

# Cults Primary School



# Handbook

2022



Welcome

On behalf of learners and staff I would like to welcome you to Cults Primary School.

Our aim is to provide an environment where our learners are happy, healthy and are given a high-quality education, which enables them to achieve their full potential.

We believe that learners learn best when there is effective partnership between home and school; we value parents/carers as partners in the education of the learners 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 learner'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 learners' needs and abilities. Learner 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 training events 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 learners bring to our school. We regularly liaise with staff from partner provider nurseries and pre-school centres and with our colleagues in the secondary sector. This ensures a smooth and positive transition for all our learners as they move through the education system.

We value our position in the community and we welcome all learners 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](mailto:cultsprimary@aberdeencity.gov.uk)

Website: <https://cultsprimary.aberdeen.sch.uk/>

Twitter: @CultsSchool

Parent Council: [pccultsprimary@aberdeen.npfs.org.uk](mailto:pccultsprimary@aberdeen.npfs.org.uk)

PTA: [cultspta@outlook.com](mailto: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 Bielside. 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 learners. Our nursery runs four sessions, two in the morning and two in the afternoon. Each session has places for 20 learners.

Our skilled, experienced and committed staff includes over 20 permanent teachers, early years practitioners and two senior early years practitioners, pupil support assistants (PSAs), who are deployed throughout the school to meet individual needs, administrative staff, a janitor and the senior leadership team. From P4 learners 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 learners 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, learners are supervised by school support staff. We aim to let the learners outside to run around and get some fresh air at break times if possible. Due to our changeable northeast weather, however, it is likely that the learners will be outside in the cold and damp weather which is an all too familiar feature of our climate. Learners 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 learners will be supervised in school. The decision as to whether learners are inside or out is taken on a daily basis by PSAs and 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

#### ELC

Morning	08.00-13.00
Afternoon	13.00-18.00

**A separate ELC website is available and will be communicated with families.**

<b>Primary 1</b>	09.00 - 12.55 1.40 - 15.15
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<b>Primary 2</b>	09.00 – 12.40 1.25 – 15.15
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<b>Primary 3</b>	09.00 – 12.30 1.15 – 15.15
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<b>Primary 4</b>	09.00 – 12.10 12.55 – 15.15
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<b>Primary 5</b>	09.00 – 12.00 12.45 – 15.15
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<b>Primary 6</b>	09.00 – 11.50 12.35 – 15.15
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<b>Primary 7</b>	09.00 – 11.40 12.25 – 15.15
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<b>Morning Break</b>	P4–7 10.15 – 10.30 / P1-3 10.30 – 10.45
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<b>Afternoon break</b>	P4-7 2.15 - 2.30 / P1-3 2.30 - 2.45
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## Communication

Effective communication, co-operation and positive relationships 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, Google Workspace, school website, Learning at Home site, Twitter account, Parent Council & PTA Facebook page, phone calls, informal contact, arranged meetings or letters. Families wishing to contact the school should do so through the school email address, this will then be directed to the relevant staff member. Gmail should not be used to communicate with school staff. Please see the [Cults Primary Google Classroom Policy](#) for further information.

\*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/carers of school closures by GroupCall or email and/or Xpressions where possible. Information can also be found at Aberdeen City Council's website: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk) and on Northsound radio.

**It is essential that the school office has an up-to-date record of each learner's address, home telephone number, parents/carers' 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 learner'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

Learners should not have mobile phones in class or in the playground during the course of the school day. Parents/carers wishing their learner to have a phone for the journey to and from school. Learners 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 learners take photographs or video of any learner or adult in school on any personal device. Smart watches should be set to flight safe mode or equivalent.

## Attendance

The Education (Scotland) Act 1980 requires parents/carers to ensure their learners receive a suitable education from the age of five. This is normally provided through attendance at school and parents/carers have a duty to ensure regular attendance. Parents/carers should ensure that learners attend school punctually as we are required to record all late arrivals to school. If a learner is absent parents/carers 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/carers or emergency contact.

