive a dental inspection and parents will be notified if treatment appears to be necessary. They can then decide whether to have treatment carried out by the School Dental Service or to make private arrangements.

Head Injuries

Any head bump/injury is taken seriously and parents are informed as soon as possible by text message and a guidance letter is sent home with the child. If the child is well enough to return to class for the rest of the day, Class teachers are alerted to the fact that the child has bumped his/her head.

Head Lice

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

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.

Parental Involvement

We recognise the vital role that parents play in supporting their child's learning. Cults School is fortunate to have enthusiastic parents who work collaboratively with us in roles such as; working in classes or with groups of pupils, going on excursions, supporting fundraising, joining groups (such as Parent Council or PTA), giving us feedback, assisting with school initiatives and extra-curricular activities. We very much welcome the wide-ranging skills of parents and the benefits they bring to our school and we really appreciate all that they do. If you feel you would like to help in school, or if you have an interest or talent you are willing to share, please let us know. We welcome your involvement! All helpers need to have completed a 'Protecting Vulnerable Groups'(PVG) application which is available through the school office.

Cults School Parent Council

All parents have a voice and your opinions are valued. By having a pupil in our school, you are automatically a member of the Parent Forum and invited to attend any meeting of the Parent Council. The Council meets regularly and minutes of meetings are posted on the website where contact details are also displayed. They play a key role in facilitating an exchange of views between home, school and thewider community. The group consists of parents and staff. The head teacher is not a member of the Parent Council but attends meetings in the capacity of advisor.

Parent Teacher Association (PTA)

The PTA also consists of parents and staff members. The primary aim of the PTA is to co-ordinate fund-raising and social events for the school community which in turn supports the school by enhancing the pupils' educational experiences.

Cults 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 this session are working jointly with the Parent Council on this.

Links with local and wider community

The school benefits from a range of partnerships within the local community. We have strong links with the different churches in the local area and representatives from these work with pupils in school. We have links with several local businesses, including Kippie Lodge and are establishing links with some of the providers of care for the elderly in the area. Beyond the local community we have established relationships with the Countryside Ranger, the Emergency Services, Aberdeen Urban Studies and a wide range of local charities.

Useful Links

Cults School Website: **https://cultsprimary.aberdeen.sch.uk/**

Parent Zone – provides a range of school information–

https://education.gov.scot/parentzone/

Choosing a School: A guide for parents – information on choosing a school and the placing request system – **http://www.gov.scot/Publications/2004/11/20232/46413**

The Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others –

http://www.gov.scot/Resource/Doc/148166/0039411.pdf

Getting it Right for Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers. **http://www.girfecna.co.uk/carers**

Enquire: the Scottish Advice Service for Additional Support Needs

http://enquire.org.uk

In conjunction with **'Cults School Handbook for Parents'** please refer to Aberdeen City Council's **'A Guide to Education Services'** **(www.aberdeencity.gov.uk)** in which you will find a variety of useful information.

A Guide to Integrated Children and Family Services 2019-2020 (formally A Guide to Education and Children's Services) is now available as a pdf from the following link:

https://www.aberdeencity.gov.uk/sites/default/files/2018-12/Guide%20to%20Integrated%20Children%20and%20Family%20Services%202019-20_0.pdf

Concerns

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

In line with Aberdeen City Council's complaints procedure if you feel your concern has not been resolved you should follow the stages listed below.

Stage 1- Contact the Head Teacher as soon as possible to inform her of the complaint.

Stage 2- Write a letter or telephone: Integrated Children's and Family Services

Marischal College

Broad Street

Aberdeen

AB10 1BY

Tel 01224 522538

https://www.aberdeencity.gov.uk/services/have-your-say/make complaint

If your complaint relates to nursery, write a letter, telephone or email:

SCSWIS (Social Care and Social Work Improvement Scotland)

Johnstone House

Rose Street, Aberdeen

AB10 1UD

Tel 01224 793870 Email – enquiries@scswis.com

Stage 3 Write to

The Chief Executive

Town House

Aberdeen

Tel 01224 522501

Stage 4- Contact the local government ombudsman Tel **0300 061 0614**

Please note that while the information in this handbook is believed correct at the time of writing, some changes may occur throughout the school year.