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

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

A note is required for withdrawal of learners during school hours and the learner must be collected from school. For reasons of safety, learners 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 learners to walk to school. This increases exercise opportunities and reduces traffic congestion. If parents/carers drive learners to school we suggest they park some distance from the school and then walk. Please be vigilant in keeping your learner safe. There is no access to the school car park for parents/carers conveying learners 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](http://www.logoxpres-schoolwear.co.uk).

Learners 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. Class teachers may make classes aware that they require indoor shoes for use when inside the school building.

For PE, all learners 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 learner cannot take part in that element of the lesson. At present learners should come to school dressed in their PE kits on the days they have PE.

Except in very extreme weather conditions learners 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 and learners 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 learner to bring expensive personal items to school.

More information on the procedure for dealing with lost property is available on the school website. <https://cultsprimary.aberdeen.sch.uk/information/lost-property/>

### **School Catering**

School meals are provided for learners by Aberdeen City Council. Meals are prepared in our school kitchen and menus are available to support parents/carers to help their learner with their selection. Learners may choose from two or three main courses daily, provision is made for learners who require a special diet e.g. vegetarian, religious restrictions, allergies etc.

If your learner brings a packed lunch, please ensure that the lunch is healthy and the lunch box is clearly named. Learners in P1-5 across Aberdeen City receive free school meals. Any snacks brought to school should also be considered healthy. Fizzy juice is not to be brought into school. 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 learner's lunch. Drinking water is always available.



If a member/s of a class have severe allergies information would be sent to the relevant families to inform them that it would be appreciated if all parents/carers could be mindful of this e.g. avoid providing nut or seed based snacks including Hummus.

The Cashless Catering (CHIPS) system works with an electronic 'account' which allows you to top-up your learner's account online and receive balance alerts by text and/or email when the balance is running low.

Further information at link below:

[Accord Card - CashlessCatering \(accordaberdeen.co.uk\)](http://accordaberdeen.co.uk)

Information regarding top up/contact etc link below:

[School meals: cashless catering | Aberdeen City Council](#)

Pupils 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
- Pension Credit (Guarantee Credits)
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105
- Both Child Tax Credit and Working Tax Credit with an income of up to £7,500
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £625
- Universal Credit, with a single parent/carer working less than 16 hours per week with an annual earned income from employment of less than £16,105
- Universal Credit, with both parents/carers working less than 24 hours per week with an annual earned income from employment of less than £16,105

All pupils in P1 to P5 receive free school meals when in school.

Where a child is in P1 to P5 and parents/carers meet the eligibility criteria above, the parent should apply for Free School Meals in order to receive vouchers during holiday periods or periods of home learning and access to the Scottish Government COVID-19 Hardship Grant (payable in December 2021).

Parents of preschool children, in funded places where lunch is provided, can also apply to receive vouchers during holiday periods, where they meet the criteria above.

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-school-meals>

## Home Lunches

Parents/carers/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 learner over this period and learners should not return to school until immediately before the afternoon bell. Learners must be collected from the school office and signed out by a nominated adult.

## Enrolment

### Find your local school

Every household is located in a school zone. You can enter your postcode on our school zone map to find your Zoned School.

[Check the school zone map](#)

### Which schools to apply to

Most children go to their Zoned School. You have the right to apply for a place at any school in Aberdeen City, but if you do not apply for your Zoned School we can't guarantee you a place there. We advise that you apply for both your Zoned School and your preferred school. You can apply to as many schools as you wish.

### Transfer School

To change from one Aberdeen City Council school to another an application should be completed. Applications can be made using the apply for a school place form below.

[Apply for a school place](#)

If you have any other queries or need more information then please email the Customer Applications team on [schoolplacings@aberdeencity.gov.uk](mailto:schoolplacings@aberdeencity.gov.uk)

## Nursery

Enrolment for nursery takes place annually in January, however late applications can be made throughout the year. A learner may start nursery in the school term after their third birthday. The authority advert in the local newspaper will notify parents/carers 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 learners who live within the school's catchment zone and then spaces are offered in order of age. Please see the following website for more information <https://www.aberdeencity.gov.uk/services/education-and-childcare/apply-school-elcnursery-place-20222023>.

## Primary 1

Learners who are 4 years by the end of February, are eligible to enrol for Primary 1 commencing in August of that year. Parents/carers should complete the online Placing

Request, usually by 15th March. Parents/carers will be notified if their learner 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 learners will be placed on a waiting list. The school will endeavour to reconfigure classes at the summer break to include learners on the waiting list.

### **Class Organisation**

The number of classes at each stage is dependent on the number of learners in each year alongside the maximum teacher:learner 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. The learner to teacher ratio in composite classes is set at 1:25 regardless of stage. More information on composite classes can be found on our website. <https://cultsprimary.aberdeen.sch.uk/composite-classes/>

### **Transition**

A smooth transition between every stage is essential and we have procedures in place to make this as successful as possible e.g. Meet the Teacher sessions and time for staff to handover. Learners who require additional help are identified and we work with staff and parents/carers to support them.

From Nursery to Primary One our programme enables learners 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 learners will normally transfer there if they live in zone. A careful transition plan is made for our learners moving from Primary Seven to Secondary in terms of continuity across the curriculum and pastoral care. If you are unsure which secondary school your learner will attend, please speak to a member of the SLT. 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 learner computer and internet access and to make you aware of the school's Acceptable Use Policy
- Use photos of your learner and their work to celebrate achievements on school displays and the school social media accounts
- Allow your learner to take part in local outdoor learning experiences in line with ACC Visits Policy

When your learner 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 learner's data will be processed and whether any of your learner's data will be shared with other organisations. More information can be found here: [Your data: school admissions and placing requests | Aberdeen City Council](#)

### **School Holidays**

Dates for each term, holidays and in-service days are sent home in weekly communication from the Head Teacher and also appear on the Council website:

[http://www.aberdeencity.gov.uk/education\\_learning/education\\_and\\_learning.asp](http://www.aberdeencity.gov.uk/education_learning/education_and_learning.asp)

### **Transport**

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

### **Breakfast and After School Care**

Cults Out of School Club for learners attending Cults Primary School is currently located within the Blue Unit GP, Studio and Dining Room. Opening Times are as follows:

Breakfast Club - 07.30 – 09.00. Staff will give the learners 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**

To deliver excellent learning and teaching, through positive learning experiences for all learners, in preparation for the world that lies ahead.

### **Cults School Aims**

To create confident, challenged and empowered learners.

### **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 learners gain the knowledge, skills and attributes needed to prepare them for their future. It aims to raise standards and equip learners 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 learners 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 learners 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?

[Education Scotland 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 learners 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 learners feel listened to; promoting a climate in which learners feel safe and secure; modelling behaviour which promotes effective learning and wellbeing. Learners 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 learners. 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

Learners 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 Bielside. Learning in all religions is further enriched by a variety of assembly speakers and excursions. Parents/carers wishing to exercise their right to withdraw their learner from Religious and Moral Education should put this in writing to their learner's class teacher.

### **Interdisciplinary learning**

Learners 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. Cults Primary work through a three-year cycle of world themes. Contexts to deliver these are created based on the uniqueness of the school, current events or learner interest. See the link for further detail [Cults Primary Worlds Progression](#).

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. Traditionally, Primary Seven learners attend a four-night residential visit, developing physical skills and teamwork.

### **Opportunities for personal achievement**

At Cults we strive to give our learners opportunities for personal achievement in a variety of contexts. These will be in the classroom and beyond. Our aim is for these achievements to empower the learners to build motivation, resilience and confidence.

These opportunities include, but are not limited to:

- Residential Trip (P7 learners)
- Learning to play a musical instrument
- School and class shows
- Achievement awards
- Target Setting and Learning Journeys
- Homework Projects

- Swimming Lessons (P4)
- Scots Poetry Competition
- Extra-curricular school clubs
- HT Newsletter
- Achievement wall
- School trips

### Music Tuition

We have a range of music tutors who visit school weekly. This service is provided by Aberdeen City Council. Interested learners are chosen after undertaking a music skills test, usually around Primary Four. For the first year lessons are free, thereafter parents/carers 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](http://www.aberdeencity.gov.uk/instrumentalmusicservice)

### Learner Opportunities

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

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

### Homework

Research suggests a direct link between homework, parental/carer involvement and learner 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/carer has any query about homework they should contact the class teacher. We appreciate the support of parents/carers in ensuring that homework is completed satisfactorily. School work is not usually set during absence from school due to ill health or family holiday.

To support learning at home all families will be emailed a link to the school's Learning at Home site, where a range of resources are available.

### Extra Curricular Activities

A wide range of extracurricular activities are on offer in school including:

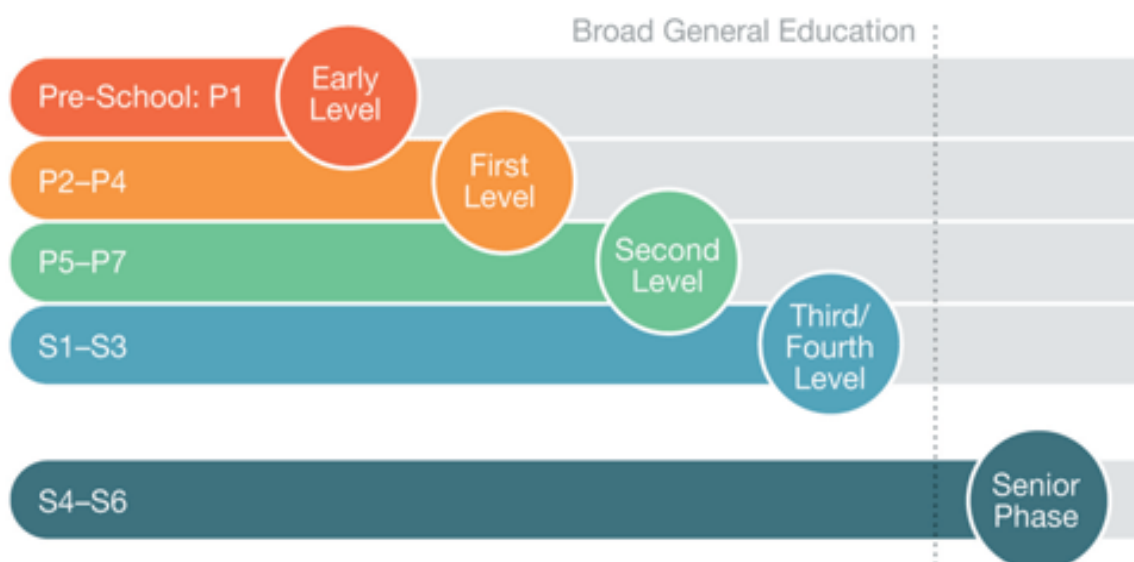
- Football training P2-P7 learners
- Tennis

- Netball P6 & P7 learners
- Running Club
- Code Club
- GLEE Cub
- Chess Club
- Spanish
- Theatre Club
- Gardening Club

### 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 learner. Assessment is an ongoing, cyclical process. Teachers evaluate and assess learners using a variety of formative and summative assessment strategies including regular classroom assessments and standardised tests. From this, teachers can track learner progress and plan next steps. Teachers meet regularly with colleagues to ensure moderation and consistency of teaching, learning and attainment. Regular dialogue with learners is an important aspect of assessment to ensure they are involved in shaping their



learning journey. We communicate with parents/carers about their learner's learning experiences in a variety of ways including; meetings for parents/carers, Learning Journeys, curricular events, shows, Groupcalls, Google Classroom, telephone calls, the school website and Twitter. Each academic year parents/carers receive an Interim report and a final pupil progress report. These are both followed by parent/carer consultations with the class teacher, which offer an opportunity to discuss progress and next steps. Please see the [Cults Primary Assessment Policy](#) and [Reporting and Communication with Parents/Carers Calendar](#) for more information.

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

### **Learner Target Setting**

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

#### **Target setting in the classroom:**

- Helps learners to have a clear idea of what they need to do to improve their work and achieve the highest possible standard
- Helps parents/carers to know what they can do to support their learner'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 learners 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 learners will evaluate their progress. Learners will then be supported to think about their next steps through written and verbal feedback. Learners record targets in their Learning Journeys and add in evidence such as photos or feedback on progress. Learning Journeys are shared with parents/carers termly.

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

**Primary 7** will create individual virtual profiles, as well as continuing to update their Learning Journeys. The virtual profiles will be shared with the school they intend to go to for S1. These will enable the learner to reflect on successes and skills developed. The profiles will also help learners 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/carers to know what they can do to support their learner.

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

Parents/carers are welcome to add comments or photos of what their learner has done at home to Learning Journeys. We have found that if a parent has responded to a Learning Journey with a comment on the Google Slides, the learner is much more motivated to do well and share more of their work with home. We would encourage all parents/carers to engage in this way.

### **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](http://www.aberdeencity.gov.uk). Please contact the school office if you would like more information about a particular policy.

### **Positive Relationships**

Positive relationships and high expectations of our learners to demonstrate the school aims and values is a priority for all of us. Our learners generally behave very well and enjoy creating and maintaining positive relationships with peers and trusted adults across the school. We aim to ensure that we create an atmosphere that will allow all learners the opportunity to develop both academically and socially in a nurturing, agreeable atmosphere where every member of the school community feels valued and respected. We recognise and promote good choices, encouraging respect and self-regulation. Creating positive relationships and ensuring learners demonstrate the school values is a joint responsibility for both parents/carers and school and we ask for your support in maintaining our high expectations.

Any sudden changes or upset at home can cause learners 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/carers informing the school if there are any major changes to home circumstances. Learners are encouraged to seek support about any issues affecting them.

The standard of behaviour expected by learners at Cults Primary School has been established to ensure the welfare and safety of all concerned at all times. Our school rules and values reinforce the need for co-operation, consideration and tolerance and in talking to learners 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 learners are expected to follow our school rules. Occasionally learners 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/carers will be informed as soon as is practicable, however, all learners do make mistakes from time to time and the SLT will use their judgement to decide when to contact parents/carers and when to monitor a situation.

As stated in the United Nations Convention on Rights of the Child ([UNCRC](#)), all learners have the right to rest and play and adults should make decisions in the best interests of the child. Learners who regularly display unacceptable behaviour during breaks or lunch breaks will forfeit the right to be in the playground at that time and in exceptional circumstances parents/carers may be asked to make alternative arrangements at this time.

Parents/carers are involved in discussions regarding any patterns of unacceptable behaviour at an early stage so that we can then work together to support your learner. Where a learner 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 learners, regular assemblies and class reinforcement. Please contact a member of the SLT if you have any concerns about your learner. The school will respond to incidents of bullying and we emphasise the need for a learner to "tell", as if we don't know we are not able to help. [Our school policy](#) supports and endorses Aberdeen City Council's Policy Positive Relationships and Antbullying Approaches in School.

### Inclusion

We are committed to a policy of inclusion and believe that it is important that learners 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 learners 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 learners to participate in all experiences. Care is taken that activities do not become associated with either girls or boys, rather that all learners are encouraged to access all the opportunities on offer.

Equal opportunity and attention is given to all learners irrespective of ability, race, gender, religious belief or cultural background and we place great emphasis on educating learners 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 learners are different and have very different skills and capabilities. Our aim is to create confident, challenged and empowered learners. We value equity at our school and through the teaching of our school values we hope that this is evident across our school community. Cults Primary serves a diverse learner population with a range of learning, physical, social and emotional needs. Learners with additional support needs may have an Individual Educational Plan in place which will be agreed with parents/carers, other agencies who support the learner and in some cases the learner 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 learners who appear to be experiencing difficulties in any areas of learning will be discussed by class teachers, support for learning staff, deputy head teachers and the head teacher. At this point a plan is agreed to support the learner and you and your learner will be invited to contribute to the plan and will be given suggestions of how you can support your learner at home.

We work closely with many professionals such as;

- English as an Additional Language staff (EAL)
- Learner Development Team (Health)
- Educational Psychologist\*
- Speech and Language Therapist
- Occupational Therapist
- Physiotherapist
- Social Workers
- Autism Outreach
- School Nurse and Doctor
- Fit Like Hubs

\*The Educational Psychologist offers advice, support and training to staff, learners and parents/carers. Learners experiencing barriers to learning may be referred to this service after consultation with parents/carers. We work together to ensure a co-ordinated approach to bring about positive changes for the learner.

### **GIRFEC/SHANARRI**

The Getting it right for every learner (GIRFEC) approach supports learners 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 learner 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 learners and families and the people working with them to discuss how a learner or young person is doing at a point in time and if there is a need for support. The wellbeing of each learner is tracked termly using these indicators.

For some learners a Child's Plan may be required if more than one agency is providing support. Please see the [Child's Plan leaflet](#) for further information.

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

[http://www.aberdeencity.gov.uk/web/files/SchoolsColleges/Guide\\_to\\_ECS\\_current.pdf](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>

### **Learner Protection**

Schools are required to report where they have serious concerns regarding the welfare of a learner. Each school has a named senior member of staff responsible for Learner 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 learner could be at risk of abuse or neglect, the school is required to refer the learner to Social Work, the Police or the Child's Reporter and in these circumstances the parent would not normally be consulted first.**

Should you wish to talk further about Learner Protection and the safety of learners, please feel free to contact the Head Teacher at school. Our Learner Protection policy is available on the school website

### **Health**

Our Learner Support Assistants are trained in basic First Aid. Should a learner become

unwell in school or have an accident, basic first aid will be provided. If further treatment is deemed necessary, parents/carers will be contacted. When a more serious injury occurs, medical help will be sought immediately, and the parents/carers contacted as soon as possible. For safety reasons no tablets or medicines should be brought to school by learners. 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 learner 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 learner's doctor e.g. Insulin or Ritalin. Parents/carers should discuss this with the school in the first instance and appropriate procedures will be put in place.

### **Medical Examination**

During your learner'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 learner's ability to benefit fully from his/her education. Parents/carers, on occasion, are invited to attend to discuss their learner's health with the doctor. If any vaccination programmes are to be undertaken in school, parents/carers 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/carers' attention.

### **Dental Care**

P1 & P7 learners receive a dental inspection and parents/carers 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/carers are informed as soon as possible by phone or text message and a first aid slip is sent home with the learner. If the learner is well enough to return to class for the rest of the day, class teachers are alerted to the fact that the learner has bumped their head.

### **Head Lice**

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

### **School Learners Insurance**

Please note that no insurance cover is held by the Local Authority to provide automatic compensation to learners in the event of a personal accident or death. It is your responsibility as a parent to insure your learner 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/carers of learners) 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. We are also particularly anxious to avoid the potentially distressing situation of parents/carers only becoming aware of the insurance position after an accident has occurred however remote 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.

### **Parent/Carer Involvement**

We recognise the vital role that parents/carers play in supporting their learner's learning. Cults School is fortunate to have enthusiastic parents/carers who work collaboratively with us in roles such as; working in classes or with groups of learners, going on excursions, supporting fundraising, organising the school library, 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/carers 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/carers have a voice, and your opinions are valued. By having a learner 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 the wider community. The group consists of parents/carers 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/carers 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 learners' educational experiences.

Cults School has an open-door policy and we welcome the involvement of parents/carers in the life and work of the school, however, to maintain the security of the school and keep your learners 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 a member of staff, please phone or email the school office where the staff will arrange an appointment for you or pass on your communications.

### 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 learners 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/carers – 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 Learner and Young Person, is essential reading for anyone involved or working with learners and young people, including practitioners working in adult services with parents/carers 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/Carers**' please refer to Aberdeen City Council's '**A Guide to Education Services**' in which you will find a variety of useful information: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk). A hard copy of this handbook can be requested in writing from the school office.



A Guide to Integrated Learners and Family Services 2019-2020 (formally A Guide to Education and Learners'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%20Learners%20and%20Family%20Services%202019-20\\_0.pdf](https://www.aberdeencity.gov.uk/sites/default/files/2018-12/Guide%20to%20Integrated%20Learners%20and%20Family%20Services%202019-20_0.pdf)

### Concerns

We understand that parents/carers may have concerns about their learner from time to time and we would always seek to support parents/carers 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 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](mailto: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.